

MINUTES

Claremore Economic Development

Board of Trustees Regular Meeting

Location: North Block Common

Address: 115 N Missouri, Claremore, OK 74017

Date: July 20, 2023 Time: 3:00 p.m.

CALL TO ORDER:

The meeting was called to order at 3:07 p.m. by Chairman Jerry Schivally, and a quorum was declared.

BOARD OF TRUSTEES PRESENT:

Mr. Green, Mr. Collins, Mr. Fleetwood, Mr. Schivally, Mr. Neely, and Ms. Stutzman-Fortna was present. Mr. Green stepped out at 3:30 PM and returned at 3:31 PM. Mr. Collins stepped out at 4:37 and did not return until the meeting was adjourned.

BOARD OF TRUSTEES ABSENT:

Mr. Frazier

OTHERS PRESENT:

Meggie Froman-Knight, Eric Winn, Terri May Peters, Caitlyn Ngare and Bailey Thompson. Caleb Coltrane with Garver joined via Zoom at 3:22 PM and left at 3:29 PM. Eric Winn arrived at 3:09 PM, and remained through the conclusion of the meeting.

APPROVAL OF June 15, 2023 REGULAR MEETING MINUTES

Motion to Approve by Mr. Fleetwood

Second by Mr. Green

Motion Carried: Unanimously

DISCUSSION AND APPROVAL OF CIEDA FINANCIALS

a. CIEDA Management Report Ending June 30, 2023

Meggie Froman-Knight reported that staff was working on making the transition to the new financial institution after the vote to move last month. CIEDA received the yearly funds of \$35,000 for the implementation of the Nxtnano TIF. Both the Baker Hughes TIF and Promise Hotels TIF have been closed and zeroed out on the balance sheet. Meggie Froman-Knight reported that we are still working internally to fix the balance due to Airport to \$25,000 instead of the \$57,406.90 that is on the balance sheet. She shared with the board that staff is working internally to update the depreciation schedule.

Motion by: Mr. Fleetwood

Second by: Mr. Green

Motion carried: Unanimously

DISCUSSION AND APPROVAL OF AIRPORT FINANCIALS

a. Airport Management Report Ending June 30, 2023

Meggie Froman-Knight shared with the board that staff will be shifting the fuel inventory calculation method beginning in this month.

Motion by: Mr. Fleetwood
Second by: Ms. Stutzman Fortna
Motion carried: Unanimously

DISCUSSION AND POSSIBLE ACTION REGARDING WAIVER OF BOND ADMINISTRATIVE AND AUDIT FEES FOR NORTHEAST TECH.

Staff requested to reduce the fees to \$1,500. Mr. Collins made the motion to approve \$1,500 for Administrative and Audit Fees for Northeast Tech.

Motion by: Mr. Collins
Second by: Mr. Fleetwood
Motion carried: Unanimously

DISCUSSION AND POSSIBLE ACTION AUTHORIZING THE LETTING OF BID AND PUBLICATION OF BID NOTICE FOR CONSTRUCTION AND RELATED ACTIVITIES OF A 100' x 60' HANGAR AT CLAREMORE REGIONAL AIRPORT

Mr. Collins made the motion to approve pending any changes that Eric Winn had to the plans from Garver prior to the letting of the bid and publication of bid notice.

Motion by: Mr. Collins
Second by: Mr. Fleetwood
Motion carried: Unanimously

MOTION AND VOTE TO ENTER INTO EXECUTIVE SESSION FOR THE FOLLOWING PURPOSES:

- a. Conferring on matters pertaining to economic development for which public disclosure of the matters discussed would violate the confidentiality of the subject businesses authorized by Okla. Stat. tit. 25, Section 307(C)(11)

Motion by: Mr. Fleetwood
Second by: Mr. Green
Motion carried: Unanimously

MOTION AND VOTE TO ACKNOWLEDGE RETURN TO OPEN SESSION

Motion by: Mr. Green
Second by: Mr. Fleetwood
Motion carried: Unanimously

STATEMENT OF EXECUTIVE SESSION MINUTES

- a. "During the Executive Session, the Trustees discussed confidential matters related to economic development projects. No other matters were discussed and no actions were taken"

DIRECTOR'S REPORT

Caitlyn Ngare shared with the team about the Summer Engineering Internship program that we coordinated with Northeast Tech on. Meggie Froman-Knight shared with the board that at next month's meeting we will have presentations from Catalyst Commercial on City Limit Housing and Retail Strategies for a yearly update. Meggie Froman-Knight also shared with the board that Bryan Frazier is officially a CIEDA Trustee following City Council ratification.

a. CLAREMORE REGIONAL AIRPORT UPDATE

Airport Manager, Eric Winn

Eric Winn reported that the customers have given good feedback about the Self-Serve system, but there are still issues that are being addressed considering the metering and offload pumps. Eric Winn also reported that a space will open in the Common Hangar in August. The Airport Committee recommends leaving it vacant to allow for overnight space for transient aircraft.

COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS - INCLUDES NEW BUSINESS WHICH COULD NOT HAVE BEEN FORESEEN AT THE TIME OF POSTING OF THE AGENDA.

ADJOURN:

Chair Mr. Jerry Schivally called for a motion to adjourn.

Motion by Mr. Neely
Second by Mr. Fleetwood
Motion Carried Unanimously

Meeting adjourned: 4:41 pm

Staff Recorder:

