

**AGENDA**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**Special Meeting**  
**Monday, September 29, 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 May 21, 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, November 19, 2014
- 9.\* Adjournment

\*Action Required

**MINUTES**  
**PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA**  
**REGULAR MEETING**  
**May 21, 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, Erika Lucas and Richard Tanenbaum

Board Members Absent: none

Others Present: Susan Barrett, Finance; Matthew Weaver, Marketing Director; Hailey Rawson, Municipal Counselor's Office, Mark Kranenburg, Director of Airports Geri Kenfield, The Alliance; Dustin Akers, The Alliance and Pam Lunnon, The Alliance

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

2.\* Approve Minutes of January 15, 2014 Port Authority Meeting

**APPROVED.** Moved by R. Tanenbaum; seconded by E. Lucas; Ayes: Tanenbaum, Lucas, Mills, Murphy and Knutson

3.\* Accept Financial Reports

Presentation made by Susan Barrett, City of Oklahoma on Financial Reports dated February 28, 2014 and April 30, 2014.

**ACCEPTED.** Moved by R. Tanenbaum; seconded by C. Mills; Ayes: Tanenbaum, Lucas, Mills, Murphy and Knutson

4. Consultant Report – Matthew Weaver

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

Discussion: Citizen Potawatomie Nation  
Hobby Lobby

Motion made by Richard Tanenbaum to fund a trip (all expenses including air, lodging, food, beverages and ground transportation) and time (hourly) for Matthew Weaver to accompany representatives from Hobby Lobby to meet with FTZ representatives in Washington, DC. This concept must come with approval from Hobby Lobby representatives and Washington, DC appointments first.

**APPROVED.** Moved by R. Tanenbaum; seconded by C. Mills; Ayes: Tanenbaum, Lucas, Mills, Murphy and Knutson

5.\* Ratify and approve payment of claims and invoices. Matthew Weaver, FTZ Marketing Director's time 1/1/14 through 2/28/14- \$550.00 and 3/1/14 through 4/30/14 - \$800.00.

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

6. Consider New Business
7. Receive Comments from Members, Staff and Citizens
8. Schedule of Next Meeting – Wednesday, July 16, 2014
9. ADJOURNMENT – 12:39 p.m.

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

\*Action Required

# **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 2<sup>nd</sup>, 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 1<sup>st</sup>, 2014 – April 30<sup>th</sup>, 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 5<sup>th</sup> 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

# 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 Fiscal Year Ended June 30, 2014

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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For the Fiscal Year Ended June 30, 2014

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# MEMORANDUM

The City of  
**OKLAHOMA CITY**

**TO:** Port Authority Board of Directors

**FROM:** Accounting Services Division

**DATE:** July 9, 2014

**SUBJECT:** Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the fiscal year ended June 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 fiscal year ended June 30, 2014 and 2013.

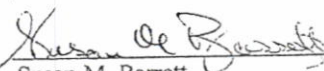
Current year to date receipts totaled \$19,612.06. This compares to prior year to date receipts of \$15,677.62. The increase in receipts is due primarily to annual fees for sub zones received from Citizen Potawatomi Nation Iron Horse Industrial Park for \$3,600.00.

Current year to date disbursements totaled \$4,467.39. This compares to prior year to date disbursements of \$12,601.83 for a decrease of \$8,134.44. 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 \$2,875.00 in the current year, a decrease of \$8,225.00.

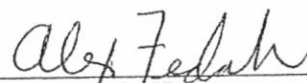
The schedules are preliminary and may change. However, any changes are expected to be immaterial. Significant changes would result in reissuance of the schedules.

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.

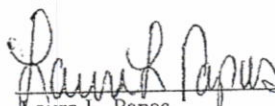
Prepared by:

  
Susan M. Barrett  
Municipal Accountant II

Reviewed by:

  
Alex E. Fedak, CPA  
Accounting Manager

Approved for issuance:

  
Laura L. Papas  
Controller



SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS  
 For the Fiscal Year Ended June 30,  
 (unaudited) (preliminary)

PORT AUTHORITY OF THE  
 GREATER OKLAHOMA CITY AREA

	<u>2014</u>	<u>2013</u>
<b><u>RECEIPTS</u></b>		
Warehouse Operator Fees - Biagi Warehousing, Inc. -----	\$3,999.96	\$3,666.63
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 -----	12.10	10.99
Total receipts -----	<u>19,612.06</u>	<u>15,677.62</u>
<b><u>DISBURSEMENTS</u></b>		
Checks issued for previous period-----	3,404.85	10,909.16
Checks issued for the two months ended June 30,-----		
Membership - 1228 NAFTAZ-----	-	1,250.00
Consultant Fees - 1229 Matthew Weaver-----	-	225.00
Checks issued for the two months ended June 30,-----		
Consultant Fees - 1237 Matthew Weaver-----	800.00	-
Total check issued for two months ended June 30,-----	<u>800.00</u>	<u>1,475.00</u>
Bank fees -----	262.54	217.67
Total disbursements -----	<u>4,467.39</u>	<u>12,601.83</u>
Net increase (decrease) in cash -----	15,144.67	3,075.79
Beginning cash - July 1,-----	21,715.19	17,993.92
Ending cash - June 30,-----	<u>\$36,859.86</u>	<u>\$21,069.71</u>

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
 FISCAL YEAR 2014  
 For the Fiscal Year Ended June 30, 2014  
 (unaudited) (preliminary)

PORT AUTHORITY OF THE  
 GREATER OKLAHOMA CITY AREA

<u>Previously Reported</u>	
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
1235 Matthew Weaver-----	550.00
1236 The Alliance for Economic Development of OKC-----	29.98
	<u>\$3,404.85</u>
<u>Currently Reported</u>	
1237 Matthew Weaver-----	\$800.00
	<u>\$800.00</u>
Total-----	<u>\$4,204.85</u>

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
 FISCAL YEAR 2013  
 For the Fiscal Year Ended June 30, 2013  
 (unaudited) (preliminary)

PORT AUTHORITY OF THE  
 GREATER OKLAHOMA CITY AREA

<u>Previously Reported</u>		
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
1227	Matthew Weaver -----	700.00
		<u>\$10,909.16</u>
<u>Currently Reported</u>		
1228	NAFTZ-----	\$1,250.00
1229	Matthew Weaver -----	225.00
		<u>\$1,475.00</u>
	Total-----	<u>\$12,384.16</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.

# **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 Two Months Ended August 31, 2014

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

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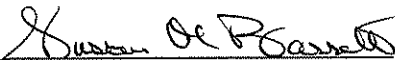
Current year to date receipts totaled \$668.19. This compares to prior year to date receipts of \$668.31. The decrease in receipts is due to the amount of checking account interest received.

Current year to date disbursements totaled \$3,231.07. This compares to prior year to date disbursements of \$43.14 for an increase of \$3,187.93. 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; in the current year consultant fees are \$1,500.00. Also, in the current year, an application fee for Citizen Potawatomi Nation was sent to the U.S. Department of Commerce for \$1,600.00.

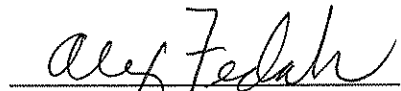
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Prepared by:

  
Susan M. Barrett  
Municipal Accountant II

Reviewed by:

  
Alex E. Fedak, CPA  
Accounting Manager

Approved for issuance:

  
Laura L. Papas  
Controller



**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Two Months Ended August 31, 2014**  
**(unaudited) (preliminary)**

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

	<u>2014</u>	<u>2013</u>
<b><u>RECEIPTS</u></b>		
Warehouse operator fees - Biagi Warehousing, Inc. -----	\$666.66	\$666.66
Interest on checking -----	1.53	1.65
Total receipts -----	<u>668.19</u>	<u>668.31</u>
<b><u>DISBURSEMENTS</u></b>		
Checks issued for the two months ended August 31,		
Consultant fees - 1238 Matthew Weaver-----	1,500.00	-
Application fees - 1239 U.S. Department of Commerce-----	1,600.00	-
Total checks issued-----	<u>3,100.00</u>	<u>-</u>
Bank fees -----	131.07	43.14
Total disbursements -----	<u>3,231.07</u>	<u>43.14</u>
Net increase (decrease) in cash -----	(2,562.88)	625.17
Beginning cash - July 1,-----	36,859.86	21,715.19
Ending cash - August 31,-----	<u><u>\$34,296.98</u></u>	<u><u>\$22,340.36</u></u>

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
FISCAL YEAR 2015  
For the Two Months Ended August 31, 2014  
(unaudited) (preliminary)

PORT AUTHORITY OF THE  
GREATER OKLAHOMA CITY AREA

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<u>Checks Issued for the Two Months Ended August 31, 2013</u>	
1238 Matthew Weaver -----	\$1,500.00
1239 U.S. Department of Commerce -----	1,600.00
Total-----	<u>\$3,100.00</u>

SUPPLEMENTAL LISTING OF CHECKS ISSUED  
FISCAL YEAR 2014  
For the Two Months Ended August 31, 2013  
(unaudited) (preliminary)

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PORT AUTHORITY OF THE  
GREATER OKLAHOMA CITY AREA

Checks Issued for the Two Months Ended August 31, 2012

None

\$-

## I. RELATION TO THE CITY OF OKLAHOMA CITY

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## 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, 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 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**  
**May 31<sup>st</sup>, 2014 – June 30<sup>th</sup>, 2014**  
**Matthew S. Weaver**

**Date:** May 5<sup>th</sup>, 2014

**Activities:**

- Citizen Potawatomi Nation, Shawnee, OK - meeting
    - Met with Jim Collard and Kelley France of CPN to completely review and work toward completing the draft version of the Magnet Site application
- Hours worked:** 5 hours x \$50/hr = \$250

**Date:** May/June, 2014

**Activities:**

- Citizen Potawatomi Nation application particulars
    - Worked with CPN personnel, FTZB analyst Christopher Kemp, City attorney Craig Keith, and Port Director Mark Krannenburg on a variety of application components: tax letters; maps; resolution; legal authorities; etc.
    - Submitted draft application to FTZB and worked through some amendments with associated parties.
    - Final application submission will be made first week of July.
- Hours worked:** 13 hours x \$50/hr = \$650

**Date:** May/June, 2014

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
    - Prospects included: a firearm distributor, Tony's Custom Designs, Tony Mussatto, 642-5183; Affinia. I sourced Affinia 3+ years ago as a qualified prospect, they will have official new ownership in the next 30 days, acquired by Federal Mogul who has utilized FTZ benefits. Scott McCoy, plant manager 671-8337.
    - Prepared for and attended FTZ #106 Board Meeting
- Hours worked:** 7 hours x \$50/hr = \$350

**Date:** May/June, 2014

**Activities:**

- Hobby Lobby, OKC, OK
  - Board Member Richard Tannenbaum facilitated an introduction to HL's CFO Jon Cargill. The meeting went extremely well with Jon, he having been familiar with some outdated FTZ benefits, such as the ability to now comingle preferred foreign status goods with domestic goods with minimal inventory control adjustments with U.S. Customs, provided me with the opportunity to do some baseline analysis with him utilizing current ASF procedures and benefits. Jon

shared confidential information critical to determining the viability of HL pursuing FTZ designation, which is extremely viable. I then facilitated a meeting with Jon and Amie Ahanchian, of KPMG, in Washington D.C. on June 19<sup>th</sup>. The result of that meeting was positive and Amie will be meeting with me and Jon for an on-site visit and evaluation/consultation in late August.

**Hours worked:** 5 hours x \$50/hr = \$250

**Foreign Trade Zone #106 Marketing Activity Report & Invoice**

**July 1<sup>st</sup>, 2014 – August 31<sup>st</sup>, 2014**

**Matthew S. Weaver**

**Date: July, 2014**

**Activities:**

- Citizen Potawatomi Nation application particulars
    - Finalized work with FTZB analyst Christopher Kemp, and FTZB Regional Liaison Camille Evans. Final “Pre-docketing Application” was electronically submitted on July 15<sup>th</sup>. Camille will contact me when the Pre-doc will be cleared for final submission – FTZB has 30 days to give notification.
- Hours worked:** 10 hours x \$50/hr = \$500

**Date: July, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- Hours worked:** 3 hours x \$50/hr = \$150

**Date: July 16<sup>th</sup>, 2014**

**Activities:**

- Foreign-Trade Zone #106 Board Meeting, Oklahoma City, OK
    - Met informally with attending Board members as there was not a quorum for the meeting.
- Hours worked:** 1.5 hours x \$50/hr = \$75

**Date: August, 2014**

**Activities:**

- General administrative and marketing activities. i.e., phone calls, emails, meetings.
- Hours worked:** 3 hours x \$50/hr = \$150

**Date: August, 2014**

**Activities:**

- Citizen Potawatomi Nation application
    - After final minor adjustments to the Pre-Docketing Application, as requested by Camille Evans of the FTZB (such as, I had misspelled “magnet” at one point in the application!), and working with Pam Lunnon of The Alliance, the Final Application was submitted on August 4<sup>th</sup>, electronic and hardcopy. Pam has a copy for the Port Authority's file.
    - Worked with Kelley France of CPN and Camille Evans of the FTZB to craft the necessary verbiage for the Legal Public Notice required.
    - Final Application docketed on August 12<sup>th</sup>. The notice number is B-57-2014 and can be tracked/viewed at <http://ita-web.ita.gov/FTZ/OFISLLLogin.nsf>
- Hours worked:** 5 hours x \$50/hr = \$250



**TOTAL Invoice**

Foreign-Trade Zone #106  
Marketing Activity Billing Report

**Hours worked:** 30 hours x \$50/hr = \$1500

**Time Period:** 5/1 – 6/30/14  
submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	FTZ #106 Board meeting; Responding to FTZ inquiries, research, etc.; prospects of Tony's Custom Designs, Affinia.	7
<b>CPN</b>	Conversations/meetings with CPN representatives and FTZB liaison about Magnet Site application for Iron Horse Industrial Park. Research. Submission of draft application.	18
<b>Hobby Lobby</b>	Meeting with CFO. Conversations with FTZB and KPMG about HL industry particulars. HL met with KPMG, will another meeting in August. Excellent prospect.	5

**Billable Time:** 30 hours

**Total Due:** \$1500

**TOTAL Invoice**

Foreign-Trade Zone #106

Marketing Activity Billing Report

**Hours worked:** 22.5 hours x \$50/hr = \$1125

**Time Period:** 7/1 – 8/31/14

submitted by Matthew Weaver

<b>Project</b>	<b>Activity</b>	<b>Time</b>
<b>General Administrative and Marketing</b>	FTZ #106 Board meeting; Responding to FTZ inquiries, research, etc	7.5
<b>CPN</b>	Conversations/meetings with CPN representatives and FTZB analyst and liaison about Magnet Site application for Iron Horse Industrial Park. Research. Submission of pre-dock application, and subsequent submission of the Final Application.	15

**Billable Time:** 22.5 hours

**Total Due:** \$1125