

Bartlesville Development Authority

201 SW Keeler Ave (Depot)
Bartlesville, OK 74003

----- MEETING AGENDA -----

8:00 a.m.

August 27th, 2025

Board of Trustees

Chase Allcott
Chair

Tara Gotwalt
Secretary/Treasurer

Jamie Bennett

Gayle Lester

Mark Runnels

Ex-Officio Members

Jim Curd
Mayor

Trevor Dorsey
Vice Mayor

David Wood
President

David King
Legal Counsel

Call to Order - Chase Allcott

- **Oath of Office** for incoming Trustee, Mark Runnels – *Laura Clark*
- **Minutes** – Presentation of June 25th Meeting Minutes - *Chase Allcott*
- **Financials** – Presentation of July 2025 Financial Statements – *David Wood*
- **Acceptance of FY 2024 Audit** – *David Wood*
- Discuss and take action updating individuals authorized to execute financial transactions on behalf of BDA (Arvest, BancFirst, etc.) to include David Wood, President, Jared Patton, COO, Chase Allcott, Chair, and Tara Gotwalt, Secretary/Treasurer, and removing Gayle Lester and Jamie Bennett – *David Wood*
- **Hangar MOU** - Discuss and take action approving a Memorandum of Understanding (MOU) between the BDA and the City of Bartlesville formalizing the agreement to lease the BDA-constructed, city-owned hangar at Bartlesville Municipal Airport to BDA for a 30-year term at \$1 per year – *Chris Batchelder*
- **Hangar Construction** – Discuss and take action approving construction funding for a \$5 million, 20,000 sqft hangar at the Bartlesville Municipal Airport, not to exceed \$3.3 million (60% plus 10% contingency) from BDA, with the \$2 million balance (40%) covered by ODAA grant – *Jared Patton*
- Discuss and take action adopting a resolution authorizing Jared M. Patton to execute a Deed of Conveyance to CoxCom, LLC conveying Lot 15, less and except the North 180 feet thereof, Bartlesville Industrial Park, Section III, Bartlesville, Washington County, Oklahoma in exchange for payment of \$50,000 – *Jared Patton*
- **Staff Reports** – Spec Building Update – *Jared Patton*
- **Public Comment on Agenda Items**
- **Adjourn**

The Agenda was received and filed in the Office of the City Clerk, Bartlesville, Oklahoma on Monday, August 25, 2025 at 3:22 p.m. and posted same day at 5:30 p.m.

Jason Muninger

Jason Muninger, CFO/City Clerk

/s/ Elaine Barnes

by Deputy City Clerk

Open Meetings Act Compliance (25 O.S. Sec. 301 et seq.): All discussion items are subject to possible action by the Bartlesville Development Authority (BDA). Official action can only be taken on items which appear on the agenda. The BDA may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the BDA may refer the matter to the City Manager, Staff or City Attorney, or back to a committing or other recommending body. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely. Agenda items requiring a public hearing as required by law will be so noted. The BDA may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.