

AGENDA
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
Regular Meeting
Wednesday, May 21, 2014 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 January 15, 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, July 16, 2014
- 9.* Adjournment

*Action Required

MINUTES
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
REGULAR MEETING
January 15, 2014 - 12:00 noon
The Alliance Conference Room (High Tower Building)
Oklahoma City, OK

Board Members in Attendance: Craig Knutson, Chairman; Barry Murphy, Vice Chairman, Chuck Mills

Board Members Absent: Erika Lucas and Richard Tanenbaum

Others Present: Susan Barrett, Finance; Matthew Weaver, Marketing Director; Hailey Rawson, Municipal Counselor's Office, Jim Collard, Citizen Potawatomi Nation; Tim Jeffcoat and Sandra Ransome, SBA; Cathy O'Connor, The Alliance; Dustin Akers, The Alliance and Pam Lunnion, The Alliance

1. Call to Order at 12:01 p.m.
- 2.* Approve Minutes of November 20, 2013 Port Authority Meeting

APPROVED. Moved by C. Mills; seconded by B. Murphy; Ayes: Mills, Murphy and Knutson

- 3.* Accept Financial Reports

Ms. Barrett reported on schedule of cash receipts and disbursements for fiscal year ended December 31, 2013. The Authority has received checks from Biagi Warehousing, Inc. - \$1,999.98 and interest income – \$5.18 totaling \$2,005.16; Disbursements – Checks issued from previous period - \$1,835.00; Consultants Fees - \$400; bank fees - \$130.54 totaling \$2,365.54. The Authority ended with decrease in cash – (\$360.38). Beginning cash – July 1 was \$21,715.19; ending cash balance – December 31st was \$21,354.81.

ACCEPTED. Moved by C. Mills; seconded by B. Murphy; Ayes: Mills, Murphy and Knutson

4. Consultant Report – Matthew Weaver

Mr. Weaver has fielded inquiries, emails and phone calls, about general FTZ questions. Matthew has met with or had conversations with both Jim Collard and Kelley Frances of Citizen Potawatomi Nation and Chris Kemp of FTZB concerning application needs for Iron Horse Industrial Park.

- 5.* Approve Citizen Potawatomi Nation Magnet Site Application Request and Associated FTZ #106 Resolution Letter

Iron Horse is a general-use industrial park located on the National Rail Line Network in the center of the US. This industrial park consists of 400 acres of Native American trust land owned by the CPN located 35 minutes southeast of OKC. Jim Collard of Citizen Potawatomi Nation (CPN) gave a brief presentation on “The Iron Horse Industrial Park”.

An informational packet was handed out and it gave an overview of the Park with their economic development strategy/vision and economic impact. At the heart of their proposal is the creation of jobs and economic stimulus.

Mr. Knutson inquired “how many businesses do you plan to locate in the park?”

Mr. Collard explained the CPN has already identified three businesses to locate in the park: the CPN owned concrete batch plant; the CPN owned data center; and a privately owned coffee importer/re-exporter. Mr. Collard has also met with trade representatives of Israel and France who expressed strong interest in presenting Iron Horse as a location for foreign direct investment. The timing of this application is perfectly aligned with the current economic development activities of the Citizen Potawatomi Nation.

APPROVED APPLICATION. Moved by C. Mills; seconded by B. Murphy; Ayes: Mills, Murphy and Knutson

APPROVED MOTION TO AMEND RESOLUTION. Moved by C. Mills; seconded by B. Murphy; Ayes: Mills, Murphy and Knutson

- 6.* Ratify and approve payment of claims and invoices. Matthew Weaver, FTZ Marketing Director’s time 11/1/13 through 12/31/13- \$450.00

APPROVED. Moved by B. Murphy; seconded by C. Mills; Ayes: Mills, Murphy and Knutson

- 7.* Approve Matthew Weaver to prepare Annual Report.

APPROVED. Moved by C. Mills; seconded by B. Murphy; Ayes: Mills, Murphy and Knutson

8. Discuss Marketing Strategy for FTZ Program

Mr. Mills reported he has started a “Global Oklahoma Initiative” and the focus is to help grow small businesses in rural Oklahoma. He has started to build his program with the help of Todd Lamb who travels Oklahoma counties focusing on small businesses. The goal would be to have international trade opportunities for not only the state, but for small businesses. Part of this effort is educating either new people to export or existing companies about the assets and opportunities that we have here in the state.

Mr. Mills explained one of our goals is still to identify all the international entities within the state and put them on our website. There are a lot of small businesses that should be exporting to other countries or expanding their opportunities, but do not know about the resources available to them. Example being FTZ, some people know about it or have heard about it, but most really don’t know what it is or what the advantages or value is. It is all about education and using the right resources to help these small businesses. If we could help people export products, increase our economy, grow wealth and create jobs, then it is all about economic development.

Mr. Mills would like people not to be afraid to engage in international trade. We want to build a network of identifying people and businesses that are in global trade and truly see

the big picture and understand the value of helping other businesses get started trading with different countries. There was limited discussion about the World Trade Conference in Tulsa. Mr. Mills wants to be a good advocate for promoting the FTZ and magnet sites around our state. “What is our goal with this program and do we want to grow or just maintain it?”

Mr. Weaver commented that being pulled back from networking is our missing component to making this program successful. “Examples are going to the State Chamber or Governor’s Meeting, etc. We need to get back on everyone’s radar screen. It is a great economic development door opening for conversation. This is really a key for the economic development folks; it adds value to their current and perspective clients.”

Ms. O’Connor explained “at one time we talked about getting a plan for Matthew as simple as updating the website or developing some marketing materials. Funding is limited so that has always been part of the problem.”

9. Consider New Business

10. Receive Comments from Members, Staff and Citizens

Mr. Weaver commented he is still working with Camille Evans on the Conoco Refinery in Ponca City.

11. Schedule of Next Meeting – Wednesday, March 19, 2014

12. ADJOURNMENT – 12:42 p.m.

Moved by C. Mills; seconded by B. Murphy; Ayes: Mills, Murphy and Knutson

*Action Required

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 Eight Months Ended February 28, 2014

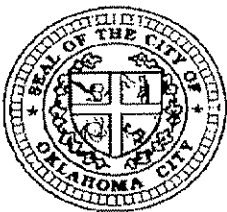
Prepared by The Oklahoma City Finance Department, Accounting Services Division
Rebecca L. Rhodes, Interim Controller

PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA

TABLE OF CONTENTS

For the Eight Months Ended February 28, 2014

| | Page Number |
|---|-------------|
| Letter of Transmittal | ii |
| Schedule of Cash Receipts and Disbursements | 1 |
| Supplemental Listing of Checks Issued, Eight Months Ended February 28, 2014 | 2 |
| Supplemental Listing of Checks Issued, Eight Months Ended February 28, 2013 | 3 |
| Notes to Financial Schedules | 4 |



MEMORANDUM

The City of OKLAHOMA CITY

TO: Port Authority Board of Directors

FROM: Accounting Services Division

DATE: March 6, 2014

SUBJECT: Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules For the Eight Months Ended February 28, 2014 and 2013

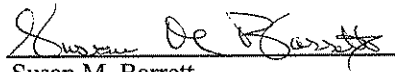
The financial schedules presented on the following pages include the schedule of cash receipts and disbursements and the supplemental listing of checks issued for the eight months ended February 28, 2014 and 2013.

Current year to date receipts totaled \$16,273.91. This compares to prior year to date receipts of \$2,674.65. The increase in receipts is due primarily to annual fees for sub zones received from VF Services, Inc. in the amount of \$12,000.00 and from Citizen Potawatomi Nation Iron Horse Industrial Park for \$1,600.00.


Current year to date disbursements totaled \$2,999.47. This compares to prior year to date disbursements of \$10,365.51 for a decrease of \$7,366.04. The consulting contract is on a hourly basis for special projects. Port Authority has used the services of the consultant on various projects including the Seminole, Lawton, Oklahoma City, and Woodward sub zones. Consulting fees were \$1,525.00 in the current year, a decrease of \$8,650.00.

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.

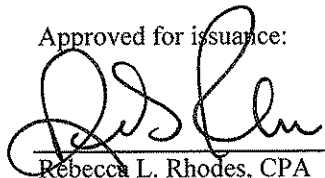
Prepared by:


Susan M. Barrett
Municipal Accountant II

Reviewed by:


Alex E. Fedak, CPA
Accounting Manager

Approved for issuance:


Rebecca L. Rhodes, CPA
Interim Controller

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

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

| | <u>2014</u> | <u>2013</u> |
|---|--------------------|--------------------|
| <u>RECEIPTS</u> | | |
| Warehouse Operator Fees - Biagi Warehousing, Inc. ----- | \$2,666.64 | \$2,666.64 |
| Annual Fee - VF Services, Inc. ----- | 12,000.00 | - |
| Annual Fee - Citizen Potawatomi Nation Iron Horse Industrial Park ----- | 1,600.00 | - |
| Interest on checking ----- | 7.27 | 8.01 |
| Total receipts ----- | <u>16,273.91</u> | <u>2,674.65</u> |
| <u>DISBURSEMENTS</u> | | |
| Checks issued for previous period ----- | 2,235.00 | 9,534.16 |
| Checks issued for the two months ended February 28, ----- | | |
| Consultant Fees - 1225 Matthew Weaver ----- | - | 175.00 |
| Consultant Fees - 1226 Matthew Weaver ----- | - | 500.00 |
| Checks issued for the two months ended February 28, ----- | | |
| Consultant Fees - 1233 Matthew Weaver ----- | 450.00 | - |
| Hosting Renewal Fee - 1234 The Alliance for Economic Development of OKC ----- | 139.87 | - |
| Total check issued for two months ended February 28, ----- | <u>589.87</u> | <u>675.00</u> |
| Bank fees ----- | 174.60 | 156.35 |
| Total disbursements ----- | <u>2,999.47</u> | <u>10,365.51</u> |
| Net increase (decrease) in cash ----- | 13,274.44 | (7,690.86) |
| Beginning cash - July 1, ----- | 21,715.19 | 17,993.92 |
| Ending cash - February 28, ----- | <u>\$34,989.63</u> | <u>\$10,303.06</u> |

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2014
For the Eight Months Ended February 28, 2014
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

Previously Reported

| | |
|--------------------------|-------------------|
| 1230 Matthew Weaver----- | \$675.00 |
| 1231 NAFTZ----- | 1,160.00 |
| 1232 Matthew Weaver----- | 400.00 |
| | <u>\$2,235.00</u> |

Currently Reported

| | |
|--|-----------------|
| 1233 Matthew Weaver----- | \$450.00 |
| 1234 The Alliance for Economic Development of OKC----- | 139.87 |
| | <u>\$589.87</u> |

| | |
|------------|-------------------|
| Total----- | <u>\$2,824.87</u> |
|------------|-------------------|

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2013
For the Eight Months Ended February 28, 2013
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

Previously Reported

| | | |
|------|----------------------|-------------------|
| 1222 | Matthew Weaver ----- | \$5,600.00 |
| 1223 | Fedex----- | 34.16 |
| 1224 | Matthew Weaver ----- | 3,900.00 |
| | | <u>\$9,534.16</u> |

Currently Reported

| | | |
|-------|----------------------|--------------------|
| 1225 | Matthew Weaver ----- | \$175.00 |
| 1226 | Matthew Weaver ----- | 500.00 |
| | | <u>\$675.00</u> |
| Total | ----- | <u>\$10,209.16</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 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 \$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 \$12,000.00, activated in April, 2013, also the annual fee for VF Jeanswear was received in February, 2014 in the amount of \$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. 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.

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 Ten Months Ended April 30, 2014

Prepared by The Oklahoma City Finance Department, Accounting Services Division
Rebecca L. Rhodes, Interim Controller

PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA

TABLE OF CONTENTS

For the Ten Months Ended April 30, 2014

| | Page Number |
|--|-------------|
| Letter of Transmittal | ii |
| Schedule of Cash Receipts and Disbursements | 1 |
| Supplemental Listing of Checks Issued, Ten Months Ended April 30, 2014 | 2 |
| Supplemental Listing of Checks Issued, Ten Months Ended April 30, 2013 | 3 |
| Notes to Financial Schedules | 4 |



MEMORANDUM

The City of OKLAHOMA CITY

TO: Port Authority Board of Directors

FROM: Accounting Services Division

DATE: May 13, 2014

SUBJECT: Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules For the Ten Months Ended April 30, 2014 and 2013

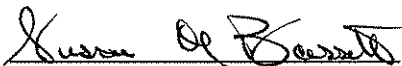
The financial schedules presented on the following pages include the schedule of cash receipts and disbursements and the supplemental listing of checks issued for the ten months ended April 30, 2014 and 2013.

Current year to date receipts totaled \$18,943.70. This compares to prior year to date receipts of \$15,343.23. The increase in receipts is due primarily to annual fees for sub zones received from Citizen Potawatomi Nation Iron Horse Industrial Park for \$3,600.00.

Current year to date disbursements totaled \$3,623.14. This compares to prior year to date disbursements of \$11,104.52 for a decrease of \$7,481.38. The consulting contract is on a hourly basis for special projects. Port Authority has used the services of the consultant on various projects including the Seminole, Lawton, Oklahoma City, and Woodward sub zones. Consulting fees were \$2,075.00 in the current year, a decrease of \$8,800.00.

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.

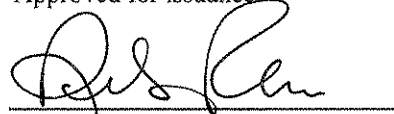
Prepared by:


Susan M. Barrett
Municipal Accountant II

Reviewed by:


Alex E. Fedak, CPA
Accounting Manager

Approved for issuance:


Rebecca L. Rhodes, CPA
Interim Controller

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
For the Ten Months Ended April 30,
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

| | <u>2014</u> | <u>2013</u> |
|---|---------------------------|---------------------------|
| <u>RECEIPTS</u> | | |
| Warehouse Operator Fees - Biagi Warehousing, Inc. ----- | \$3,333.30 | \$3,333.30 |
| Annual Fee - VF Services, Inc. ----- | 12,000.00 | 12,000.00 |
| Annual Fee - Citizen Potawatomi Nation Iron Horse Industrial Park ----- | 3,600.00 | - |
| Interest on checking ----- | 10.40 | 9.93 |
| Total receipts ----- | <u>18,943.70</u> | <u>15,343.23</u> |
| <u>DISBURSEMENTS</u> | | |
| Checks issued for previous period----- | 2,824.87 | 10,209.16 |
| Checks issued for the two months ended April 30,----- | | |
| Consultant Fees - 1227 Matthew Weaver----- | - | 700.00 |
| Checks issued for the two months ended April 30,----- | | |
| Consultant Fees - 1235 Matthew Weaver----- | 550.00 | - |
| Website Fee - 1236 The Alliance for Economic Development of OKC----- | 29.98 | - |
| Total check issued for two months ended April 30,----- | <u>579.98</u> | <u>700.00</u> |
| Bank fees ----- | 218.29 | 195.36 |
| Total disbursements ----- | <u>3,623.14</u> | <u>11,104.52</u> |
| Net increase (decrease) in cash ----- | 15,320.56 | 4,238.71 |
| Beginning cash - July 1,----- | 21,715.19 | 17,993.92 |
| Ending cash - April 30,----- | <u><u>\$37,035.75</u></u> | <u><u>\$22,232.63</u></u> |

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2014
For the Ten Months Ended April 30, 2014
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

Previously Reported

| | |
|--|-------------------|
| 1230 Matthew Weaver----- | \$675.00 |
| 1231 NAFTZ----- | 1,160.00 |
| 1232 Matthew Weaver----- | 400.00 |
| 1233 Matthew Weaver----- | 450.00 |
| 1234 The Alliance for Economic Development of OKC----- | 139.87 |
| | <u>\$2,824.87</u> |

Currently Reported

| | |
|--|-----------------|
| 1235 Matthew Weaver----- | \$550.00 |
| 1236 The Alliance for Economic Development of OKC----- | 29.98 |
| | <u>\$579.98</u> |

| | |
|------------|-------------------|
| Total----- | <u>\$3,404.85</u> |
|------------|-------------------|

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2013
For the Ten Months Ended April 30, 2013
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

Previously Reported

| | | |
|------|----------------------|--------------------|
| 1222 | Matthew Weaver ----- | \$5,600.00 |
| 1223 | Fedex----- | 34.16 |
| 1224 | Matthew Weaver ----- | 3,900.00 |
| 1225 | Matthew Weaver ----- | 175.00 |
| 1226 | Matthew Weaver ----- | 500.00 |
| | | <u>\$10,209.16</u> |

Currently Reported

| | | |
|------|----------------------|-----------------|
| 1227 | Matthew Weaver ----- | \$700.00 |
| | | <u>\$700.00</u> |

| | |
|------------|--------------------|
| Total----- | <u>\$10,909.16</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 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 \$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 \$12,000.00, activated in April, 2013, also the annual fee for VF Jeanswear was received in February, 2014 in the amount of \$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. 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, 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.

Foreign Trade Zone #106 Marketing Activity Report & Invoice
January 1, 2014 – February 28, 2014
Matthew S. Weaver

Date: January, 2014

Activities:

- FTZ #106 Board Meeting
Hours worked: 2 hours x \$50/hr = \$100

Date: January/February, 2014

Activities:

- General Marketing/Administrative Activities: OKC, OK
- Fielded inquiries, emails and phone calls, about general FTZ questions.
Hours worked: 3 hours x \$50/hr = \$150

Date: December 2nd, 2013

Activities:

- Citizen Potawatomi Nation, Shawnee, OK
- Meeting with Jim Collard, his assistant, CPN IT director, representative from the railroad company, and an FTZ prospect (coffee importer and kiosk/software mfg/assembler that has a patent pending and a contract with Duncan Donuts - very interesting ground floor opportunity for CPN's FTZ Iron Horse project). This meeting covered all aspects of their application process, again, infrastructure development steps (rail is being laid throughout park, building construction dates, etc), FTZ marketing steps, partnership development/enhancement opportunities. We also discussed that the prospect could take advantage of the Usage -driven designation and look for approval in 30 days from submission instead of waiting for Magnet designation.

- Conversations with FTZB personnel about CPN application and timelines. Due to the fact that it's an expansion application for adding an additional Magnet Site and CPN is dragging its feet, the time-frame is 10-12 months for final approval, which CPN has been aware of from the onset. We went through the answers needed from CPN and the documentation needed from us to support the application. It will be similar to the ASF application when done. I also shared the possibility of the CPN prospect applying for Usage-driven designation, which is the logical way to go. 30 days from submission they could obtain approval. Met with Jim Collard and his assistant, Kelley Frances, about their application progress, Chris Kemp of the FTZB is out of the office, indefinitely, due to a family emergency, therefore the application will be somewhat delayed. I suggested to Jim that they come before the Board in January to request application sponsorship.
Hours worked: 6 hours x \$50/hr = \$300

INVOICE TOTAL: 11 HOURS X \$50/HR = \$550

Foreign Trade Zone #106 Marketing Activity Report & Invoice
March 1st, 2014 – April 30th, 2014
Matthew S. Weaver

Date: March, 2014

Activities:

- Preparation and submission of Annual Report to the Foreign-Trade Zones Board
Hours worked: 10 hours x \$50/hr = \$500

Date: March/April, 2014

Activities:

- General administrative and marketing activities. i.e., phone calls, emails, meetings
Hours worked: 4 hours x \$50/hr = \$200

Date: April, 2014

Activities:

- Citizen Potawatomi Nation, Shawnee, OK
 - Conversations with FTZB personnel, Christopher Kemp, as well as Jim Collard of CPN, about CPN's application activities, of which there has been no contact between CPN and Chris in the past 30 days. I'm preparing for meeting with CPN's Jim Collard on May 5th to try and get some movement on the application. I plan to remind Jim that completion of the application for Magnet Site status should not preclude any conversations he may have with prospects that could qualify for Usage-Driven status and associated benefits. Researched CPN's prospects and associated supply-chain candidates.**Hours worked:** 2 hours x \$50/hr = \$100

TOTAL Invoice

Foreign-Trade Zone #106

Marketing Activity Billing Report

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

Time Period: 1/1/14 – 2/28/14

submitted by Matthew Weaver

| Project | Activity | Time |
|---|---|-------------|
| Board Meeting | Prepared for, attended and reported on FTZ activities | 2 |
| General Administrative and Marketing | Responding to FTZ inquiries, research | 3 |
| CPN | Magnet Site Application | 6 |

Billable Time: 11 hours

Total Due: \$550

TOTAL Invoice

Foreign-Trade Zone #106

Marketing Activity Billing Report

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

Time Period: 3/1 – 4/30/14

submitted by Matthew Weaver

| Project | Activity | Time |
|---|---|-------------|
| General Administrative and Marketing | Annual Report preparation/submission. Responding to FTZ inquiries, research, etc. | 14 |
| CPN | Conversations with CPN representatives and FTZB liaison about Magnet Site application for Iron Horse Industrial Park. Research. | 2 |

Billable Time: 16 hours

Total Due: \$800