

AGENDA
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
Regular Meeting
Wednesday, July 19, 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 May 17, 2017 Regular Port Authority Meeting
- 3.* Accept Financial Reports
4. Consultant Report – Matthew Weaver
- 5* Amended 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
- 6* Resolution of the Port Authority Of Greater Oklahoma City Authorizing the Chairman to Execute and Enter into an Agreement with Anglin Public Relations, Inc. to Provide Services of Website Design which is not to exceed Seven Thousand Dollars (\$7,000)
- 7.* Ratify and Approve Payment of Claims and Invoices
8. Receive Comments from Members, Staff and Citizens
9. Schedule of Next Meeting – Wednesday, September 20, 2017
- 10.* Adjournment

*Action Required

MINUTES
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
REGULAR MEETING
WEDNESDAY, MAY 17, 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

Others Present: Ronda Dugone, Finance; Matthew Weaver, Marketing Director; Hailey Rawson, Municipal Counselor's Office, Catherine O'Connor and Pam Lunnon, The Alliance and Gene Meier, Kodak Company

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

2.* Approve Minutes of March 29, 2017 Special Port Authority Meeting

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

3.* Accept Financial Reports

Presentation made by Ronda Dugone, City of Oklahoma on Financial Reports dated April 30, 2017.

ACCEPTED. Moved by Chuck Mills; seconded by Erica Lucas; Ayes: Anderson, Mills, Lucas and Murphy

4.* Receive request for Application as a Usage Drive Manufacturing Site, pending ASF Approval.

Presentation made to the Board by Gene Meier with Kodak Company.

RECEIVED. Moved by Chuck Mills; seconded by Erica Lucas; Ayes: Anderson, Mills, Lucas and Murphy

5. Consultant Report – Matthew Weaver

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

Discussion: General Administrative & Marketing
Kodak, Weatherford, Oklahoma
Foreign-Trade Zones Board
Delaware Nation, Anadarko, Oklahoma
Chicksaw Nation, Oklahoma
GoodYear, Lawton, Oklahoma
Top of the World, Norman, Oklahoma
Oklahoma World Trade Conference, Oklahoma City

- 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.

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

- 7.* Ratify and Approve Payment of Claims and Invoices. Matthew Weaver, FTZ Marketing Director's time 3/1/17 to 4/30/17; \$3,550

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

- 8.* Item from Staff
-Ratify Matthew Weaver's attendance to Oklahoma World Trade Conference

RATIFIED. Moved by Chuck Mills; seconded by Erica Lucas; Ayes: Anderson, Mills, Lucas and Murphy

9. Receive Comments from Members, Staff and Citizens

Discussion: Mr. Mills stated the Governors International Team is going to try to have a Mini Consular Summit Meeting this fall. He suggested the Port Authority may want to be a part of that and will give the board more details at the next meeting.

Discussion: Mr. Murphy stated he feels our goal for this organization should be that we are more focused on top of line revenue growth. In order to do that we need to get more of a view of the entire organization not just from a sales and marketing perspective, but from beginning to end. We need identification of prospects to actual prospecting to hopefully onboarding and as a result in an effect to do that we need to utilize technology that will make everything easier.

Mr. Murphy explained originally we were playing around with the idea of just getting a new website and back loading it with some additional features that would help as a good resource. In order to do that Mr. Murphy is going to do some work in talking to the board of trade zones in other places and getting their best practice list. Hopefully, by the time we meet again Mr. Murphy will have something substantial that will give us a structure or an overall view of where we have one goal in mind trying to bring revenue up. We need to look at it at all sides of what we are trying to do. We have come to a stand still and need to make another leap forward to make this organization better and better.

7. Schedule of Next Meeting – Wednesday, July 19, 2017

- 8.* ADJOURNMENT – 12:35p.m.

Moved by Chuck Mills; seconded by Dustin Anderson; Ayes: Anderson, Mills and Murphy (Erica Lucas left meeting at 12:23 p.m.)

*Action Required

Foreign Trade Zone #106 Marketing Activity Report & Invoice

March 1st, 2017 – March 31st, 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 19th & 20th 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 1st, 2017 – April 30th, 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 17th 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

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 Fiscal Year Ended June 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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For the Fiscal Year Ended June 30, 2017

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MEMORANDUM

The City of OKLAHOMA CITY

TO: Port Authority Board of Directors

FROM: Accounting Services Division

DATE: July 11, 2017

SUBJECT: Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the Fiscal Year Ended June 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 fiscal year ended June 30, 2017 and 2016.

Current year-to-date receipts are \$17,000.00 as compared to the prior year receipts of \$16,018.62. The increase in revenue is due to the receipt of Eastman Kodak subzone application fee of \$5,000 offset by the reimbursement of Biagi warehouse operator fees of \$4,000 and the bank account changing from interest bearing to non-interest bearing with no fees.

Current year-to-date disbursements totaled \$23,750.00. This compares to prior year-to-date disbursements of \$14,472.95 for an increase of \$9,277.05. The increase is due to increased consulting fees of \$4,275.00 and marketing fees for the development of brochures and the design of a new website to promote foreign trade zones of \$5,150.00 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 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:

Handwritten signature of Ronda K. Dugone in black ink.

Ronda K. Dugone
Municipal Accountant III

Reviewed by:

Handwritten signature of Christy D. Jameson in black ink.

Christy D. Jameson, CPA
Accounting Manager

Approved for issuance:

Handwritten signature of Laura L. Papas in blue ink.

Laura L. Papas
Controller

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
For the Fiscal Year Ended June 30, 2017 and 2016
(unaudited) (preliminary)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

	<u>2017</u>	<u>2016</u>
<u>RECEIPTS</u>		
Annual fee - VF Jeanswear-----	\$12,000.00	\$12,000.00
Eastman Kodak application for subzone-----	5,000.00	-
Warehouse operator fees - Biagi Warehousing, Inc. -----	-	4,000.00
Interest on checking -----	-	18.62
Total receipts -----	<u>17,000.00</u>	<u>16,018.62</u>
<u>DISBURSEMENTS</u>		
Checks issued for previous period-----	16,650.00	12,200.00
Checks issued for the two months ended June 30, 2017 and 2016		
Consultant fees - 1260 Matthew Weaver-----	-	1,225.00
Consultant fees - 1261 Matthew Weaver-----	-	900.00
Consultant fees - 1278 Matthew Weaver-----	1,650.00	-
Marketing - 1279 Anglin Public Relations-----	350.00	-
Consultant fees - 1281 Matthew Weaver-----	1,600.00	-
Marketing - 1282 Anglin Public Relations-----	3,500.00	-
Total checks issued for two months ended June 30, -----	<u>7,100.00</u>	<u>2,125.00</u>
Bank fees -----	-	147.95
Total disbursements -----	<u>23,750.00</u>	<u>14,472.95</u>
Net increase (decrease) in cash -----	(6,750.00)	1,545.67
Beginning cash - July 1,-----	46,372.49	44,826.82
Ending cash - June 30, -----	<u><u>\$39,622.49</u></u>	<u><u>\$46,372.49</u></u>

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2017
For the Fiscal Year Ended June 30, 2017
(unaudited) (preliminary)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

<u>Previously Reported</u>	
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
1272 Matthew Weaver-----	1,500.00
1274 Anglin Public Relations-----	450.00
1273 Anglin Public Relations - VOID-----	-
1275 NAFTZ-----	1,250.00
1276 VOID-----	-
1277 Matthew Weaver-----	2,000.00
 Total-----	 <u>\$16,650.00</u>
 <u>Currently Reported</u>	
1278 Matthew Weaver-----	\$1,650.00
1279 Anglin Public Relations-----	350.00
1280 VOID-----	-
1281 Matthew Weaver-----	1,600.00
1282 Anglin Public Relations-----	3,500.00
Total-----	<u>\$7,100.00</u>
 Total-----	 <u>\$23,750.00</u>

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2016
For the Fiscal Year Ended June 30, 2016
(unaudited) (preliminary)

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
1257	Matthew Weaver -----	1,350.00
1258	Matthew Weaver -----	1,400.00
	Total-----	<u><u>\$12,200.00</u></u>

Currently Reported

1260	Matthew Weaver -----	\$1,225.00
1261	Matthew Weaver -----	900.00
	Total-----	<u><u>\$2,125.00</u></u>
	Total-----	<u><u>\$14,325.00</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. In the current year Biagi lost its status as a foreign trade zone 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. 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. The application fee of \$5,000.00 was received May 12, 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

May 1st, 2017 – May 31st, 2017

Matthew S. Weaver

Date: May 2017

Activities:

- **General administrative and marketing activities:** i.e., networking meetings; preparation for FTZ Board Meeting; FTZB and the Kodak application; USCBP Port Director Officer Clark about Kodak; website issues; sunset letters; phone calls; emails; etc.
- **Century Uniforms, Okc, Ok.:** Meetings and conversations with Debbie Lumry and her new assistant for international trade, Jared Smith, to finalize information to meet with the company's CFO Jana Sumuel on the 19th of June. Looking good!
- **Chickasha Economic Development Council:** Met with Christy Elkins, Pres/CEO of The Council about meeting with Gabriel's plant manager, Dave Grider. I provided Dave with the appropriate information to do some preliminary analysis for their mfg/distribution facilities in the Chickasha area – they are looking to expand/consolidate operations in Oklahoma. We will be meeting with him on the 5th of June. Christy and I also discussed a confidential prospect that is looking at Chickasha for establishing a line or production.
- **Ada Jobs, Ada, Oklahoma:** I met with James Eldridge, acting Director, about the FTZ program and the work I have done in Ada. FlexinGate, a tier 1 supplier to the GM plant in Dallas, is adding another line and would like to revisit the FTZ benefits. I had extensive meetings with them 6 years ago and there were a variety of changes getting ready to transpire and their pursuit of FTZ status was temporarily put on hold.
- **Chickasaw Nation:** Conversations with Kent Foster, VP of operations for the Tribes Filtra Systems and CNI, while he was in NYC meeting with another acquisition and how to approach them with an FTZ conversation.
- **Congressman Steven Russell, Oklahoma City:** I had a very productive one hour meeting with the Congressman and his District Director, Craig Smith, about FTZ #106's marketing and business development efforts and how he'd like to be of assistance with facilitating meetings with key industry/company individuals.
- **Eastman Kodak, Weatherford, Oklahoma:** Multiple conference calls and emails with Kodak and their consulting company, Miller and Co., concerning their application and preparations for their presentation to the FTZ #106 Board to request for application.
- **Total Hours worked:** 32 hours x \$50/hr = \$1600

Foreign Trade Zone #106 Marketing Activity Report & Invoice

June 1st, 2017 – June 30th, 2017

Matthew S. Weaver

Date: June 2017

Activities:

- General administrative and marketing activities: i.e., updated VF Jeanswear information for the Annual Report to the FTZB; networking meetings; FTZB and the Kodak application; meetings with USCBP Port Director Officer Clark about Kodak and Gabriel's; phone calls; emails; etc.
- Century Uniforms, Midwest City, Ok.: Meetings with Debbie Lumry and Jared Smith of international sales, and CFO Jana Samuel and accountant Jennifer Rozon to share an overview of where Century has been in evaluating potential FTZ benefits. Both meetings were very productive and they will be having another internal meeting in July. Indications are that they will be reaching out to KPMG to update/confirm the analysis they performed for Century two years ago to fully determine Century's course of action. The next scheduled meeting is for the 13th of July.
- Gabriel's, Chickasha and Anadarko, Ok: Met with senior management Team, lead by plant manager Dave Grider, and with Christy Elkins, Pres/CEO of The Chickasha Economic Dev. Council. The preliminary analysis for this \$140+ million importer shows that the potential FTZ benefits are extremely high. Gabriel's is looking to expand/consolidate operations in Oklahoma, and after consulting with the FTZB and an independent consultant, their warehousing, assembly, kitting and distribution facilities located in Chickasha and Anadarko area will be able to be included as one FTZ site for FTZ designation. Plant Manager Dave Grider then had a conference call, at the end of our meeting, with the regional VP President and the President of the company – they wish to go forward with having KPMG do an initial analysis to see where they stand in regards to pursuing FTZ application. I will be meeting with Dave and his Team, again, in July. I'm also in contact with USCBP Port Director and the FTZB about Gabriel's.
- Eastman Kodak, Weatherford, Oklahoma: Multiple conference calls and emails with Kodak and their consulting company, Miller and Co., concerning their application. The parallel "production notification" application, that must accompany the Usage Site application, has been finalized, and Lisa Stanley assisted me with printing and having Port Director Mark Kranenburg sign the cover letter for the application. USCBP Port Director Officer Clark has indicated to me in our meetings that her letter of concurrence will be forthcoming upon the docketing of the application, as well as the background checks that are required for the activation process.
- **Total Hours worked:** 30 hours x \$50/hr = \$1500

**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 36th 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

Secretary -Port Authority of Greater Oklahoma City

Reviewed for form and legality.

Assistant Municipal Counselor

**RESOLUTION OF THE PORT AUTHORITY OF GREATER OKLAHOMA CITY
AUTHORIZING THE CHAIRMAN TO EXECUTE AND ENTER INTO AN AGREEMENT
WITH ANGLIN PUBLIC RELATIONS, INC TO PROVIDE SERVICES OF WEBSITE DESIGN
WHICH IS NOT TO EXCEED SEVEN THOUSAND DOLLARS (\$7,000)**

WHEREAS, on the _____ day of _____, 2017, the Chairman and Members of the Board of the Port Authority of the Greater Oklahoma City (PAGOC) Board voted to authorize the Chairman to enter into an agreement with Anglin Public Relations, Inc. to provide services of a website design which is not to exceed seven thousand dollars (\$7,000); and

WHEREAS, the PAGOC was established pursuant to Oklahoma City Ordinance No. 9960 in accordance with Oklahoma Statutes Title 82, Section 1102 et seq.; and

WHEREAS, the members of the Chairman and Members of the Board of the PAGOC have special insight and perspective on the needs of the Chairman and Members of the Board of the PAGOC; and

WHEREAS, the Chairman and Members of the Board of the PAGOC desire continuity of the Foreign Trade Zone, and

WHEREAS, the Chairman and Members of the Board of the PAGOC desires to improve its website for increased search optimization, internet standards, efficiency, and functionality; and

WHEREAS, because of the urgency of having an improved website available for PAGOC and its staff, it is recommended that the PAGOC approve the Agreement; and

WHEREAS, Anglin Public Relations, Inc. is a fully qualified expert in the field; and

WHEREAS, the services provided under this Agreement are necessary to achieve the PAGOC purposes;

WHEREAS, the PAGOC desires to enter into a professional services agreement with Anglin Public Relations, Inc. to provide a new website which would begin upon execution by the last party.

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

That the PAGOC Board authorizes the Chairman to execute and enter into an agreement with Anglin Public Relations, Inc. to provide services of website design which is not to exceed seven thousand dollars (\$7,000).

FURTHERMORE, the new website will increase search optimization, internet standards, efficiency, and functionality.

FURTHERMORE, the agreement with Anglin Public Relations Inc. would begin upon execution by the last party and continue through execution of the new website, unless otherwise terminated.

FURTHERMORE, the PAGOC Board authorizes the agreement only if Anglin Public Relations, Inc. is retained to provide professional services as an independent contractor.

FURTHERMORE, the website's domain would be owned by the PAGOC Board.

FURTHERMORE, the claims will be provided to the PAGOC during each regularly scheduled open meeting, for receipt and approval, constituting evidence of the payments to Anglin Public Relations, Inc.

APPROVED AND ADOPTED this the _____ day of _____, 2017.

ATTEST:

Print Name: _____

Title: Chairman – Port Authority of Greater Oklahoma City

Secretary – Port Authority of Greater Oklahoma City

TOTAL Invoice

Foreign-Trade Zone #106
 Marketing Activity Billing Report
Hours worked: 32 hours x \$50/hr. = \$1600
Time Period: 5/1 – 5/31/17
 Submitted by Matthew Weaver

Project	Activity	Time
General Administrative and Marketing	USCBP; Responding to FTZ inquiries; FTZB; research; general networking; Congressman Russell	16
Prospect Follow-ups	Research & Follow-up	3
Kodak, Weatherford, Oklahoma	Meeting/Conversations	2
Century Uniforms	Meeting/Conversations	2
Chickasha Econ. Dev. Council, Chickasha, Ok.	Meeting/Conversations	3
Chickasaw Nation, Oklahoma	Conversations	1
Ada Jobs, Ada, Oklahoma	Meeting/Conversations	5

Billable Time: 32 hours
Total Due: \$1600

TOTAL Invoice

Foreign-Trade Zone #106

Marketing Activity Billing Report

Time Period: 6/1 – 6/30/17

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

Submitted by Matthew Weaver

Project	Activity	Time
General Administrative and Marketing	USCBP; Responding to FTZ inquiries; FTZB; research; general networking	15
Prospect Follow-ups	Research & Follow-up	2
Kodak, Weatherford, Oklahoma	Meeting/Conversations	3
Century Uniforms	Meeting/Conversations	4
Gabriel's	Meetings/Conversations	6

Billable Time: 30 hours

Total Due: \$1500