

West Plains/Airport Area

Public Development Authority

September 15, 2017

3:00 PM – 4:00 PM

Minutes

Attendance

WP-AA PDA Members present: Al French, Theresa Sanders, Ben Stuckart, Gerry Gemmill

Staff present: Jonathan Mallahan, Charlie Wolff, Andrew Worlock, Rick Romero, Gavin Cooley, Boris Borisov

Meeting called to order 3:00 pm

Discussion Items:

Welcome & Introductions– Board Members and staff

Organizational Aspects, Background – The Board discussed the West Plains/Airport Area (WP-AA) PDA forming ordinance and whether or not it required the City and County to formerly approve the Airport Board Members of each organization (in this case Ben Stuckart and Al French) to serve on the WP-AA Board. Ben Stuckart stated the understanding when the ordinance was developed was that the Airport Board Members serving from the City and County would automatically be on the WP-AA Board. Al French agreed with this assessment. Theresa Sanders discussed the need for follow-up to double back and check and amend the ordinance if needed to provide clarity on this point.

Organizational Aspects, Meeting Calendar – The group discussed setting a standing meeting on the 3rd Thursday of the month, at 11:30am at the Airport Boardroom. Next meeting was scheduled for September 21, 2017.

Organizational Aspects, OPMA Requirements – Boris Borisov spoke about OPMA requirements for Board Members. All members present have already fulfilled OPMA requirements.

Conversation about direction and broad goals of the PDA - Ben Stuckart spoke about the need to first fill all board positions before a broad conversation about goals and direction occurs. In addition, the group discussed the need hire an executive director. Andrew Worlock mentioned that the University District recently hired an ED and the board could utilize that job description as a starting point. The University District also has a good job description for board members that can be used by the WP-AA PDA Board. Advertising for these positions can follow a similar process that was utilized by the University District.

The group discussed the desired skillset(s) for the Board Member positions from the business community. These include: real estate, manufacturing, logistics, business development, and industrial park expertise. Ben Stuckart spoke of the need to limit conflict of interest for potential board members.

Al French provided some updates on the Transload facility and Rail Extension project. There are several clients interested in the Transload facility. Theresa Sanders asked if these projects have time sensitive deadlines related to grants and other activities and spoke about the need to support these projects while the Board searches for an Executive Director. The Board needs a strategic framework to help choose where to spend dollars moving forward. Al French will provide additional information to the Board related to the Transload Facility. The board asked staff to provide an updated map with both City and County Capital projects within the WP-AA PDA.

Action Items:

- Staff will check with legal about ordinance clarity regarding Airport Board Members and their appointment to the WP-AA PDA.
- Provide example job descriptions for Executive Director and Board Members
- Update PDA map with Capital Improvement Layer(s)

Meeting Adjourned 4:00 pm