

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY DEVELOPMENT AUTHORITY  
PONCA CITY, OKLAHOMA  
March 10, 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 Nancy Laffey.

1. Chair Laffey called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Mark Detten, Nancy Laffey, Garrett Bowers, Lanita Chapman, Erica Feters and Eric Peitz. Absent: Lee Evans. Staff members present: Lori Henderson, Liz Leaming, Kat Long, Aubrey Adams, Laurence Beliel, and David Myers. Guests: Craig Stephenson, City Manager; Molly Kyler, Pioneer Technology Center; Dawn Brakey, Pioneer Technology Center/PTAC; Janet Schwabe, Pioneer Tech and Barry Harrison, Bowers Trucking
3. PUBLIC COMMENT: Liz Leaming was recognized by the Journal Record for Achievers in Oklahoma under 40.
4. CONSENT CALENDAR. CONSIDERATION AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON JANUARY 13, 2022 AND FEBRUARY 10, 2022; CONSIDERATION AND VOTE ON FINANCIAL REPORTS FOR JANUARY, 2022 AND FEBRUARY, 2022; CONSIDERATION AND VOTE ON THE RESOLUTION FOR PAYMENT OF CLAIMS FOR JANUARY, 2022 AND FEBRUARY 2022

A motion was made by Trustee Chapman with a second by Trustee Detten to approve the consent calendar for January, 2022 and February, 2022.

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

Nays: None

Motion Carried.

5. REPORT ON THE PONCA CITY "TRADE SHOW BRIGADE" AT THE DESIGN-2-PART SHOW HELD MARCH 2-3<sup>RD</sup>, 2022 IN ARLINGTON, TEXAS.

Laurence Beliel reported that five Ponca City companies attended the Design-2-Part (D2P) in Arlington. These five companies were Source Fabrication/CME, Moonlight Machine, Centerline, Precision Tool and K&C Manufacturing. The first day was very business and crowded. The second day was less crowded but still very busy for all the companies attending. As Ponca City emphasizes collaboration over competition, all the companies had interested small to large contractors seeking contract manufacturing. Precision was recently acquired by a larger company who has their ASI and other certifications which meant that Precision was able to talk contractually with larger companies who demand certain industry certification to contract for work. Several of the PC companies have already signed NDA's with contractors from D2P. Pictures of the event were shown. Questions were asked and answered.

6. REPORT ON THE PONCAWORKS BELL PROGRAM WORKSHOP HELD MARCH 3<sup>RD</sup> AND CAREER AND INTERNSHIP FAIR HELD MARCH 9<sup>TH</sup> AT THE PONCA CITY HIGH SCHOOL. Liz Leaming reported on the Ironside Engineering-Bell program presentation which happened this month. This program is a virtual and in person training – one semester in class and four semesters with companies while gaining a BS in Engineering. This program connects education and workforce. Three companies in Ponca City have participated in this program and gave very good feedback on the program. Yesterday, Ponca Works hosted an internship and career Fair at PoHi with 22 local employers in attendance. Students were able to sign up for internships as well as talk to employers about Ponca City jobs.
  
7. REPORT ON THE UPCOMING SMALL BUSINESS AND NON-PROFIT ORGANIZATION GRANT PROGRAM BEING RUN THROUGH A PARTNERSHIP BETWEEN THE CITY OF PONCA CITY AND PCDA: Lori Henderson and Kat Long will be running point on this grant for PCDA once it goes live. PCDA and the City of Ponca City have been seeking funds for this type of program and the final steps for the application and uploading of information to access the funds allocated by The City are completed. The City of Ponca City has allocated \$250,000 for small businesses and \$220,000 for non-profits within Ponca City limits. Those applying will have 30 days in April for \$2500 to \$10,000 in funds for small businesses and \$5000 to \$10,000 for non-profits.

PCDA will review the applications and those awarded will receive funds from The City of Ponca City with 80% of the funding up front and 20% after a final report has been submitted. Guidelines are available for public review.

8. DISCUSSION AND DIRECTION ON TARGET INDUSTRIES AND THE MARKETING OF SPEC BUILDING DUKE. As the ground breaking of Duke approaches, staff has been working on a virtual tour for the Duke building and showed the virtual tour to the board. This virtual tour will live on [goponca.com](http://goponca.com) under properties as well as static pictures of the facility. Kat Long showed the automated tour. Also discussed were which industries could be interested and marketed to for leasing the Duke building. Are there additional targets PCDA should be thinking about? Would we be open to leasing this building to an existing company? Any additional direction for marketing this building. These are all questions to be addressed during the board retreat in April. Questions were asked and answered.
  
9. CONSIDERATION AND POSSIBLE ACTION ON APPROVING RESOLUTION 22-03-01, A RESOLUTION OF THE PCDA BOARD OF TRUSTEES TO ACCEPT, IF AVAILABLE, A GRANT IN THE AMOUNT OF \$1 MILLION TO PROTECT THE PUBLIC HEALTH THROUGH THE INSTALLATION OF AN ERV SYSTEM AND OTHER COMPONENTS IN CITY CENTRAL THAT REDUCE AND/OR REMOVE AIRBORNE PATHOGENS AND TO COMMIT UP TO \$100,000 IN PCDA FUNDS TO THE PROJECT; The City of Ponca City has applied for and received grants from the CDBGCV program which is specific to making publicly owned buildings safer in a post-pandemic world. These funds would be used for the Senior Center and City Central. With regards to City Central, the \$1 million is specifically to change out the HVAC system with an ERV system which

cleans and ionizes the air while making it more energy efficient. One of the biggest costs for City Central is energy costs and this would help those costs. The \$100,000 is to contract a mechanical engineer to look at the project and the building and make appropriate plans to utilize these funds. There is a timing issue with these funds: they must be committed/spent by March of 2023. Staff recommendation is to pass the resolution to accept the funds from the City and hire the MEP under contract for professional services. There will be a contract brought back to the board in April or May for the Board to review. Questions were asked and answered.

A motion was made by Trustee Peitz with a second by Trustee Detten to approve the Resolution 22-03-01 to accept, if available, a grant in the amount of \$1 million and to commit up to \$100,000 in PCDA funds to the project.

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

Nays: None

Motion Carried.

## 10. STAFF REPORTS.

David Myers gave an overview of January contacts including 42 new industry contacts, 88 existing industry, 10 regional partners, 15 government, 10 consultants, 102 City Central, and 15 small business. Staff had eight new leads this month for a total of seven projects with a total potential job count of 340.

Kat Long gave an overview of Business Plan Pitch-off which happens for the fifth time Friday, March 10<sup>th</sup> with two food businesses pitching against each other to three judges. Also, Business on the Balcony starts up again on Tuesday, April 12<sup>th</sup>. This will be the second Tuesday of each month thru October 11, 2022 which provides a different type of setting for small businesses to network with other companies and resource providers in Ponca City.

David shared more information on a state innovation grant which will be available soon for companies to apply for. David and Lori were at the Capital and the Mid-America Industrial Park was the topic of discussion as they are acquiring a German based data mining operation for their 9,000 acre location. Ponca City is competing with these mega industrial parks in other communities for state-level leads and the state has said they are seeking to build more of the types of industrial parks in our state. There were awards given and a Panasonic project was also the talk of the capital as Oklahoma is competing with Kansas for this large project.

March begins budget talks and this will be discussed during the board retreat. David also handed out articles on housing and workforce attraction.

## 11. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 21-11, 21-12, 22-01, 22-02, 22-03, 22-04, 22-05 AS WELL AS PROJECTS BDU, CaIM, CHECKERED FLAG, CROWN, HEARTEAT, SMOKE AND WREATH

A motion was made by Trustee Bowers with a second by Trustee Peitz to enter into Executive Session at 8:35 am.

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

Nays: None

Motion Carried.

## 12. NEW BUSINESS

## 13. ENTERTAIN A MOTION TO ADJOURN

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

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

Nays: None

Motion Carried. Meeting was adjourned at 9:06 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF  
THE PONCA CITY DEVELOPMENT AUTHORITY  
March 10, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:35 a.m. in the Gravity Meeting Room, Suite 509, 400 East Central, Ponca City, Oklahoma with Chair Lee Evans presiding.

Present:

NANCY LAFFEY, CHAIR  
ERICA FETTERS, TRUSTEE  
GARRETT BOWERS, 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  
CRAIG STEPHENSON, CITY OF PONCA CITY  
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:35 a.m. Trustee Bowers made a motion with a 2<sup>nd</sup> from Trustee Peitz and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 21-08, 21-11, 21-12, 22-01, 22-02, 22-03, 22-04, 22—05 as well as projects BDU, CalM, Checkered Flag, Crown, Heartbeat, 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 9:05 a.m. Chair Nancy Laffey declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Kat Long**