

AGENDA
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
BOARD MEETING
WEDNESDAY, DECEMBER 4, 2019 AT 12:00 PM
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 September 18, 2019 Port Authority Meeting
3. Accept Financial Reports
4. Receive Activity Report from Ernst & Young
5. Ratify and Approve Payment of Claims and Invoices
6. Consider and Approve Services Agreement with Allan Meadors
7. Consider and Approve NAFTAZ 2020 Membership Renewal
8. Comments from Members, Staff and Citizens
9. Review and Receive Filed 2020 Meeting Schedule
10. Adjournment

MINUTES
PORT AUTHORITY OF THE GREATER OKLAHOMA CITY AREA
BOARD MEETING
WEDNESDAY, SEPTEMBER 18, 2019 AT 9:00 AM
THE ALLIANCE FOR ECONOMIC DEVELOPMENT OF OKLAHOMA CITY
CONFERENCE ROOM
105 NORTH HUDSON, SUITE 101
OKLAHOMA CITY, OK

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

Board Members, Absent: Dustin Anderson

Others Present: Susan Barrett, Finance OKC; Rita Douglas-Talley, Municipal Counselor's Office OKC; Cathy O'Connor, Nicolle Goodman, Joseph Laws and Elizabeth Larios with The Alliance for Economic Development of OKC.

1. Call to Order at 9:01 a.m.
 - 2.* Approve Minutes of the July 17, 2019 Port Authority Meeting
APPROVED. Moved by Richard Tanenbaum; seconded by Chuck Mills
 - 3.* Accept Financial Reports- Susan Barrett Presents Financials.
APPROVED. Moved by Richard Tanenbaum; seconded by Chuck Mills
 - 4.* Ratify and Approve Payment of Claims and Invoices
APPROVED. Moved by Richard Tanenbaum; seconded by Chuck Mills
 5. Consider agreement with The Alliance for Economic Development for Administrative/ Management and Other Necessary Services- Nicolle presents agreement.
APPROVED. Moved by Chuck Mills; seconded by Richard Tanenbaum
 6. Receive Activity Report from Ernst Young
No Presentation, No Action
 7. Receive Comments from Members, Staff and Citizens
-Cathy O'Connor said that a recommendation for new board member has been made.
-Chuck informed of the group of the seminar on October 24th at OSU-OKC from 7:30a-12:00p
 8. Schedule of Next Meeting- November 20th at 12:00pm
2020 Meeting Schedule will be sent posted with the City Clerk and mailed to Board members in October.
 - 9.* Adjournment- 9:25 a.m.
- *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
Arturo Delgado

Management

Craig Freeman, General Manager

Financial Report for the Four Months Ended October 31, 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: November 15, 2019

SUBJECT: Port Authority of the Greater Oklahoma City Area (Port Authority) Financial Schedules for the Four Months Ended October 31, 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 four months ended October 31, 2019 and 2018.

There are no current year-to-date receipts compared to \$14,000 received in the prior year from Midship Pipeline Company, LLC for application, sub zone fees and activation fee.

Current year-to-date disbursements totaled \$1,418 for annual membership and website fees compared to prior year-to-date disbursements of \$6,100 for consulting services.

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

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 Susan M. Barrett in blue ink.

Susan M. Barrett
Municipal Accountant I

Reviewed by:

Handwritten signature of Janice L. Slaughter in blue ink.

Janice L. Slaughter
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 Four Months Ended October 31, 2019 and 2018
(unaudited) (preliminary)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

	<u>2019</u>	<u>2018</u>
<u>RECEIPTS</u>		
Application fee for Midship Pipeline Company LLC-----	\$ -	\$9,000.00
Activation fee for Midship Pipeline Company LLC-----	-	5,000.00
Total receipts -----	<u>-</u>	<u>14,000.00</u>
<u>DISBURSEMENTS</u>		
Checks issued for previous period-----	-	4,500.00
Checks issued for the two months ended October 31, 2019 and 2018,		
Consulting Services - 1302 Matthew Weaver-----	-	1,600.00
Membership - 1311 NAFTA-----	1,250.00	
Website yearly fee - 1312 The Alliance for Economic Development of OKC-----	168.00	
Total checks issued for the two months ended October 31, -----	<u>1,418.00</u>	<u>1,600.00</u>
Total disbursements -----	<u>1,418.00</u>	<u>6,100.00</u>
Net increase (decrease) in cash -----	(1,418.00)	7,900.00
Beginning cash - July 1,-----	59,478.31	28,722.89
Ending cash - October 31, -----	<u>\$58,060.31</u>	<u>\$36,622.89</u>

See accompanying notes to financial statements.

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2020
For the Four Months Ended October 31, 2019
(unaudited) (preliminary)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

<u>Previously Reported</u>	
No checks issued	\$ -
<u>Currently Reported</u>	
1311 NAFTAZ-----	1,250.00
1312 The Alliance for Economic Development of OKC-----	168.00
Total-----	<u>1,418.00</u>
Total-----	<u><u>\$1,418.00</u></u>

SUPPLEMENTAL LISTING OF CHECKS ISSUED
FISCAL YEAR 2019
For the Four Months Ended October 31, 2018
(unaudited) (preliminary)

PORT AUTHORITY OF THE
GREATER OKLAHOMA CITY AREA

<u>Previously Reported</u>	
1299 Matthew Weaver-----	\$1,500.00
1300 Matthew Weaver-----	1,500.00
1301 Matthew Weaver-----	1,500.00
Total-----	<u>4,500.00</u>
<u>Currently Reported</u>	
1302 Matthew Weaver-----	1,600.00
Total-----	<u>\$6,100.00</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.



Nicolle Goodman
Vice President, Operations and Redevelopment Programs
The Alliance for Economic Development of Oklahoma City, Inc.
105 N. Hudson Ave., Suite 101
Oklahoma City, OK 73102

November 27, 2019

Re: EY Services for Foreign Trade Zone No. 106

Dear Nicolle

Kindly find attached the details supporting our Services to date.

Background

The Alliance for the Economic Development of Oklahoma City ("Alliance") engaged EY in December, 2018 to assist with drafting a marketing and business development plan for Foreign-Trade Zone ("FTZ") No.106 for which PAOKC acts as the Grantee. The report was submitted to the Alliance Board in April, 2019.

Our report envisioned the zone having a marketing arm and an operational arm to pursue greater utilization of the FTZ. Alliance contracted with EY under a Routine On-Call Advisory ("ROCA") SOW to assist the zone in certain operational and administrative matters related to the FTZ. The marketing personnel has not been hired to date, however, we anticipate the Alliance making that hire in the upcoming months. Once Alliance has hired that marketing personnel, we will work closely with them on moving ahead with the recommendations in our report.

Our Services to Date

Beginning in May of 2019, EY began providing assistance with various zone matters including assistance with the zone's annual report, assistance in responding to various questions from the Alliance, responding to various zone users (e.g. Xerox and Eastman Kodak), as well as communicating (via phone, email and live meetings) with various companies/organizations interested in learning more about the FTZ program, and onsite meetings. Specifically, our services to date have covered the following:

Annual Report

We assisted the Alliance with the drafting and submission of the annual report for FTZ No. 106 which is a regulatory requirement.

Xerox

An inquiry was received regarding assisting Xerox. Xerox needed assistance with reactivating their FTZ site which involved a site visit from customs and a request for production notification. We had email correspondence with Xerox as well as Customs regarding their activation as well as getting Customs to respond regarding Xerox' request for interim production authority.

Midship Pipeline, LLC

Assisted Midship with a Customs request for a blanket non-processing stipulation request which required input from the Grantee. This request allowed Midship to avoid the Five Day Rule - Section 146.71(c) which requires physical removal from the zone within 5 days from the time the Customs entry is made.

Eastman Kodak/Miraclon

An inquiry was received regarding assisting Kodak. Eastman Kodak had a division of the company spin off. Their counsel reached out for a letter from the Grantee to facilitate the activation of their site under Miraclon.

FTZ Prospects

Oklahoma Manufacturing Alliance

Kevin Barber (Oklahoma Manufacturing Alliance) reached out requesting assistance in responding to several clients about the FTZ. Our team reached out Kevin Barber and made arrangements to meet with their client/member DD Audio to discuss potentially utilizing an FTZ for their audio manufacturing in Oklahoma City.

Update -

EY had a great presentation with DD Audio in OKC. Turnout for the meeting was 12+ and we received some great feedback as well as a request to present later this year at an economic development sponsored event. Based on the meeting, it is unclear whether the benefit for DD Audio justifies the administrative costs, but they are considering their options and will get back to us on the feasibility study. Vicki and Mike (the Owners) were very happy and appreciative of the information EY provided as well as insights EY pointed out with regard to their current supply chain. Kevin Barber from the Oklahoma Manufacturers Alliance was very pleased and happy EY came down.

Observation - this was a good opportunity to meet with Keven and his team. Being able to have members of the Alliance and similar organizations better understand the FTZ program will better serve to increase engagement with potential zone users.

Woodring Regional Airport

An inquiry was received regarding the FTZ designation for Site 15. Based on our review, the site designation would have lapsed on 2/28/2017 if it wasn't activated with CBP prior to that date. We recommended the following actions be taken:

1. Confirm this "lapsed" status with the FTZ Board
2. If it has in fact lapsed, outline your options for re-designating the property (either as a magnet site or a usage-driven site for this specific company). The usage-driven site designation can be accomplished in usually a month or two, whereas the magnet site designation can take 10-12 months. These are the FTZ Board timeframes for approval.

Update

We will continue to follow up with the Airport periodically to see how they plan to proceed.

Ironhorse/ Citizen Potawatomi Nation (CPN)

During the Summer EY met with Jim Collard (at the IITIO Conference) to discuss the IronHorse site and there appeared to be a good amount of interest from companies. We sat with three companies for an extended amount of time, who expressed an interest in FTZ designation in the near future. We have listed the 3 companies that expressed interest in the FTZ below. This was a very positive conference and the FTZ got great exposure.

- Western Alliance Tubulars LTD.
 - Larry Kryska: CEO
 - Steel warehousing and manufacturing
- SEN'TI Innovations
 - Beaver Paul & Troy Jerome: co-founders
 - Canadian softwood manufacturing
 - Green ammonia warehouse and manufacturing
- K'UL Group
 - Jonathan Baynes: CEO & Shannan Schimmelmann: Project Manager
 - Renewable energies manufacturing: engine conversion modules for train

The Ironhorse team visited EY in September 18, 2019 to discuss further utilization of their zone site.

CPN is in the midst of major recruiting efforts to bring multinational firms to set up distribution, manufacturing and warehouse facilities within their industrial park. CPN is interested in activating 2 parcels of land and submitting an application for boundary modification on another. This will potentially lead to new users within the Iron Horse site which in turn means more users within FTZ 106.

Deep Rock Partners

Kent Wilkinson (Deep Rock Partners) reached out to the Alliance inquiring about how to establish a supply chain utilizing FTZs

Update -

EY had a conversation with Kent mid-August and his focus was on tax exempt/nonprofit organizations. Kent provided some scenarios of companies importing material such as granite, coffee and vehicles. Kent was mostly focused on the benefits the FTZ provides and potential tax avoidance. Ultimately it did not seem like there was a viable benefit present for his clients but Kent was appreciative of the information, conversation and the ability to have a resource to reach out to in the future.

Blackwell Economic Development Authority

Authority requested a call to discuss the FTZ program. The goal is to increase their understanding of the program and to better assess potential clients to utilize the FTZ.

Update -

We had a call with their team and provided them with additional background on the FTZ program. We have maintained contact, but no prospects as yet.

Jasco

Spoke with Mike Rubino who runs an Industrial Park (Generation Park), they are looking at FTZ opportunities. They have a potential client that manufactures wood products. They have already conducted a preliminary feasibility analysis on their own and seem to be moving forward with the zone.

Update -

EY spoke with Katie Carney. She is with Livingston International, a service provider that will be assisting Mike and his team with their FTZ application and activation. They seem to be moving forward with the project which means a new user for FTZ 106. We will assist with drafting the grantee concurrence letter. Also, we will need to provide them with the Zone Operating Agreement, so they can pay the requisite fees to the Alliance. We will be following up with Katie regarding the progress of their activation plans.


Billing

Charged Hours Summary			
Position	Hours	Rate	Total
Staff	25	\$ 256	\$ 6,400.00
Senior	62.8	\$ 383	\$ 24,052.40
Manager	22.7	\$ 557	\$ 12,643.90
Senior Manager	8	\$ 698	\$ 5,584.00
Partner	0	\$ 920	\$ -
			\$ 48,680.30

As shown in the chart above, we have incurred \$48,680.30 under the ROCA whilst leveraging staff and senior level employees to respond to Grantee requests. Under the terms of ROCA, EY will charge PAOKC a total of \$25,000 for the Grantee services broken down above. EY is committed to its engagement with PAOKC and will continue to support PAOKC and their Grantee function through May, 2020, the first 12-month period of the ROCA.

THE PORT AUTHORITY OF GREATER OKC AREA
100 N WALKER ST STE 300
OKLAHOMA CITY, OK 73102

1312

 E-ZCheckSM Check Fraud
Protection for business
866-3/1039

DATE 10-21-19

PAY TO THE ORDER OF The Alliance For Economic Dev. of OKC

\$ 168 ⁰⁰/₁₀₀

One Hundred Sixty Eight & 00/100

DOLLARS  Security Features
www.bankofoklahoma.com

BANK OF OKLAHOMA

www.bankofoklahoma.com

FOR Reimbursement for website

Shirley Davis

⑆001312⑆ ⑆103900035⑆ 0814088329⑆

107



Wix.com LTD

INVOICE #423520933

To
Catherine O'Connor
The Alliance for Economic Development of OKC
105 North Hudson, Suite 101
Oklahoma City, Oklahoma
73102 US

Details
Invoice Status - Closed
Issue Date: Apr 10, 2019

Service ID	Service Name	Bill Period	Billing Cycle	Quantity	Amount
ccda38b	Unlimited	Apr 20, 2019 - Apr 20, 2020	Yearly	1	\$168.00
Total					\$168.00

Payment Date	Payment Method	Amount
Apr 10, 2019	Visa 9715	\$168.00
Total		\$168.00

If you have questions regarding this order please contact us:

Premium support: billing@wix.com

Website: <http://www.wix.com>

Phone number: 1-415-639-9034

Address: PO box 40190 San Francisco, CA United States



Ernst & Young LLP

200 Plaza Drive
Secaucus NJ 07094
USA

Invoice

Port Authority of Greater Oklahoma City
Nicolle Goodman
Office of the City Clerk
200 North Walker Avenue
Oklahoma City OK 73102
USA

Invoice No.: US01U000264990

Please reference this number on remittance.

Invoice Date: November 27, 2019
Due Date: Upon Receipt
Client No.: 0012063266
Engagement No.: E-65391960
PO Ref No:

Remit To:
Ernst & Young US LLP
PNC Bank c/o Ernst & Young US LLP
3712 Solutions Center
Chicago, IL 60677-3007
EIN: 34-6565596

Billing for professional services rendered in connection with Customs Routine On-Call Advisory Services - We will provide a supplement activity report to this invoice by email to Nicolle Goodman.

			<u>USD</u> Amount
Fee			25,000.00
Core Business Advisory			25,000.00
Fee			0.00
Technology Fee			0.00
Total Fees & Expenses	Amount	Tax Amount	Total Amount
Taxable			
Total Exempt	25,000.00		25,000.00
Total Invoice amount	25,000.00	0.00	25,000.00

<p>International Wire Transfer: Wells Fargo Bank, NA Bank Swift code: WFBIUS6S Account name: Ernst & Young U.S. LLP Account number: 2000032587256</p>	<p>Domestic Wire and ACH Transfer: (US based banks) Wells Fargo Bank, NA Bank ABA#: 121000248 Account name: Ernst & Young U.S. LLP Account number: 2000032587256</p>
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To ensure proper application of your electronic payment,
please provide client and invoice number details directly to:
gss.accountsreceivable@xe02.ey.com or fax to 1-866-423-5274



PARTNERSHIP. PRIDE. PROSPERITY.

🏠 529 14th Street NW, Suite 1071 Washington, DC 20045

📞 (202) 331-1950

✉️ jzapata@naftz.org

Invoice
#89120

Date: 10/3/2019

Transaction Date: 10/2/2019

Customer:

#15351
Barry Murphy (Chairman)

Billing:

Barry Murphy (Chairman)
105 N Hudson Ave Ste 101
Oklahoma City, Oklahoma 73102-
4801
United States

Line Items

Item	Item Price	Charge Amount	Total
Grantee Designated * (1/1/2020 - 12/31/2020) Membership	\$1,250.00 (Grantee Designated General Price)	\$1,250.00	\$1,250.00

Note Category	Note Title	Note	Follow Up Date	Created On	Created By	Edit
---------------	------------	------	----------------	------------	------------	------

Created	jzapata@naftz.org 10/3/2019
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Total: \$1,250.00
Payments: \$0.00
Balance: \$1,250.00

**AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE ALLIANCE FOR ECONOMIC DEVELOPMENT
OF OKLAHOMA CITY, INC.
AND**

THIS AGREEMENT (“Agreement”) is made and entered into by and between The Alliance for Economic Development of Oklahoma City, Inc. (“Alliance”) and _____ (“Consultant”).

NOW, THEREFORE, the parties agree to the foregoing and as follows:

SECTION 1. CONSULTING SERVICES.

A. Beginning _____ Consultant shall, as an independent contractor, provide consulting services to Alliance as described by the Scope of Services set forth in Attachment A to this Agreement, to the extent requested and as directed by the Vice President of Operations and Redevelopment Programs or the President of Alliance (“Consulting Services”). In the event Alliance needs Consultant to perform additional services not outlined in the Scope of Services, a Supplemental Scope of Services shall be prepared and signed by both of the parties.

B. Consultant will provide Consulting Services for and on behalf of Alliance, and in connection therewith, Consultant covenants and agrees to at all times advance the interests, program and message of Alliance, its officers and staff in accordance with the highest standards of professionalism and loyalty to the mission and purposes of the Alliance, its officers and staff; and, it is understood and agreed that should Consultant violate this covenant, this Agreement shall be terminated immediately.

C. This Agreement shall be managed by the Vice President of Operations and Redevelopment Programs of Alliance (“VP of Operations”) who is Consultant’s point of contact; work product, supplemental Scope of Services, invoices, and any other matters related to this Agreement shall be directed to the VP of Operations. Consultant will not office at the Alliance but is authorized to use Alliance conference rooms, if available, and shall attend regular Alliance staff meetings or other meetings per the Consulting Services or Supplemental Scope of Services. If Consultant desires to use Alliance conference rooms, he shall schedule use of Alliance’s conference rooms through VP of Operations and/or through her authorized designee in advance of use to ensure availability and avoid scheduling conflicts.

D. All Consultant work product (complete or incomplete) and files, existing as electronic data, paper data, or otherwise, created or obtained by Consultant in the course of rendering Consultant Services, shall at all times be the property of Alliance, shall not be destroyed or deleted by Consultant, shall be provided to Alliance upon request, and shall be delivered by Consultant to Alliance upon termination of this Agreement.

E. This Agreement shall not be assignable.

SECTION 2. COMPENSATION FOR CONSULTING SERVICES AND ANNUAL BUDGETS.

A. Compensation. Consultant shall be compensated at the rate of _____ per hour for services rendered by Consultant to Alliance, not to exceed in any year the amount of the Annual Budget. As a basis for payment of such compensation by Alliance to Consultant, Consultant shall provide invoices to Alliance on a monthly basis, to be in a form satisfactory to Alliance, which shall contain a description of the services provided each day, the time expended each day in providing Consulting Services calculated in 15 minute intervals, and such other information as requested by Alliance in order to document the services provided by Consultant and justify the compensation paid to Consultant.

1) Invoices must be submitted by the 7th of each month for the preceding month's work in order to be paid by the end of the month, provided there are no disputes.

2) Consultant agrees to cooperate with Alliance should additional information be needed regarding an Invoice submitted.

3) Should a dispute, discrepancy, or additional information be needed ("Dispute") with any invoice submitted by Consultant, Alliance may withhold the amount subject to the Dispute until Dispute is resolved in a manner satisfactory to Alliance.

4) Consultant acknowledges, agrees, and understands that he shall be solely responsible for all federal, state, and local taxes.

B. Annual Budgets. For each fiscal year of the Alliance during this Agreement, an annual budget for Consulting Services shall be mutually agreed to by Alliance and Consultant ("Annual Budget"), which Annual Budget shall not be exceeded unless approved in writing by the President of Alliance. For the fiscal year ending June 30, 2020, the Annual Budget is _____.

C. No Eligibility for Benefits. As an independent contractor consultant, Consultant is not eligible to participate in any benefits offered by Alliance, including, but not limited to: paid time off, group medical or life insurance, disability, profit sharing, retirement benefits, or any other fringe benefits or benefit plans offered by Alliance to its employees. Alliance will not be responsible for making any insurance contributions, including unemployment or disability, or obtaining worker's compensation insurance on behalf of Consultant, nor for payment or withholding of federal, state or local taxes for Consultant. Consultant shall be responsible for, and shall indemnify Alliance against all such taxes or contributions, including penalties and interest.

D. Workers' Compensation and Unemployment Compensation. Consultant recognizes that he is not eligible for workers' compensation benefits in the event of an injury and will hold Alliance harmless and indemnify Alliance in the event of any injury he may suffer. Consultant understands that he must obtain his own Worker's Compensation insurance or seek exemption in accord with state law. Contractor understands that he will not be entitled to any unemployment benefits at the conclusion or termination of this Agreement.

SECTION 3. NOTICES.

A. Notices to Alliance shall be in writing and personally served or sent by certified mail to:

President
The Alliance for Economic Development of Oklahoma City, Inc.
105 North Hudson Avenue, Suite 101
Oklahoma City, Oklahoma 73102

or to such other official and/or address as Alliance may from time to time specify in writing.

B. Notices to Consultant shall be in writing, personally served or sent by certified mail to:

or to such other address as Consultant may from time to time specify in writing.

SECTION 4. TERMINATION.

This Agreement may be terminated at any time by either Consultant or Alliance upon 30 days written notice, except as stated in Section 1(B) herein, provided that Alliance shall compensate Consultant for Consulting Services performed to the date of termination.

SECTION 5. VENUE AND COMPLIANCE WITH ORDINANCES, REGULATIONS, AND STATE LAW.

A. The parties shall comply with all existing codes and ordinances of the City of Oklahoma City, the laws of the State of Oklahoma, and the laws of the United States of America relating or pertaining in any manner to this Agreement.

B. The laws of the State of Oklahoma shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. The parties agree that any action, at law or in equity, regarding or relating to this Agreement shall be in a court of appropriate jurisdiction in Oklahoma County.

SECTION 6. TERM OF AGREEMENT.

This agreement shall be effective on _____, and shall continue thereafter until terminated by either party.

IN WITNESS WHEREOF, the parties to this Agreement adopt and approve this Agreement, and agree to all contained herein, as of this ____ day of _____, 2019, which shall be effective _____ 2019.

The Alliance for Economic Development of
Oklahoma City, Inc. (“Alliance”)

By: _____
Catherine O’Connor, President

 (“Consultant”)

DRAFT

ATTACHMENT A SCOPE OF SERVICES

The following is an outline of the Consulting Services to be provided by _____ (“Consultant”) for and on behalf of The Alliance for Economic Development of Oklahoma City, Inc. (“Alliance”), pursuant to the Agreement for Consulting Services entered into between Alliance and Consultant, to wit:

Part time Marketing Specialist (20 – 24 hours per month) - Foreign Trade Zone 106

The Oklahoma City Port Authority operates Foreign-Trade Zone #106 under the grant of authority from the United States Foreign-Trade Zone Board to promote economic development throughout the Greater Oklahoma City area. The Alliance for Economic Development has administrative responsibility for the Port Authority pursuant to an agreement for administrative, management and other necessary services agreement.

Position Summary:

Responsible for various sales and marketing strategies to increase awareness of FTZ benefits and secure applications from prospective users.

- Identify and meet with prospective user with the goal of securing applications for utilization
- Conduct retention visits with existing users
- Assist with relationship development and education of partner agencies
- Host annual training event and quarterly informational sessions to educate partner agencies
- Coordinate with partner agencies on prospect recruitment
- Develop a tracking tool noting prospective users, type of business, potential FTZ benefit and status
- Keep FTZ website updated and increase social media presence
- Organize FTZ records into an easily retrievable system
- Join the Grantee Committee within the National Association of Foreign Trade Zone
- Attend National Association of Foreign Trade Zone conferences or other relevant training
- Develop and maintain annual budget
- Issue annual fee invoices to existing users and obtaining payment
- Coordinate financial statements, tax filings, payments, and billing
- Provide monthly progress report to Board of Directors
- Keep users, partner agencies and board informed on relevant changes and updates to the FTZ program
- Other duties as determined by the PAOKC Board

Invoicing:

Consultant should invoice the Alliance monthly, with calls and meetings itemized and summarized.

FILED

2019 OCT 11 AM 9:03

OKLAHOMA CITY
Port Authority



October 10, 2019

CITY OF
OKLAHOMA CITY OKLA
OFFICE OF
CITY CLERK

Frances Kersey, City Clerk
The City of Oklahoma City
200 North Walker
Oklahoma City, OK 73102

RE: Notice of Regularly Scheduled Meetings

Dear Ms. Kersey:

105 NORTH HUDSON AVENUE
SUITE 101
OKLAHOMA CITY, OK
73102
TELE:
405.604.6780
FAX:
405.232-8317
www.foreigntradezone106.org

Listed below is the 2020 calendar year schedule of regular meetings for the Port Authority of the Greater Oklahoma City Area. The meetings will be held at 12:00 p.m., in the offices of The Alliance for Economic Development of Oklahoma City, Inc., Conference Room, 105 North Hudson, Suite 101; Oklahoma City, Oklahoma.

Please note the meeting date falls on the third Wednesday of every other month, beginning with January 2020.

January 18
March 18
May 20

July 15
September 16
November 18

Please accept this memorandum as legal notification of regular meetings as required by Oklahoma Statutes, Title 25; Section 311.

Yours very truly,

Catherine O'Connor
Zone Administrator

Cc: All Board Members
Hailey Rawson, Assistant Municipal Counselor

Barry MURPHY
CHAIRMAN
CHUCK MILLS
VICE CHAIRMAN
ERIKA LUCAS
BOARD MEMBER
DUSTIN ANDERSON
BOARD MEMBER
RICHARD TANENBAUM
BOARD MEMBER
CATHY O'CONNOR
ZONE ADMINISTRATOR
MATTHEW WEAVER
DIRECTOR
MARKETING and BUSINESS DEVELOPMENT

ANNUAL NOTICE OF REGULARLY SCHEDULED PUBLIC MEETINGS

(This form may be used for annual reporting of regularly scheduled public meetings for the following year. For reporting special meetings and changes to regularly scheduled meetings, use NOTICE OF SPECIAL MEETING OR CHANGES TO REGULARLY SCHEDULED MEETING form.)

To be filed with Secretary of State's Office of Administrative Rules by **December 15**
As required by Open Meeting Act [25 O.S., §§ 301 et seq.]

NAME OF PUBLIC BODY: Port Authority of the Greater Oklahoma City Area

(IMPORTANT: The public body's name should be typed exactly the same each time you file a notice. If not worded the same each time, notices may be posted and filed under alternate forms of the name, rather than all together under one name. If not certain of wording previously used, go to Meeting Notices Online at www.sos.ok.gov/meetings/legacy and search by key word to find wording used on website.)

ADDRESS: 105 North Hudson, Suite 101
Oklahoma City, OK 73102

CONTACT PERSON: Elizabeth Larios or Pam Lunnon
TELEPHONE: (405) 604-6780

SIGNATURE: 

(IF EMAILING FORM, TYPE NAME OF PERSON AUTHORIZED TO SIGN FORM)

DATE: 10/10/2019

Regularly Scheduled Meetings for: 2020

(identify year)

<u>Date</u>	<u>Time</u>	<u>Location</u>
January 15, 2020	12:00 noon	105 North Hudson, Suite 101; Oklahoma City, OK 73102
March 18, 2020	12:00 noon	105 North Hudson, Suite 101; Oklahoma City, OK 73102
May 20, 2020	12:00 noon	105 North Hudson, Suite 101; Oklahoma City, OK 73102
July 15, 2020	12:00 noon	105 North Hudson, Suite 101; Oklahoma City, OK 73102
Sept. 16, 2020	12:00 noon	105 North Hudson, Suite 101; Oklahoma City, OK 73102
Nov. 18, 2020	12:00 noon	105 North Hudson, Suite 101; Oklahoma City, OK 73102

(Attach additional pages, if needed)

MAIL, DELIVER, OR EMAIL AS FOLLOWS:

Secretary of State/Office of Administrative Rules
421 NW 13th Street, Suite 220
Oklahoma City, OK 73103
Phone: 405-521-4911
Email: meetingnotices@sos.ok.gov

NOTE: IF YOU WOULD LIKE TO POST FUTURE MEETING NOTICES DIRECTLY TO THE WEBSITE AND ELIMINATE THE NEED FOR FILING PAPER COPIES, [CLICK HERE](#) OR CONTACT THE OFFICE OF ADMINISTRATIVE RULES FOR A USER ID AND PASSWORD.