

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
January 13, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority Board of Trustees met in regular meeting session at 7:30 am in The Gravity Conference Room, City Central Building, Suite 509, 400 East Central, Ponca City with Chair Lee Evans.

1. Chair Evans called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Lee Evans, Mark Detten, Nancy Laffey, Garrett Bowers, Lanita Chapman, Erica Feters and Eric Peitz. Absent: None. Staff members present: Lori Henderson, Liz Learning, Kat Long, Aubrey Adams, Laurence Beliel, and David Myers. Guests: Molly Kyler, Pioneer Technology Center; Dawn Brakey, Pioneer Technology Center/PTAC; Janet Schwabe, Pioneer Technology Center, Incubator Manager and Rich Cantillon, Ponca City Chamber of Commerce.
3. PUBLIC COMMENT: Lori Henderson introduced Aubrey Adams, the newest PCDA employee who joined our team in December.
4. CONSENT CALENDAR. CONSIDERATION AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON DECEMBER 9, 2021; CONSIDERATION AND VOTE ON FINANCIAL REPORTS FOR DECEMBER, 2021; CONSIDERATION AND VOTE ON THE RESOLUTION FOR PAYMENT OF CLAIMS FOR DECEMBER, 2021.

A motion was made by Trustee Laffe, with a second by Trustee Detten to approve the consent calendar.

Roll: Yeas: Evans, Detten, Laffey, Bowers. Chapman, Feters and Peitz

Nays: None

Motion Carried.

5. REPORT AND PROGRESS REPORT ON SPEC BUILDING DUKE AND COOKSHACK EXPANSION CONSTRUCTION PROJECTS:

David invited anyone to look over the architect drawings for Duke and Cookshack projects which were displayed on a table in the back of the room. Laurence and David met with Perry Schauvelage this week and discussed the next set of changes. Working these two projects together, the team of architect and builders hope to keep the contractors working every day possible and also pursue economy of scale as these two projects move forward.

Process moving forward: the plans are being approved. Perry will make changes and put together the construction documents. These documents will be collected and put out to bid by Hembree & Hodgeson. There will be a mandatory 21 day bid period and then the bids will be collected and opened which includes contractors and subcontractors. After the bids are opened, H&H will put together a Guaranteed Maximum Price for the Duke Build. This price and the bids will be brought to this board for discussion and possible vote. The timing is looking to be in April, 2022.

David went over what drawings are available and asked if there were questions. Questions were asked, discussed and answered.

6. REPORT AND DISCUSSION ON PCDA'S BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAMS

David introduced Laurence Beliel's presentation with a background of BR&E and the importance this program has in creating jobs and retaining companies in the Ponca City area. Fast forward from 2003 when PCDA was created to now with 2,000 open jobs. Laurence is going to give an overview of BR&E and what that looks like here in Ponca City.

Laurence's presentation gave an overview of how industry has changed over the last 100 years including updates in machinery, electronics, lean manufacturing and creativity. He gave background on modern issues including shrinking workforce (lower birthrates), aging workforce (more people working longer), shrinking workforce with lack of labor participation, skills gap and off grid industry which use "gig" jobs like Amazon and the grow industry. This segued into the loss of many manufacturing jobs and contracts to China for lower production costs.

He then explained how BR&E programs such as those in Ponca City can assist to grow and keep companies especially in the face of COVID the last two years. How do companies stay relevant? By embracing robotics and artificial intelligence in manufacturing.

Companies with high tech and high skilled positions have openings which are not being filled. Some programs which have helped here in Ponca City including Inventors and Entrepreneurs Network which aligns entrepreneurs with existing manufacturers; Ponca Works with programs such as Cookies & Careers, Girl Power Camp and Industry Ambassadors which keep manufacturing and local jobs in front of primary and secondary educators and students. City Central has raised awareness of co-work plug and play workspace as well as shared equipment such as 3D printers and Glowforge to the community.

Past BR&E programs include Lighten the Load, Industry Certification Assistance Program (ICAP) and the Trade Show Brigade which is in its fifth year. The Trade Show Brigade continues to create business to business opportunities for industry here in Ponca City with contractors which attend shows like Design 2 Part.

Pioneer Tech and PCDA have a very strong working partnership and have created a Shared Equipment Consortium with several different types of equipment including measuring, welding and 3D printing. This has allowed local industry to improve their thru put times and get creative with their processes. PCDA and Pioneer Tech are planning a local robotics/automation/AI Showcase to put all of these things together and gather industry to see how these best practices can benefit them.

This all comes back to lack of workforce and BR&E practices have to get creative to grow and prosper. Questions were asked and answered.

7. STAFF REPORTS.

David Myers gave an overview of December contacts including 29 new industry contacts, 91 existing industry, 76 regional partners, 16 government, 9 consultants, 97 City Central, and 28 small business. Staff had two new leads this month for a total of nine projects with a total potential job count of 410.

Myers showed a computer generated rendition of Duke spec building and Kat Long explained PCDA is close to completing a virtual **walkthrough** of the building to use as an extra marketing tool for Duke. This will include a two minute guided tour as well as roof off schematic and self guided tour. This tour will live on the website. This is in response to what site consultants are requesting for their clients and we are using a local company which started in The Link.

Liz updated the Board on local internship programs. This is the fifth year Ponca Works has partnered with PCPS and there are 37 students placed through this program.

This year's Design 2 Part show is happening in February this year and there are five Ponca City companies participating. This expense will be coming to the board for approval at the February meeting.

Garrett Bowers shared some numbers about truck driver wages and types of operations. These were pre-pandemic numbers and he believes these wage numbers will be increasing when the new study is released in May. This will hopefully increase the CDL and trucking industry panache as a primary or first choice job for those coming out of school as opposed to a second tier or third tier choice. Oklahoma ranks in the top five of truck drivers per capita, including California.

PCDA continues to work with the City on the Small Business Grant Program and will be meeting with Rhonda Skrapke later today to complete the application process. This is using Federal dollars with the City administering it and PCDA assisting with application and information. Rich gave an update on the Chamber Banquet and the changes for this year on location and events. David related a phone conversation with a local prominent citizen who was very interested in a program that Stillwater has to attract remote workers to buy a house in their community. More information can be found on these types of programs and will have to be examined for how it could be done or even why for the Ponca City area as workforce are so scarce. David suggested the date of March 25th for the board retreat where topics such as these can be discussed. There will be an email going out to everyone to check their calendars and let David know if there are any conflicts. Questions were asked and answered.

8. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 17-02, 21-08, 21-11, 21-12, AS WELL AS PROJECTS SMOKE AND WREATH

A motion was made by Trustee Detten with a second by Trustee Laffey to enter into Executive Session at 8:34 am.

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters and Peitz

Nays: None

Motion Carried.

9. NEW BUSINESS

10. ENTERTAIN A MOTION TO ADJOURN

A motion was made by Trustee Chapman to adjourn the meeting with a second by Trustee Detten.

Roll: Yeas: Evans, Detten, Laffey, Bowers. Chapman, Fetters and Peitz

Nays: None

Motion Carried. Meeting was adjourned at 8:52 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
January 13, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:34 a.m. in the Gravity Meeting Room, Suite 509, 400 East Central, Ponca City, Oklahoma with Chair Lee Evans presiding.

Present:

LEE EVANS, CHAIR
GARRETT BOWERS, TRUSTEE
ERICA FETTERS, TRUSTEE
NANCY LAFFEY, TRUSTEE
MARK DETTEN, TRUSTEE
LANITA CHAPMAN, TRUSTEE
ERIK PEITZ, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PCDA STAFF
KAT LONG, PCDA STAFF
AUBREY ADAMS, PCDA STAFF
LAURENCE BELIEL, PCDA STAFF
DAVID MYERS, PCDA STAFF
RICH CANTILLON, PONCA CITY CHAMBER OF COMMERCE
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:34 a.m. Trustee Detten made a motion with a 2nd from Trustee Laffey and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 17-02, 21-08, 21-11, 21-12, as well as projects Smoke and Wreath.

David Myers, PCDA staff, led the discussion and was provided direction for the continuing negotiations with the above company, relative to economic development projects.

At 8:51 a.m. Chair Lee Evans declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long