

**AGENDA**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**SPECIAL MEETING**  
**MONDAY, MARCH 12, 2018 AT 12:00 NOON**  
**THE ALLIANCE FOR ECONOMIC DEVELOPMENT OF OKLAHOMA CITY**  
**CONFERENCE ROOM**  
**105 NORTH HUDSON, SUITE 101**  
**OKLAHOMA CITY, OK**

1. Call to Order
- 2.\* Approve Minutes of the January 10, 2018 Special Port Authority Meeting
- 3.\* Accept Financial Reports
4. Consultant Report – Matthew Weaver
- 5.\* Discuss and Consider Approval of Website Layout
- 6.\* Discuss and Consider Approval of Website Content
- 7.\* Ratify and Approve Payment of Claims and Invoices
8. Receive Comments from Members, Staff and Citizens
9. Schedule of Next Meeting – Wednesday, May 16, 2018
- 10.\* Adjournment

\*Action Required

**MINUTES**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**SPECIAL MEETING**  
**WEDNESDAY, JANUARY 10, 2018 - 11:00 A.M.**  
**THE ALLIANCE CONFERENCE ROOM**  
**OKLAHOMA CITY, OK**

Board Members in Attendance: Barry Murphy, Chairman, Chuck Mills, Erika Lucas and Dustin Anderson

Board Members, Absent: Richard Tanenbaum

Others Present: Ronda Dugone, Finance; Matthew Weaver, Marketing Director; Hailey Rawson, Municipal Counselor's Office, Catherine O'Connor, Nicole Goodman and Pam Lunnnon, The Alliance for Economic Development of OKC

1. Call to Order at 11:05 p.m.
- 2.\* Approve Minutes of November 8, 2017 Special Port Authority Meeting

**APPROVED.** Moved by Chuck Mills; seconded by Erika Lucas; Ayes: Anderson, Mills, Lucas and Murphy

- 3.\* Accept Financial Reports

Presentation made by Ronda Dugone, City of Oklahoma on Financial Reports dated December 31, 2017.

**ACCEPTED.** Moved by Chuck Mills; seconded by Erika Lucas; Ayes: Anderson, Mills, Lucas and Murphy

4. Consultant Report – Matthew Weaver

Presentation made by Matthew Weaver by phone, Director of Marketing & Business Development (**see attached Consultant Report**)

Discussion: General Administrative & Marketing  
Century Uniforms, Midwest City, OK  
Chickasha ED Council, Chickasha, OK  
Eastman Kodak, Weatherford, OK  
GoodYear Tires, Lawton, OK  
Gabriels, Chickasha, OK

- 5.\* Discuss and Approve Amendment #1 of Professional Services Agreement between the Port Authority of the Greater Oklahoma City Area and Anglin Public Relations, Inc.

**APPROVED.** Moved by Erika Lucas; seconded by Chuck Mills; Ayes: Anderson, Mills, Lucas and Murphy

- 6.\* Discuss and Consider Approval of Logo Options: 1, 2, 3, or 4

Pros and Cons on each logo were discussed and board members decided on Logo #1.

**APPROVED.** Moved by Dustin Anderson; seconded by Erika Lucas; Ayes: Anderson, Mills, Lucas and Murphy

- 7.\* Discuss and Consider Approval of Website Layout

Presentation for website layout was not ready, so there was a motion to defer this item until the March Board Meeting.

**DEFERRED.** Moved by Chuck Mills; seconded by Erika Lucas; Ayes: Anderson, Mills, Lucas and Murphy

- 8.\* Discuss and Consider Approval of Website Content

Presentation for website content was not ready, so there was a motion to defer this item until the March Board Meeting.

**DEFERRED.** Moved by Chuck Mills; seconded by Erika Lucas; Ayes: Anderson, Mills, Lucas and Murphy

- 9.\* Ratify and Approve Payment of Claims and Invoices. Matthew Weaver, FTZ Marketing Director's time 11/1/17 to 11/30/17 and 12/1/17 to 12/31/17; total \$3,350.

**APPROVED.** Moved by Erika Lucas; seconded by Chuck Mills; Ayes: Anderson, Mills, Lucas and Murphy

10. Receive Comments from Members, Staff and Citizens

**Discussion:** Mr. Mills stated the first week of April will be International Week in the State of Oklahoma. On April 2-3<sup>rd</sup>, the Governors International Team is having a Consular's Summit Meeting including lunches, receptions etc. On April 4<sup>th</sup> there will be International Day at the State Capital for international students and on April 5<sup>th</sup> there is the World Trade Conference in Tulsa.

11. Schedule of Next Meeting – Wednesday, March 21, 2018

- 12.\* ADJOURNMENT – 11:25 p.m.

Moved by Chuck Mills; seconded by Dustin Anderson; Ayes: Anderson, Mills, Lucas and Murphy

\*Action Required

# Foreign Trade Zone #106 Marketing Activity Report & Invoice

November 1<sup>st</sup>, 2017 – November 30<sup>th</sup>, 2017

Matthew S. Weaver

**Date: November 2017**

## **Activities:**

- General administrative and marketing activities: i.e., USCBP; Greater Oklahoma City Chamber of Commerce inquiries; Oklahoma Department of Commerce inquiries; Congressman Cole's Field Rep. Thomas Lewis; Oklahoma City Economic Round Table's Charles Johnson; OGE; other networking opportunities; phone calls; report/meeting preparations; emails; etc.
- Century Uniforms, Midwest City, Ok.: Met with Debbie Lumry of Century prior to her meeting with owners – a decision will be forthcoming about whether they will pursue parts of the available benefits, all of the benefits, or none.
- Chickasha ED Council Chickasha, Ok: Met with Christy Elkins, Pres. of Chickasha ED Council, to discuss progress on a confidential project, as well as discussions about our meeting on Dec. 6 with Gabriel Plant Manager Dave Grider.
- Eastman Kodak, Weatherford, Oklahoma: Continued work with FTZB, USCBP, Miller & Co., City of Okc legal department, and Kodak, on application and agreement materials.
- GoodYear Tires, Lawton, Oklahoma: Jimmy Cagle of GoodYear has been distributing marketing materials to the appropriate areas within the plant management team and anticipate a meeting later in December. Congressman Cole's Field Rep Thomas Lewis continues to be of assistance.
- Prospects: I'm actively working on contacts with: Jasco; Hitachi; Top-of-The-World; Petra
- **Total Hours worked:** 31 hours x \$50/hr = \$1550

# Foreign Trade Zone #106 Marketing Activity Report & Invoice

**December 1<sup>st</sup>, 2017 – December 31<sup>st</sup>, 2017**

Matthew S. Weaver

**Date: December 2017**

## **Activities:**

- General administrative and marketing activities: i.e., USCBP; Greater Oklahoma City Chamber of Commerce inquiries; Oklahoma Department of Commerce inquiries; Oklahoma City Economic Round Table's 1/3/2018 presentation preparation; OGE; other networking opportunities; phone calls; report/meeting preparations; emails; etc.
- Gabriels, Chickasha, Oklahoma: Met with Plant Manager Dave Grider, and his senior management team, along with Chickasha ED Council Pres. Christy Elkins, to discuss the direction they wish to take in pursuing FTZ status. It turns out that Gabriels has picked-up a new client for distribution that adds over 200 import shipments/year. Dave has given the "green" light to aggressively pursue the numbers that could show the need to make application. I've talked and met 3 times with this group since that meeting and there should be a meeting in late January to discuss/finalize their next steps.
- Eastman Kodak, Weatherford, Oklahoma: Continued work with Miller & Co. City of Okc legal department, and Kodak, on application and agreement materials. I've run into some significant communication issues with Legal that has pushed Kodak's application submission into January.
- **Total Hours worked:** 36 hours x \$50/hr = \$1800

# **PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**

A Discrete Component Unit of  
Oklahoma City, Oklahoma

## ***Board of Directors***

Barry Murphy, Chairman

Chuck Mills, Vice-Chairman  
Richard Tanenbaum, Secretary  
Erica Lucas  
Dustin Anderson

## ***Management***

James D. Couch, General Manager

Financial Report for the Eight Months Ended February 28, 2018

Prepared by The Oklahoma City Finance Department, Accounting Services Division  
Laura L. Papas, Controller

**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**

**TABLE OF CONTENTS**

For the Eight Months Ended February 28, 2018

	Page Number
Letter of Transmittal	ii
Schedule of Cash Receipts and Disbursements	1
Supplemental Listing of Checks Issued, Eight Months Ended February 28, 2018	2
Supplemental Listing of Checks Issued, Eight Months Ended February 28, 2017	3
Notes to Financial Schedules	4

# MEMORANDUM

## The City of OKLAHOMA CITY

**TO:** Port Authority Board of Directors

**FROM:** Accounting Services Division

**DATE:** March 5, 2018

**SUBJECT:** Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the Eight Months Ended February 28, 2018 and 2017.

The financial schedules presented on the following pages include the schedule of cash receipts and disbursements and the supplemental listing of checks issued for the eight months ended February 28, 2018 and 2017.

Current year-to-date receipts totaled \$12,000 for annual sub zone fee from VF Jeanswear. This compares to prior year-to-date receipts for \$4,000.00 for warehouse operator fee from Biagi that was later returned.

Current year-to-date disbursements totaled \$13,300.00. This compares to prior year-to-date disbursements of \$11,450.00 for an increase of \$1,850.00 due to an increase in consulting fees of \$1,450.00 and NAFTA membership of \$1,250.00, offset by one time printing of Federal Trade Zone (FTZ) brochures of \$850.00 in the prior year. The consulting contract is on an hourly basis for special projects. In both years, the Port Authority has used the service of the consultant on various projects including the Seminole, Lawton, Oklahoma City, and Woodward sub zones.

The financial schedules are prepared on the cash basis of accounting.

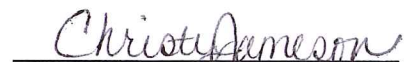
The financial schedules are unaudited and prepared for internal use only. The financial schedules are prepared by the City of Oklahoma City, Finance Department, Accounting Services Division. The undersigned are prepared to answer any questions you may have pertaining to the financial schedules.

Prepared by:



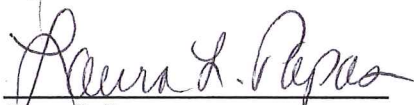
Susan M. Barrett  
Municipal Accountant I

Reviewed by:



Christy D. Jameson, CPA  
Accounting Manager

Approved for issuance:



Laura L. Papas  
Controller



**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Eight Months Ended February 28, 2018 and 2017**  
**(unaudited)**

**PORT AUTHORITY OF THE  
GREATER OKLAHOMA CITY AREA**

	<u>2018</u>	<u>2017</u>
<b><u>RECEIPTS</u></b>		
Annual fee - VF Jeanswear-----	\$12,000.00	
Warehouse operator fees - Biagi Warehousing, Inc. -----	-	\$4,000.00
Total receipts -----	<u>12,000.00</u>	<u>4,000.00</u>
<b><u>DISBURSEMENTS</u></b>		
Checks issued for previous period-----	8,250.00	8,650.00
Checks issued for the two months ended February 28,		
Consultant fees - 1270 Matthew Weaver -----	-	1,350.00
Consultant fees - 1271 Matthew Weaver -----	-	1,450.00
Consultant fees - 1289 Matthew Weaver-----	1,800.00	-
Consultant fees - 1291 Matthew Weaver-----	2,000.00	-
NAFTZ membership - 1292 NAFTZ-----	<u>1,250.00</u>	<u>-</u>
Total checks issued for the two months ended February 28, -----	5,050.00	2,800.00
Total disbursements -----	<u>13,300.00</u>	<u>11,450.00</u>
Net increase (decrease) in cash -----	(1,300.00)	(7,450.00)
Beginning cash - July 1,-----	39,622.49	46,372.49
Ending cash -February 28, -----	<u><u>\$38,322.49</u></u>	<u><u>\$38,922.49</u></u>

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
FISCAL YEAR 2018  
For the Eight Months Ended February 28, 2018  
(unaudited)

PORT AUTHORITY OF THE  
GREATER OKLAHOMA CITY AREA

**Previously Reported**

1283	Matthew Weaver-----	\$1,500.00
1284	Matthew Weaver-----	1,250.00
1285	Matthew Weaver-----	1,100.00
1286	Matthew Weaver-----	1,350.00
1287	Matthew Weaver-----	1,500.00
1288	Matthew Weaver-----	1,550.00
	Total-----	<u>8,250.00</u>

**Currently Reported**

1289	Matthew Weaver-----	1,800.00
1290	Matthew Weaver-VOID-----	-
1291	Matthew Weaver-----	2,000.00
1292	NAFTZ-----	1,250.00
		<u>5,050.00</u>

Total-----	<u><u>\$13,300.00</u></u>
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SUPPLEMENTAL LISTING OF CHECKS ISSUED  
FISCAL YEAR 2017  
For the Eight Months Ended February 28, 2017  
(unaudited)

PORT AUTHORITY OF THE  
GREATER OKLAHOMA CITY AREA

**Previously Reported**

1262 Matthew Weaver -----	\$1,400.00
1263 Matthew Weaver -VOID-----	-
1264 Matthew Weaver -----	1,150.00
1265 Matthew Weaver-----	1,350.00
1266 Matthew Weaver-----	1,050.00
1267 Matthew Weaver-----	1,500.00
1268 Matthew Weaver-----	1,350.00
1269 Anglin Public Relations-----	850.00
Total-----	<u>8,650.00</u>

**Currently Reported**

1270 Matthew Weaver-----	1,350.00
1271 Matthew Weaver-----	1,450.00
Total-----	<u>2,800.00</u>

Total-----	<u><u>\$11,450.00</u></u>
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## **I. RELATION TO THE CITY OF OKLAHOMA CITY**

The Port Authority of the Greater Oklahoma City Area, (Port Authority), was created by the City of Oklahoma City (City), pursuant to Title 82, Oklahoma Statutes, Sections 1101-1104. The Port Authority was established on October 30, 1962. The Port Authority was granted Foreign Trade Zone #106, (the Zone) on September 14, 1984. The Foreign Trade Zone provides for the physical plant and operation of general warehousing facilities to companies for manufacturing or manipulation, duty free.

The Port Authority is governed by a Board of Directors consisting of five members appointed by the Mayor with the advice and consent of the City Council. The Directors serve a term of four years.

### ***Method of Reporting in the City's Comprehensive Annual Financial Report (CAFR)***

The Port Authority is included in the City's financial reporting entity. The Port Authority is a discretely presented component unit of the City. The City's CAFR can be obtained from the City of Oklahoma City, Finance Department, 100 N. Walker, Ste. 300, Oklahoma City, OK 73102.

## **II. BASIS OF ACCOUNTING**

The attached schedule of cash receipts and disbursements is presented on the cash basis of accounting. Receipts are recorded when cash is received, and disbursements are recorded when paid.

## **III. OPERATOR'S AGREEMENT**

The Port Authority selected Biagi Warehousing, Inc. to act as the operator of the general purpose warehouse. Biagi Warehousing, Inc. is responsible for all warehousing and warehouse-related activities; maintenance of the warehouse; marketing and promotion of the Zone; developing the general purpose warehouse; and assisting and cooperating with the Port Authority on any audit, report, inventory, or other documentation of activities in the Zone. The Port Authority receives a fee of \$4,000.00 from Biagi annually, payable in February of each year for the operation of warehousing space. Biagi lost its status as a foreign trade zone in February, 2017 and the annual remittance received in February was returned.

## **IV. CONSULTING SERVICES CONTRACT**

The Port Authority entered into a contractual agreement for professional services with a consultant to provide marketing and development services, assist in the administration of the Zone, and to advise the management and the Board. The consultant is required to prepare a written and oral report of scope of work and services performed at each Board meeting. Among other requirements of the consultant are the preparation and filings of documents to the U.S. Customs Services, the Foreign Trade Zone Board and any other government agency with jurisdiction. The Board has agreed to work with the consultant on an hourly basis on special projects.

#### V. SUB ZONES

The Port Authority receives additional fees for the establishment and maintenance of sub zones. Sub zones are adjuncts to the general purpose zone and are single user private sites, usually at manufacturing facilities. The amount of the fees will vary according to the number of sub zones that are active. There is a current sub zone, VF Jeanswear. The VF Jeanswear application fee was \$12,000.00. The City of Seminole completed an application unit based trade zone for VF Jeanswear. The initial fee for the Seminole contract was \$5,000.00. The City of Enid has qualified as a sub zone and has paid a fee but has no active zones at this time. The Citizen Potawatomi Nation Iron Horse Industrial Park sub zone fee of \$1,600.00 was activated in February, 2014 and the application fee for Citizen Potawatomi Nation Iron Horse Industrial Park was received in April, 2014 in the amount of \$2,000.00. The application fee of \$5,000.00 was received in May, 2017 for Eastman Kodak Company for the production notification application for Foreign-Trade Subzone #106 in Weatherford, OK.

#### VI. RECEIPTS

Receipts include sub zone fees, activation and deactivation fees. Activation fees are applied with the application for a sub zone. Deactivation fees are for voluntary discontinuation of the activation of an entire zone or sub zone.

**Foreign Trade Zone #106 Marketing Activity Report & Invoice**  
**January 1<sup>st</sup>, 2018 – January 30<sup>th</sup>, 2018**  
**Matthew S. Weaver**

**Date: January 2018**

**Activities:**

- General administrative and marketing activities: i.e., USCBP; Greater Oklahoma City Chamber of Commerce inquiries; meetings with the Shawnee Economic Development Foundation about prospects and setting-up a business lunch presentation; Oklahoma Department of Commerce inquiries; Oklahoma City Economic Round Table's 1/3/2018 presentation; interview with The Journal Record concerning CPN's Iron Horse site, published on Feb. 1<sup>st</sup>, as well as working with CPN on marketing materials for an advertising/branding campaign; extensive meeting with OCU's Dr. Carol Howard about a university prospect, as well as how to collaborate on the marketing of the Zone and FTZ benefits with OCU's expanded international business program; attended the Governor's International Team meeting and reception; preparation/presentation/participation with the FTZ Board Meeting; OGE; other networking opportunities; phone calls; report preparations; emails; etc.
- Gabriels, Chickasha, Oklahoma: Plant Manager Dave Grider is currently working with KPMG and his senior management team on doing its due diligence. KPMG believes from the preliminary numbers that Gabriels pursuing application is recommended. Conversations this first week of February with Dave is showing that he believes that to be the case. The discussion is now headed to include the 6 other distribution centers in the U.S
- Century Uniform, Oklahoma City: A conference call, and multiple emails with Debbie Lumry and KPMG, has indications that senior management is preparing to make a decision about going forward with application - we shall see.
- Citizen Potawatomi Nation, Shawnee, Oklahoma: I was interviewed by The Journal Record concerning CPN's Iron Horse site, which was published on Feb. 1<sup>st</sup>. I also worked with CPN on marketing materials, and networking groups, for an advertising/branding campaign for site selectors and associated industry publications. Also, tried to address CPN's concerns about FTZ #106's website issues.
- Eastman Kodak, Weatherford, Oklahoma: Finished-up work with Miller & Co., the City of Okc legal department, and Kodak on the application and transmittal letter, and it has now been submitted - the FTZB should have its response in February. I am still waiting on Legal for the Operators Agreement for Kodak, as well as the revised Agreement for VF Jeanswear.
- **Total Hours worked:** 40 hours x \$50/hr = \$2000

**Foreign Trade Zone #106 Marketing Activity Report & Invoice**  
**February 1<sup>st</sup>, 2018 – February 28<sup>th</sup>, 2018**  
**Matthew S. Weaver**

**Date: February 2018**

**Activities:**

- General administrative and marketing activities: i.e., USCBP; Greater Oklahoma City Chamber of Commerce inquiries; Oklahoma Department of Commerce inquiries; OGE initiatives; other networking opportunities; phone calls; report preparations; emails; etc.
- Gabriels, Chickasha, Oklahoma: There has been a significant leadership change through out the organization, and the hand-off of their FTZ pursuit efforts will take a bit of time - the last conversation I had with the plant manager is that this change-up should not effect them moving forward. I've also been in contact with the other two organizations I'm working this relationship with, Chickasha ED Council and the Delaware Nation
- Delaware Nation, Chickasha, Oklahoma: A long-ranging meeting with Jerry Kennedy, Pres. & CEO of DNEDA, and a confidential ED consultant concerning the Tribe's economic development strategy. I am still under a NDA with DNEDA.
- Citizen Potawatomi Nation, Shawnee, Oklahoma: I participated in a conference call with Jim Collard, CPN's ED Director, and a solar industry consultant, Tracy Hill, about clients of her's looking at tribal and FTZ incentives. Also, there continues to be issues/concerns by CPN about FTZ #106's website maintenance of site links to Iron Horse. An article covering Iron Horse concerning its FTZ Magnate Site designation, and an interview with me, was published in The Journal Record on Feb. 1<sup>st</sup>.
- **Total Hours worked:** 31 hours x \$50/hr = \$1550

**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Time Period:** 1/1 – 1/30/18

**Hours worked:** 40 hours x \$50/hr = \$2000

Submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	Responding to FTZ inquiries; FTZB/USCBP; research; Kodak; CPN; Board meeting; general networking	29
<b>Prospect Follow-ups</b>	Research & Follow-up	1
<b>Kodak, Weatherford, Oklahoma</b>	Conversations	4
<b>Gabriel's</b>	Meeting/Conversations	2
<b>Century Uniform</b>	Conversations	1
<b>CPN</b>	Conversations	3

**Billable Time:** 40 hours

**Total Due:** \$2000



**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Time Period:** 2/1 – 2/28/18

**Hours worked:** 31 hours x \$50/hr = \$1550

Submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	Responding to FTZ inquiries; FTZB/USCBP; research; Board meeting; general networking	22
<b>Prospect Follow-ups</b>	Research & Follow-up	1
<b>Gabriels, Chickasha, Oklahoma</b>	Conversations	2
<b>DNEDA, Chickasha, Ok.</b>	Meeting/conversations	4
<b>CPN</b>	Conversations	2

**Billable Time:** 31 hours

**Total Due:** \$1550



529 14th Street NW, Suite 1071 Washington, DC 20045

(202) 331-1950

jzapata@naftz.org

Order #26820

Date: 10/17/2017

Transaction Date: 10/17/2017

Customer:

#15351

Barry Murphy

Billing:

Barry Murphy

105 N Hudson Ave Ste 101

Oklahoma City, Oklahoma 73102-4801

United States

Line Items

Item	Item Price	Charge Amount	Total
Grantee Designated * Membership	\$1,250.00 (Garantee Designated General Price)	\$1,250.00	\$1,250.00

Total: \$1,250.00

Payments: \$0.00

Balance: \$1,250.00

*On 40 pay  
Catherine  
2/23/18*