MINUTES

Claremore Economic Development

Claremore Economic Development drives economic advancements for Rogers County by supporting and recruiting aligned businesses for mutual prosperity

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Board of Trustees Regular Meeting
Location: Neely Agency
Address: 965 W Will Rogers Blvd, Claremore, OK 74017
Date: October 22, 2025 Time: 3:00 p.m.

CALL TO ORDER:

The meeting was called to order at 3:00 p.m. by Chairman Brian Green, and a quorum was declared.

BOARD OF TRUSTEES PRESENT:

Mr. Green, Mr. Schivally, Ms. Stutzman Fortna, Mr. Fleetwood, Mr. Neely and Mr. Frazier were present.

BOARD OF TRUSTEES ABSENT:

None

OTHERS PRESENT:

Staff: Meggie Froman-Knight, Colby Linder, Bailey Thompson, Tammy McCall, Braelea Franks, Gabe Space
Others: Jeff Ray, Claremore Main Street- Steve Robinson left at 3:18 p.m., Public - 3:05 p.m.
City Manager: John Feary

PARTNERSHIP PRESENTATION: CLAREMORE MAIN STREET
DIRECTOR - STEVE ROBINSON

Mr. Robinson provided updates related to Claremore Main Street

DISCUSSION AND APPROVAL OF SEPTEMBER 17, 2025, REGULAR MEETING MINUTES
Chairman - Brian Green

Motion to Approve by: Mr. Frazier
Second by Mr. Fleetwood
Motion Carried: Unanimously

DISCUSSION AND APPROVAL OF CLAREMORE ECONOMIC DEVELOPMENT FINANCIALS
Chairman - Brian Green

A. Claremore Economic Development Management Report Ending September 30, 2025

Ms. Stutzman-Fortna provided an overview and shared the following highlights from the Finance Committee meeting:

- **Wages, insurance, and retirement expenses have increased due to the addition of new staff.**
  Office supply expenses were higher than usual as a result of purchasing furniture for the new office spaces.
- **Travel expenses were slightly above average due to attendance at the SEDC Conference.**
- **Business Development, Marketing, and Retention expenses were higher, primarily due to the Marketing Alliance contract.**

Motion to Approve by: Mr. Fleetwood
Second by Mr. Frazier
Motion Carried: Unanimously

DISCUSSION AND APPROVAL OF CLAREMORE REGIONAL AIRPORT FINANCIALS
Chairman - Brian Green

A. Airport Management Report Ending September 30, 2025

Ms. Stutzman-Fortna provided an overview and shared the following highlights from the Finance Committee meeting:

- **The bank account balance is lower than usual due to the purchase of two loads of fuel totaling approximately $53,000.**
- **Fixed Assets: The Jet A fuel truck is being added to the balance sheet and will be reflected in the October financials.**
- **Fuel Sales: The average price per gallon is $0.43 lower year-over-year (September 2025 compared to September 2024).**

Motion to Approve by: Mr. Neely
Second by Mr. Fleetwood
Motion Carried: Unanimously

DISCUSSION AND POSSIBLE ACTION REGARDING 2026 BOARD MEETING DATES AND TIMES
Chairman - Brian Green

Staff presented a proposed 2026 meeting schedule consistent with 2025—meeting on the third Thursday of each month (except March, April, June, July, August, and September) at 3:00 p.m., alternating quarterly between the Neely Agency and the Claremore Regional Airport.

Motion to Approve by: Mr. Frazier
Second by Mr. Neely
Motion Carried: Unanimously

DISCUSSION AND POSSIBLE RATIFICATION TO EXECUTE CONTRACT FOR DOCUMENT DIGITIZING PROJECT
Chairman - Brian Green

Staff recommended entering into a contract with Databank, as the company currently maintains a pre-existing relationship with both Rogers County and the City of Claremore for similar types of work.

Motion to Approve by: Mr. Fleetwood
Second by Mr. Neely
Motion Carried: Yes Opposed: Amy Stutzman-Fortna In Favor: All Others

DISCUSSION AND POSSIBLE RATIFICATION ACTION ON THE FIRST AMENDMENT TO LETTER OF INTENT BETWEEN CLAREMORE INDUSTRIAL AND ECONOMIC DEVELOPMENT AUTHORITY AND AXH AIR-COOLERS, LLC
Chairman - Brian Green

Executive Director Meggie Froman-Knight shared that staff has been working with AXH for some time on a potential expansion opportunity. The target date for a final decision regarding entering into a contract is December 1, 2025.

Staff recommended that the Board ratify the amendment to the existing Letter of Intent, which would:

- **Extend the acreage under consideration, and**
- **Allow AXH a 90-day period to complete additional property due diligence.**

During this time, the parcel in question will not be marketed to other prospects.

Motion to Approve by: Mr. Frazier
Second by Mr. Fleetwood
Motion Carried: Unanimously

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE CLAREMORE INDUSTRIAL AND ECONOMIC DEVELOPMENT AUTHORITY TO APPLY FOR RURAL ECONOMIC ACTION PLAN (REAP) GRANT FUNDS TO SUPPORT CLAREMORE REGIONAL AIRPORT LAGOON PROJECT
Chairman - Brian Green

Executive Director Meggie Froman-Knight advised the Board that REAP Grants are only available for projects that impact populations of 7,000 or fewer. The Claremore Regional Airport qualifies based on the tenant population.

According to engineering estimates, the proposed project cost ranges between $1.4 million and $1.9 million. The grant provides a maximum award of $100,000 and is administered through the Council of Governments (COGS) for the State of Oklahoma.

Staff recommended that the Board authorize submission of the grant application. In the event the grant is awarded, staff will bring a recommendation back before the Board to accept the funds and any associated grant requirements.

Motion to Approve by: Mr. Schivally
Second by Mr. Frazier
Motion Carried: Unanimously

DIRECTOR'S REPORT

a. **CLAREMORE REGIONAL AIRPORT**
Airport Manager - Colby Linder

Colby updated the Board on several things:

- Welcome New Hire - Gabriel Space
- 2025 Fly-In was a huge success with 30+ Aircraft
- Operational Updates
    - New Jet A fuel truck arrived - ribbon cutting with ODAA being scheduled

- Facility Update - Ongoing Projects
- Fuel Averages and Sales

b. **CLAREMORE ECONOMIC DEVELOPMENT**
Executive Director - Meggie Froman-Knight

Executive Director Meggie Froman-Knight provided the following updates:

- **Manufacturing Month:** Staff has been working with Sequoyah and Claremore Public Schools to support their career awareness events.
- **Rogers County Training Grant:** Efforts are underway to close out the training grant, which has provided short-term career training for adult learners in CNC machining, welding, and healthcare roles.
- **Site Selection Activity:** This is an active season for site selection. The team will continue to engage with prospects in the Atlanta, Greenville, Chicago, and Dallas markets, in partnership with other economic development partners across the State of Oklahoma.
- **Holiday Meeting Planning:** Discussion is needed regarding whether to host a holiday gathering or modify the December Board Meeting. Staff will coordinate with the Chair to confirm plans and ensure any necessary public postings are completed well in advance for transparency and legal compliance.
- **Legislative Updates:** Legislative activity continues to increase. The team is meeting regularly with the Lead committee and the Oklahoma Department of Commerce as it re-evaluates investment strategies. The Incentive Evaluation Commission is also expected to release updates in the coming month on programs that may be continued or concluded.

MOTION AND VOTE TO ENTER INTO EXECUTIVE SESSION FOR THE FOLLOWING PURPOSES:
Chairman - Brian Green **Time: 4:07 P.M.**

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)*

Executive Director Meggie Froman-Knight recommended that "Claremore City Manager", John Feary remain for the Executive Session, with the consent of the Board.

Motion to Approve by: Mr. Frazier
Second by: Mr. Fleetwood
Motion Carried: Unanimously

MOTION AND VOTE TO ACKNOWLEDGE RETURN TO OPEN SESSION
Chairman -Brian Green **Time: 5:01 P.M.**

Motion to Approve by: Mr. Schivally
Second by: Mr. Fleetwood
Motion Carried: Unanimously

STATEMENT OF EXECUTIVE SESSION MINUTES
Chairman -Brian Green

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

DISCUSSION AND POSSIBLE ACTION REGARDING ECONOMIC DEVELOPMENT PROJECTS
CHAIRMAN - Brian Green

This item was struck from the Agenda.

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

Executive Director Meggie Froman-Knight noted that this was the first event held at the Airport without a single complaint or negative comment. Feedback from attendees was overwhelmingly positive, and she expressed appreciation for the team's efforts in making the event such a success. It was refreshing to visit the Airport and experience the positive atmosphere created through the team's hard work and collaboration.

ADJOURN:
Chairman - Brian Green

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

Meeting adjourned: 5:02 P.M.

Staff Recorder:

Bailey Thompson

Bailey Thompson