

NOTICE OF SPECIAL MEETING
February 21, 2019
8:00 a.m.
Tulsa's Port of Catoosa Facilities Authority

PLACE: Port Authority Offices
5350 Cimarron Road
Catoosa, Oklahoma

DATE: Thursday, February 21, 2019

AGENDA

- | | |
|---|-------------|
| 1. Roll Call | Ms. Neal |
| 2. Approval of Minutes of Special Meeting of
November 15, 2018 | Mr. Smith |
| 3. Claims | Mr. Coffman |
| 4. Correction of Land Lease – Fastenal Company | Mr. Smith |
| 5. Discussion and Possible Action on Goodwin Baker Lease Renewal
And Port Plaza Vacant Space | Mr. Smith |
| 6. Acceptance of Facilities Authority Annual Audit – F.Y 2017-2018 | Mr. Coffman |
| 7. Adjournment | Mr. Smith |

Next Regularly Scheduled Meeting: March 15, 2019

ITEM # 3 - CLAIMS FOR APPROVAL 11/1/18 TO 01/31/19

	TOTAL CLAIMS
PORT PLAZA CLAIMS	\$ 16,741.95
FACILITIES AUTHORITY CLAIMS	\$ 51,068.79
Totals	\$ 67,810.74

- * INDICATES PASS THRU ITEM
- ** FURTHER EXPLANATION AT MEETING
- *** ALL OR A PORTION REIMBURSABLE

**TULSA'S PORT OF CATOOSA FACILITIES AUTHORITY
FEBRUARY 21, 2019**

**CLAIMS
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ITEM # 3 - CLAIMS FOR APPROVAL PORT PLAZA

	Check #	Amount
BANK OF COMMERCE NOVEMBER PORT PLAZA NOTE PAYMENT	2417 \$	2,370.87
LAWNS BY RANDY LLC OCTOBER MOWING AND LANDSCAPING SERVICE	2418 \$	482.50
PUBLIC SERVICE CO OF OKLAHOMA OCTOBER PORT PLAZA ELECTRIC SERVICE	2419 \$	161.09
*** CITY OF TULSA OCTOBER PORT PLAZA WATER SERVICE	2420 \$	578.41
CITY OF TULSA - ROGERS CO PORT AUTHORITY NOVEMBER PORT PLAZA LEASE	2421 \$	1,544.17
PUBLIC SERVICE CO OF OKLAHOMA OCTOBER PORT PLAZA ELECTRIC SERVICE	2422 \$	37.44
BANK OF COMMERCE DECEMBER PORT PLAZA NOTE PAYMENT	2423 \$	2,370.87
LOCKE SUPPLY CO MAINTENANCE SUPPLIES	2424 \$	123.20
CITY OF TULSA - ROGERS CO PORT AUTHORITY DECEMBER PORT PLAZA LEASE	2425 \$	1,544.17
WASTE MANAGEMENT OF TULSA DECEMBER TRASH SERVICE	2426 \$	399.33
PUBLIC SERVICE CO OF OKLAHOMA NOVEMBER PORT PLAZA ELECTRIC SERVICE	2427 \$	224.05
*** CITY OF TULSA NOVEMBER PORT PLAZA WATER SERVICE	2428 \$	819.07
LAWNS BY RANDY LLC NOVEMBER MOWING AND LANDSCAPING SERVICE	2429 \$	80.00
OKLAHOMA NATURAL GAS PORT PLAZA VACANT SPACE (SET UP FEE)	2430 \$	35.00
BANK OF COMMERCE JANUARY PORT PLAZA NOTE PAYMENT	2431 \$	2,370.87
*** BROOKS GREASE TRAP SERVICE QUARTERLY GREASE TRAP SERVICE	2432 \$	200.00
CITY OF TULSA - ROGERS CO PORT AUTHORITY JANUARY PORT PLAZA LEASE	2433 \$	1,544.17

**TULSA'S PORT OF CATOOSA FACILITIES AUTHORITY
FEBRUARY 21, 2019**

**CLAIMS
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ITEM # 3 - CLAIMS FOR APPROVAL PORT PLAZA

	Check #	Amount
*** CITY OF TULSA DECEMBER PORT PLAZA WATER SERVICE	2434 \$	1,347.38
OKLAHOMA NATURAL GAS DECEMBER GAS SERVICE -VACANT SPACE	2435 \$	74.38
PUBLIC SERVICE CO OF OKLAHOMA DECEMBER PORT PLAZA ELECTRIC SERVICE	2436 \$	409.12
FASTENAL COMPANY MAINTENANCE SUPPLIES	2437 \$	25.86
	TOTAL PORT PLAZA CLAIMS	\$ 16,741.95

ITEM # 3 - CLAIMS FOR APPROVAL FACILITIES	Check #	Amount
VOID	1802 \$	-
VOID	1803 \$	-
VOID	1804 \$	-
VOID	1805 \$	-
JOHNSON & JONES P.C. FACILITIES LEGAL EXPENSE	1806 \$	235.00
EIDE BAILLY LLP ANNUAL AUDIT FEE	1807 \$	5,700.00
CITY OF TULSA-ROGERS CO. PORT AUTH. NOVEMBER TRUST MANAGEMENT FEE	1808 \$	1,250.00
CITY OF TULSA-ROGERS CO. PORT AUTH. NOVEMBER WOOLSLAYER LEASE	1809 \$	1,355.58
CITY OF TULSA-ROGERS CO. PORT AUTH. NOVEMBER GLADSTONE/CARLISLE LEASE	1810 \$	12,223.60
VOID	1811 \$	-
CITY OF TULSA-ROGERS CO. PORT AUTH. DECEMBER TRUST MANAGEMENT FEE	1812 \$	1,250.00
CITY OF TULSA-ROGERS CO. PORT AUTH. DECEMBER GLADSTONE/CARLISLE LEASE	1813 \$	12,223.60
CITY OF TULSA-ROGERS CO. PORT AUTH. DECEMBER WOOLSLAYER LEASE	1814 \$	1,355.58
JOHNSON & JONES P.C. FACILITIES LEGAL EXPENSE	1815 \$	646.25
CITY OF TULSA-ROGERS CO. PORT AUTH. JANUARY TRUST MANAGEMENT FEE	1816 \$	1,250.00
CITY OF TULSA-ROGERS CO. PORT AUTH. JANUARY GLADSTONE/CARLISLE LEASE	1817 \$	12,223.60
CITY OF TULSA-ROGERS CO. PORT AUTH. JANUARY WOOLSLAYER LEASE	1818 \$	1,355.58
		<u>\$ 51,068.79</u>

Tulsa's Port of Catoosa Facilities Authority
Motion for Special Meeting Held February 21, 2019

DY *[Signature]*
DG *[Signature]*
SM *[Signature]*

Item # 4 - Mr. Yarbrough.

Mr. Smith – Chairman

SUBJECT: Correction to Land Lease – Fastenal Company Motion

At the November 15, 2018 Facilities Authority Special meeting, the Fastenal Company Land Lease motion was approved for the rental of \$61,500 per year, subject to adjustment in CPI each 5th year of lease, with the Port Authority to retain \$10,500 per year as land rent with the balance to be received by the Trust. The amount the Port Authority was to retain for land rent as set forth in such motion was incorrect. The correct amount of Port Authority rental is \$10,800, therefore, the staff asks the Board to approve the correction to the Fastenal Company Land Lease motion to reflect that the initial amount the Port Authority is to retain for land rent shall be \$10,800 per year.

REMARKS:

It was moved by Mr. _____ and seconded by
Mr. _____ "that the Board approve the correction to the Fastenal
Company Land Lease motion to reflect that the initial amount the Port Authority is to retain for
land rent shall be \$10,800 per year."

Tulsa's Port of Catoosa Facilities Authority
Motion for Special Meeting Held February 21, 2019

DY 
DG 
SM 

Item # 6 - Mr. Coffman.

Mr. Smith –Chairman

SUBJECT: Acceptance of Facilities Authority Annual Audit – F.Y. 2017-2018

The law requires that the books and accounts of Tulsa's Port of Catoosa Facilities Authority shall be audited annually. Accordingly, the firm of Eide Bailly, LLP was engaged to perform this annual audit of the Facilities Authority's books for the fiscal year ended June 30, 2018. A copy of their report was sent to you for your review.

Eide Bailey will now present their Audit Report followed by a few supplemental remarks by Mr. Coffman, Secretary Treasurer. It is now recommended that the Trustees accept the FY 2018 annual audit, that a copy of it be filed with the minutes of this meeting, and that the appropriate distribution be made.

REMARKS:

It was moved by Mr. _____ and seconded by Mr. _____ "that the Trustees accept the annual audit report of the Financial Books and Accounts of Tulsa's Port of Catoosa Facilities Authority for the fiscal year ended June 30, 2018, prepared by Eide Bailly, LLP, be accepted, that a copy be filed with the minutes of this meeting, and that the appropriate distribution be made."