

**BROKEN ARROW ECONOMIC DEVELOPMENT AUTHORITY**

**MINUTES**

**COUNCIL CHAMBERS**

**220 SOUTH FIRST STREET**

**BROKEN ARROW, OKLAHOMA 74012**

**August 7, 2012**

**1. Call to Order**

**Section Minutes:** Chairman Thurmond called the meeting to order at approximately 7:11 p.m.

**2. Roll Call**

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| <b>Present:</b> | Johnnie Parks, Jill Norman, Mike Lester, Richard Carter and Craig Thurmond |
| <b>Absent:</b>  | None   |

**3. Consideration of Consent Agenda**

**Section Minutes:** Chairman Thurmond asked if there were any items to remove from the Consent Agenda. There being none, he asked for a motion.

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| <b>Motion:</b>    | <b>Move to approve the Consent Agenda as presented</b>                     |
| <b>Motion by:</b> | Mike Lester  |
| <b>Second by:</b> | Jill Norman  |
| <b>Ayes:</b>      | Johnnie Parks, Jill Norman, Mike Lester, Richard Carter and Craig Thurmond |
| <b>Nays:</b>      | None   |

- A. Approval of the meeting minutes of July 17, 2012
- B. Approval of and authorization to execute Financial Plan Adjustment Number 1 for Fiscal Year 2012-2013
- C. Approval of Claims List

**4. General Authority Business**

- A. Consideration, discussion and possible approval of an Agreement between the Broken Arrow Economic Development Authority and the Broken Arrow Economic Development Corporation to coordinate, research and complete a comprehensive market and feasibility study for a Hotel/Conference Center to include the development of specifications, identification of potential developers and management firms, and compilation of a Final Report

**Item Minutes:** Acting City Manager, Mr. Russell Gale stated that in May 2004, the citizens of Broken Arrow approved a General Obligation Bond Issue, and one project in that General Obligation Bond Issue was the acquisition, construction, equipping and furnishing of a Broken Arrow Conference Center. Mr. Wes Smithwick, President of the Chamber of Commerce made a brief presentation regarding a possible agreement to conduct a comprehensive market and feasibility study for a Hotel/Conference Center. Mr. Smithwick stated that the information gathered in the past was now out of date and the economy had also improved since the last time this project was researched. He added that in order to move forward, new research and a new feasibility study would be required. Mr. Gale said the cost of this study was \$35,000.00 and that sufficient funds were available in Fund 27, which consists of revenues and expenditures from the hotel/motel tax; and, that this tax is earmarked specifically for tourism, leisure, and cultural activities so it was an appropriate funding source for a Hotel/Conference Center Study. Mr. Gale added that the Agreement would require the Broken Arrow Economic Development Corporation (BAEDC) to:

1. Coordinate, research, and complete a comprehensive market and feasibility study for a Conference Center.
2. Develop specifications for the proposed Conference Center.
3. Identify potential developers and management firms that are well suited to accomplish the recommended project parameters for a Conference Center.
4. Prepare, compile, and present a final report to BAEDA on or before May 31, 2013.

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| <b>Motion:</b>    | <b>Move to approve an Agreement between the Broken Arrow Economic Development Authority and the Broken Arrow Economic Development Corporation to coordinate, research and complete a comprehensive market and feasibility study for a Hotel/Conference Center to include the development of specifications, identification of potential developers and management firms, and compilation of a Final Report</b> |
| <b>Motion by:</b> | Richard Carter   |
| <b>Second by:</b> | Jill Norman  |
| <b>Ayes:</b>      | Johnnie Parks, Jill Norman, Mike Lester, Richard Carter and Craig Thurmond   |
| <b>Nays:</b>      | None   |

- B. Consideration, discussion, and possible approval and authorization to execute a First Amendment to an Economic Development Agreement between Broken Arrow Economic Development Authority, the City of Broken Arrow, and FlightSafety International, Inc. The Economic Development Agreement being amended was executed on May 26, 2010, pursuant to Broken Arrow Resolution Numbers 650 and 651

**Item Minutes:** City Attorney, Ms. Beth Anne Wilkening stated that this is the Agreement previously approved by the City Council during the preceding City

Council meeting this evening. She stated that the Agreement must also be approved by the Authority.

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| <b>Motion:</b>    | <b>Move to approve and authorize execution of a First Amendment to an Economic Development Agreement between Broken Arrow Economic Development Authority, the City of Broken Arrow, and FlightSafety International, Inc.</b> |
| <b>Motion by:</b> | Johnnie Parks  |
| <b>Second by:</b> | Jill Norman  |
| <b>Ayes:</b>      | Johnnie Parks, Jill Norman, Mike Lester, Richard Carter and Craig Thurmond   |
| <b>Nays:</b>      | None   |

- C. Consideration, discussion, possible approval of and authorization to execute a First Amendment to a Lease Agreement between the City of Broken Arrow and the Broken Arrow Economic Development Authority. The Lease Agreement being amended was executed on May 26, 2010, pursuant to Broken Arrow Resolution Numbers 650 and 651

**Item Minutes:** Ms. Wilkening stated that this item was the First Amendment to the Lease Agreement previously approved by the City Council during the preceding City Council meeting this evening. She stated that the Agreement must also be approved by the Authority.

- D. Consideration, discussion, possible approval of and authorization to execute a First Amendment to a Sublease Agreement between the Broken Arrow Economic Development Authority and FlightSafety International, Inc. The Sublease Agreement being amended was executed on May 26, 2010, pursuant to Broken Arrow Resolution Number 651

**Item Minutes:** Ms. Wilkening stated that this item was the Sublease Agreement between the Broken Arrow Economic Development Authority and FlightSafety International, Inc. She presented the information contained in the item Fact Sheet.

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| <b>Motion:</b>    | <b>Move to approve and authorize execution of a First Amendment to a Sublease Agreement between the Broken Arrow Economic Development Authority and FlightSafety International, Inc.</b> |
| <b>Motion by:</b> | Mike Lester  |
| <b>Second by:</b> | Richard Carter   |
| <b>Ayes:</b>      | Johnnie Parks, Jill Norman, Mike Lester, Richard Carter and Craig Thurmond   |
| <b>Nays:</b>      | None   |

## 5. Executive Session

There was no Executive Session. No action was required or taken.

## 6. Adjournment

**Section Minutes:** The meeting adjourned at approximately 7:24 p.m.

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| <b>Motion:</b>    | <b>Move to adjourn</b>   |
| <b>Motion by:</b> | Jill Norman  |
| <b>Second by:</b> | Johnnie Parks  |
| <b>Ayes:</b>      | Johnnie Parks, Jill Norman, Mike Lester, Richard Carter and Craig Thurmond |
| <b>Nays:</b>      | None   |

**Attest:**

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Chairman

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Secretary