

MINUTES

Tuesday, December 21, 2010

The Trustees of the Tulsa County Public Facilities Authority met at the hour of 9:00 a.m. at Expo Square, 3902 East 15th Street, Tulsa, Oklahoma at ExpoServe at Armory Hall, with the following members present: Karen Keith, Vice Chair; Fred Perry, Member; Mike Spradling, Secretary; Daryl Woodward, Member. Absent: Chairman, John Smaligo. Others present: Mark Andrus, President/CEO; Thomas G. Hilborne, Jr., Counsel; Teresa Clayton, Deputy Secretary. A copy of the Agenda was posted in the lobby of the Tulsa County Administration Building on December 17, 2010 at 10:08 a.m.

The Vice Chairman called the meeting to order at 9:02 a.m. and the following business was transacted:

Moved by Perry, seconded by Spradling, to approve the Minutes of the December 7, 2010 Regular Meeting. Upon roll call, Perry, yes; Spradling, yes; Woodward, yes; Keith, yes. Motion carried.

Item #3 was deferred – 2011 Operating Budget

Moved by Woodard, seconded by Perry, to accept the Friends of the Fairgrounds, Inc. 2011 Action Plan. Upon roll call, Perry, yes; Spradling, yes; Woodward, yes; Keith, yes. Motion carried.

Moved by Perry, seconded by Spradling, to approve request to advertise Request for Proposals for QuikTrip Center Wireless Installation. Upon roll call, Perry, yes; Spradling, yes; Woodward, yes; Keith, yes. Motion carried.

Moved by Woodard, seconded by Perry, to ratify Facilities Lease Agreements and Miscellaneous Contracts (complete listings in President/CEO's miscellaneous file). Upon roll call, Perry, yes; Spradling, yes; Woodward, yes; Keith, yes. Motion carried.

Moved by Woodard, seconded by Perry, to approve all claims, including payroll, and to ratify all handwritten checks (complete listing in President/CEO's miscellaneous file). Upon roll call, Perry, yes; Spradling, yes; Woodward, yes; Keith, yes. Motion carried.

President/CEO's Activity Report:

- Welcomed RBI, Inc. who will be renting the Drillers Stadium for 2011 for high-level baseball tournaments
- Ongoing Thank-You to Tulsa County HR & IT departments for all their involvement in helping Expo Square
- Tulsa County IT - Terry Talent & Clark Burbank helped with the Salary Administration Program which includes job descriptions and pay grades for all of Expo employees. This is a living business document that may periodically be revised by the CEO after conferring with the TCPFA Chair. Next phase will be Policy & Procedures and Employee Manuals that should be available for board approval by the end of January

Chairman's Report:

- No Report

Moved by Perry, seconded by Spradling, to adjourn the meeting. Upon roll call, Perry, yes; Spradling, yes; Woodward, yes; Keith, yes. Motion carried.

The Chairman adjourned the meeting at 9:46 a.m.

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Chairman

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Secretary