

AGENDA
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
REGULAR MEETING
THURSDAY, MARCH 28, 2019 AT 2:00 P.M.
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 30, 2019 Special Port Authority Meeting
- 3.* Accept Financial Reports
- 4*. Receive Written Report from EY
- 5.* Ratify and Approve Payment of Claims and Invoices
6. Receive Comments from Members, Staff and Citizens
7. Schedule of Next Meeting – Wednesday, May 15, 2019
- 8.* Adjournment

*Action Required

MINUTES
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
SPECIAL MEETING
WEDNESDAY, JANUARY 30, 2010 at 10:00 A.M.
THE ALLIANCE CONFERENCE ROOM
105 NORTH HUDSON, SUITE 101
OKLAHOMA CITY, OK

Board Members in Attendance: Chuck Mills, Richard Tanenbaum and Dustin Anderson

Board Members, Absent: Barry Murphy, Chairman

Others Present: Susan Barrett, Finance OKC; Craig Keith, Municipal Counselor's Office OKC; Cathy O'Connor, Nicolle Goodman and Pam Lunnon

1. Call to Order at 10:00 noon
- 2.* Approve Minutes of December 11, 2018 Special Port Authority Meeting

APPROVED. Moved by Richard Tanenbaum; seconded by Dustin Anderson; Ayes: Mills, Tanenbaum and Anderson

- 3.* Accept Financial Reports

Presentation made by Susan Barrett, City of Oklahoma on Financial Reports dated December 31, 2018.

ACCEPTED. Moved by Richard Tanenbaum; seconded by Dustin Anderson; Ayes: Mills, Tanenbaum and Anderson

- 4.* Consultant Report – Matthew Weaver
(see attached Consultant Report)
Discussion: General Administrative & Marketing
Xerox, Mustang, Oklahoma
Double Life Corp., Oklahoma City, Oklahoma

APPROVED. Moved by Dustin Anderson; seconded by Richard Tanenbaum; Ayes: Mills, Tanenbaum and Anderson

- 5.* Ratify and Approve Payment of Claims and Invoices. Matthew Weaver, FTZ Marketing Director's time from 12/1/18 to 12/31/18

APPROVED. Moved by Richard Tanenbaum; seconded by Dustin Anderson; Ayes: Mills, Tanenbaum and Anderson

6. Update on Marketing and Business Development Plan with Ernst & Young, LLP

Update given by Nicolle Goodman. EY team was in Oklahoma City and did a document review and personnel interviews to analyze the current structure of FTZ 106 including operation, procedures and prior market efforts. Personnel Interviews were with Erica Lucas, Barry Murphy, Jeff Seymour and John Reid. Moving forward they are reaching out to our Grantee contacts and conducting market research. There will be a written report presented to the board in approximately 3 weeks. If a Special Meeting needs to be called to go over this report we can do so or we can wait until our regular March meeting.

In their contract they will conduct a half day educational training session that is free and the seminar is entitled FTZ 101. They do this frequently and have done it in many markets and it is part of our contract with them. They will reach out to several different stakeholders groups.

Mr. Tanenbaum suggested that this seminar should occur soon and we should include a much more inclusive group. Ms. Goodman stated she will start working with them on a list of who might need to be included for this training session. She also can get an agenda for the board members to review. They want to have the opportunity to advertise and get as many people interested as possible. Mr. Anderson stated this could be an opportunity to bring in business owners and not just internal people and use it as a marketing tool. Ms. Goodman said she will ask EY how the audience will be structured.

7. Receive Comments from Members, Staff and Citizens

Chuck Mills stated there will be a World Trade Conference in Oklahoma City at Metro Tech on April 3rd. The night before will be a reception at the Petroleum Club, we will be partnering with the Governor's International Team to bring in trade representatives from nine different countries. We are focusing on the trade representatives to actually promote business to business relationships in those countries. He asked for a brochures/material on the FTZ that could be used at the World Trade Conference, attending will be sponsored tables, service providers, banks and universities. Ms. Goodman said she would get him a handout.

8. Schedule of Next Meeting – Wednesday, March 20, 2019

9.* ADJOURNMENT – 10:18 a.m.

Moved by Richard Tanenbaum; seconded by Dustin Anderson; Ayes: Mills, Tanenbaum and Anderson

*Action Required

Foreign Trade Zone #106 Marketing Activity Report & Invoice

December 1st, 2018 – December 31st, 2018

Matthew S. Weaver

Date: December 2018

Activities:

- General administrative and marketing activities: i.e., Xerox/USCBP meetings; conversations with FTZB; Greater Oklahoma City Chamber of Commerce inquiries; OGE initiatives; other networking opportunities; phone calls; additional Xerox security visit activities; emails; I gave notice to the appropriate individuals, and organizations concerning the conclusion of my professional consulting services for FTZ #106 – they've been instructed to contact the Alliance for assistance, and Mark Kranenburg with the Port Authority.
- Xerox, Mustang, Ok.: Final application was submitted on December 11th after a number of additional edits/modifications and additional requests from the FTZB the first week of December. The USCBP still needs to submit her letter of concurrence before Xerox will be granted interim production authority – the U.S. government shutdown has put a hold on this request as the FTZB personnel are also on shutdown until further notice.
- Double Life Corp., Oklahoma City, Oklahoma: I had an extended meeting with: Timothy Coil, CFO; Kevin Barber, Ok. Mfg. Alliance; Jessie Garcia, ODOC; and, Anthony Cambas, Director of Wes Watkins Center for International Trade and Development, OSU. They machine/manufacture custom pumps, screens, ect, for the oil and gas industry – Tim is doing his due diligence to help determine the feasibility of pursuing FTZ status.
- **Total Hours worked:** 32 hours x \$50/hr = \$1600

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

Dustin Anderson

Vacant

Management

Craig Freeman, General Manager

Financial Report for the Eight Months Ended February 28, 2019

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, 2019

	Page Number
Letter of Transmittal	ii
Schedule of Cash Receipts and Disbursements	1
Supplemental Listing of Checks Issued, Eight Months Ended February 28, 2019	2
Supplemental Listing of Checks Issued, Eight Months Ended February 28, 2018	3
Notes to Financial Schedules	4



MEMORANDUM

The City of OKLAHOMA CITY

TO: Port Authority Board of Directors

FROM: Accounting Services Division

DATE: March 18, 2019

SUBJECT: Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the Eight Months Ended February 28, 2019.

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, 2019 and 2018.

Current year-to-date receipts are \$38,000 as compared to \$12,000 received in the prior year. The increase is due to \$9,000 received from Midship Pipeline Company, LLC., and \$17,000 from Xerox Corporation for sub zone applications and activation fees, and \$12,000 received from Eastman Kodak Company for annual sub zone fees. The prior year consisted of a \$12,000 annual sub zone fee received from VF Jeanswear.

Current year-to-date disbursements totaled \$12,150. This compares to prior year-to-date disbursements of \$13,300 for a decrease of \$1,150 for consulting fees. In December, 2018, the Port Authority entered into a consulting agreement with Ernst and Young on an hourly basis for special projects. In January, 2019, the Port Authority terminated its contractual agreement for professional services with Matthew Weaver. 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:

A handwritten signature in blue ink, appearing to read "Susan M. Barrett".

Susan M. Barrett
Municipal Accountant I

Reviewed by:

A handwritten signature in blue ink, appearing to read "Christy D. Jameson".

Christy D. Jameson, CPA
Accounting Manager

Approved for issuance:

A handwritten signature in blue ink, appearing to read "Laura L. Papas".

Laura L. Papas
Controller

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
For the Eight Months Ended February 28, 2019 and 2018
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

	<u>2019</u>	<u>2018</u>
<u>RECEIPTS</u>		
Application and sub zone fee for Midship Pipeline Company LLC-----	\$9,000.00	\$ -
Application and sub zone fee for Xerox Corporation-----	17,000.00	-
Annual fee for Eastman Kodak Company-----	12,000.00	-
Annual fee - VF Jeanswear-----	-	12,000.00
Total receipts -----	<u>38,000.00</u>	<u>12,000.00</u>
<u>DISBURSEMENTS</u>		
Checks issued for previous period-----	10,550.00	8,250.00
Checks issued for the two months ended February 28,		
Consultant fees - 1289 Matthew Weaver -----	-	1,800.00
Consultant fees - 1291 Matthew Weaver -----	-	2,000.00
Memberships - 1292 NAFTZ -----	-	1,250.00
Consultant fees - 1307 Matthew Weaver-----	1,600.00	-
Total checks issued for the two months ended February 28, -----	<u>1,600.00</u>	<u>5,050.00</u>
Total disbursements -----	<u>12,150.00</u>	<u>13,300.00</u>
Net increase (decrease) in cash -----	25,850.00	(1,300.00)
Beginning cash - July 1,-----	28,722.89	39,622.49
Ending cash - February 28, -----	<u><u>\$54,572.89</u></u>	<u><u>\$38,322.49</u></u>

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2019
For the Eight Months Ended February 28, 2019
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

Previously Reported

1299	Matthew Weaver-----	\$1,500.00
1300	Matthew Weaver-----	1,500.00
1301	Matthew Weaver-----	1,500.00
1302	Matthew Weaver-----	1,600.00
1303	NAFTZ-----	1,250.00
1304	Matthew Weaver-----	1,600.00
1306	Matthew Weaver-----	1,600.00
	Total-----	<u>10,550.00</u>

Currently Reported

1307	Matthew Weaver-----	1,600.00
	Total-----	<u>1,600.00</u>

Total-----	<u><u>\$12,150.00</u></u>
------------	---------------------------

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-----	1,550.00
1288	Matthew Weaver-----	1,500.00
	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
	Total-----	<u>5,050.00</u>

Total-----	<u><u>\$13,300.00</u></u>
------------	---------------------------

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 and from the City's website at www.okc.gov.

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. CONSULTING SERVICES CONTRACT

On December 11, 2018, the Port Authority entered into a contractual agreement for professional services with Ernst and Young, LLP. For each project it agrees to undertake, Ernst and Young will prepare a statement of work describing the particular services, as well as any advice, presentations, or filings to be made, the fees therefor, and any other project-specific arrangements.

On January 1, 2019, the Port Authority had terminated its contractual agreement for professional services with Matthew Weaver.

IV. 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. The VF Jeanswear application fee was \$12,000.00, activated in April, 2013. The City of Seminole completed an application unit base trade zone for VF Jeanswear for an initial fee of \$5,000.00. The Citizen Potawatomi Nation Iron Horse Industrial Park sub zone fee of \$1,600.00 as 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 City of Enid qualifies as a sub zone and has paid a fee but has no active zones at this time. The application fee of \$5,000.00 was received in May, 2017 for Eastman Kodak Company for the production notification application for Foreign-Trade Sub Zone #106 in Weather, OK. New application and activation fees for a foreign trade zone was received in July, 2018 for the Midship Pipeline Company, LLC. for \$9,000.00. In November, 2018, sub zone application and activation fees for \$17,000.00 was received from the Xerox Corporation. In February, 2019, a sub zone annual fee for \$12,000.00 was received from Eastman Kodak Company.

V. 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.

Your Items

.ORG Domain Transfer

foreigntradezone106.org

2 Years ▾

Renews at \$20.99/yr

\$32.98

21% off



Domain name privacy

Renews at \$9.76/yr

\$20.45

2,047 years



[View other disclaimers](#)

Empty Cart

Subtotal

\$53.43

Taxes & Fees

\$0.36

Round up for charity? (optional)

Have a promo code?

Total

\$53.79

Complete Purchase

Your Items

.COM Domain Transfer

foreigntradezone106.com

\$19.98

44% off

2 Years

Renews at \$17.99/yr



Domain name privacy

\$20.45

2.047 years

Renews at \$9.76/yr



[View offer disclaimers](#)

Empty Cart

Subtotal

\$40.43

Taxes & Fees

\$0.36

Round up for charity? (optional)

Have a promo code?

Total

\$40.79

From: Cassi Poor <cassi.poor@theallianceokc.org>

Sent: Thursday, January 31, 2019 9:47 AM

To: Melinda Myers <melinda@ninjatechconsulting.com>; Lori Johnson <ljohnson@anglinpr.com>

Subject: RE: Foreign Trade Zone DNS

Works for me.

Cassi Poor, Senior Project Manager

The Alliance for Economic Development of Oklahoma City, Inc.

From: Melinda Myers <melinda@ninjatechconsulting.com>

Sent: Thursday, January 31, 2019 9:42 AM

To: Lori Johnson <ljohnson@anglinpr.com>; Cassi Poor <cassi.poor@theallianceokc.org>

Subject: RE: Foreign Trade Zone DNS

Prior to March. I want to have plenty of time before the deadline in case we run in to unforeseen issues. I will likely do this the weekend of Feb 9th or Feb 16th.