

**MINUTES FOR THE INLAND PORT AUTHORITY  
THURSDAY, SEPTEMBER 5, 2024**

**LEGISLATIVE CHAMBERS @ 9:00 A.M.  
1819 Farnam Street, Omaha, NE 68183**

Agenda and materials are available online at the City of Omaha web site [here](#).

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MEMBERS PRESENT:

Brook Aken  
Jacob Hoppe  
Mike Helgerson  
Terrell McKinney  
Davielle Phillips  
Mike Riedmann  
Tom Warren  
Ernest White – left at 10:01 a.m.

MEMBERS ABSENT:

Carmen Tapio

STAFF PRESENT:

Jennifer Taylor, Deputy City Attorney  
Elizabeth Butler, City Clerk  
Autumn Drickey, Office Supervisor

Chair Terrell McKinney to open the meeting.

CALL TO ORDER

1. Roll Call

CERTIFICATION OF PUBLICATION – NOTIFICATION OF OPEN MEETING ACT

2. City Clerk certifies publication in the Daily Record on August 30, 2024, notice of the Inland Port Authority Meeting, September 5, 2024.

A current copy of the Open Meeting Act is posted in a white binder on the east wall of the Legislative Chambers.

**ORGANIZATION**

3. Approval of minutes from the August 1, 2024 meeting – [see attached](#). **(VOTE TODAY)**

**MOTION by Phillips, SECOND by Hoppe to approve minutes.**

**Aye: Aken, Hoppe, McKinney, Phillips, Riedmann, Warren, White**

**Abstain: Helgerson**

**Approved 7-0-1**

4. Assignment and Assumption Agreement – [see attached](#). **(VOTE TODAY)**

Chair McKinney opened the public hearing on Item 4.

No one came forward and the public hearing was closed.

**MOTION by White, SECOND by Helgerson to approve minutes.**

**Ayes: Aken, Helgerson, Hoppe, McKinney, Phillips, Riedmann, Warren, White**

**Approved 8-0**

Mr. Warren discussed correspondence that was received providing authority for the Inland Port Authority to administrator funds to the airport business park. He noted that once the bank account was established, the funds could be disbursed.

5. Authorization of the Chair and Vice-Chair as signatories on the Inland Port Authority's financial accounts, once established. **(VOTE TODAY)**

Chair McKinney opened the public hearing on Item 5.

No one came forward and the public hearing was closed.

The board discussed which members should be signatories.

**MOTION by White, SECOND by Riedmann to approve authorization of the Chair and Finance Committee Chair as signatories on the Inland Port Authority's financial accounts, once established.**

**Ayes: Aken, Helgerson, Hoppe, McKinney, Phillips, Riedmann, Warren, White**

**Approved 8-0**

### **COMMITTEE REPORTS**

6. Governance Committee report – [see attached](#).

Chair McKinney summarized the meeting, as attached. He clarified his vision for the board and hopes members that are willing to serve the community in the best way possible are selected.

Ms. Butler provided information on the applications received.

The board then discussed how the applications would be vetted. It was decided the applications would be referred to a committee for review, and a recommendation would be made to the full board at the October meeting.

Mr. Mike Helgerson, Mr. White, and Mr. Warren volunteered to be on the committee to review applications and will bring their recommendations to the full Inland Port Authority board in October.

Chair McKinney discussed the idea of moving the location of the board meetings from the current location to Metro in order to bring the meetings closer to the community, possibly starting in 2025.

Chair McKinney said he wanted the board to get more information about the Airport Business Park Project to make their letter of support more authentic

Chair McKinney discussed the Innovation District, specifically regarding awards and options for funding going forward. He said that the Inland Port Authority could be an iHub or collaborate with an established one.

The board then discussed the Innovation District, and the possibility of doing a visioning exercise, and the potential need to hire a consultant. It was suggested assigning that project so the RFP could move forward. Chair McKinney suggested it be assigned to the Governance Committee. Mr. Warren suggested allowing Mr. Helgerson assist with the process.

7. Real Estate and Development Committee report – [see attached](#).

Mr. Davielle Phillips summarized the committee meeting. He suggested some locations that could be available for office space, not a comprehensive list, but hopes to make a recommendation in October. He explained the need for presentations from stakeholders. The board discussed a master plan that referenced a Strategic Plan to pull everything together.

Mr. Warren asked about the possibility of a strategic plan or board retreat. Ms. Taylor clarified that a board retreat would be possible, but it would need to be noticed as an open meeting. Mr. Warren clarified that the desire for a consultant for the board would be different from a consultant for visioning.

8. Finance Committee report – [see attached](#).

This item was moved up, it was the first committee report to be heard. Mr. White clarified that Ms. Carmen Tapio is the chair. He summarized the report, as attached. Chair McKinney asked for elaboration on pre-grant distribution. Mr. White clarified that it would be for OEDC fees that were already accrued. Mr. Helgerson explained the finances to-date, in regards to that grant.

Mr. Warren asked about the grant management systems, that the systems are typically out of the box, that the executive director and administrative assistant would need to be capable of operating such a system as a requirement. Mr. White confirmed that was something that they had discussed, but that they would want to have a system the executive director would be comfortable using.

Mr. Warren asked about standard operating procedures and using what is already in existence instead of creating new ones.

9. Operations Committee report

- RFP for Insurance and Bond Services

Mr. Warren summarized the committee meeting, as presented at the meeting. He explained that they have the ability to reserve a space for a location and time, however a fee was not yet discussed. He explained there is a draft of the job description for the executive director, as created by the City of Omaha's Human Resource Department and asked for suggestions or corrections that could be made so the job could be posted. He said he hoped to have funds disbursed in October for the ability to hire. He also discussed the RFP for Insurance and Bond Services. He said they would be meeting to discuss the Community Advisory Committee applicants as well.

### **DISCUSSION ITEMS**

10. District Name

There is a consensus that the name will be "Inland Port Authority."

*Mr. White left the meeting at 10:01 a.m.*

11. Committee meeting schedule

Chair McKinney suggested having committees meet a few weeks prior to the board meeting so the agenda can be set. Mr. Warren asked about the draft of the agenda deadline. Ms. Butler confirmed that if the agenda items could be received the Wednesday prior to the meeting by noon, the agenda can be posted on the Friday before the meeting.

12. Inland Port Authority Directive – Jennifer Taylor

Ms. Taylor directed the board members to the statute that governs the board. She said she will be emailing the statutes that define Innovation Districts and iHubs to the board. She explained that they will be required to have quarterly feedback meetings, and suggests including that in the committee schedule. She details funds, grants, and statutes and those processes. She explained the application for funds triggers certain deadlines that need to be met for the board, detailing them out for the Inland Port Authority, as well as reporting deadlines. Mr. Warren clarifies that they have been in touch with the Treasurer's Office to get the application form, so it can be signed, once the bank account is created, so they can proceed with obtaining the funds. Chair McKinney said to let him know when his signature is needed.

13. Executive Director Job Description – [see attached](#).

Chair McKinney asked that everyone review the job description. Mr. Warren said that once the description is finalized and the benefits were determined, the process could start.

14. RFP for Accounting and Auditing Services

Chair McKinney explained the importance of getting this accomplished. Mr. Warren explained that the finance committee would be working on this. Mr. Helgerson detailed the thought process, if it should be two separate RFPs or one for both services. Mr. Riedmann recommended having two separate firms.

### INLAND PORT AUTHORITY DUTIES

15. Establishment of Innovation District

Chair McKinney said this has been discussed, and restated where they were at in the process, as well as what would be sent out. Mr. Warren circled back to having presentations at the next meeting for what has been discussed.

16. Update on Community Advisory Committee applications and discussion process

- Ian Allen – see attached.
- Mustafa Babek – see attached.
- Vanessa Ward Beamus – see attached.
- a’Ron Burns – see attached.
- Joe Fox Jr – see attached.
- LaLeesha Haynes – see attached.
- Osuman Issaka – see attached.
- David Johnson – see attached.
- Randi Peavy – see attached.
- Candice Price – see attached.
- Kimara Snipes – see attached.
- Harold Welch Jr – see attached.
- Cheryl Weston – see attached.
- Dr. Orlanda Whitfield – see attached.
- Melissa Youngblood – see attached.

Chair McKinney said this was discussed previously and reiterated that it was sent to committee for vetting.

17. Receipt and Use of Grant Funds

Chair McKinney reiterated that the account would need to be set up to receive funds.

PROPOSED PROJECTS

18. Request presentation for Airport Business Park Project, by Burlington Capital and Omaha Economic Development Corporation

**SPEAKERS:**

Michael Maroney, OEDC, 2221 North 24<sup>th</sup> Street  
George Achola, Burlington Capital, 1004 Farnam Street, Suite 40

OEDC and Burlington Capital spoke about their project. Board members asked the representatives questions in regards to previous discussion. It was determined that a special meeting would be called for a presentation by OEDC and Burlington Capital.

ADJOURNMENT

**MOTION by Helgerson, SECOND by Riedmann that the meeting be adjourned**

**Ayes: Aken, Helgerson, Hoppe, McKinney, Phillips, Riedmann, Warren**

**Approved 7-0**

**MEETING ADJOURNED AT: 11:04 A.M.**