

**AGENDA**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**Special Meeting**  
**Wednesday, January 10, 2018 at 11:00 a.m.**  
**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 the November 8, 2017 Special Port Authority Meeting
- 3.\* Accept Financial Reports
4. Consultant Report – Matthew Weaver
- 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.
- 6.\* Discuss and Consider Approval of Logo Options; 1, 2, 3 or 4
- 7.\* Discuss and Consider Approval of Website Layout
- 8.\* Discuss and Consider Approval of Website Content
- 9.\* Ratify and Approve Payment of Claims and Invoices
10. Receive Comments from Members, Staff and Citizens
11. Schedule of Next Meeting – Wednesday, March 21, 2018
- 12.\* Adjournment

\*Action Required

**MINUTES**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**SPECIAL MEETING**  
**WEDNESDAY, NOVEMBER 8, 2017 - 12:00 NOON**  
**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, Mark Kranenburg, Airports; Catherine O'Connor and Pam Lunnnon

1. Call to Order at 12:03 p.m.

2.\* Approve Minutes of September 20, 2017 Regular 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 October 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, Oklahoma  
Gabriel's, Chickasha and Andarko, OK  
Eastman Kodak, Weatherford, Oklahoma  
Project Sunshine, Chickasha and Anadarko  
Flex-in-Gate, Ada, Oklahoma  
Jasco Inc., Oklahoma City, OK

5.\* Discuss and Approve a Professional Services Agreement with Anglin Public Relations, Inc.

The Professional Services Agreement contained Project Description and Scope of Services; Deliverables; Schedule of Fees and Certificate of Insurance. Updating the logo was one of the items that the Board strongly wanted done. The Port Authority has created its own logo and has developed several options to choose from that will be considered by

the Board at the next meeting. Anglin PR will be directed to stop all work for the logo by the Port Authority. This stop notification does not apply to the website or brochure. The Port Authority wishes to amend the contract Attachments with Anglin PR and that document will be discussed and voted on at the next board meeting.

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

- 6.\* Ratify and Approve Payment of Claims and Invoices. Matthew Weaver, FTZ Marketing Director's time 9/1/17 to 9/30/17 and 10/1/17 to 10/31/17; total \$2,850.

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

7. Receive Comments from Members, Staff and Citizens
8. Schedule of Next Meeting – Wednesday, January 17, 2018
- 10.\* ADJOURNMENT – 12:20 p.m.

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

\*Action Required

# Foreign Trade Zone #106 Marketing Activity Report & Invoice

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

Matthew S. Weaver

**Date: September 2017**

**Activities:**

- General administrative and marketing activities: i.e., USCBP; Greater Oklahoma City Chamber of Commerce; Oklahoma Department of Commerce; networking meetings; phone calls; report/meeting preparation; emails; etc.
- Century Uniforms, Midwest City, Ok.: I had a “final” conference call with Century and KPMG, on the 5<sup>th</sup>, along with multiple follow-up emails with Debbie Lumry of Century to make her “final” presentation to company leadership. The savings for them is significant, the challenge is them wanting to pursue it.
- Gabriel's, Chickasha and Anadarko, Ok: Plant Manager Dave Grider continues to work on the details for them pursuing application.
- Eastman Kodak, Weatherford, Oklahoma: Follow-up conversations with USCBP about the activation process, and with Miller & Co. on a few details they are trying to clarify for Eastman Kodak.
- Project Sunshine, Chickasha and Oklahoma City: In-depth technical support, and business meetings, with both the Chickasha ED Council and the Greater Chamber on a significant retention/expansion project they are engaged with. The company's only other site consideration is S. Carolina and Oklahoma appears to be their primary consideration – their decision should occur within the next 60 days.
- Flex-In-Gate, Ada, Oklahoma: A Tier-1 supplier to auto manufacturer GM, I've previously had extensive meetings with local and corporate leadership as to the prospect of them taking advantage of FTZ benefits, which were significant at the time and were put on hold as they were in the midst of some product realignments. I recently met with Ted Carson and it looks like their supply chain is shifting from a preferred foreign status to that of being considered domestic. The automaker, GM, is requiring the consolidation of components for distribution from their suppliers into a central-type warehousing distribution system after they've already entered US commerce territory. Ted will continue to keep me apprised if, in the future, GM will require their Tier-1 suppliers' distributors to be located in an FTZ and then for them to perform zone-to-zone transfers to the Tier-1 suppliers/manufacturers.
- Prospects: I'm actively working on contacts with: Jasco; Open Road Tires; O'Reilly
- **Total Hours worked:** 27 hours x \$50/hr. = \$1350

# Foreign Trade Zone #106 Marketing Activity Report & Invoice

October 1<sup>st</sup>, 2017 – October 31<sup>st</sup>, 2017

Matthew S. Weaver

**Date: September 2017**

**Activities:**

- General administrative and marketing activities: i.e., USCBP; Greater Oklahoma City Chamber of Commerce; Oklahoma Department of Commerce; OK Academy 4 Day Town Hall: meetings with - Congressman Cole's Field Rep. Thomas Lewis, Senator Lonnie Paxton, Dave Roland of OK Mfg Alliance, Ponca City City Mgr. Craig Stephenson, State Rep. Meloyde Blancett, Stephen Highers of Cherokee Nation, State Rep. Cyndi Munson, Charlie Swinto VP BancFirst, Larry Findeiss of Career Tech, Senator AJ Griffen, Alan Case of the Woodward IF, CEO Marty Lewis of Gordon Cooper Tech Ctr., Adam McCreary of Cherokee Nation Business; Antonne Cooper of OGE in Norman, Dan Boren of Chickasaw Nation, Craig Knutson of Growing Global, LLC, former State Rep. Joe Dorman, Lisa Powell of the Enid ED Alliance; other networking opportunities; phone calls; report/meeting preparation; emails; etc.
- Century Uniforms, Midwest City, Ok.: Debbie Lumry of Century has added light manufacturing, and has completed/forwarded, the FTZ request to KPMG for final savings to Century, and the cost of using KPMG as their managing FTZ consultant. Meeting with owners in November.
- Gabriel's, Chickasha and Anadarko, Ok: I've met with Christy Elkins, Chickasha ED Council, to clarify the communication protocol in working with Plant Manager Dave Grider. Dave is still on-board and moving the request forward for further analysis.
- Eastman Kodak, Weatherford, Oklahoma: Application Approved! I received notification, dated October 20<sup>th</sup>, 2017 from the FTZB.
- Project Sunshine, Chickasha and Oklahoma City: Follow-up meeting with the Chickasha ED Council. Confidential.
- GoodYear Tires, Lawton, Oklahoma: The Plant Manager has finished his "retiring" and has engaged me with Jimmy Cagle. The initial meeting was facilitated by Thomas Lewis from Congressman Cole's office, and the prospect of GY truly going forward with some form of due diligence appears highly likely. I'll be traveling for another meeting in November.
- Prospects: I'm actively working on contacts with: Jasco; Hitachi
- **Total Hours worked:** 30 hours x \$50/hr. = \$1500

# **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 Six Months Ended December 31, 2017

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 Six Months Ended December 31, 2017

	Page Number
Letter of Transmittal	ii
Schedule of Cash Receipts and Disbursements	1
Supplemental Listing of Checks Issued, Six Months Ended December 31, 2017	2
Supplemental Listing of Checks Issued, Six Months Ended December 31, 2016	3
Notes to Financial Schedules	4

# MEMORANDUM

## The City of OKLAHOMA CITY

**TO:** Port Authority Board of Directors

**FROM:** Accounting Services Division

**DATE:** January 5, 2018

**SUBJECT:** Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the Six Months Ended December 31, 2017 and 2016.

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, 2017 and 2016.

There are no year-to-date receipts for fiscal year 2018 or 2017.

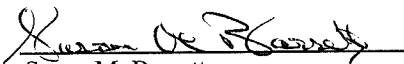
Current year-to-date disbursements totaled \$8,250.00. This compares to prior year-to-date disbursements of \$8,650.00 for an decrease of \$400.00 due to an decrease of consulting fees of \$450.00, offset by one time printing of Federal Trade Zone (FTZ) brochures of \$850.00 in the prior year. The consulting 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.

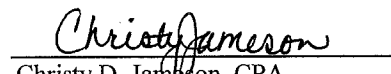
The financial schedules are prepared on the cash basis of accounting.

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:

Reviewed by:

  
Susan M. Barrett  
Municipal Accountant I

  
Christy D. Jamison, CPA  
Accounting Manager

Approved for issuance:

  
Laura L. Papas  
Controller



**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Six Months Ended December 31, 2017 and 2016**  
**(unaudited)**

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

	<u>2017</u>	<u>2016</u>
<b><u>RECEIPTS</u></b>		
Total receipts -----	\$ -	\$ -
<b><u>DISBURSEMENTS</u></b>		
Checks issued for previous period-----	5,200.00	4,950.00
Checks issued for the two months ended December 31,		
Consultant fees - 1267 Matthew Weaver -----	-	1,500.00
Consultant fees - 1268 Matthew Weaver -----	-	1,350.00
FTZ Brochure (pymt 1 of 2) - 1269 Anglin Public Relocations-----	-	850.00
Consultant fees - 1287 Matthew Weaver-----	1,500.00	-
Consultant fees - 1288 Matthew Weaver-----	1,550.00	-
Total checks issued for the two months ended December 31, -----	3,050.00	3,700.00
Total disbursements -----	8,250.00	8,650.00
Net increase (decrease) in cash -----	(8,250.00)	(8,650.00)
Beginning cash - July 1,-----	39,622.49	46,372.49
Ending cash -December 31, -----	<u>\$31,372.49</u>	<u>\$37,722.49</u>

**SUPPLEMENTAL LISTING OF CHECKS ISSUED**  
**FISCAL YEAR 2018**  
**For the Six Months Ended December 31, 2017**  
**(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
Total-----	<u>5,200.00</u>

**Currently Reported**

1287 Matthew Weaver-----	1,500.00
1286 Matthew Weaver-----	1,550.00
	<u>3,050.00</u>
Total-----	<u><u>\$8,250.00</u></u>

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
FISCAL YEAR 2017  
For the Six Months Ended December 31, 2016  
(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
Total-----	<u>4,950.00</u>

**Currently Reported**

1267 Matthew Weaver-----	1,500.00
1268 Matthew Weaver-----	1,350.00
1269 Anglin Public Relations-----	850.00
Total-----	<u>3,700.00</u>

Total-----	<u><u>\$8,650.00</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.

## **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, 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. 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**  
**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

**AMENDMENT #1 OF PROFESSIONAL SERVICES AGREEMENT BETWEEN THE  
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA AND ANGLIN  
PUBLIC RELATIONS INC.**

This AMENDMENT #1 of the Professional Services Agreement is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between Anglin Public Relations, Inc. (hereinafter referred to as “**SERVICES PROVIDER**”), and The Port Authority of the Greater Oklahoma PAGOC (hereinafter referred to as “**PAGOC**” or “**CONTRACTING ENTITY**”).

**WITNESSETH:**

**WHEREAS**, the Port Authority of the Greater Oklahoma City Area was established pursuant to Oklahoma City Ordinance No. 9960 in accordance with Oklahoma Statutes Title 82, section 1102 et seq., including but not limited to section 1106(7); and

**WHEREAS**, the Port Authority of the Greater City of Oklahoma City Area is authorized by 82 Oklahoma Statutes 2001, Sections 1101-1114 to establish, operate, and maintain foreign-trade zones; and

**WHEREAS**, the Port Authority of the Greater Oklahoma City Area is the grantee of Foreign-Trade Zone No. 106;

**WHEREAS**, it is the desire of **CONTRACTING ENTITY** to promote, foster, and develop economic development and growth in Oklahoma City and the Foreign Trade Zone #106; and

**WHEREAS**, the **CONTRACTING ENTITY** strives to obtain improvement of its website’s search optimization, internet standards, efficiency, and functionality; and

**WHEREAS**, the **CONTRACTING ENTITY** strives to obtain improvement of its logo and brochure to promote, foster and develop economic development and growth in Oklahoma City and the Foreign Trade Zone #106; and

**WHEREAS**, the **SERVICES PROVIDER** represented itself, as an expert in the field of website design and services with skilled professionals willing, able, and capable of timely providing the services requested and required by the **CONTRACTING ENTITY**; and

**WHEREAS**, **SERVICES PROVIDER** agrees to provide **CONTRACTING ENTITY** all services, in accordance with the standards exercised by experts in the field, necessary to provide the **CONTRACTING ENTITY** services, products, solutions and deliverables that meet all the purposes and functionality requested in this Agreement; and

**WHEREAS**, the **CONTRACTING ENTITY** retains **CONSULTANT** as an independent contractor; and



WHEREAS, the **CONTRACTING ENTITY** authorized the Chairman to execute and enter into an agreement with Anglin Public Relations, Inc. to provide services of website design which was not to exceed seven thousand dollars (\$7,000) on September 20, 2017; and

WHEREAS, on October 17, 2017 the **CONTRACTING ENTITY** determined it also needed improvement with its brochure and logo; and

WHEREAS, the parties entered into the Professional Services Agreement between the **CONTRACTING ENTITY** and the **SERVICES PROVIDER** which incorporated all services to improve the **CONTRACTING ENTITY**'s website design, brochure and logo;

WHEREAS, the **CONTRACTING ENTITY** no longer requires the **SERVICE PROVIDER**'s services for the logo.

NOW, THEREFORE, for and in consideration of the above premises and the mutual covenants set forth herein, the **CONTRACTING ENTITY** and **SERVICES PROVIDER** hereby mutually agree this Amendment #1 will modify and amend the Professional Services Agreement as follows:

**2. Retention of SERVICES PROVIDER and Scope of Services**

(a) **SERVICES PROVIDER** is solely responsible for the actions, non-action, omissions, and performance of **SERVICES PROVIDER'S** employees, agents, contractors, and subcontractors (herein collectively included in the term "Service Provider's Project Team") and to ensure:

(1) the timely provision of the Project and timely performance of the Scope of Services as each are defined in **Attachment "A"**,

(2) the timely provision of all services, products, solutions and deliverables, including but not limited to, the Deliverables listed on **Attachment "B"**,

**SERVICES PROVIDER** will be solely responsible to ensure the **SERVICES PROVIDER'S** Project Team fully understands the Project, the Scope of Services, the Deliverables, the schedule for performance, and the **CONTRACTING ENTITY'S** goals and purposes. **SERVICES PROVIDER** will be solely responsible to ensure the **SERVICES PROVIDER'S Project Team** is adequately trained, instructed, and managed so that **SERVICES PROVIDER** timely provides the Project and satisfies **SERVICES PROVIDER'S** obligations under this Agreement. **SERVICES PROVIDER** may not change the **SERVICES PROVIDER'S Project Team** without the prior written consent of the **CONTRACTING ENTITY'S Contract Administrator**. The **CONTRACTING ENTITY'S Contract Administrator** is the PAGOC General Manager or designee, as stated in writing.

(b) **SERVICES PROVIDER** shall comply with all applicable federal, state and local laws, standards, codes, ordinances, administrative regulations and all amendments and additions thereto, pertaining in any manner to the performance or services provided under this Agreement. **SERVICES PROVIDER** shall obtain all patents, licenses, and any other permission required to provide all services, products, solutions and deliverables and for use of all services, products, solutions and deliverables by the **CONTRACTING ENTITY**.

## Attachment A

### Attachment A: Project Description and Scope of Services

#### Website

#### New website to increase search optimization and internet standards.

The existing website has aged out of its effective use and does not adhere to internet best practices, such as a flexible design to adjust to different electronic devices or mobile friendly. SEO is limited due to the website functionality. Anglin PR proposes to create a new website that includes:

- WCAG accessibility compliant
- Updated design, architecture and functionality
- Writing keywords and meta data to support SEO
- Creating a Google and Bing directory listings
- Incorporate visual assets (i.e. photography/video from other sources)

**Fee not to exceed \$7,000\***

*\* Doesn't include writing new content, web hosting and domain fees and add-on features if applicable.*

#### Brochure

#### Brochure in electronic and print form

Anglin PR will consolidate and revise FTZ documents into an easy to ready brochure in print and electronic format.

- Consolidate and update content
- Updated design, architecture and functionality
- Incorporate visual assets (i.e. photography/graphics from other sources)

**Fee not to exceed \$850\***

*\* Doesn't include writing new content*

*The information contained in this proposal is confidential and intended only for the authorized, decision-making representative(s) of the Port Authority of Greater Oklahoma City. This information cannot be shared with any other party without the knowledge and express consent of Anglin Public Relations, Inc.*

\_\_\_\_\_

## Attachment “B”

### Attachment B: Deliverables

The Deliverables provided to or for the Contracting Entity include:

#### Website

- Ownership of website domain
- An updated website
- Communication, including hard-copy and presentation(s)

#### Brochure

- An updated brochure
- Communication, including hard-copy and presentation(s)

Attachment “C”

**Attachment C: Schedule of Fees**

**Website**

**Fee not to exceed - \$7,000\***

*\* Doesn't include writing new content, web hosting and domain fees and add-on features if applicable.*

Final Payment due upon completion of work

**Brochure**

**Fee not to exceed - \$850\***

*\* Doesn't include writing new content*

Payment due upon completion of work

Except as specifically modified or amended by this Amendment #1 of the Professional Services Agreement, all other provisions and attachments of the Professional Services Agreement shall remain in full force and effect.

**REMAINDER OF THIS PAGE INTENTIONALLY BLANK.**

APPROVED by the ANGLIN PUBLIC RELATIONS, INC. this 29 day of November, 2017.  
ANGLIN PUBLIC RELATIONS, INC.

Debora Anglin  
TITLE: principal

Note: If individual signing is not the owner or an officer of the business or corporation a letter of authorization is to be included. For instance, if a Salesman or Manager signs this form, a letter of authorization is to be attached.

Debora Anglin  
Printed Name of Individual  
Anglin Public Relations 720 NW 53  
Company Name and Address [Please Print] OKC 73118  
Zip Code

Telephone Number and Fax Number if any

TO BE COMPLETED BY THE NOTARY:

State of \* Oklahoma )  
County of \* Oklahoma ) SS.  
[\*State and County where notarized must be written in.]

Signed and sworn to before me this 29<sup>th</sup> day of November, 2017  
by Debora Anglin  
[Printed name of individual who signed above.]

My Commission number: 02003374

My Commission expires: 4-17-18  
[Date/Year]

Janice Faison  
Signature of Notary Public



Approved by the Port Authority of the Greater Oklahoma City Area and signed by the  
Chairperson and Secretary this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

APPROVED as to form and legality:

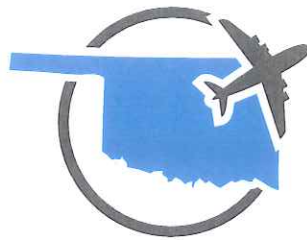
\_\_\_\_\_  
Assistant Municipal Counselor



1



2



**FOREIGN TRADE ZONE**  
O K L A H O M A   C I T Y

3



4

FOREIGN  
TRADE ZONE  

---

OKLAHOMA CITY



**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Time Period:** 11/1 – 11/30/17

**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; Kodak; Board meeting; general networking	20
<b>Prospect Follow-ups</b>	Research & Follow-up	1
<b>Kodak, Weatherford, Oklahoma</b>	Conversations	1
<b>Century Uniforms</b>	Meeting/Conversations	2
<b>Gabriel's</b>	Meeting/Conversations	3
<b>GoodYear Tires, Lawton Ok.</b>	Meeting/Conversations	2
<b>Project Sunshine, Chickasha and Okc, Ok.</b>	Meeting/Conversations	2

**Billable Time:** 31 hours

**Total Due:** \$1550

**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Time Period:** 12/1 – 12/31/17

**Hours worked:** 36 hours x \$50/hr = \$1800

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; Board meeting; general networking	18
<b>Prospect Follow-ups</b>	Research & Follow-up	1
<b>Kodak, Weatherford, Oklahoma</b>	Conversations	5
<b>Gabriel's</b>	Meeting/Conversations	12

**Billable Time:** 36 hours

**Total Due:** \$1800