

AGENDA
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
SPECIAL MEETING
WEDNESDAY, JUNE 19, 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 May 3, 2019 Regular Port Authority Meeting
3. Accept Financial Report
- 4.* Ratify and Approve Payment of Claims and Invoices
5. Update on Foreign Trade Zone 106 activity
6. Discuss job description and possible candidates for marketing position
7. Discuss planning of workshop
- 8.* Adjournment

*Action Required

MINUTES
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
SPECIAL MEETING
THURSDAY, MAY 3, 2019 at 10:00 A.M.
THE ALLIANCE CONFERENCE ROOM
105 NORTH HUDSON, SUITE 101
OKLAHOMA CITY, OK

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

Board Members, Absent: None

Others Present: Rita Douglas-Talley , Municipal Counselor's Office OKC; Mark Kranenburg, Director of Airports; Nicolle Goodman, Elizabeth Larios and Pam Lunnon, The Alliance for Economic Development of OKC

1. Call to Order at 10:01 a.m.
- 2.* Approve Minutes of March 28, 2019 Regular Port Authority Meeting

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

3. Discuss Marketing and Business Development Plan final report and recommendations

Two recommendations made from Ernest Young. First for a marketing and the other for an operations position. The marketing position to be 15-20 hours a month handling initial inquiries, sales, and advertisement. Board suggested to send out an RFP and develop a job description. Ms. Goodman will put together the job description and work with Ms. Talley to see if we go through the RFP process or not. The operational position could be handled by an external service provider such as EY.

- 4.* Discuss and Possibly Approve Proposal from EY

EY submitted a proposal for the Authority to engage their operational services for an hourly rate with a not to exceed \$25,000/year.

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

5. Receive Comments from Members, Staff and Citizens

None.

6. Schedule of Next Meeting – Wednesday, May, 15, 2019

Board Members have decided to cancel the May 15th meeting and schedule a Special Meeting for Wednesday, June 19, 2019 at 2:00 p.m.

7.* ADJOURNMENT – 10:30 p.m.

Moved by Chuck Mills; seconded by Barry Murphy; Ayes: Mills, Tanenbaum, Anderson and Murphy

*Action Required

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 Ten Months Ended April 30, 2019

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: May 16, 2019

SUBJECT: Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the Ten Months Ended April 30, 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 ten months ended April 30, 2019 and 2018.

Current year-to-date receipts are \$62,000 as compared to \$12,000 received in the prior year. The increase is due to application and sub zone fees of \$9,000 received from Midship Pipeline Company, LLC. and \$17,000 received from Xerox Corporation. In addition annual sub zone fees were received from Eastman Kodak Company of \$12,000 and Midship Pipeline Company LLC. of \$12,000. Annual sub zone fees of \$12,000 were received from VF Jeanswear in both years.

Current year-to-date disbursements totaled \$12,245. This compares to prior year-to-date disbursements of \$19,732 for a decrease of \$7,487. The decrease is primarily due to a decrease of \$4,050 in consulting fees and a decrease of \$3,362 in marketing fees for creation of a new website in the prior year.

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 Ten Months Ended April 30, 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 for Midship Pipeline Company LLC-----	12,000.00	-
Annual fee for VF Jeanswear-----	12,000.00	12,000.00
Total receipts -----	<u>62,000.00</u>	<u>12,000.00</u>
<u>DISBURSEMENTS</u>		
Checks issued for previous period-----	12,150.00	13,300.00
Checks issued for the two months ended April 30,		
Reimburse for domain transfer - 1308 The Alliance for Economic Development-----	94.58	-
Consultant fees - 1293 Matthew Weaver -----	-	1,550.00
Consultant fees - 1294 Matthew Weaver -----	-	1,350.00
Check order -----	-	169.84
Marketing - 1295 Anglin Public Relations-----	-	3,361.76
Total checks issued for the two months ended April 30, -----	<u>94.58</u>	<u>6,431.60</u>
Total disbursements -----	<u>12,244.58</u>	<u>19,731.60</u>
Net increase (decrease) in cash -----	49,755.42	(7,731.60)
Beginning cash - July 1,-----	28,722.89	39,622.49
Ending cash - April 30, -----	<u>\$78,478.31</u>	<u>\$31,890.89</u>

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2019
For the Ten Months Ended April 30, 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 NAFTAZ-----	1,250.00
1304 Matthew Weaver-----	1,600.00
1306 Matthew Weaver-----	1,600.00
1307 Matthew Weaver-----	1,600.00
Total-----	<u>12,150.00</u>

Currently Reported

1308 The Alliance for Economic Development of Oklahoma City-----	94.58
Total-----	<u>94.58</u>

Total-----	<u><u>\$12,244.58</u></u>
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SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2018
For the Ten Months Ended April 30, 2018
(unaudited)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

<u>Previously Reported</u>	
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
1289 Matthew Weaver-----	1,800.00
1290 Matthew Weaver -VOID-----	-
1291 Matthew Weaver -----	2,000.00
1292 NAFTAZ-----	1,250.00
Total-----	<u>13,300.00</u>
<u>Currently Reported</u>	
1293 Matthew Weaver-----	1,550.00
1294 Matthew Weaver -----	1,350.00
Check order -----	169.84
1295 Anglin Public Relations-----	3,361.76
Total-----	<u>6,431.60</u>
Total-----	<u>\$19,731.60</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 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 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. In March, 2019, a sub zone annual fee for \$12,000.00 was received from Midship Pipeline Company, LLC. In April, 2019, a sub zone annual fee for \$12,000.00 was received from VF Jeanswear.

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.

Anglin Public Relations

720 NW 50th Street, Suite 200 A
Oklahoma City, OK 73118

Invoice

Date	Invoice #
4/30/2019	1950

Bill To:

Cathy O'Connor
Port Authority of OKC
105 N Hudson Ave #10
Oklahoma City, OK 73102

*Due to pay
5/16/19*

			Terms	Due Date
			Net 30	5/30/2019
Hours	Item	Description	Rate	Amount
	Marketing ...	Brochure for Foreign Trade Zone for conference in OKC	850.00	850.00
	Website	move domain names from BlueHost to Go Daddy	150.00	150.00
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