

**INLAND PORT AUTHORITY
THURSDAY, NOVEMBER 7, 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](#).

CALL TO ORDER

1. Roll Call

CERTIFICATION OF PUBLICATION – NOTIFICATION OF OPEN MEETING ACT

2. City Clerk certifies publication in the Daily Record on November 1, 2024, notice of the Inland Port Authority Meeting, November 7, 2024.

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

ACTION ITEMS

3. Approval of minutes from the October 3, 2024 Meeting – [see attached](#). **(VOTE TODAY)**
4. Community Advisory Committee Vacancy **(VOTE TODAY)**
5. RFP for the Innovation District – [see attached](#). **(POSTPONED FROM THE OCTOBER 3, 2024 MEETING, VOTE TODAY)**
6. Remove the “2-mile restriction from the Airport” for the development of the Airport Business Park. **(VOTE TODAY)**
7. Partial Disbursement of DED funding to grantees for Airport Business Park **(VOTE TODAY)**

COMMITTEE REPORTS

8. Executive Committee report – [see attached](#).
9. Governance Committee report – [see attached](#).
10. Real Estate and Development Committee report – [see attached](#).
11. Finance Committee report – [see attached](#).
12. Operations Committee report – [see attached](#).

DISCUSSION ITEMS

13. 2025 Board of Directors Meeting Schedule – *First Wednesday of the month*
14. Community Advisory Committee Meeting Schedule
15. Updated Executive Director Job Description – [see attached](#).
16. RFP for Hiring Search Firm for Executive Director – [see attached](#).

17. Lease Agreement with Metropolitan Community College – [see attached](#).
18. Conflict of Interest Form – [see attached](#).
19. Responses to questions from Airport Business Park Grantees – [see attached](#).

EXECUTIVE SESSION

20. Motion to go into Executive Session for the purpose of discussing real estate matters.

ADJOURNMENT

Next meeting date December 5, 2024 at 9:00 A.M.

MINUTES FOR THE INLAND PORT AUTHORITY SPECIAL MEETING THURSDAY, OCTOBER 3, 2024

LEGISLATIVE CHAMBERS @ 8:30 A.M.
1819 Farnam Street, Omaha, NE 68183

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

MEMBERS PRESENT:

Brook Aken
Mike Helgerson
Jacob Hoppe – arrived after roll call
Terrell McKinney
Davielle Phillips
Mike Riedmann
Carmen Tapio
Tom Warren
Ernest White

STAFF PRESENT:

Jennifer Taylor, Deputy City Attorney
Elizabeth Butler, City Clerk
Kimberly Hoelsing, Deputy City Clerk

Chair Terrell McKinney called the meeting to Order.

1. Roll Call

CERTIFICATION OF PUBLICATION – NOTIFICATION OF OPEN MEETING ACT

2. City Clerk certifies publication in the Daily Record on September 27, 2024, notice of the Inland Port Authority Meeting, October 3, 2024.

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

ACTION ITEMS

3. Approval of minutes from the September 19, 2024 Special Meeting – [see attached](#). **(VOTE TODAY)**

MOTION by Tapio, SECOND by Phillips to approve minutes.

Yeas: Aken, Hoppe, Phillips, Riedmann, Tapio, Warren, White, McKinney

Abstain: Helgerson

MOTION APPROVED 8-0-1

4. Community Advisory Committee Appointment Recommendations – [see attached](#). (VOTE TODAY)

Mike Helgerson explained the process for selection of the Community Advisory Committee appointments. The committee went through the list and used the reference from City Clerk's office to see which applicants were residents and business owners within the district and used the statute to confirm the requirements. The committee is recommending 8 appointments and would recommend re-opening the application period for the remaining appointment which needs to be from a business owner within the district. It was explained that the recommendation for the City Council District 2 representative as well as the State Senator District 13 representative be ex officio positions pending the November election. The timing of the first meeting was discussed and it was explained that the survey needs to be done as soon as possible and therefore it was recommended that the committee be seated ASAP. The board discussed coming up with a calendar for the strategic planning sessions, including the requirement that quarterly meetings are held. It was decided that the remaining vacancy would be opened and available on the City Clerk's web site and would remain open until filled.

MOTION by Warren, SECOND by White to approve.

Yeas: Aken, Helgerson, Hoppe, Phillips, Riedmann, Tapio, Warren, White, McKinney
MOTION APPROVED 9-0

5. RFP for Innovation District – [see attached](#). (VOTE TODAY)

Chair McKinney opened the public hearing on Item 5.

No one came forward and the public hearing was closed.

The board discussed what type of business is expected to respond to the visioning portion of the RFP. It was explained that it would preferably be businesses that have experience with projects around innovation and working with the community. It was explained that based on the statute, there are three different models to consider and that whoever does the consulting can look at all three and see which one works best for our community. The idea of having initial presentations from potential entities that may be interested in the visioning was discussed. This would allow the board to learn about what already exists in the community. The board decided that it may be best to see who is interested first and then have them present. It was also mentioned that more information can be added to the scope in the RFP if the board wishes. It was mentioned that language about benchmarking should be added to the RFP, and that there could be a unique partnership with several consultants already in the community.

The one month deadline may be too short for a response from companies if we are looking for consultants to collaborate. Collaboration is important and there is a lot of activity happening right now and we need to maximize that effort. Do we want to create competition? It was mentioned that true innovation can probably not exist without competition. There may be confusion surrounding the relationship of I-HUB and the innovation district. It was explained that the Inland Port Authority can be an I-HUB without partnering with anybody and that this RFP process should be competitive. Setting up the process for evaluating the RFP is ok, but people doing the work should be the ones telling the board what is available out there. One idea discussed was to develop a short list and have those people present to the board, and then have a review period for the board to select the company. It was also mentioned that it is normal for RFPs like this to have a short list process and the benchmarking and indexing need to be clarified in the RFP to understand other models that may have been used. This may be a two-step process with benchmarking first and then visioning.

**MOTION by Warren, SECOND by White to postpone this item to the November meeting.
Yeas: Aken, Helgerson, Hoppe, Phillips, Riedmann, Tapio, Warren, White, McKinney
MOTION APPROVED 9-0**

6. RFP For Banking – [see attached](#). (VOTE TODAY)

Chair McKinney opened the public hearing on Item 6.

No one came forward and the public hearing was closed.

Questions about whether having an RFP for banking was normal and whether companies are selected based on certain criteria. It was explained that whether or not we use an RFP the same process would be used to select a bank. The Finance Committee is taking the lead on this and the timeline needs to be accelerated because the DED is prepared to transfer the funds. It was proposed that there be a 30 day timeline for responses which will mean approximately 60 days before an account is opened and available. The timeline can be reduced if necessary. Assuming the Executive Director search is going to take some time, as well as engagement with consultants, the Finance Committee will work to get this done as soon as possible. The City Clerk's office will post the RFP today on the web site with proposals due November 8th.

**MOTION by Helgerson, SECOND by White to approve.
Yeas: Aken, Helgerson, Hoppe, Phillips, Riedmann, Tapio, Warren, White, McKinney
MOTION APPROVED 9-0**

COMMITTEE REPORTS

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

The RFP for the Innovation District was discussed as well as potential deliverables for the Airport Business Park. In addition, there was discussion about the need for a central website, a strategic visioning retreat for the board, recommended changes to the executive director job description, potential search firms to use for the positions for the Inland Port Authority, and the need to coordinate projects and activities within the standing committees. Chair McKinney will send out a Doodle Poll for the strategic visioning retreat and the board will move forward with finalizing and posting the job description for the executive director of the Inland Port Authority. Once that position is filled, a job description will be posted for the executive director of the Innovation District.

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

The importance of having a partnership with OEDC and Burlington Capital was discussed as well as creation of an oversight process for the release of funding. The committee needs to understand what is needed for office space for the district. A couple potential locations for space for the Inland Port Authority were discussed. Questions were raised about staying within the boundaries of the Inland Port Authority when looking for space. It was clarified that funds are supposed to be used within the boundaries. It was mentioned that potentially a temporary space for the executive director of the Inland Port Authority may not be within the boundary and part of their job would be to find a permanent location within the boundary. There have been previous discussions about expanding the district beyond the two miles and it was decided that this would be a good topic for the board retreat. The committee will research staffing of other inland port authorities in the state.

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

Researching standard operating procedures for other inland port authorities within the state was discussed. It was mentioned that best practices should be used as well as a potential milestone timeline.

10. Operations Committee report – [see attached](#).

The status of the funding was discussed. The HR director is ready to assist with the selection process for the executive director. Hiring of a consultant for the visioning exercise was also discussed. Brook Aken offered to take the lead with Metro to see if board meetings can be scheduled there beginning in January 2025.

DISCUSSION ITEMS

11. Updates to the Executive Director Job Description – [see attached](#).

The title needs to be changed to Executive Director of the Inland Port Authority. The job description for the executive director of the Innovation District will be discussed at a later date. There is a reference made to working with local state and federal entities and other inland port authorities as well as grant staff. The job description will be posted after the board retreat as well as discussion of potential search firms.

12. Plan for the Airport Business Park Project

The need to be clear about what the board wants to see going forward from OEDC/Burlington Capital was discussed. The board was provided with a copy of the 10-year pro forma. A question was raised about whether the grantees would consider receiving a portion of the funds to do the pre-development work as well as the need for this discussion to continue at the board retreat. The requirement is that a letter of support is to be received before the funds can be released. The board discussed potentially creating an oversight process to control the release of funding. This would provide an opportunity to give a portion of the funding so they can continue moving forward with the pre-development work. Some board members are concerned that OEDC/Burlington are in a holding pattern right now.

The board was given a 2017 market analysis. Some board members would like to see a 2024 market analysis as well as a plan of how they plan to engage with the community. There should be a specific requirement for engaging the community. Some board members expressed interest that partnering with OEDC/Burlington Capital may be beneficial to be clearer about community engagement, which could include active community engagement sessions. It was mentioned that this process could potentially start with the Community Advisory Committee and then move on to community forums, etc. A question was raised about whether it would be appropriate for the Real Estate and Development Committee to put together a list of milestones and specific pre-development activities that need to occur. The release of funds couldn't happen until December under the schedule/timeline that the board has previously discussed. Unless there is continuing work on the pre-development side the board cannot answer some of the outstanding questions. OEDC has a contractual agreement with the Department of Economic Development with the following three requirements:

1. 10-year pro-forma
2. 2 community engagement sessions
3. Letter of support from the Inland Port Authority

One idea discussed was to have OEDC and Burlington Capital participate in the board retreat to try to come to an agreement. The funds are very time sensitive and there needs to be agreement on what conditions need to be met so that the project can proceed. The Real Estate and Development Committee will engage with OEDC and Burlington Capital before the board retreat to discuss what is needed, including criteria and potential requirements, for the project to move forward.

Called to speak:

George Achola, Burlington Capital, 1004 Farnam Street, Suite 40

Joe Fox, East Omaha Neighborhood Association, 461 Hartman Avenue

Joe Higgins, Levi Sherman Neighborhood Association, 1110 East Camden Avenue

BROOK AKEN LEFT THE LEGISLATIVE CHAMBERS AT 11:01 A.M.

ADJOURNMENT

MOTION by Helgerson, SECOND by White that the meeting be adjourned

Yeas: Helgerson, Hoppe, McKinney, Phillips, Riedmann, Tapio, Warren, White

Absent: Aken

MOTION APPROVED 8-0

MEETING ADJOURNED AT: 11:03 A.M.

DRAFT

Request for Proposal (RFP) for Visioning and Financial Pro Forma Consulting Services for the Omaha Inland Port Authority Innovation District

Issuing Entity:
Omaha Inland Port Authority

Issue Date:
11/7/24

Proposal Due Date:
12/5/24

Introduction

The Omaha Inland Port Authority is seeking proposals from qualified consultants to assist in the creation of a comprehensive vision and financial pro forma for the development of an Innovation District within the inland port authority's jurisdiction. This district aims to address the economic challenges faced by the North Omaha community by integrating leading-edge institutions, companies, startups, and business incubators, ultimately fostering job creation, entrepreneurship, and sustainable economic development.

This RFP seeks to identify a consultant who will conduct visioning exercises, recommend strategic approaches, and produce a financial pro forma aligned with the Innovation District models outlined in the Nebraska Revised Statutes and the Municipal Inland Port Authority Act.

Scope of Work

The selected consultant will be responsible for the following tasks:

1. Visioning and Strategic Planning

- Facilitate a visioning process with stakeholders, including community members, local businesses, research institutions, startups, and governmental entities, to develop a shared vision for the Innovation District.
- Analyze the unique opportunities and challenges within the Omaha Inland Port Authority's geographic area, with a focus on revitalizing the Omaha Inland Port Authority Area
- Identify and recommend a specific innovation district model or a blended approach from the following models:
 - **Anchor-Plus Model:** Focus on mixed-use development centered around major institutions and entrepreneurial ventures.
 - **Re-imagined Urban Areas Model:** Focus on redeveloping industrial or warehouse districts with strong transit connections and proximity to high-demand areas.
 - **Urbanized Science Park Model:** Focus on densifying traditionally isolated innovation areas with new retail, restaurants, and mixed-use activities.
- Provide updates to the Community Advisory Committee for them to review project milestones and provide strategic input.

- Identify a process to implement a participatory budgeting process where community members are empowered to vote on specific projects or priorities within the district, to ensure their voices directly influence how funds are allocated to address district needs.
- Provide recommendations for positioning the district as a hub for cutting-edge industries and future economic opportunities.

2. Financial Pro Forma

- Create a detailed financial pro forma outlining projected costs, potential revenue streams, and the long-term financial sustainability of the proposed Innovation District models. This pro forma will serve as a key tool for guiding strategic investment decisions
- Establish key performance indicators (KPIs) to measure long-term financial sustainability, focusing on local employment growth, five-year business incubation success rates, and revenue generated by local businesses. These KPIs will track the district's impact and guide adjustments to ensure sustained economic vitality.
- Identify and analyze funding opportunities—including grants, private investments, and public-private partnerships—with a focus on supporting businesses within the Innovation District.
- Implement social and environmental sustainability initiatives, including affordable office spaces, energy-efficient infrastructure, and job creation targets focused on benefiting low-income residents of North Omaha.
- Secure at least 50% of district funding from sustainable revenue sources (e.g., rents, private investments, public-private partnerships) by year three, significantly reducing reliance on external grants.
- Ensure the pro forma includes critical infrastructure investments, mixed-use development plans, and the integration of light industrial spaces to enhance the district's functionality and economic potential.

3. Technical and Regulatory Guidance

- Provide guidance on aligning the vision with existing regulations and local development plans, with an emphasis on equitable access to infrastructure and resources for local entrepreneurs, small businesses, and historically marginalized populations.
- Identify opportunities for integrating advanced infrastructure, such as high-speed internet, smart technologies, and public transportation improvements.

4. Customized Visioning for North Omaha

- Craft a vision that honors North Omaha's unique social, cultural, and economic strengths. This vision should assess the community's assets, demographics, and economic potential while prioritizing local entrepreneurs, small businesses, and historically marginalized populations through technical assistance, favorable leasing terms, and dedicated support programs.
- Elevate the inclusion of historically marginalized groups and minority-owned businesses through targeted outreach, meaningful dialogue, and strategic partnerships with local advocacy organizations.
- Design a Community Benefits Agreement (CBA) that formalizes inclusivity commitments, guaranteeing that historically marginalized groups gain from long-term job creation, business opportunities, and sustained community investment.

5. Barrier Analysis and Solutions

- Conduct a detailed analysis of the barriers faced by local entrepreneurs and propose tailored solutions to address capital, technical assistance, and business formalization challenges.
- Evaluate best practices nationally and internationally for Innovation Hubs that will support small businesses, foster innovation, promote entrepreneurship, create jobs, and build wealth within the community.

6. Community Engagement and Accountability

- Facilitate deep community involvement in the design of the innovation district, ensuring that the project remains accountable to local stakeholders and meets the needs of residents. A mechanism for continuous feedback shall also be established such as:
 - **Month 1:** Initial stakeholder workshop.
 - **Month 3:** Public visioning forum.
 - **Month 5:** Draft presentation of the financial pro forma to the Community Advisory Committee.
 - **Month 6:** Final community event for participatory budgeting.
- Provide incentives for participation, such as stipends for Community Advisory Committee members and community members.

7. Policy Alignment and Financial Strategy

- Align the district's development with national and local innovation policies, identifying opportunities for political and financial support, including grants and public-private partnerships.

8. Sustainability and Market Strategy

- Integrate the innovation district into the broader regional economy by fostering partnerships with educational institutions and industries. Create a long-term governance plan, including an example of what the establishment of a District Management Board would look like to oversee operations, business support services, and community engagement.
- Set a five-year financial review process to evaluate the district's sustainability, identifying areas for reinvestment and securing additional funding sources.

9. Physical Infrastructure Planning

- Recommend plans for physical spaces in the Omaha Inland Port Authority Area for an Innovation District, which shall include an innovation hub, office spaces, community spaces, and retail areas, ensuring that local entrepreneurs have access to affordable, well-equipped facilities for business incubation.

10. Monitoring and Impact Measurement

- Establish a framework for ongoing monitoring, with metrics focused on economic impact, job creation, and business success in the community. That a District Management Board could periodically review and adjust based on these metrics.

11. Best Practices for Innovation Districts: Nationwide and Internationally

- Provide the board with insights into national and international best practices for Innovation Districts, focusing on community engagement, financial sustainability, and business incubation. The goal is to guide the board in successfully implementing an Innovation District tailored to North Omaha's unique needs.
 - The consultant should present at least five case studies of successful districts in comparable communities, highlighting strategies for preventing gentrification and ensuring local residents are the primary beneficiaries of economic development.
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Proposal Requirements

Consultants interested in responding to this RFP should include the following in their proposals:

- **Cover Letter**
 - a. A brief introduction to the consultant or consulting firm, highlighting relevant experience and key qualifications. (1 page)
 - **Qualifications and Experience**
 - a. A detailed description of the firm's experience in working with innovation districts, inland port authorities, economically disadvantaged communities, or similar development projects. Include examples of previous projects, including outcomes and references. (2 pages)
 - **Proposed Approach and Methodology**
 - a. A detailed description of the consultant's approach to visioning, strategic planning, and financial pro forma development. This should include key milestones, stakeholder engagement strategies, and expected deliverables. Additionally, proposals may include appendices for supporting materials or relevant case studies, which will not count toward the page limit. (2 pages)
 - **Team Composition and Resumes**
 - a. A list of team members who will be assigned to the project, including their roles and relevant experience. (1 page)
 - **Timeline**
 - a. A proposed timeline for the completion of the visioning process, strategic recommendations, and the financial pro forma, not exceeding six months from the project start date. Include key milestones and deliverable deadlines. (1 page)
 - **Cost Proposal**
 - a. A detailed cost estimate for the consulting services, including hourly rates, anticipated expenses, and a total project cost. (1 page)
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Selection Criteria

Proposals will be evaluated based on the following criteria:

- **Demonstrated Experience and Expertise:**
 - Proven track record in innovation district planning, with specific emphasis on projects in historically impoverished and culturally diverse communities. Include examples of previous work and outcomes achieved.
- **Local Context Knowledge:**
 - Depth of understanding of the Omaha Inland Port Authority's operations and local economic conditions. The consultant should demonstrate familiarity with the challenges and opportunities unique to the area.
- **Proposed Approach and Feasibility:**
 - Evaluation of the quality, creativity, and feasibility of the proposed visioning and planning approach. Proposals should clearly outline methodologies, stakeholder engagement strategies, and specific deliverables, including timelines for each phase of the project. Additionally, outlines how the approach addresses community needs and integrates feedback from local stakeholders.
- **Alignment with Community Goals:**
 - Clear alignment with the strategic goals of the Omaha Inland Port Authority and the broader community. Proposals should reflect an understanding of community needs and aspirations ensuring marginalized groups benefit from economic development.
- **Overall Proposal Quality:**
 - Clarity, organization, and professionalism of the proposal. This includes the responsiveness to the RFP requirements, comprehensiveness of the submission, and the quality of supporting documentation (e.g., resumes, case studies).
- **Innovation and Sustainability Focus:**
 - Innovation and sustainability elements, including how the approach integrates community input and addresses long-term economic viability.

Submission Instructions

- Proposals must be submitted by December 5, 2024, to the Omaha Inland Port Authority. Proposals submitted after the deadline may not be considered.
 - All inquiries regarding this RFP should be directed to Terrell McKinney - Chair of the Omaha Inland Port Authority Board. (Tmckinney@leg.ne.gov)
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Terms and Conditions

Intellectual Property Rights

1. **Ownership of Deliverables:**

All materials, reports, data, and any other deliverables produced as part of this consulting engagement shall be considered "works for hire" and will be the sole property of the Omaha Inland Port Authority upon payment for services rendered. The consultant shall retain no ownership rights to any deliverables.

2. **License for Consultant's Tools and Methodologies:**

If the consultant utilizes proprietary tools, methodologies, or software in the course of providing services, the consultant shall grant the Omaha Inland Port Authority a non-exclusive, perpetual, and royalty-free license to use, reproduce, and modify such tools or methodologies as part of the deliverables.

3. **Confidentiality and Non-Disclosure:**

The consultant agrees to treat all information provided by the Omaha Inland Port Authority, as well as any findings, results, or other data generated during the engagement, as confidential. This information shall not be disclosed to any third parties without the prior written consent of the Omaha Inland Port Authority.

4. **Attribution and Acknowledgment:**

The consultant agrees to acknowledge the Omaha Inland Port Authority in any publications, presentations, or other materials where the deliverables are used, provided that such acknowledgment is reasonable and not misleading.

5. **Indemnification:**

The consultant shall indemnify and hold harmless the Omaha Inland Port Authority from any claims, losses, or damages resulting from any infringement of intellectual property rights related to deliverables produced under this contract. Additionally, the consultant is responsible for ensuring compliance with all relevant data protection and privacy laws while handling community members' information collected during the engagement. Disputes regarding deliverables or intellectual property rights shall be resolved through mediation before resorting to legal action.

OMAHA INLAND PORT AUTHORITY EXECUTIVE COMMITTEE MEETING REPORT

Via Zoom @ 11:00am

October 22, 2024

Members Present: Terrell McKinney, Davielle Phillips, & Carmen Tapio

1. Agenda for November 7 meeting
 - a. Committee reports
 - b. Community Advisory
 - c. Conflict of interest form (For other businesses related to RFPs & etc)
2. RFP draft for Innovation District
 - a. Updated draft
 - i. Benchmarks or no Benchmarks
 - ii. Add best practices across the nation to educate the OIPA Board
 - iii. Do not limit to the local community for diversity of proposals and competition
 - b. Post on the clerk's website
3. Airport Business Park Follow-up
 - a. Amend contract: Six-month duration, alternative plans that adhere to terms of program guidelines, no involuntary displacement.
4. Community Advisory Committee
5. Meeting Schedule for New Year
6. Strategic visioning retreat
7. Executive Director Job Description
8. Other Business
 - a. Meeting space
 - b. Office location

**OMAHA INLAND PORT AUTHORITY GOVERNANCE
COMMITTEE MEETING REPORT**

Via GoogleMeet @ 10:00am

October 22, 2024

Members Present: Terrell McKinney, Thomas Warren, & Carmen Tapio

1. Agenda for November 7 meeting
 - a. Committee reports
 - b. Conflict of interest form (For other businesses related to RFPs & etc)
2. RFP draft for Innovation District
 - a. Updated draft
 - i. Benchmarks or no Benchmarks
 - ii. Add the need to understand national and international best practices to educate the OIPA board on the scope of work for the consultant.
 - iii. Full board review of proposals, then select the top three finalists
 - b. Post on the clerk's website
3. Airport Business Park Follow-up
 - a. Regular report: Financials vs Project Plan
 - b. Six-month Budget
 - c. Monthly Presentation on progress
 - d. What would it take to get them in a better position: Amend the Contract?
4. Community Advisory Committee
 - a. Select the final open spot (Business other than LD13 Spot)
 - b. Schedule Meeting
5. Meeting Schedule for New Year
6. Strategic visioning retreat -
 - a. Facilitator for retreat
 - b. Pick a date
 - c. Mini Groups
7. Executive Director Job Description

- a. Pick search firm to conduct search
8. Other Business

Omaha Inland Port Authority

Real Estate and Development Committee Report

October 14th, 2024 @ 3:30 pm

Attendees: Davielle Phillips (Chair), Mike Riedmann, Jake Hoppe

1. During our meeting on Oct. 14th, we met with OEDC and Burlington Capital to work through questions that OIPA Board Members had for the development of the Airport Business Park and to speak to the importance of a partnership with OEDC and Burlington Capital to ensure that the community is properly cared for and that Omaha receives the development and economic impact intended with the establishment of the Omaha Inland Port Authority.
2. The partnership will continue to be defined as we continue to progress. Suggested requirements as part of this partnership are listed below:
 - a. The creation of an oversight process to help control the release of funding.
 - b. A potential agreement for a reduction in the initial funding amount to support additional research and to address community concerns.
 - c. Explore additional locations for an Airport Business Park, including the 30th & Ames area and potential to expand the Omaha Inland Port Authority district boundary. – highlighting the need for more robust public transportation routes, proximity to goods and services such as places to eat and shop, and additional infrastructure upgrades needed to accommodate growth.
3. We have questions about what is needed for the Omaha Inland Port Authority in terms of office space, operating expenses, and our collective vision for the OIPA District.
 - a. Additionally, we discussed a couple of locations for OIPA Office space and have a few options for consideration. We need to know what the timing is for office space – when would we like to occupy office space and how much growth should we plan for in the initial location.

Here is a list of the facilities we researched and identified – money needs to be spent within the boundaries of OIPA, only one of these properties qualify for our office location.

- Native Omaha Club / Greenwood Building - 3819 N 24th St, Omaha, NE 68110
- Ames Industrial Park - 4411 Florence Boulevard, Omaha, NE, 68110 * **in boundary**
- Master Craft - 1111 13th St, Omaha, NE 68102
- Lake Pointe - 2401 Lake St, Omaha, NE 68111
- Landmark Center - 1299 Farnam St, Omaha, NE 68102

Respectfully Submitted,

Davielle Phillips

**MINUTES FOR THE OMAHA INLAND PORT AUTHORITY
FINANCE COMMITTEE MEETING**

2516 N 24th Street @ 11:00am

October 23, 2024

MEMBERS PRESENT:

Carmen Tapio – Chair
Mike Helgerson
Ernest White

1. The Committee discussed the RFP and evaluation process for Banking Services and confirmed the timeline for decision and presentation to the full board
2. The Committee discussed the feedback from the OEDC and Burlington Capital Meeting and the need for further detail in regard to some of the responses.

Meeting adjourned 11:32pm

Omaha Inland Port Authority

Operations Committee meeting: Tuesday, October 29, 2024 8:00 a.m., via ZOOM

Members present: Thomas Warren – Chair, Ernest White, Brook Aken

We reviewed the summary of responses from OEDC/Burlington Capital regarding the questions and concerns submitted by the Inland Port Authority Board members. There were a few questions that were not specifically addressed:

Would OEDC agree to accept a portion of the funds that would be necessary to complete the pre-development work? If so, what would the dollar amount be?

And, if the conditional terms were accepted, would they agree to develop a six month scope of work?

Does OEDC plan to pursue Enterprise Park as a site for the Airport Business Park, considering the potential cost of remediation?

Would OEDC be open to considering alternative sites for the Airport Business Park within the boundaries of the Inland Port authority, if the “2 mile restriction” was amended.

As discussed at the previous meeting, we would like the Board to consider a motion to remove the “two miles from the Airport” restriction for the location of the Airport Business Park. We would like to propose amending the statute to state, “within the boundaries of the Inland Port Authority.”

We would like to establish the 2025 schedule for the standing Board meeting of the Inland Port Authority to the first Wednesday of the month 9:00 a.m., although we are open to other suggestions.

We have a Lease Agreement with Metropolitan Community College for the use of the Fort Omaha campus – Mule Barn to host our meetings, beginning January 2025.

We are presenting the list of potential Search firms for the Executive Director position:

MGT (formerly GovHR), Charlene Stevens – Executive VP: cstevens@mgt.us

Spencer Stuart: www.spencerstuart.com/what-we-do/our-capabilities/executive-search.

Baker Tilley: www.bakertilly.com/specialities/public-sector-executive-recruitment

CBIZ: Angie Salmon – Senior VP www.cbiz.com/insurance-hr/services/talent-compensation-solutions.

Ralph Andersen – www.ralphandersen-com/- National Public Service Sector

Heidrick and Struggles: www.heidrick.com/enHeidrick

We also need to schedule the first meeting of the Community Advisory Committee.

Lastly, I would like to formally request that we go into Executive Session to discuss a potential Real Estate transaction.



CITY OF OMAHA JOB DESCRIPTION

CLASSIFICATION TITLE: EXECUTIVE DIRECTOR INLAND PORT AUTHORITY

BARGAINING UNIT: Unclassified, Appointed
PAY RANGE: xxxx

CODE NUMBER: xxxx
REVISION DATE: 5/10/24

NATURE OF WORK:

This is responsible professional work directing and implementing the policies, programs and plans of the Omaha Inland Port Authority (OIPA) which involves developing and pursuing strategies and objectives that maximize long-term economic benefits to the City of Omaha. Work involves the responsibility for promoting and encouraging development and uses that are compatible and complementary with areas in proximity to the authority jurisdictional land; preparing OIPA budget proposals; administering budget allocations; infrastructure and facility planning; and applying best management practices.

An employee in this classification exercises considerable independence in the performance of duties which include developing, recommending and implementing policies and procedures designed to attract economic and business development, and acting as liaison with members of business community, the public, stakeholders, regulatory agencies and other governmental entities. General oversight is received by the Omaha Inland Port Authority Board.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Leads new project development, including identifying and researching potential projects that fit the organization's mission and financial viability.

Leads the Economic Development Team to develop, coordinate, implement and monitor the OIPA economic development plan. Coordinates with core program partners to integrate expertise and deliver tailored programs and services to foster entrepreneurship, business growth, and commercial success.

Directs the daily operations of the OIPA. Prepares and administers the annual budget proposals for the OIPA, assessing needs for staff, equipment, supplies and services, projecting costs, and determining and monitoring expenditures.

Plans, schedules, coordinates, oversees, reviews, and evaluates the work of subordinate professional and sub-professional employees, assigning projects, developing performance standards, setting goals, and providing career guidance to an assigned staff.

Meets with city, state, and federal officials, residents, and community organizations to establish successful working relationship and alliances; Builds and maintains strong functional working relationships with the business community and other potential collaborative partners.

Represents the OIPA at meetings with the City Council, news media, interested groups, business leaders, stakeholders and the public, to discuss IOPA policies and activities, answer questions, and resolve issues. Serve as public relations representative with the media.

Develops construction and renovation plans, negotiates contracts with developers, and oversees projects once underway. Monitors and reports on ongoing projects.

Prepares, negotiates and implements leases, contracts, agreements and permits. Prepares, negotiates and implements property acquisitions, property sales, and disposal of surplus assets.

Implements construction projects, approves change orders, improvements and maintenance of OIPA properties.

Researches and reviews property and liability insurance requirement for the OIPA. Recommends insurance coverages and deductibles to the OIPA Board. Manages OIPA insurance claims.

Researches and develops grant opportunities. Oversees the preparation and submission of grant applications and supporting documentation. Monitors compliance with grant specifications, coordinates federal, state, and local compliance efforts, and analyzes progress towards goals.

Assists in the preparation of data needed to issue bonds.

Maintains regular job attendance.

Performs other related duties as assigned or as the situation dictates within the scope of this position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the port operations of the OIPA or cities of comparable size.

Knowledge of the principles and methods of municipal finance, budgeting, and accounting.

Knowledge of the principles of contract management.

Knowledge of the principles of real estate, marketing, and property management.

Knowledge of sources of current information relative to Inland Port Authority programs and grants in aid of such programs.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of procedures in performing technical research and writing technical reports.

Knowledge of the principles, techniques, and applications of effective management.

Knowledge of the laws and specifications pertaining to federal grants and other federal aid projects.

Knowledge of the laws, codes, ordinances, and policies pertinent to Inland Port Authorities.

Skill in applying real estate, marketing and property management principals, techniques and regulations.

Skill in planning, assigning and coordinating port operations and the activities of professional, technical and clerical staff.

Skill in evaluating design protocols and cost benefits of real estate and project development contracts.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to effectively communicate with governmental entities, elected officials, private agencies, members of the media, and representatives of the public in a variety of different forums.

Ability to plan, organize, and monitor comprehensive projects and establish programs and to provide informed and accurate recommendations of same.

Ability to establish and maintain effective working relationships with government officials, citizen groups, professional organizations, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to prepare, present, and maintain the annual budget read, prepare, and understand complex financial reports and spreadsheets.

Ability to prepare and implement short- and long-term goals and objectives.

Ability to project revenues and prepare cost estimates for supplies, personnel, equipment, maintenance, repairs, and other expenses.

Ability to analyze data relating to the work of the Port Authority and its crews and to make adjustments as needed.

Ability to understand written and oral communication.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk or sit from 51 to 75% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift or type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Public Administration, Business Administration, Engineering, Planning, or a related field

AND

Seven (7) years of progressively responsible experience in economic development, business administration, government relations or real estate development. Experience in executive leadership and management, marketing, construction management, contracts and contracting, environmental/hazardous material regulations and remediation, customer relation strategies, strategic planning, creative problem resolution, economic development, federal and state grant and program management, non-profit or public sector experience, knowledge of financial instruments and capital markets, and commitment to ethical conduct and principles.

SPECIAL QUALIFICATIONS:

Master's Degree Preferred

Must possess and maintain a valid driver's license at the time of application.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer

Calculator

Printer

Telephone

Copier

Previous Revision Date(s):

Request for Proposal for Executive Director Search Firm for the Omaha Inland Port Authority

Published Date: 11/7/24

Closing Date: 12/5/24

Closing Time: 5:00 pm

Procurement Contact: [Contact Name]

Omaha Inland Port Authority

[Contact Information]

Table of Contents

1. **Standard Terms and Conditions**
 2. **Procurement Procedures**
 3. **Project Description and Scope of Work**
 4. **Proposal Sections and Instructions**
 5. **Proposal Evaluation**
-

I. Standard Terms and Conditions

Please refer to general terms including insurance, bid bonds, and non-discrimination policies as provided by the City of Omaha.

II. Procurement Procedures

- **Communication with OIPA Board:** Direct question to members of the Omaha Inland Port Authority Board
 - **Proposal Review:** Proposals will be reviewed by the Omaha Inland Port Authority Board.
-

III. Project Description and Scope of Work

A. Project Overview

The Omaha Inland Port Authority seeks an Executive Director to lead the strategic development, economic growth, and operational oversight of the Omaha Inland Port, with an emphasis on fostering sustainable community development within economically distressed regions. The selected candidate will play a pivotal role in advancing the mission of the port authority to attract investments, support local employment, and contribute to a thriving local economy.

B. Prime Vendor Responsibilities

The search firm will conduct a nationwide recruitment effort to identify qualified candidates for the role of Executive Director. Responsibilities include:

- Conducting an initial assessment to clarify key qualifications, experience requirements, and strategic priorities.
- Performing a targeted outreach to source candidates with specific expertise in port authority management, logistics, public-private partnerships, and economic revitalization.
- Providing regular reports on progress, including updates on candidate sourcing, screening, and interview schedules.
- Facilitating interviews, background checks, and reference verifications for shortlisted candidates.
- Supporting the final selection and offer negotiation process.

C. Term

The agreement with the selected search firm will span an initial term of 2 months.

D. Tentative Schedule of Events

Event	Date
Evaluation of Proposals	[# Weeks Following Close]
Shortlisting and Initial Interviews	[# Weeks Following Review]
Final Selection and Offer	[# Weeks Following Interviews]
Expected Start Date for Role	[Date]

IV. Proposal Sections and Instructions

A. Executive Summary

Provide a condensed overview of the proposal, highlighting your firm's approach to executive search within the public sector and specifically for port or logistics authorities. Briefly outline why your firm is best suited to identify and attract candidates for this role.

B. Corporate Overview

Include:

- **Firm Identification and Background:** Legal name, headquarters, organizational structure, and relevant history.
- **Relevant Experience:** Description of past executive searches, particularly for port authorities, public agencies, or roles with an economic development focus. Emphasize experience with similar geographic or socioeconomic regions.
- **Team Composition:** Identify key personnel involved in the search, including bios that highlight experience relevant to recruiting for leadership roles in public authority or logistics settings.

C. Technical Approach

Detail your approach to sourcing, assessing, and selecting candidates for the Omaha Inland Port Authority Executive Director position. Include:

- **Understanding of Project Requirements:** A summary of your understanding of the challenges and goals associated with this role.
- **Search Strategy:** A high-level timeline of key activities (e.g., outreach, screening, interviews) with an emphasis on strategies to attract candidates committed to economic and community development.
- **Candidate Evaluation and Fit Methodology – Evaluation tools, testing and indices**
- **Diversity and Inclusion Commitment:** Outline your firm's strategy for sourcing diverse candidates who bring valuable perspectives to the Omaha Inland Port Authority.
- **Deliverables and Reporting:** Describe deliverables, including regular reporting milestones, for ongoing transparency.

D. Cost Proposal Requirements

Submit a detailed cost proposal, covering:

- **Breakdown of Fees:** List a retainer, if applicable, percentage of first-year salary, and any administrative fees.
 - **Reimbursable Expenses:** Specify any reimbursable costs associated with travel or other search-related expenses.
 - **Payment Schedule:** Outline a proposed payment structure, tied to key milestones in the search process.
-

V. Proposal Evaluation

The Omaha Inland Port Authority will evaluate proposals based on the following criteria:

1. **Firm's Relevant Experience (25%)**
 - Proven success in executive searches for public authorities or agencies with an economic and community development mission.
 - Experience sourcing candidates with backgrounds in port management, logistics, or related sectors.
 2. **Technical Approach (20%)**
 - Effectiveness of proposed search strategy, especially for engaging candidates committed to revitalizing distressed communities.
 - Clear methodology for identifying, screening, and presenting qualified candidates.
 - Ability to meet timeline
 3. **Candidate evaluation and Fit Methodology (15%)**
 - **Evaluation tools**
 - **Testing and indices**
 4. **Team Qualifications (20%)**
 - Depth of experience of key personnel, specifically in executive placements within similar sectors.
 5. **Cost Proposal (20%)**
 - Competitive and transparent fee structure with a reasonable budget allocation for related expenses.
-

Submission Instructions

All proposals must be submitted electronically to the Omaha Inland Port Authority by the specified closing date and time. Incomplete submissions or those not following guidelines may be excluded from consideration.



Administrative Guidelines Terms and Conditions

The College makes facilities available to responsible groups and organizations using the Priority Use Guidelines established and whenever, in the judgment of the Facilities User Group and/or the Responsible Administrator, such use will not interfere with the academic mission of the College or provide undue risk to students, employees, the community or College property.

Community User Agree to comply with all applicable College policies, state and federal laws, and any other relevant and applicable rules, regulations or requirements.

Use of College Facilities

Community Users will be required to provide a Certificate of Liability and Insurance with MCC as an additional named insured in the coverage amount of \$1,000,000 for the duration of the approved activity.

In the event the approved facility use becomes unavailable due to construction or other conditions beyond the College's control, this Agreement shall be declared null and void and the User's deposit shall be returned by the College. The College will not be liable beyond the refund of the deposit.

The College reserves the right to substitute reserved facilities and/or cancel reservations at its discretion based upon Priority Use Guidelines for designated facilities.

Alcohol used on College property must be in compliance with Board Policy 90209 and Procedures Memorandum X-17.

Community Users will ensure that participants will not possess weapons. Weapons are not permitted on College property except under control of law enforcement officials.

Fees

Fees and expense charges for facility use will apply to all approved uses by Community Users.

Fees may also be assessed for extraordinary or unscheduled expenses as determined by the Responsible Administrator.

Early/Late Opening. A fee will be charged for each hour that the event falls outside of normal operating hours.

Additional security may be required by the Responsible Administrator. All security arrangements will be made through the College's Campus Police office. All additional security costs will be borne by the applicant.

Major changes made to large setups once setup has occurred will be subject to additional set up charges.

Failure by Community User to cancel in a timely manner or failure to notify Event Services to cancel a reservation will result in a cancellation fee.

Catering

Fort Omaha Campus, Institute for the Culinary Arts (ICA)

The Institute for the Culinary Arts (ICA) is the exclusive caterer for all activities in the ICA. No outside food or beverage is allowed within the facility. In addition, College policy does not permit the user to remove leftover food or beverage from the premise following a catered event or activity.

Food policy for all other MCC (non-ICA) Locations

All food served must be procured from a caterer or vendor who has a current health certificate. The certificates must be provided and on file in the Event Services office prior to the scheduled event. This means potlucks are not allowed for public events or events that involve outside participants or students.



**Administrative Guidelines
Terms and Conditions**

Catering Continued

The College has an exclusive contract with Pepsi. Non-Pepsi products should not be served at functions within buildings.

Snacks that are commercially produced and individually wrapped and bottled water do not require a County Health Certificate. Please let us know if you are only serving snacks and/or bottled water at your event.

Any food you are serving must be reported to Event Services so they can assure proper clean-up is done.

Publicity

Public information may not be distributed by Community Users until after the event has been approved by the Facilities User Group and/or the Responsible Administrator.

Public information distributed by Community Users utilizing College facilities shall not indicate that the event is a College-sponsored activity.

The Community User must provide a copy of promotional materials to the Event Services office prior to distribution of an event held in a college facility.

Signs

Signage, taping, stapling, nailing, or otherwise adhering materials to walls, doors, or other surfaces at the College is not permitted.

Any signs and banners to be posted shall be professional in appearance and shall be approved by the Event Services offices for form, content and location.

Broadcast/Media Origination Rights

Client shall not allow any live video or media transmission of its event without first obtaining written consent from the Facilities User Group and/or the Responsible Administrator, and such transmission may be subject to an origination fee.

Prohibited

Community User may not install nails, hooks, wire, tacks, screws, tape or adhesive fasteners on any part of a MCC building.

Community User may not move furniture or equipment.

Community User may not alter any sound or audio-visual equipment.

Community User may not use or permit to be used any flammable materials in the facility.

Community User may not use glitter, confetti, or sparkles in the facility.

Smoking is prohibited on the entire campus.

Safety and Security

College safety procedures are in accordance with state and local laws. Information and directions for emergencies due to inclement weather are posted in all College facilities. In the event of emergency evacuation for fire or other cause, all persons should exit in an orderly manner and wait for a signal from a College official before returning to College buildings or premises.

Emergencies. Call 911 first, then College Campus Police (531) 622-2222 in the event of any medical or law enforcement emergency on College premises or at any College related activity.

Accident/Injury/Incident Report. Every injury on College premises must be reported to Public Safety regardless of whether medical attention is needed.

Note to Applicant: Your signature on this application signifies that you have read the Administrative Guidelines for the Use of College Facilities and that you agree to comply with all established terms and conditions.

Signature of Applicant: _____

Date: _____

Event Request Form

Please submit this form at least 30 days prior to the event. Your request cannot be processed unless the Event Request Form, Hold Harmless Agreement and Administrative Guidelines are completed in full and signed. All requests are subject to availability. **You will receive confirmation that your request has been approved via email and a Facilities Use Agreement listing all the agreed upon fees for facilities, food, and beverage, if applicable.**

CONTACT INFORMATION

Requestor:	Phone:	Email:	
Event Coordinator:	Phone:	Email:	
Organization/Company Name:			
Billing Address Street:	City:	St:	Zip:
Non-Profit 501© 3#			

EVENT INFORMATION

Event Title:			
Event Description/Purpose of Event:			
Is this a fundraising event?	Yes	No	
Is this a for-profit event?	Yes	No	
Is there a participant fee?	Yes	No	Amount \$
Is there a vendor fee?	Yes	No	Amount \$
Anticipated Attendance:	Audience:		

EVENT DATE(S) & TIMES

Date	Pre-Event Arrival Time	Event Start Time	Event End Time
1.			
2.			
3.			

REQUESTED LOCATION

Campus	Building	Room Number
Elkhorn Valley Campus		
Fort Omaha Campus		
South Omaha Campus		
Other/Centers:		

SERVICES

Room Set Up: Please specify set up for large meeting spaces. For example: banquet or conference style with round tables and chairs, theatre style seating. Individual classroom set ups are as is.

Audio Visual: Standard A/V: Podium with microphone, handheld microphone, lapel mic, projector, screen

Will food be served at the event?	Yes	No
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Conflict of Interest Disclosure Form- Omaha Inland Port Authority

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the board or staff member relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the board or staff member has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be materially advanced through engagement with the Omaha Inland Port Authority (OIPA). The board or staff member should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Date:

Name:

Position:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest: related to the contract of financial engagement with _____ (Name of organization).

I have no conflict of interest to disclose.

I have the following conflict of interest to disclose (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own: that engagement or would conflict with a financial engagement or contract with _____ (Name of organization).

1.

2.

3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature:

Date:

NEBRASKA

DEPT. OF ECONOMIC DEVELOPMENT



**Omaha Economic
Development**
CORPORATION

Burlington
CAPITAL

**GREATER
OMAHA
CHAMBER**

OMAHA INLAND PORT AUTHORITY

We appreciate your thorough review and the opportunity to provide clarification on several key points.

Before we answered the specific questions, we saw similar themes in the questions and wanted to provide the following for consideration.

Economic Impact and Funding

We understand the importance of a comprehensive economic analysis and are open to an independent economic impact study should the Board request it and agree to pay for another study. The Master Plan included economic impact numbers. Unless a new site is identified and committed to, conducting another study of an area already studied may be considered an unwise expenditure and one that is not necessary as required in the contract. Regarding project funding, we want to assure you that our team is committed to closing any potential funding gaps using tools identified. We have identified various funding sources, including lot sales and leases, with all proceeds to be reinvested in the project as per grant requirements.

Community Engagement

We recognize the importance of community involvement and plan to hold additional public meetings (estimated 2-3) in the coming months. Our team is committed to maintaining transparent communication through our website and social media channels. We want to emphasize that our approach to community engagement is distinct from our interactions with individual landowners regarding potential property acquisitions.

Project Boundaries

We are open to the possibility of expanding the boundaries of the project area, although we have not yet explored options outside the current boundaries.

Business Recruitment and Development Strategy

The Greater Omaha Chamber of Commerce has agreed to assist with business recruitment, marketing, and connecting us with minority-owned contractors, all without compensation from the grant. We believe this collaboration will significantly enhance our ability to attract diverse businesses to the park.

Our focus is on attracting businesses that will provide quality jobs with relatively low barriers to entry, prioritizing local hiring and committing to community benefit agreements. While we have received interest from potential businesses, we have not entered into formal engagements due to uncertainties about land availability and lot sizes. We are working closely with the Chamber, other developers, and local brokerages to refine our recruitment strategy.

Ensuring transparency and oversight

By implementing transparency measures, both of us can significantly promote integrity and trust in the project. Here's an outline for a plan to secure oversight, partnership and, transparency for the OIPA

I. Project Governance and Oversight. Establish an Oversight Committee

- The OIPA Development Committee

B. Regular Reporting Structure

- Monthly progress reports to the Oversight Committee

OMAHA INLAND PORT AUTHORITY

- Quarterly presentations to the OIPA Board

II. Transparency Measures

A. Public Information Sharing

- Maintain up-to-date project information on OEDC website
- Regular social media updates on project progress

B. Community Engagement

- Schedule additional public meetings as plans develop
- Establish a mechanism for ongoing community feedback

III. Financial Accountability

A. Detailed Financial Reporting

- Monthly financial reports showing grant fund usage

B. Independent Audits

- Annual third-party audit of project finances
- Share audit results with OIPA Board

Next Steps

Key elements of our pre-development work plan are focused on a final development plan:

1. Securing an option to acquire the Enterprise Properties parcel.
2. Investigating the potential for the Airport Business Park II site residents' willingness to relocate.
3. Evaluating the feasibility of a third site if boundaries are expanded.

Commit and Execute

After the above next steps are examined, committing to a specific site/plan for development is indeed a crucial step that lays the foundation for the entire Airport Business Park project. This commitment sets in motion a series of important processes and decisions:

1. **Land acquisition:** Securing options on specific parcels allows the project team to move forward with detailed planning and negotiations.
2. **Infrastructure planning:** Once a site is chosen, the team can begin precise infrastructure design, including road layouts, utility connections, and potential rail spurs.
3. **Business recruitment:** With a defined location, the Chamber and local brokerages can start formal engagement with potential businesses, tailoring their pitches to the specific attributes of the chosen site.
4. **Financial planning:** A confirmed site enables more accurate cost estimates and pro forma projections, helping to identify any potential funding gaps and explore appropriate financing options.

OMAHA INLAND PORT AUTHORITY

5. Community engagement: Knowing the exact location allows for more targeted and meaningful community outreach, addressing specific neighborhood concerns and impacts.
6. Regulatory processes: The team can initiate necessary zoning changes, environmental assessments, and permit applications once the site is determined.
7. Project timeline: Selecting a site provides a clearer picture of the development timeline, allowing for more precise scheduling of subsequent phases.

By committing to a site, the project moves from conceptual planning to concrete action, setting the stage for all subsequent development activities and decisions.

OMAHA INLAND PORT AUTHORITY

Board Questions

Terrell McKinney:

1. I would like to see an independent economic impact analysis conducted by any entity other than the grantees or partners (such as OEDC, Burlington Capital, and Greater Omaha Chamber)?

If the Inland Port Authority Board decides to contract another party to conduct an economic impact analysis, we would provide any input data they require. They can also have access to the IMPLAN analysis backup previously provided by the Chamber, to see what assumptions they used in their analysis.

2. What is the Greater Omaha Chamber of Commerce's role? What percentage of the grant will they receive?

The Chamber's role is to assist with business recruitment, marketing and assist in supplying contacts for minority-owned contractors. The Chamber is not requesting compensation for their partnership in this project.

3. What is their comprehensive community engagement plan, beyond the requirement to involve and attend the community advisory committee meetings?

As the plans become clearer, we will hold additional public meetings (estimated at 2-3) and will invite the public for their input. Planning documents have been posted on the OEDC website and we will continue to share information via website and social media. When we speak of community engagement, we want to differentiate that is different than the interaction we will have with individuals with whom we seek to purchase land.

4. Can they provide a clear explanation of how the funding gap will be closed without requesting additional funds from the OIPA? What funds or assets of their own are they going to utilize or leverage?

Until we've obtained options to purchase land, we won't know which site(s) we are developing and the final project cost. Depending on which site(s) we are able to gain options on, there may not be a gap remaining. In the event there is a gap, we would work with the OIPA for assistance in identifying and securing funds. We also have identified several other potential sources of funds on page 42 of the Master Plan. We've also shown projected revenue from lot sales and leases, the proceeds of which are required to further fund the development. No funds or assets from the project team are being contributed, as we are leading this project as a fee-based developer and all proceeds are required to go back into the project.

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5. Can they clarify the source of the pro-forma estimates provided?

The proformas are based on conceptual lot and building sizes the civil engineer proposed. These Area measurements were used to calculate the estimates. The values for lease and sale rates were provided by a broker that works in the area with industrial transactions. These values were further vetted by the Chamber and agreed to be reasonable based on the market.

6. What is their strategy for business recruitment, and which businesses have already entered discussions?

The Chamber and local brokerages will assist in business recruitment. We have been approached by potential businesses, but until we know what land we can secure and what lot sizes will ultimately be available, we have not been engaging formally with businesses. Right-fit businesses are businesses that 1) require a workforce, 2) offer quality jobs, 3) would hire from the local area and 4) have relatively low-barriers to entry for workers.

7. If the boundaries of the project area are expanded, are they willing to consider developments outside the current areas? If so, what other areas do they view as ideal for development that would also avoid resident displacement?

We'd support an expanded area, but we have not looked outside the boundaries as they exist today.

8. If they take 10% for admin fees does that make the project even less viable? What is the average fees locally and nationally for projects of this size?

The 10% administration fee allowed by the grant does not make the project less viable. All proceeds from the development are required to go back into the project. Although we did not set this percentage, we believe it's on-par with fees for similar sized fee-based developments.

9. Have they applied for a CRA designation? Would this project in CRA be eligible for TIF? Has TIF been considered?

We have not applied for a CRA designation. The area known as Enterprise Park is already within an area designated as "Extremely Blighted." TIF has been considered and was identified as a potential source of funds on page 42 of the Master Plan. Use of TIF will be considered on a case-by-case basis.

OMAHA INLAND PORT AUTHORITY

Carmen Tapio:

10. First 6-month scope and related costs

We plan to use the first 6 months to vet landowner disposition on if they would like to sell or not. For occupied, residential properties this would entail giving landowners and residents an approximate estimate of what the purchase + relocation compensation would amount to. We do not have a 6-month effort budgeted. This effort is primarily administrative and would amount to time spent by project managers and relocation agents to survey landowners on their disposition and to estimate a general range for relocation compensation when applicable.

Further we would determine the economic feasibility of securing Enterprise Park.

11. Initial \$400k in expenditures from first grant and outcomes

Engineering / Environmental / Geotechnical and Relocation Consultants	341,600
Public Relations / Marketing	7,500
Administrative Fee	32,500

Total: 381,600

See above breakout of the expenditures from the Planning Grant. The unused funds were never drawn-down from DED.

The outcome from the Planning Grant effort was creation of the Master Plan. The Master Plan contained and addressed all requirements specified in the Airport Business Park Program manual. Page 3 of the Master Plan contains a Table of Contents showing specifically where in the Master Plan all the various program requirements were addressed. A large item required was cost estimates for both sites that were studied. Arriving at cost estimates required design and analysis of road and utility infrastructure, geotechnical and environmental conditions, analysis regarding property acquisition and relocation assistance estimating, coordination with the City and their consultants, and coordination with utility companies among other things. Pro formas were also submitted with the Master Plan which required laying out conceptual lots, building sizes, and parking requirements.

12. Effort for community engagement

Additional community engagement planned is described above in the response to #3. Two formal community meetings have been held to-date and the summaries of those meetings were previously provided.

13. Would like their thoughts on feasibility of expanding the boundaries and how it might help or hinder the development

See response to #7 above. We support expanding the boundaries to provide more options for sites.

OMAHA INLAND PORT AUTHORITY

14. More detail regarding the total funding needed to complete the development

See above response to #4.

Brook Aken

Thanks for the opportunity to weigh in. To further expand upon the pre-development workplan request along with anticipated expenses incurred, it would be helpful to ensure this includes:

15. Scope of work and schedule with key milestones/deliverables anticipated within the 6-month period.

See above for #10. The anticipated deliverable after this initial 6-month period would be a determination of which site(s) are viable to pursue based on landowner willingness to sell.

16. Anticipated costs that will be incurred for each respective key activity within the 6-month period (i.e. due diligence, landowner engagement, community engagement)

See above response to #10.

17. Key roles identified for each respective activity/deliverable within the 6-month period (who is leading, consulting, supporting, etc.)

The primary activity during the first 6-months is to vet landowner disposition and interest in selling. OEDC and Burlington Capital will oversee this effort and will engage with brokers and landowners that don't require the relocation assistance element. Midwest ROW or another relocation firm will engage with the landowners that would be eligible for relocation assistance, with oversight from OEDC and Burlington Capital.

18. As part of an addendum to a pre-development agreement phase that I believe we are working toward, I would recommend we request a comprehensive report with the findings to the inland port board once the pre-development phase is completed (along with documentation for expenses incurred).

Documentation of expenses incurred is required as part of the Financial Reporting requirement in place for any use of the grant funds. This documentation along with a report on the findings will be provided to the OIPA Board.

Jake Hoppe

19. I believe we need to approach this a bit differently, and try to align an outcome, such as a target level of impact (e.g. sq footage redeveloped, or target lots and types of lots), and a realistic proforma informed by the additional predevelopment activities. This can be accomplished after we complete the pre-development plan outlined below in #20.

OMAHA INLAND PORT AUTHORITY

20. I would like to request a pre-development workplan that can get them to that proforma.

Our intended work plan for pre-development is as follows:

- a) Obtain an option to acquire the Enterprise Properties parcel.
 - b) Investigate the potential for the Airport Business Park II site, based on landowner disposition.
 - c) Evaluate the potential for a 3rd site if the boundaries are expanded.
-

Mike Helgerson

Thanks for coordinating this. There was some good discussion yesterday of potential questions.

21. One piece of context from the Airport Business Park proposals is the role of the existing rail-served sites in both the planning and market analysis. In the LV Business Park I - Environmental Plan, I noted it said railroad operations had ceased in the 1990s, but that is not my understanding. Can that be clarified?

The reference to “railroad operations” in this section was in reference to the site being owned by Chicago St Paul, Minneapolis & Omaha railroad beginning in 1901. This historical review of the site revealed that by the early 1990’s, the railroad no longer operated from this site and the site began being used by Anderson Excavation (page 155, Master Plan Appendix). This reference was regarding the land-use and ownership of the larger site, not intended to reference service on the track itself. We also believe the rail line is active. We intend to incorporate rail into the project and extend spurs, where possible, for businesses that have use for rail.

22. It seems like important context to both the industries to which the sites may be marketed and also to managing the changing context of the site (with the park project being implemented, neighborhood considerations we have heard quite a bit about).

Agreed. See above #21 with regard to how rail will be utilized. The variety of transportation options within the area will be leveraged to appeal to prospective businesses.