

**AGENDA**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**Regular Meeting**  
**Wednesday, January 21, 2015 at 12:00 noon**  
**The Alliance for Economic Development of Oklahoma City**  
**Conference Room (High Tower Building)**  
**105 North Hudson, Suite 101**  
**Oklahoma City, OK**

1. Call to Order
- 2.\* Approve Minutes of September 29, 2014 Port Authority Meeting
- 3.\* Accept Financial Reports
4. Consultant Report – Matthew Weaver
- 5.\* Ratify and approve payment of claims and invoices
6. Consider New Business
7. Receive Comments from Members, Staff and Citizens
8. Schedule of Next Meeting – Wednesday, March 18, 2015
- 9.\* Adjournment

\*Action Required

**MINUTES**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**SPECIAL MEETING**  
**September 29, 2014 - 12:00 noon**  
**The Alliance Conference Room (High Tower Building)**  
**Oklahoma City, OK**

Board Members in Attendance: Craig Knutson, Chairman; Chuck Mills and Richard Tanenbaum

Board Members Absent: Barry Murphy, Vice Chairman and Erika Lucas

Others Present: Susan Barrett, Finance; Matthew Weaver, Marketing Director; Hailey Rawson, Municipal Counselor's Office, Cathy O'Connor, The Alliance and Pam Lunnon, The Alliance

1. Call to Order at 12:06 p.m.

2.\* Approve Minutes of May 21, 2014 Port Authority Meeting

**APPROVED.** Moved by R. Tanenbaum; seconded by C. Mills; Ayes: Tanenbaum, Mills, and Knutson

3.\* Accept Financial Reports

Presentation made by Susan Barrett, City of Oklahoma on Financial Reports dated June 30, 2014 and August 31, 2014.

**ACCEPTED.** Moved by C. Mills; seconded by R. Tanenbaum; Ayes: Tanenbaum, Mills and Knutson

4. Consultant Report – Matthew Weaver

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

Discussion: General Administrative & Marketing  
Citizen Potawatomie Nation  
Hobby Lobby  
Affinia

5.\* Ratify and approve payment of claims and invoices. Matthew Weaver, FTZ Marketing Director's time 5/1/14 through 6/30/14 - \$1,500.00 and 7/1/14 through 8/31/14 - \$1,125.00.

**APPROVED.** Moved by C. Mills; seconded by R. Tanenbaum; Ayes: Tanenbaum, Mills and Knutson

6. Consider New Business

7. Receive Comments from Members, Staff and Citizens

8. Schedule of Next Meeting – Wednesday, November 19, 2014

9. ADJOURNMENT – 12:24 p.m.

Moved by C. Mills; seconded by R. Tanenbaum; Ayes: Tanenbaum, Mills and Knutson

\*Action Required

**Foreign Trade Zone #106 Marketing Activity Report & Invoice**  
**May 31<sup>st</sup>, 2014 – June 30<sup>th</sup>, 2014**  
**Matthew S. Weaver**

**Date:** May 5<sup>th</sup>, 2014

**Activities:**

- Citizen Potawatomi Nation, Shawnee, OK - meeting
    - Met with Jim Collard and Kelley France of CPN to completely review and work toward completing the draft version of the Magnet Site application
- Hours worked:** 5 hours x \$50/hr = \$250

**Date:** May/June, 2014

**Activities:**

- Citizen Potawatomi Nation application particulars
    - Worked with CPN personnel, FTZB analyst Christopher Kemp, City attorney Craig Keith, and Port Director Mark Krannenburg on a variety of application components: tax letters; maps; resolution; legal authorities; etc.
    - Submitted draft application to FTZB and worked through some amendments with associated parties.
    - Final application submission will be made first week of July.
- Hours worked:** 13 hours x \$50/hr = \$650

**Date:** May/June, 2014

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
    - Prospects included: a firearm distributor, Tony's Custom Designs, Tony Mussatto, 642-5183; Affinia. I sourced Affinia 3+ years ago as a qualified prospect, they will have official new ownership in the next 30 days, acquired by Federal Mogul who has utilized FTZ benefits. Scott McCoy, plant manager 671-8337.
    - Prepared for and attended FTZ #106 Board Meeting
- Hours worked:** 7 hours x \$50/hr = \$350

**Date:** May/June, 2014

**Activities:**

- Hobby Lobby, OKC, OK
  - Board Member Richard Tannenbaum facilitated an introduction to HL's CFO Jon Cargill. The meeting went extremely well with Jon, he having been familiar with some outdated FTZ benefits, such as the ability to now comingle preferred foreign status goods with domestic goods with minimal inventory control adjustments with U.S. Customs, provided me with the opportunity to do some baseline analysis with him utilizing current ASF procedures and benefits. Jon shared confidential information critical to determining the viability of HL pursuing FTZ designation, which is extremely viable. I then facilitated a meeting with Jon and Amie Ahanchian, of KPMG, in Washington D.C. on June 19<sup>th</sup>. The result of that meeting was positive and Amie will be meeting with me and Jon for an on-site visit and evaluation/consultation in late August.

**Hours worked:** 5 hours x \$50/hr = \$250

**Foreign Trade Zone #106 Marketing Activity Report & Invoice**  
**July 1<sup>st</sup>, 2014 – August 31<sup>st</sup>, 2014**  
**Matthew S. Weaver**

**Date: July, 2014**

**Activities:**

- Citizen Potawatomi Nation application particulars
    - Finalized work with FTZB analyst Christopher Kemp, and FTZB Regional Liaison Camille Evans. Final “Pre-docketing Application” was electronically submitted on July 15<sup>th</sup>. Camille will contact me when the Pre-doc will be cleared for final submission – FTZB has 30 days to give notification.
- Hours worked:** 10 hours x \$50/hr = \$500

**Date: July, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- Hours worked:** 3 hours x \$50/hr = \$150

**Date: July 16<sup>th</sup>, 2014**

**Activities:**

- Foreign-Trade Zone #106 Board Meeting, Oklahoma City, OK
    - Met informally with attending Board members as there was not a quorum for the meeting.
- Hours worked:** 1.5 hours x \$50/hr = \$75

**Date: August, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- Hours worked:** 3 hours x \$50/hr = \$150

**Date: August, 2014**

**Activities:**

- Citizen Potawatomi Nation application
    - After final minor adjustments to the Pre-Docketing Application, as requested by Camille Evans of the FTZB (such as, I had misspelled “magnet” at one point in the application!), and working with Pam Lunnon of The Alliance, the Final Application was submitted on August 4<sup>th</sup>, electronic and hardcopy. Pam has a copy for the Port Authority's file.
    - Worked with Kelley France of CPN and Camille Evans of the FTZB to craft the necessary verbiage for the Legal Public Notice required.
    - Final Application docketed on August 12<sup>th</sup>. The notice number is B-57-2014 and can be tracked/viewed at <http://ita-web.ita.gov/FTZ/OFISLLLogin.nsf>
- Hours worked:** 5 hours x \$50/hr = \$250

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

A Discrete Component Unit of  
Oklahoma City, Oklahoma

## ***Board of Directors***

Craig R. Knutson, Chairman

Erica Lucas  
Chuck Mills  
Barry Murphy  
Richard Tanenbaum

## ***Management***

James D. Couch, General Manager

Financial Report For the Four Months Ended October 31, 2014

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

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

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For the Four Months Ended October 31, 2014

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# MEMORANDUM

## The City of OKLAHOMA CITY

**TO:** Port Authority Board of Directors

**FROM:** Accounting Services Division

**DATE:** November 13, 2014

**SUBJECT:** Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules For the Four Months Ended October 31, 2014 and 2013

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 four months ended October 31, 2014 and 2013.

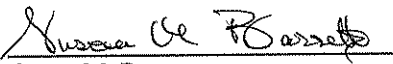
Current year to date receipts totaled \$1,336.15. This compares to prior year to date receipts of \$1,336.15.

Current year to date disbursements totaled \$4,399.78. This compares to prior year to date disbursements of \$1,921.83 for a increase of \$2,477.95. The consulting contract is on a 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, in the current year consultant fees are \$2,625.00. Also, in the current year, an application fee for Citizen Potawatomie Nation was sent to the U.S. Department of Commerce for \$1,600.00.

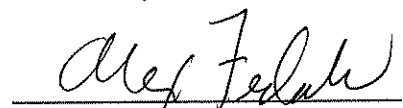
The schedules are preliminary and may change. However, any changes are expected to be immaterial. Significant changes would result in reissuance of the schedules.

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 II

Reviewed by:

  
Alex E. Fedak, CPA  
Accounting Manager

Approved for issuance:

  
Laura L. Papas  
Controller



**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Four Months Ended October 31, 2014**  
**(unaudited) (preliminary)**

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

	<u>2014</u>	<u>2013</u>
<b><u>RECEIPTS</u></b>		
Warehouse operator fees - Biagi Warehousing, Inc. -----	\$1,333.32	\$1,333.32
Interest on checking -----	2.83	2.83
Total receipts -----	<u>1,336.15</u>	<u>1,336.15</u>
<b><u>DISBURSEMENTS</u></b>		
Checks issued for previous period -----	3,100.00	-
Checks issued for the two months ended October 31,		
Consultant fees - 1230 Matthew Weaver -----	-	675.00
Membership - 1231 NAFTZ -----	-	1,160.00
Checks issued for the two months ended October 31,		
Consultant fees - 1242 Matthew Weaver -----	<u>1,125.00</u>	<u>-</u>
Total checks issued -----	<u>1,125.00</u>	<u>1,835.00</u>
Bank fees -----	<u>174.78</u>	<u>86.83</u>
Total disbursements -----	<u>4,399.78</u>	<u>1,921.83</u>
Net increase (decrease) in cash -----	(3,063.63)	(585.68)
Beginning cash - July 1, -----	<u>36,859.86</u>	<u>21,715.19</u>
Ending cash - October 31, -----	<u><u>\$33,796.23</u></u>	<u><u>\$21,129.51</u></u>

**SUPPLEMENTAL LISTING OF CHECKS ISSUED**  
**FISCAL YEAR 2015**  
**For the Four Months Ended October 31, 2014**  
**(unaudited) (preliminary)**

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

**Previously Reported**

1238	Matthew Weaver -----	\$1,500.00
1239	U.S. Department of Commerce -----	1,600.00
	Total-----	<u><u>\$3,100.00</u></u>

**Currently Reported**

1242	Matthew Weaver -----	<u><u>\$1,125.00</u></u>
	Total-----	<u><u>\$4,225.00</u></u>

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
FISCAL YEAR 2014  
For the Four Months Ended October 31, 2013  
(unaudited) (preliminary)

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PORT AUTHORITY OF THE  
GREATER OKLAHOMA CITY AREA

Previously Reported

None

\$-

Currently Reported

1230 Matthew Weaver ----- \$675.00

1231 NAFTAZ ----- 1,160.00

\$1,835.00

Total----- \$1,835.00

## **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 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 \$3,999.96 from Biagi annually, payable in monthly installments of \$333.33 for the operation of warehousing space.

## **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 #106, 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, activated in April, 2013. 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. Enid has qualified as a sub zone and has paid a fee but has no active zones at this time. The Citizen Potawatomi National Iron Horse Industrial Park sub zone fee of \$1,600.00 was activated in February, 2014 also the annual fee for Citizen Potawatomi Nation Iron Horse Industrial Park was received in April, 2014 in the amount of \$2,000.00.

#### 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.

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

A Discrete Component Unit of  
Oklahoma City, Oklahoma

## ***Board of Directors***

Craig R. Knutson, Chairman

Erica Lucas  
Chuck Mills  
Barry Murphy  
Richard Tanenbaum

## ***Management***

James D. Couch, General Manager

Financial Report For the Six Months Ended December 31, 2014

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

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

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# MEMORANDUM

## The City of OKLAHOMA CITY

**TO:** Port Authority Board of Directors

**FROM:** Accounting Services Division

**DATE:** January 13, 2015

**SUBJECT:** Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules For the Six Months Ended December 31, 2014 and 2013


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 six months ended December 31, 2014 and 2013.

Current year to date receipts totaled \$2,003.86. This compares to prior year to date receipts of \$2,005.16.

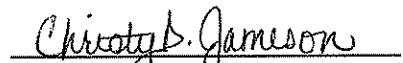
Current year to date disbursements totaled \$6,317.73. This compares to prior year to date disbursements of \$2,365.54 for an increase of \$3,952.19. The consulting contract is on an hourly basis for special projects. In both years, the Port Authority has used the service of the consultant on various projects including the Seminole, Lawton, Oklahoma City, and Woodward sub zones, in the current year consultant fees are \$3,300.00. Also, in the current year, an application fee for Citizen Potawatomi Nation was sent to the U.S. Department of Commerce for \$1,600.00.

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.

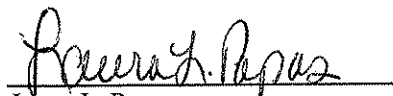
Prepared by:

  
Susan M. Barrett  
Municipal Accountant II

Reviewed by:

  
Christy D. Jameson, CPA  
Accounting Manager

Approved for issuance:

  
Laura L. Papas  
Controller



**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Six Months Ended December 31,**  
**(unaudited)**

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

	<u>2014</u>	<u>2013</u>
<b><u>RECEIPTS</u></b>		
Warehouse operator fees - Biagi Warehousing, Inc. -----	\$1,999.98	\$1,999.98
Interest on checking -----	3.88	5.18
Total receipts -----	<u>2,003.86</u>	<u>2,005.16</u>
<b><u>DISBURSEMENTS</u></b>		
Checks issued for previous period-----	4,225.00	1,835.00
Checks issued for the two months ended December 31,		
Consultant fees - 1232 Matthew Weaver-----	-	400.00
Checks issued for the two months ended December 31,		
Consultant fees - 1243 Matthew Weaver-----	675.00	-
Membership - 1244 NAFTZ-----	<u>1,200.00</u>	<u>-</u>
Total checks issued for two months ended December 31,-----	1,875.00	400.00
Bank fees -----	<u>217.73</u>	<u>130.54</u>
Total disbursements -----	<u>6,317.73</u>	<u>2,365.54</u>
Net increase (decrease) in cash -----	(4,313.87)	(360.38)
Beginning cash - July 1,-----	36,859.86	21,715.19
Ending cash - December 31,-----	<u>\$32,545.99</u>	<u>\$21,354.81</u>

**SUPPLEMENTAL LISTING OF CHECKS ISSUED**  
**FISCAL YEAR 2015**  
**For the Six Months Ended December 31, 2014**  
**(unaudited)**

---

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

**Previously Reported**

1238	Matthew Weaver -----	\$1,500.00
1239	U.S. Department of Commerce -----	1,600.00
1242	Matthew Weaver -----	1,125.00
	Total-----	<u>\$4,225.00</u>

**Currently Reported**

1243	Matthew Weaver -----	\$675.00
1244	NAFTZ-----	1,200.00
	Total-----	<u>\$1,875.00</u>
	Total-----	<u>\$6,100.00</u>

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
FISCAL YEAR 2014  
For the Six Months Ended December 31, 2013  
(unaudited)

---

PORT AUTHORITY OF THE  
GREATER OKLAHOMA CITY AREA

Previously Reported

1230	Matthew Weaver -----	\$675.00
1231	NAFTZ -----	1,160.00
	Total-----	<u>\$1,835.00</u>

Currently Reported

1232	Matthew Weaver -----	\$400.00
	Total-----	<u>\$400.00</u>
	Total-----	<u>\$2,235.00</u>

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## **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 #106, 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.

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#### 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**  
**September 1<sup>st</sup>, 2014 – October 31<sup>st</sup>, 2014**  
**Matthew S. Weaver**

**Date: September, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- O.E.D.C. Conference and Metro 50 Networking Takeaways: Southwest Cupid Mfg. in Blackwell - John Robertson, E.D. Blackwell Industrial Authority; Darry Stacy (Chuck Mill's referral), Cleveland Co. Commissioner – distributor in Shawnee; Jarek Swekosky, Livability.com – target stats.; Chris Bryant, Ardmore Ind. Authority – to provide contacts in 106 service area.

**Hours worked:** 6 hours x \$50/hr = \$300

**Date: September 29<sup>th</sup>, 2014**

**Activities:**

- Foreign-Trade Zone #106 Board Meeting, Oklahoma City, OK

**Hours worked:** 1.5 hours x \$50/hr = \$75

**Date: October, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- Networking Takeaways: I anticipate meeting with Goodyear Plant manager, Brent Copeland, in November. Lawton; Attorney Chris Tytanic of Norman, has had me put in contact with Robert Smith, Pres. of SW Regional Dev., that I've spoken with 4 times about a tribal investment opportunity in the Lawton area that would like to pursue FTZ benefits. Client is still anonymous.

**Hours worked:** 5 hours x \$50/hr = \$250

**Date: October 19<sup>th</sup>, 2014**

**Activities:**

- Citizen Potawatomi Nation application
  - Application completed the Public Comment period on October 16<sup>th</sup> with no comments. FTZB liaison Camille Evans informed me that she had not received response form back from local USCBP Port Director Clark. I spoke with Director Clark, she had no receipt of such a request. I had that corrected with Camille and the document was emailed and hard-copied to Director Clark on October 30. My conversation with Director Clark concluded with that she has no objections to the application.

**Hours worked:** 1 hours x \$50/hr = \$50

**Foreign Trade Zone #106 Marketing Activity Report & Invoice**  
**November 1<sup>st</sup>, 2014 – December 31<sup>st</sup>, 2014**  
**Matthew S. Weaver**

**Date: November, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- Followed-up with contacts arranging meeting with Goodyear.
- Conversations and email exchanges with Melissa Milligan of Wiggin Properties, they manage/own Mid America Business Park in Okc, about a prospective FTZ client that they will be selling property to in Lawton.

**Hours worked:** 5 hours x \$50/hr = \$250

**Date: December, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- Conversations with Amie Ahanchian. KPMG, about Hobby Lobby status and 2 regional projects she is working on that will fall within FTZ #106's service territory.
- Facilitated conference call meetings (3) with Robert Allen Smith of SW Regional Development and his client Gary Tahmahker, a Comanche tribal trust landowner outside of Lawton, about an import distribution project that the Gary is working on for the Tribe. I've contacted USCBP about the project's feasibility. Conducted research regarding this project
- Meetings (3) with Thomas Shon, President, and Rebecca Ware, Exec. V.P., of the Lenape Development Group – Apache Tribe of Oklahoma, about a significant import project concerning coffee beans. Having signed a non-disclosure agreement with them, sharing any further pertinent information regarding the Project will be at their discretion. I've spoken with the USCBP Port Director concerning the proposed import product, which is classified by the USDA, and she has advised me on the USCBP particulars surrounding its importation. Conducted research regarding this project.
- Spoke with Camille Evans about the CPN's application for Iron Horse and was informed that she had not received final USCBP support of the application. USCBP apparently has supporting documentation that does not support that. Not sure what the issue is, but, USCBP has agreed to resend the documentation. Camille will be out of the office until the 12<sup>th</sup> of January 2015.

**Hours worked:** 11 hours x \$50/hr = \$550

**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Hours worked:** 13.5 hours x \$50/hr = \$675

**Time Period:** 9/1 – 10/31/14

submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	FTZ #106 Board meeting; Responding to FTZ inquiries, research, etc; Networking	12.5
<b>CPN</b>	Managing steps to gain final approval for Magnet Site designation	1

**Billable Time:** 13.5 hours

**Total Due:** \$675



**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Hours worked:** 16 hours x \$50/hr = \$800

**Time Period:** 11/1 – 12/31/14

submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	Responding to FTZ inquiries, research, etc; Networking	8
<b>CPN</b>	Managing steps to gain final approval for Magnet Site designation	1
<b>Apache Tribe</b>	Coffee Bean Project	5
<b>Comanche Trust Landowner</b>	Distribution Project	2

**Billable Time:** 16 hours

**Total Due:** \$800

**Pam Lunnon**

**From:** nafz@memberclicks-mail.net on behalf of Invoices <nafz@memberclicks-mail.net>  
**Sent:** Thursday, October 02, 2014 2:02 PM  
**To:** Pam Lunnon  
**Subject:** 2015 NAFTAZ Membership Invoice

**INVOICE 1374**

National Association of Foreign-Trade Zones  
 1001 Connecticut Ave NW Ste 350  
 Washington, DC 20036



Craig Knutson  
 Port Authority of Greater Oklahoma City  
 105 North Hudson  
 Oklahoma City 73102

Invoice # 1374  
 Invoice Date 10/02/2014  
 Invoice Due 12/31/2014

**Amount Due \$1,200.00**

Description	Amount
2015 NAFTAZ Membership Invoice	\$1,200.00

*Due to pay  
 Catherine @ CMC  
 11/7/14*

**Amount Due \$1,200.00**

**Pay Now**

Invoice includes \$50 early registration discount if renewed by 12/31/14.  
 Invoice will increase by \$50 if payment is not received by 12/31.