

NOTICE OF SPECIAL MEETING  
August 20, 2020  
8:00 a.m.  
Tulsa's Port of Catoosa Facilities Authority

*Tulsa's Port of Catoosa Facilities Authority will hold this meeting by teleconferencing via Microsoft Teams Meeting.*

*Board members and members of the public can dial in using their phone by dialing: 1 (321) 754-9434  
Conference ID: 948 482 421#*

*The following Board members plan to attend remotely via Microsoft Teams, provided that they may still be permitted to appear and attend at the meeting site, Port Authority Office building, 5350 Cimarron Road, Catoosa, OK:*

*Ed Fariss, Chairman; James Goodwin, Vice Chairman; Steven Adams, Bryant Coffman, Secretary/Treasurer; and Stephen Kisse.*

PLACE: Port Authority Office / Small Conference Room  
5350 Cimarron Road  
Catoosa, Oklahoma

DATE: Thursday, August 20, 2020

AGENDA

- |  |               |
|--|---------------|
| 1. Roll Call   | Ms. Blake     |
| 2. Approval of Minutes of Special Meeting of July 21, 2020                     | Mr. Fariss    |
| 3. Claims  | Mr. Adams     |
| 4. Port Plaza Lease Agreement – Tulsa Port Authority Workforce Resource Center | Mr. Yarbrough |
| 5. Adjournment   | Mr. Fariss    |

*Next Regularly Scheduled Meeting: September 17, 2020*

**TULSA'S PORT OF CATOOSA  
FACILITY AUTHORITY**

**ITEM # 3 - CLAIMS FOR APPROVAL**

**07/01/2020 TO 07/31/2020**

	<b>TOTAL CLAIMS</b>	
PORT PLAZA CLAIMS	\$	3,825.16
FACILITIES AUTHORITY CLAIMS	\$	21,831.90
<b>TOTALS</b>	<b>\$</b>	<b>25,657.06</b>

\* INDICATES PASS THRU ITEM

\*\* FURTHER EXPLANATION AT MEETING

\*\*\* ALL OR A PORTION REIMBURSABLE

^^BOARD APPROVED ITEM





**Tulsa's Port of Catoosa Facilities Authority**  
**Motion for Meeting Held August 20, 2020**

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**Item #4 - Mr. Yarbrough.**

**SUBJECT: Port Plaza Lease Agreement – Tulsa Port Authority Workforce Resource Center**

As the economy recovers from the devastating effects of the pandemic, proactive and creative efforts to address workforce issues should be implemented for the benefit of the Port and area industries. In consideration of this, Port staff is requesting that the Facilities Authority approve a lease of Unit #5238 at Port Plaza to the Port Authority to host a workforce resource center. The space would be used to host various workforce-related organizations or companies which would help connect people to Port jobs. Two organizations that have already expressed an interest are Northeast Oklahoma Workforce Development Board, a non-profit serving rural counties in Northeast Oklahoma, and Resource Manufacturing, an employment placement company.

The 1,375 sq. ft. space was formerly occupied by Goodman-Baker Insurance, and needs some repairs, including paint, carpeting, and ceiling tiles. Staff is recommending that the Facilities Authority approve a no-cost lease of Unit #5238 to the Port Authority for a period of two years, at which time the lease and success of the endeavor will be reevaluated. The Port Authority will cover all utility and common area expenses and will pay for any necessary improvements and furniture needed for the facility, as well as a new sign on the building.

It is, therefore, recommended that the Facilities Authority approve a lease to the Port Authority for the Port Plaza Unit #5238 under the terms described above and that the Chairman or Vice Chairman, as appropriate, be authorized to execute the appropriate lease agreement as prepared and approved by staff and counsel.

REMARKS:

It was moved by Mr. \_\_\_\_\_ and seconded by  
Mr. \_\_\_\_\_ “that the Facilities Authority approve a no-cost lease  
of Port Plaza Unit #5238 to the Port Authority for a period of two years for the purpose of hosting a  
workforce resource center to help connect people to Port jobs, under which the terms the Port  
Authority would pay all utility and common area expenses, make needed repairs to the building,  
including flooring, ceiling tiles, paint, furniture and install a new sign on the building, and that the  
Chairman or Vice Chairman, as appropriate, be authorized to execute the appropriate lease agreement  
as prepared and approved by staff and counsel.”