FISTA Development Trust Authority
Board Meeting Minutes

August 1, 2023 at 3:15 p.m.
FISTA
428 SW C Avenue, Lawton, Oklahoma

Trustees Present:, Mark Brace, Barry Ezerski, Brian Henry, Albert Johnson Jr., Phil Kennedy, and Randy Warren

Ex-Officio Present: Assistant Treasurer Dani Blackburn

Trustees Absent: Clarence Fortney, David Madigan, and Ron Nance

Ex-Officio Absent: Vincent Saylor and Maria Meredith

Staff Present: Dr. Krista Ratliff, Stacy Reyna, Ariana Sirokman, Will Woodruff, Greg McKinney, and Chris Riley

Guests: Liz Tomichem, Amber Woommavovah, Eric Swanson, Kim McConnell, Nena Hardy, and Brandi Thomas

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.
ACTION: Mr. Ezerski moved to approve the minutes of the Trust meeting on July 11, 2023; Mr. Warren 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 May 2023 financials.
ACTION: Ms. Blackburn presented; Mr. Warren moved to approve the May financials; Mr. Kennedy 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 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.)
ACTION: Mr. Brace presented; Mr. Ezerski moved to approve the five (5) year Lease Agreement with Raytheon Company and authorize the Chair and Secretary to execute the Lease Agreement and Exhibits., Mr. Warren seconded the motion. The motion passed unanimously; a copy of the Lease Agreement and Exhibits are on file in the Office of the City Clerk.

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 the Purchase Agreement and SYNERGY ECP Bid Proposal are on file in the Office of the City Clerk.)
RECOMMENDED ACTION: Dr. Ratliff presented; Mr. Henry moved to approve the Purchase Agreement with SYNERGY ECP in the sum of $880,199.00 and authorize the Chair and Secretary to execute the Purchase Agreement; Mr. Warren seconded the motion. The motion passed unanimously; a copy of the Purchase Agreement and SYNERGY ECP Bid Proposal are on file in the Office of the City Clerk.

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 the Amended Purchasing, Finance, and Accounting Policy is on file in the Office of the Clerk.)
RECOMMENDED ACTION: Dr. Ratliff presented; Mr. Kennedy moved to approve the amendments to the Trust's Purchasing, Finance, and Accounting Policy and authorize the Chair and Secretary to execute the Amended Policy.; Mr. Warren seconded the motion. The motion passed unanimously; a copy of the Amended Purchasing, Finance, and Accounting Policy is on file in the Office of the Clerk.

F. Consider approval of various amendments to the Trust's Employee Handbook. (Copy of the Amended Employee Handbook is on file in the Office of the City Clerk.)
RECOMMENDED ACTION: Dr. Ratliff presented; Mr. Henry moved to approve amendments to the Trust's Employee Handbook; Mr. Johnson seconded the motion. The motion passed unanimously; a copy of the Trust's Employee Handbook is on file in the Office of the City Clerk.

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 acknowledgment of receipt. (Copy of the Whistleblower Protection from Reprisal Disclosures is on file in the Office of the City Clerk.)
RECOMMENDED ACTION: Dr. Ratliff presented; Mr. Kennedy moved to approve the form of Whistleblower Protection from Reprisal Disclosures and direct the disclosure document be provided to FISTA employees with their acknowledgment of receipt; Mr. Warren seconded the motion. The motion passed

unanimously; a copy of the Whistleblower Protection from Reprisal Disclosures is on file in the Office of the City Clerk.

IV. Reports

FISTA Staff – Dr. Ratliff announced new FISTA team members and introduced themselves; Will Woodruff, Director of Operations, Ariana Sirokman, Administrative Assistant, Chris Riley, Strategic Operations Manager & Business Development, Tony Cantu, Security Manager, and Greg McKinney, Facilities Manager; there are 2 full-time positions still open but will be taking a break on hiring; discussed council meeting with R4 project about their contract negotiations, working to get a grant through McMahon Foundation, an AI program for workforce development; calling R4 F.A.C.E, the Fista AI Center of Excellence; discussed construction bid, bid opening was yesterday, and follow up meeting will be on Friday; BlueHalo still in contract negotiations; working with Torch on their space in the new Phase 1.2; continue to develop a FISTA Foundation; actively researching STEM Labs to build a state of the art facility, Mr. Riley taking the lead; Mr. Woodruff taking the lead on anechoic chamber research; developed new marketing materials; asked that everyone continue to use our visitor registration system, also will be getting a badge system; reminded upcoming AUSA is October 9-11th and to let us know if they would like to participate in our room block; visiting Picatinny, NJ August 28th-31st to visit their command team; partnered with Fort Sill to get artifacts to put in our facility; Phase 1 furniture should arrive by the end of August; hosting our first Counter UAV Seminar hopefully the first week of November; still continuing to work with the City of Lawton with our hail damage;

InTouch/Insight Property Manager – Ms. Hardy discussed having over 100 kids for the monthly Kid's Craft Day, the largest participation to date; "Do Portugal Circus" first time here, confirmed $7,000 flat rate; tax-free weekend August 4-6th, will be doing interviews with KSWO and the Breeze radio station for publicity; handing out 24 LPS approved backpacks to kids; handing out backpacks full of school supplies to kids turning in a coloring contest; August 25th is the next upcoming Kid's Craft Day; awning by the old El Chico had fallen due to the wind and not putting back up; able to renew Hibbets for 2 years from October 1, 2023 to September 31, 2025 and working on other stores to stay.

Consultants – No report

Trustees/Committees

Construction - Mr.Ezerski had a bid opening yesterday for our new tenant space, 5200 sqft; hoping to have additional information from bidders by Thursday to work through them on Friday.

Nominating - No report.

Budget - No report.

Security and Clearance - Mr. Johnson discussed transitions between Chris and Joey; discussed process to go through for the secure spaces; each tenant will be responsible for what they plan to do for their secure space. Dr. Ratliff discussed visit with the fib counterintelligence and were impressed and will be committed to train staff.

Anechoic Chamber - Dr. Ratliff reported we are still working on it; ARPA is now funded to take the next step; evaluated with our partners what type of technology and equipment to put inside and hoping to narrow it down within the next 60 days.

Commercial Counter UAS – Mr. Brace stated it is an exploration, ways out, and that this conference is a step towards determining what this might look like, that this event is a vision and journey.

Strategic Plan - Mr.Brace stated that as part of looking into the future, 2 months ago, we voted to change the indenture and added to have an 11-member board; will be official after it is approved by the city and oaths are signed by Allan Hampton and Amber Woomavovah; can now meet in a 5 member group; past chairman was also added; encouraged trustees to attend meetings.

V. Adjourn

This Notice of Meeting and Agenda was sent via email on July 28, 2023, at 2:50 pm. 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.