

**FISTA Development Trust Authority**  
**Board Meeting**

June 6, 2023 at 3:15 p.m.

FISTA

428 SW C Avenue, Lawton, Oklahoma

The meeting will be conducted in-person for all trustees and members of the public to attend.

**AGENDA**

- I. Call to Order/Roll Call**
- II. Introduction of Guests**
- III. Business**
  - A.** Consider approval of minutes of the Trust meeting on May 2, 2023  
**ACTION:** Motion to approve/amend/disapprove minutes
  - B.** Consider approval of March 2023 financials  
**ACTION:** Motion to approve financials
  - C.** Consider approval of Maria Meredith as an Ex-Officio member of the FISTA Trust nominated by the Lawton Business Women under Article 4 of the By-Laws of the Trust  
**ACTION:** Move to approve Maria Meredith as an Ex-Officio member of the Trust nominated by the Lawton Business Women
  - D.** Consider approval of a Standards of Conduct and Conflicts of Interest Policy required by grant awards of federal funds to the Trust and authorize the Chair and Secretary to execute the Policy (Copy of the Standards of Conduct and Conflicts of Interest Policy is on file in the Office of the City Clerk)  
**RECOMMENDED ACTION:** Move to approve the Standards of Conduct and Conflicts of Interest Policy for awards of federal funds and authorize the Chair and Secretary to execute the Policy.
  - E.** Consider approval of the proposed FISTA Trust Budget for FY 23-24 and upon approval, direct the proposed Budget be submitted to the City of Lawton for its consideration and action (Copy of proposed FISTA Trust Budget for FY 23-24 is on file in the Office of the City Clerk)  
**RECOMMENDED ACTION:** Move to approve the proposed FISTA Trust Budget for FY 23-24 and upon approval, direct the proposed Budget be submitted to the City of Lawton for its consideration and action
  - F.** Consider approval of the amended Parking License Agreement with the Comanche County Board of Commissioners in the annual amount of \$1,020 and

authorize the Chair and Secretary to execute the amended Agreement (Copy of amended Parking License Agreement is on file in the Office of the City Clerk)

**RECOMMENDED ACTION:** Approve the amended Parking License Agreement with the Comanche County Board of Commissioners and authorize the Chair and Secretary to execute the amended Agreement.

- G.** Consider approval of proposed FY24 Slate of Officers (Copy of the proposed FY24 Slate of Officers is on file in the Office of the City Clerk)  
**RECOMMENDED ACTION:** Motion to approve the FY24 Slate of Officers as presented by the Nominating Committee
- H.** Chair to appoint FY24 Standing Committees (Construction and Nominating)
- I.** Consider approval of a one-year renewal of the Central Mall Management and Maintenance Agreement, as amended, with InSight Commercial Real Estate Brokerage/InTouch Management Services, and authorize the Chair and Secretary to execute the renewed Agreement (Copy of the renewed Agreement is on file in the Office of the City Clerk)  
**RECOMMENDED ACTION:** Approve the one-year renewal of the Central Mall Management and Maintenance Agreement, as amended, and authorize the Chair and Secretary to execute the renewed Agreement
- J.** Take action to cancel the Professional Services Agreement with Krista Ratliff effective on June 1, 2023, when she assumed her duties as Executive Director of the Trust  
**RECOMMENDED ACTION:** Cancel the Professional Services Agreement with Krista Ratliff effective on June 1, 2023
- K.** Consider approval of an Advertisement for Bids to finish out CEMA space in the area leased by Dynetics, Inc. and build out of a new restroom bank and break area in FISTA I, and direct the Advertisement be published electronically and advertised at least once a week for 2 successive weeks in a newspaper of general circulation in Comanche County prior to the date on which bids are received and opened (Copy of the Advertisement for Bids is on file in the Office of the City Clerk)  
**RECOMMENDED ACTION:** Approve the Advertisement for Bids and direct the Advertisement be published electronically and advertised at least once a week for 2 successive weeks in a newspaper of general circulation in Comanche County prior to the date on which bids are received and opened
- L.** Consider approval of the First Amendment to the FISTA Trust Indenture increasing the number of Trustees from 9 to 11, permitting no more than 3 Trustees to reside outside the City of Lawton, but within Comanche County, Oklahoma, and changing the title of Director to President & Chief Executive

Officer, authorize the Trustees to execute the First Amendment to the Trust Indenture, and direct the proposed First Amendment be submitted to the City of Lawton for its approval (Copy of proposed First Amendment is on file in the Office of the City Clerk)

**RECOMMENDED ACTION:** Approve the First Amendment to the FISTA Trust Indenture, authorize the Trustees to execute the First Amendment, and direct the proposed First Amendment be submitted to the City of Lawton for its approval

- M.** Consider approval of an Amendment to the FISTA Purchase, Finance & Accounting Policy authorizing the President/CEO to have issued a purchasing card with a limit not to exceed \$7,500 to FISTA employees on an as needed basis, and authorize the Chair and Secretary to execute the Amended Policy (Copy of Amendment is on file in the Office of the City Clerk)

**RECOMMENDED ACTION:** Approve the Amendment to the Policy and authorize the Chair and Secretary to execute the Amended Policy

- N.** Consider approval of an American Rescue Plan Act (ARPA) Subaward Grant Funding Contract with the Oklahoma Center for the Advancement of Science & Technology (OCAST) in the amount of \$20,000,000, and authorize the Chair to execute the Contract/Exhibits (Copy of Contract and Exhibits are on file in the Office of the City Clerk)

**RECOMMENDED ACTION:** Approve the ARPA Grant Contract with OCAST in the amount of \$20,000,000 and authorize the Chair to execute the Contract/Exhibits

#### **IV. Reports**

FISTA Staff

InTouch/Insight Property Manager

Consultants

Trustees/Committees

Construction-Mr.Ezerski

Nominating-Mr. Kennedy

Budget-Mr.Fortney

Security and Clearance-Mr. Johnson

Anechoic Chamber-Mr. Saylor

Commercial Counter UAS-Ms.Ellis

Strategic Plan-Mr.Brace

#### **V. Adjourn**

This Notice of Meeting and Agenda was sent via email on June 2, 2023, at \_\_\_\_\_ pm. to the following locations:

Lawton City Hall  
Lawton Constitution

The FISTA Development Trust Authority encourages participation by all City of Lawton citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The 48-hour time period may be waived if an interpreter for the deaf (signing) is not the necessary accommodation.