

**AGENDA**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**Regular Meeting**  
**Wednesday, May 17, 2017 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 the March 29, 2017 Special Port Authority Meeting
- 3.\* Accept Financial Reports
- 4.\* Receive request for Applications as a Usage Driven Manufacturing Site, pending ASF Approval.
5. Consultant Report – Matthew Weaver
- 6\* Resolution of the Port Authority of Greater Oklahoma City, Approving the Refund of Biagi Bros. Warehouse’s 2017 Payment in the Amount of \$4,000.00
- 7.\* Ratify and Approve Payment of Claims and Invoices
- 8.\* Items from Staff  
-Ratify Matthew Weaver’s attendance to Oklahoma World Trade Conference
9. Receive Comments from Members, Staff and Citizens
10. Schedule of Next Meeting – Wednesday, July 19, 2017
- 11.\* Adjournment

\*Action Required

**MINUTES**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**SPECIAL MEETING**  
**WEDNESDAY, MARCH 29, 2017 - 12:00 NOON**  
**THE ALLIANCE CONFERENCE ROOM**  
**OKLAHOMA CITY, OK**

Board Members in Attendance: Barry Murphy, Chairman; Chuck Mills, Richard Tanenbaum, and Erika Lucas

Others Present: Ronda Dugone, Finance; Matthew Weaver, Marketing Director; Hailey Rawson, Municipal Counselor's Office, Nicolle Goodman and Pam Lunnon, The Alliance

1. Call to Order at 12:00 p.m.

2.\* Approve Minutes of January 18, 2017 Special Port Authority Meeting

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

3.\* Accept Financial Reports

Presentation made by Ronda Dugone, City of Oklahoma on Financial Reports dated February 28, 2017.

**ACCEPTED.** Moved by Chuck Mills; seconded by Richard Tanenbaum; Ayes: Tanenbaum, Mills, Lucas and Murphy

4. Consultant Report – Matthew Weaver

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

Discussion: General Administrative & Marketing  
Prospect Follow-ups  
Ditch Witch, Perry, Oklahoma  
Delaware Nation, Anadarko, Oklahoma  
Magnesium Machine, Chickasha, Oklahoma  
Gov. International Team  
Top of the World  
Century Uniform

5.\* Ratify and Approve Payment of Claims and Invoices. Matthew Weaver, FTZ Marketing Director's time 1/1/17 to 2/28/17; \$2,950.00

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

6. Receive Comments from Members, Staff and Citizens

**Discussion:** Matthew Weaver's traveling expenses (registration and airfare) to Washington, DC for a conference were discussed and also a request to have OEDC membership which would be \$300.00 per year. Mr. Murphy stated he would discuss details with Cathy O'Connor and get back to Mr. Weaver with an answer. It was agreed that Mr. Weaver could attend the World Trade Conference at OCU on April 13th. The cost for that event would be \$100.00 and Port Authority would reimburse Mr. Weaver.

Also, discussed was adding an agenda item for unforeseen items that may occur and need action taken at that particular meeting.

Mr. Weaver will have representatives from a company flying in for the May board meeting for a presentation to the board and wanted to make sure we had a quorum due to the fact Mark Stansberry has resigned from the board and another board member has not been appointed yet.

7. Schedule of Next Meeting – Wednesday, May 17, 2017

8.\* ADJOURNMENT – 12:33p.m.

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

\*Action Required

# Foreign Trade Zone #106 Marketing Activity Report & Invoice

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

Matthew S. Weaver

**Date:** January 2017

**Activities:**

- General administrative and marketing activities: i.e., phone calls, emails, networking meetings, met with Lori Johnson of Anglin PR, FTZ #106 Board meeting/prep.,
- DitchWitch, Perry, Oklahoma: I met with Jackie Williamson, Corporate Controller, to clarify application process questions and the data that needs to be pulled together for the next meeting with her Team.
- Magnesium Machine, LLC, Chickasha, Oklahoma: I had follow-up conference calls with the principals and the Chickasha Economic Dev. Council. Everything is moving forward for the final analysis – if the decision is made to establish the foundry in Chickasha the company plans on beginning construction this year.
- Delaware Nation Industries (DNEDA), Anadarko, Oklahoma: I've had multiple conversations with Jerry Kennedy, President/CEO, and Paula Brown, VP, about their confidential existing prospect (I've signed a NDA with the DNEDA). The prospect believes they will be ready for a face-to-face meeting in February.
- American Eagle Lighting Enterprises, Chickasha, Oklahoma: I met with: Daniel Dorman, CEO; Andy McArthur, CFO; and Christy Elkins, CEO of the Chickasha Economic Development Authority. This start-up company has an "exclusive" relationship with a Chinese LED manufacturer and is looking to provide assembly/packaging for distribution - the first of 4 U.S. distribution sites.
- Iron Horse Industrial Park, Shawnee, Oklahoma: I met with CPN Economic Development Director, Jim Collard, and his new administrative research analyst Courtney Palmer. CPN is on schedule for completing the necessary infrastructure for marketing the park as "shovel-ready". The main railroad tracks have been laid and a spur is being prepared to be put in, as well as for initial construction of a 40,000 sq.ft. general purpose warehouse. Jim shared his current focus is on recruiting Canadian based companies, specifically renewable energy products. We also discussed the type of conferences and associations he should consider getting/staying involved with, such as Select USA conference in D.C. where CPN will have their own booth this year
- Governors International Team, Oklahoma City: I attended its bi-monthly meeting, and holiday reception. I was able to give a very brief overview of FTZ's and their significance to the GIT's mission of marketing Oklahoma to foreign countries. The Chair suggested that I give a full presentation at the March meeting.
- **Total Hours worked:** 29 hours x \$50/hr = \$1450

# Foreign Trade Zone #106 Marketing Activity Report & Invoice

February 1<sup>st</sup>, 2017 – February 28<sup>th</sup>, 2017

Matthew S. Weaver

**Date: February, 2017**

**Activities:**

- General administrative and marketing activities: i.e., phone calls, emails, networking meetings, annual invoices to VF Jeanswear and Biagi Bros., Tim Dickinson with Greater Chamber, Congressman Russell's office, Martin Roberts with ODOC, etc.
- DitchWitch, Perry, Oklahoma: Further follow-up with Jackie Williamson, Corporate Controller, on questions.
- Century Uniform: Conversations with Debbie Lumry about her making the case, again, to her management team. She has additional support working for her and they are pulling the past two years worth of data
- Top of The World, Norman, Oklahoma: I originally reached-out to them 4 years ago and have been in regular contact to encourage them to do some research to determine the feasibility of pursuing FTZ status. I'm now in contact with Kathy Wilkins of Alliance Operating Services, out of Dallas, who are a one-stop-shop for FTZ applicants and Users, who is now representing Top of The World. After a meeting to take place 3-2-2017, it looks like they will be making application at the May FTZ #106 Board Meeting.
- OEDC Economic Development Day at The Capital: I met with OEDC members about FTZ benefits being part of their conversations with legislators, and attended group meetings with legislators about their priorities and about OEDC's recommendations for positive legislation for Oklahoma.
- **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  
vacant

## ***Management***

James D. Couch, General Manager

Financial Report for the Ten Months Ended April 30, 2017

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 9, 2017

**SUBJECT:** Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the Ten Months Ended April 30, 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 ten months ended April 30, 2017 and 2016.

Current year-to-date receipts are \$16,000.00 as compared to the prior year receipts of \$4,018.62. The increase in revenue is due to the receipt of VF Jeanswear annual payment of \$12,000.00 received later in the prior year, offset by the bank account changing from interest bearing to non-interest bearing with no fees.

Current year-to-date disbursements totaled \$16,650.00. This compares to prior year-to-date disbursements of \$12,347.95 for an increase of \$4,302.05. The increase is due to increased consulting fees of \$3,150.00 and marketing fees of \$1,300.00 for design of Foreign Trade Zone brochures not incurred in the prior year, offset by bank fees paid in the prior year of \$147.95. 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 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:

  
Ronda K. Dugone  
Municipal Accountant III

Reviewed by:

  
Christy D. Jameson, CPA  
Accounting Manager

Approved for issuance:

  
Laura L. Papas  
Controller



**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Ten Months Ended April 30, 2017 and 2016**  
**(unaudited)**

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

	<u>2017</u>	<u>2016</u>
<b><u>RECEIPTS</u></b>		
Warehouse operator fees - Biagi Warehousing, Inc. -----	\$4,000.00	\$4,000.00
Annual fee - VF Jeanswear-----	12,000.00	-
Interest on checking -----	-	18.62
Total receipts -----	<u>16,000.00</u>	<u>4,018.62</u>
<b><u>DISBURSEMENTS</u></b>		
Checks issued for previous period-----	11,450.00	9,450.00
Checks issued for the two months ended April 30, 2017 and 2016		
Consultant fees - 1257 Matthew Weaver-----	-	1,350.00
Consultant fees - 1258 Matthew Weaver-----	-	1,400.00
Consultant fees - 1272 Matthew Weaver-----	1,500.00	-
Marketing - 1274 Anglin Public Relations-----	450.00	-
Membership Dues - 1275 NAFTZ-----	1,250.00	-
Consultant fees and conference registration - 1277 Matthew Weaver-----	2,000.00	-
Total checks issued for two months ended April 30, -----	<u>5,200.00</u>	<u>2,750.00</u>
Bank fees -----	-	147.95
Total disbursements -----	<u>16,650.00</u>	<u>12,347.95</u>
Net increase (decrease) in cash -----	(650.00)	(8,329.33)
Beginning cash - July 1,-----	46,372.49	44,826.82
Ending cash - April 30, -----	<u><u>\$45,722.49</u></u>	<u><u>\$36,497.49</u></u>

See accompanying notes to financial statements.

**SUPPLEMENTAL LISTING OF CHECKS ISSUED**  
**FISCAL YEAR 2017**  
**For the Ten Months Ended April 30, 2017**  
**(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
1267 Matthew Weaver-----	1,500.00
1268 Matthew Weaver-----	1,350.00
1269 FTZ Brochure Anglin Public Relations-----	850.00
1270 Matthew Weaver-----	1,350.00
1271 Matthew Weaver-----	1,450.00
Total-----	<b><u>\$11,450.00</u></b>

**Currently Reported**

1272 Matthew Weaver-----	1,500.00
1274 Anglin Public Relations-----	450.00
1273 Anglin Public Relations - VOID-----	-
1275 NAFTA-----	1,250.00
1276 VOID-----	-
1277 Matthew Weaver-----	2,000.00
Total-----	<b><u>\$5,200.00</u></b>

Total-----	<b><u>\$16,650.00</u></b>
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**SUPPLEMENTAL LISTING OF CHECKS ISSUED**  
**FISCAL YEAR 2016**  
**For the Ten Months Ended April 30, 2016**  
**(unaudited)**

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

**Previously Reported**

1249	Matthew Weaver -----	\$1,000.00
1250	Matthew Weaver -----	1,750.00
1251	Matthew Weaver -----	1,050.00
1252	Matthew Weaver -----	1,150.00
1253	Matthew Weaver -----	1,100.00
1254	Matthew Weaver -----	\$800.00
1255	Matthew Weaver -----	1,350.00
1256	NAFTZ-----	1,250.00
	Total-----	<u><u>\$9,450.00</u></u>

**Currently Reported**

1257	Matthew Weaver -----	\$1,350.00
1258	Matthew Weaver -----	1,400.00
	Total-----	<u><u>\$2,750.00</u></u>

Total-----	<u><u>\$12,200.00</u></u>
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## **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.

## **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. 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 and the application 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**  
**March 1<sup>st</sup>, 2017 – March 31<sup>st</sup>, 2017**  
**Matthew S. Weaver**

**Date:** March 2017

**Activities:**

- General administrative and marketing activities: i.e., preparation and consultation with the FTZB, and submission of FTZ #106's Annual Report to the FTZB; networking meetings, including with Pres./CEO Matthias Beir of the European American Investment Council (EAIC); administrative meeting with USCBP Port Director Officer Clark; website issues; phone calls; emails; etc.
- Kodak, Weatherford, Oklahoma: I originally reached-out to Kodak approximately 6 years ago and was told that, longterm, that they were looking at options for this plant and to stay in-touch, and I have. I met with Gene Meier - Plant Manager, Melinda Sauer – Global Supply Chain Director, Paul Smith – International Trade and Compliance Director, and Martin Roberts of ODOC, about their intent to apply for FTZ designation at FTZ #106's May Board Meeting. They are relocating/expanding their flexographic packaging division from Japan to Weatherford, this year. There will be announcement/groundbreaking events April 19<sup>th</sup> & 20<sup>th</sup> in Oklahoma City with stakeholders and legislators. They are working with Marshall Miller, of Miller and Company in Kansas, City, on the application process. (This 3M Kodak facility is in front of the former Imation facility that was a FTZ #106 active site, and was also a division of 3M).
- Foreign-Trade Zones Board: Conversations with FTZB staff members, Liz Whiteman and Camille Evans, about the Annual Report and the "Sun Sets"/self-removals, in February, of Sites #'s 2, 12, 13, 14, 15 and 16 due to lack of activation with USCBP.
- Delaware Nation Industries, Anadarko, Oklahoma: I met with Jerry Kennedy, Pres./CEO, and Paula Brown, VP, about their confidential client. I will be meeting with this company in April and I am told they their intent is to make an application request at the May FTZ #106 Board Meeting.
- Top of The World, Norman, Oklahoma: Kathy Wilkins of Alliance Operating Services, who TTW has contracted with for analysis/application services, tells me that they, also, intend to make request for application for designation at the May FTZ #106 Board Meeting.
- Goodyear, Lawton, Oklahoma: Vince Magnacca, their Corp. Tax Compliance Manager, Akron, Ohio, is currently assessing all of their locations for possible FTZ designation - they currently have 3 designated sites on the East Coast – and Lawton looks like a "go". There's speculation that they may make request for application for designation at the May Board Meeting.
- **Total Hours worked:** 38 hours x \$50/hr = \$1900

**Foreign Trade Zone #106 Marketing Activity Report & Invoice**  
**April 1<sup>st</sup>, 2017 – April 30<sup>th</sup>, 2017**  
**Matthew S. Weaver**

**Date:** April 2017

**Activities:**

- General administrative and marketing activities: i.e., networking meetings, administrative meeting with USCBP Port Director Officer Clark about Kodak; drafted letters for sunset sites; attended Oklahoma World Trade Conference; Osage Nation consultant; website issues; phone calls; emails; etc.
- Kodak, Weatherford, Oklahoma: Meetings and conversations with Kodak's local and corporate staff indicate that final preparations are being made to make request for application at the May 17<sup>th</sup> FTZ #106 meeting.
- Foreign-Trade Zones Board: Conversations with FTZB staff member Camille Evans about Kodak's application particulars, as well as about two other prospects. Also, Camille had the Executive Secretary for the FTZB, Andrew McGilvrey, draft an official letter of notice about the sun-setting of FTZ #106 sites.
- Delaware Nation Industries, Anadarko, Oklahoma: I met with Jerry Kennedy, Pres./CEO, Paula Brown, VP, and the Executive Board for the Delaware Nation about their intent to develop a business park and how foreign-trade zone benefits would fit into their economic development marketing materials. I met with Jerry and Paula, separately, about their confidential client.
- Top of The World, Norman, Oklahoma: I continue to work with Kathy Wilkins of Alliance Operating Services, about application questions and the processes that pertain to how FTZ #106 ASF operates. Kathy is not certain that whether the decision will be made to request for application by the May Board Meeting.
- Chickasaw Nation, Oklahoma: Extended conversations with Jonna Kirschner and Kent Foster, VP Operations for CNI, about a relatively current global business acquisition and how FTZ benefits could be applied, currently and in the future, for this existing business and for its possible expansion opportunities using FTZ as an integral/integrated business model.
- Oklahoma World Trade Conference, Oklahoma City: Attended/met met with several resources and potential prospects. Met with Debbie Lumry of Century Uniform and her new assistant about their status – they are now revisiting. I also met with Susan Sullivan, SVP International Trade Specialist for BOK Financial, and we will be meeting in May to explore having a presentation to her staff and other personnel about having FTZ benefits part of their information packages.
- **Total Hours worked:** 33 hours x \$50/hr = \$1650

**RESOLUTION OF THE PORT AUTHORITY OF GREATER OKLAHOMA CITY,  
APPROVING THE REFUND OF BIAGI BROS. WAREHOUSE'S 2017 PAYMENT IN THE  
AMOUNT OF \$4,000.00**

**WHEREAS**, the Port Authority of the Greater Oklahoma City Area ("Port Authority") was established pursuant to Oklahoma City Ordinance No. 9960 in accordance with Oklahoma Statutes Title 82, section 1102 et seq.; and

**WHEREAS**, pursuant to Oklahoma Statutes Title 82, section 1103(a) the members of the Board of Directors of the Port Authority of the Greater Oklahoma City Area ("Port Authority Board") are appointed by the Mayor of The City of Oklahoma City with the consent of the Oklahoma City Council; and

**WHEREAS**, the Port Authority Board administrates Foreign Trade Zone 106 ("Zone") to the benefit of The City of Oklahoma City and the cities and counties in the Zone; and

**WHEREAS**, the Port Authority desires to establish budgets, guidelines, and policies for the administration of the Zone and as direction and authorization to its General Manager and officers; and

**WHEREAS**, on February 28, 2017, The Port Authority of Greater Oklahoma City received notification from The United States Department of Commerce, Foreign Trade Zones Board that Site #2 located at 5002 SW 36<sup>th</sup> Street Oklahoma City, OK, 73179 was subject to the standard three year ASF sunset provision and was automatically terminated due to a lack of foreign status merchandise admitted to the Site for a bonafide U.S. Customs purpose; and

**WHEREAS**, on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, the Port Authority of Greater Oklahoma City (PAGOC) Board voted to approve the refund of Biagi Bros. Warehouse's 2017 payment in the amount of \$4,000.00

**NOW, THEREFORE, BE IT RESOLVED BY PORT AUTHORITY OF GREATER OKLAHOMA CITY BOARD:**

That the PAGOC Board supports in full, by formal resolution, to approve the refund of Biagi Bros. Warehouse's 2017 payment in the amount of \$4,000.00.

APPROVED AND ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title: Chairman - Port Authority of Greater Oklahoma City



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Secretary -Port Authority of Greater Oklahoma City

Reviewed for form and legality.

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Assistant Municipal Counselor

**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Hours worked:** 38 hours x \$50/hr = \$1900

**Time Period:** 3/1 – 3/31/17

Submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	FTZB Annual Report; USCBP; EAIC; Responding to FTZ inquiries; research; general networking; invoices	23
<b>Prospect Follow-ups</b>	Research & Follow-up	3
<b>Kodak, Weatherford, Oklahoma</b>	Meeting/Conversations	5
<b>Top of The World/Alliance Op. Serv.</b>	Conversations/Research	2
<b>Delaware Nation Industries</b>	Meetings/Conversations	3
<b>GoodYear, Lawton, Oklahoma</b>	Conversations/Research	2

**Billable Time:** 38 hours

**Total Due:** \$1900

**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Hours worked:** 33 hours x \$50/hr = \$1650

**Time Period:** 4/1 – 4/30/17

Submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	USCBP; Responding to FTZ inquiries; FTZB; research; general networking; WTC	18
<b>Prospect Follow-ups</b>	Research & Follow-up	3
<b>Kodak, Weatherford, Oklahoma</b>	Meeting/Conversations	3
<b>Top of The World/Alliance Op. Serv.</b>	Conversations/Research	1
<b>Delaware Nation Industries</b>	Meetings/Presentation	5
<b>Chickasaw Nation, Oklahoma</b>	Conversations/Research	3

**Billable Time:** 33 hours

**Total Due:** \$1650

**Invoice****Anglin Public Relations**

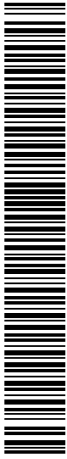

720 NW 50th Street, Suite 200 A  
Oklahoma City, OK 73118

Date	Invoice #
4/30/2017	2015-1465

**Bill To:**

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

				Terms	Due Date
				Net 30	5/30/2017
Hours	Item	Description		Rate	Amount
	Marketing ...	Resolve Bluehost.com email tied to domain name		300.00	300.00
	Expenses	IT: Melinda Myers to resolve domain issue		50.00	50.00

 613244384768951414001	Event		Payment Status Eventbrite Completed
	<h1>2017 Oklahoma World Trade Conference</h1>		
	Date+Time	Location	
	Thursday, April 13, 2017 from 9:00 AM to 3:15 PM (CDT)	Oklahoma City University Oklahoma City OK	
Order Info			
Order #613244384. Ordered by Matthew Weaver on March 30, 2017 12:47 PM			
Type			
Registration \$100.00			



613244384768951414001

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