

FISTA Development Trust Authority
Board Meeting
August 1, 2023 at 3:15 p.m.
FISTA Innovation Park, Conference Room
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 July 11, 2023
RECOMMENDED ACTION: Motion to approve/amend minutes.
 - B.** Consider approval of May 2023 financials
RECOMMENDED ACTION: Motion to approve financials.
 - C.** Consider approval of a five (5) year Lease Agreement signed by Raytheon Company for Suite D and Raytheon Innovation and Integration space in FISTA I, and authorize the Chair and Secretary to execute the Lease Agreement and Exhibits (Copies of Lease Agreement and Exhibits are on file in the Office of the City Clerk)
RECOMMENDED ACTION: Approve the five (5) year Lease Agreement with Raytheon Company and authorize the Chair and Secretary to execute the Lease Agreement and Exhibits.
 - D.** Consider approval of a Purchase Agreement with SYNERGY ECP in the sum of \$880,199.00 for audio-visual systems in the FISTA conference center, executive conference room, and lobby area, and authorize the Chair and Secretary to execute the Purchase Agreement (Copies of Purchase Agreement and SYNERGY ECP Bid Proposal are on file in the Office of the City Clerk)
RECOMMENDED ACTION: Approve the Purchase Agreement with SYNERGY ECP in the sum of \$880,199.00 and authorize the Chair and Secretary to execute the Agreement.
 - E.** Consider approval of amendments to the Trust's Purchasing, Finance and Accounting Policy increasing the collective total limit of FISTA employee purchasing cards to \$75,000.00, granting signatory authority on FISTA checks to the Vice Chair and President/CEO, providing the Chair and/or Vice Chair will review all purchases if the Treasurer and/or President/CEO are unavailable, and authorize the Chair and Secretary to

execute the Amended Policy (Copy of Amended Purchasing, Finance and Accounting Policy is on file in the Office of the Clerk)

RECOMMENDED ACTION: Approve the amendments to the Trust's Purchasing, Finance and Accounting Policy and authorize the Chair and Secretary to execute the Amended Policy.

F. Consider approval of various amendments to the Trust's Employee Handbook (Copy of Amended Employee Handbook is on file in the Office of the City Clerk)

RECOMMENDED ACTION: Approve amendments to the Trust's Employee Handbook.

G. Consider approval of the form of Whistleblower Protection from Reprisal Disclosures required by federal grant agreements and direct the disclosure document be provided to FISTA employees with their acknowledgement of receipt (Copy of Whistleblower Protection from Reprisal Disclosures is on file in the Office of the City Clerk)

RECOMMENDED ACTION: Approve the form of Whistleblower Protection from Reprisal Disclosures and direct the disclosure document be provided to FISTA employees with their acknowledgement of receipt.

IV. Reports

FISTA Staff

InTouch/Insight Property Manager

Consultants

Trustees/Committees

Construction – Mr. Ezerski

Nominating – Mr. Kennedy

Budget – Mr. Madigan

Security and Clearance – Mr. Johnson Jr.

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 July 28, 2023 at ____m. to the following locations:

Lawton City Hall

thefista.com

FISTA, 200 SW C Ave, Lawton, OK 73501

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.

FISTA Development Trust Authority
Board Meeting Minutes

July 11, 2023 at 3:15 p.m.

FISTA

428 SW C Avenue, Lawton, Oklahoma

Trustees Present: Barry Ezerski, Clarence Fortney, Brian Henry, Phil Kennedy, David Madigan, and Randy Warren

Ex-Officio Present: Assistant Treasurer Dani Blackburn

Trustees Absent: Mark Brace, Albert Johnson Jr., and Ron Nance

Ex-Officio Absent: Vincent Saylor and Maria Meredith

Staff Present: Dr. Krista Ratliff, Brittany Brown, and Stacy Reyna

Guests: Liz Tomichem, Frank Myers, Milanea Arnold, Paige Kimbro, Matina Davis, Brandi Thomas

I. Call to Order/Roll Call

II. Introduction of Guests

III. Business

- A.** Consider approval of minutes of the Trust meeting on June 6, 2023
ACTION: Mr. Ezerski moved to approve the minutes of the Trust meeting on June 6, 2023; Mr. Henry seconded the motion. The motion passed unanimously; a copy of the minutes is attached and on file in the Office of the City Clerk.
- B.** Consider approval of April 2023 financials
ACTION: Mr. Madigan and Ms. Blackburn presented; Mr. Henry moved to approve the April financials; Mr. Fortney seconded the motion. The motion passed unanimously; a copy of the financials is attached and on file in the Office of the City Clerk.
- C.** Consider approval of amendments to the FISTA Employee Handbook regarding confidential information and Non-Compete/Confidentiality Agreements to be required of employees, and delegation of signatory authority for such Agreements.
ACTION: Mr. Warren moved to approve of amendments to the FISTA Employee Handbook regarding confidential information and Non-Compete/Confidentiality Agreements to be required of employees, and delegation of signatory authority for such Agreements., Mr. Ezerski seconded the motion. The motion passed unanimously; a copy of FISTA Employee Handbook amendments are on file in the Office of the City Clerk.

- D.** Consider approval of the form of the Non-Compete/Confidentiality Agreement required of FISTA employees as authorized by amendments to FISTA Employee Handbook.
RECOMMENDED ACTION: Mr. Warren moved to approve of the form of the Non-Compete/Confidentiality Agreement required of FISTA employees as authorized by amendments to FISTA Employee Handbook; Mr. Fortney seconded the motion. The motion passed unanimously; a copy of Non-Compete/Confidentiality Agreement is on file in the Office of the City Clerk.
- E.** Consider approval of the Trust's By-Laws amending the number of Trustees and residency requirements to conform to the amended Trust Indenture, amending the number and manner of appointment of Ex-Officio Members, and authorize the Chair and Secretary to execute the Amended By-Laws.
RECOMMENDED ACTION: Mr. Madigan moved to approve the Trust's By-Laws amending the number of Trustees and residency requirements to conform to the amended Trust Indenture, amending the number and manner of appointment of Ex-Officio Members, and authorize the Chair and Secretary to execute the Amended By-Laws.; Mr. Ezerski seconded the motion. The motion passed unanimously; a copy of Amended By-Laws is on file in the Office of the City Clerk.
- F.** Consider approval of a FY 2023 HUD Community Project Funding Subrecipient Grant Agreement and Appendixes between the City of Lawton and FISTA Trust in the amount of \$2,203,000, and authorize the Chair to execute the Agreement and associated documents.
RECOMMENDED ACTION: Mr. Henry moved to approve FY 2023 HUD Community Project Funding Subrecipient Grant Agreement and Appendixes between the City of Lawton and FISTA Trust in the amount of \$2,203,000, and authorize the Chair to execute the Agreement and associated documents; Mr. Warren seconded the motion. The motion passed unanimously; a copy of Grant Agreement and Appendixes are on file in the Office of the City Clerk.

IV. Reports

FISTA Staff – Dr. Ratliff introduced new staff member, HR and Document Specialist, Stacy Reyna. Thanked Brittany Brown for her assistance with daily office operations. Reported seven open positions and currently looking to fill 4 of them. Acquired a copy machine, phones, and computers for staff. Also acquired 10 staff desks courtesy of the Billingsley family. Remaining furniture is arriving in August. Reported new AI project coming, R4-FACE. Also reported FISTA Foundation giving back through STEM program.

InTouch/Insight Property Manager – Ms. Kimbro reported they will have kids craft day each month. The circus will be setting up in the parking lot, July 24th. Reports the hail damage to sky lights and new leaks. Stated that State Farm will occupy the parking lot for three months.

Consultants – No report

Trustees/Committees

Construction-Mr.Ezerski – Phase 2 begins. Sealed bids are due July 31st. Dr. Ratliff reported 2 companies attended the pre-bid meeting. Also stated that Smith and Pickel did not want to partake in low bids.

Nominating-Mr. Kennedy – committee met last month and are discussing trustee process and approval. City Council will have final say.

Budget-Mr.Fortney – No report

Security and Clearance-Dr. Ratliff reported the site visit will be rescheduled.

Anechoic Chamber-Dr. Ratliff reported that an RFP will be issued once technology is narrowed down.

Commercial Counter UAS-Dr. Ratliff reported that scheduling to partner with symposium.

Strategic Plan-Mr.Brace – No report

V. Adjourn

This Notice of Meeting and Agenda was sent via email on July 28, 2023, at 12:10 pm. to the following locations:

Lawton City Hall
Lawton Constitution

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