

**INLAND PORT AUTHORITY  
THURSDAY, DECEMBER 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](#).

---

**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 29, 2024, notice of the Inland Port Authority Meeting, December 5, 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 November 7, 2024 Meeting – [see attached](#). **(VOTE TODAY)**
4. Partial Disbursement of DED funding to grantees for Airport Business Park **(POSTPONED FROM THE NOVEMBER 7, 2024 MEETING, VOTE TODAY)**
5. Lease Agreement with Metropolitan Community College – [see attached](#). **(VOTE TODAY)**
6. RFP for Banking Services Update **(VOTE TODAY)**
7. 2025 Inland Port Authority Board Meeting Schedule **(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. RFP for Consulting and Visioning for Innovation District Update
14. Update from December 3rd Community Advisory Committee Meeting

**ADJOURNMENT**

**Next meeting date January 2, 2025 at 9:00 A.M.**

**MINUTES FOR THE INLAND PORT AUTHORITY MEETING  
THURSDAY, NOVEMBER 7, 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  
Terrell McKinney  
Davielle Phillips  
Carmen Tapio  
Tom Warren

ABSENT:

Michael Riedmann  
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 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)**

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

**Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney**

**Abstain: Riedmann, White**

**MOTION APPROVED 7-0**

4. Community Advisory Committee Vacancy (**VOTE TODAY**)

CALLED TO SPEAK;  
Joe Higgins, 1110 East Camden Avenue

**MOTION by Tapio, SECOND by Helgerson to appoint Joe Higgins to the Community Advisory Committee**

**Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney**  
**Abstain: Riedmann, White**  
**MOTION APPROVED 7-0**

5. RFP for the Innovation District – [see attached](#). (**POSTPONED FROM THE OCTOBER 3, 2024 MEETING, VOTE TODAY**)

**MOTION by Phillips, SECOND by Tapio to approve the RFP for the Innovation District**

**Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney**  
**Abstain: Riedmann, White**  
**MOTION APPROVED 7-0**

6. Remove the "2-mile restriction from the Airport" for the development of the Airport Business Park. (**VOTE TODAY**)

Chair McKinney opened the public hearing on Item 6.

PROPONENT:  
Julian Young, 2922 Ames Avenue, Young Innovation Hub

No one else came forward and the public hearing was closed.

**MOTION by Warren, SECOND by Tapio to remove the "2-mile restriction from the Airport" for the development of the Airport Business Park and propose support for amending the statute to "within the boundaries of the Inland Port Authority."**

**Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney**  
**Abstain: Riedmann, White**  
**MOTION APPROVED 7-0**

Some board members had questions about how this would be accomplished in the legislature and it was explained that a bill would have to get introduced. The possibility of the Inland Port Authority hiring a lobbyist was also discussed. Some members cautioned that the board will need to make sure this stays within the Inland Port Authority area and also make sure it stays within North Omaha but that allowing for the business park to be developed somewhere else makes sense.

7. Partial Disbursement of DED funding to grantees for Airport Business Park (**VOTE TODAY**)

Chair McKinney opened the public hearing on Item 7.

**PROPONENT:**

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

**OPPONENT:**

Cheryl Weston, 1124 Pacific Street

No one else came forward and the public hearing was closed.

OEDC and Burlington Capital stated that they met with the Real Estate and Development Committee and answered questions. Some board members questioned that since the Inland Port Authority just approved expanding the boundaries whether OEDC/Burlington Capital still needed all of the partial disbursement. It was explained that the partial funding is to do more due diligence to come up with a plan. It was stated that the developers need the capability and flexibility to work the project as a private development. There is a contract and safeguards are in place to protect the Inland Port Authority, Burlington Capital, OEDC, and the DED. A master plan is attached to the contract that DED signed off on.

Some of the board members stated that the body has some hesitation in releasing the funds and a letter of support as the board is still discussing whether the framework seems appropriate at this stage. There is definite uncertainty with the land acquisition. The board needs a plan that is viable and fully executable. The partial funding would allow OEDC/Burlington Capital to do the work that will trigger the funding for the land acquisition. The Inland Port Authority is offering expansion of the district to help.

Burlington Capital explained that until the legislature approves the expansion, the area is within the 2 mile radius. Discussions would have to take place with DED as well. Real estate transactions belong to the developer understanding the Inland Port Authority has oversight.

Board members need more time to digest the proposed solution with the understanding that an agreement will have to be reached because the Inland Port Authority has been given authority for oversight of funds by DED. All stakeholders need to be kept in mind and more community engagement is needed.

**MOTION by Warren, SECOND by Phillips to postpone this item to the December meeting**

**Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney**

**Abstain: Riedmann, White**

**MOTION APPROVED 7-0**

**COMMITTEE REPORTS**

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

Chair McKinney reported that the committee met on October 22<sup>nd</sup>. The following items were discussed: conflict of interest form, RFPs, Airport Business Park and need for an amended contract, 2025 meeting schedule, the Executive Director job description, and the Inland Port Authority retreat.

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

Chair McKinney reported that most of the same items in the Executive Committee report above were discussed. In addition, the top three proposals for the Innovation District will be presented to the board and then full board approval will be requested.

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

Davielle Phillips reported that the committee met with OEDC and Burlington Capital to get clarification on the plans for the Airport Business Park. The responses were sent to the board members. There are still outstanding questions so the committee will continue to work with them. In addition, a list of potential locations for office space for the Executive Director and other Inland Port Authority staff were discussed.

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

Carmen Tapio reported that the committee met on October 23<sup>rd</sup>. The banking RFP closes on November 8<sup>th</sup>. The committee will meet again next week to discuss the proposals and will come back to the board with a recommendation.

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

Thomas Warren reported that the committee met on October 29<sup>th</sup>. The committee reviewed the summary of responses from OEDC/Burlington Capital. In addition, the committee discussed removal of the 2 mile restriction from the airport and a potential emergency clause if the legislation is passed. Finally, the committee discussed standing board meetings for 2025 as well as a list of potential search firms for the Executive Director position.

### **DISCUSSION ITEMS**

13. 2025 Board of Directors Meeting Schedule – *First Wednesday of the month*

The board discussed the first Thursday of the month in the morning. First meeting would be Thursday January 2, 2025.

14. Community Advisory Committee Meeting Schedule

CALLED TO SPEAK:

Candace Price, 6005 Sorensen Parkway

Dorothy Johnson, 2604 N 32<sup>nd</sup> Street

Chair McKinney will take the lead on organizing the first meeting of the Community Advisory Committee.

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

Thomas Warren discussed the job description and explained that it will be sent to potential search firms to see what the cost will be and that information will be brought back to the board for consideration.

16. RFP for Hiring Search Firm for Executive Director – [see attached](#).

See explanation above.

17. Lease Agreement with Metropolitan Community College – [see attached](#).

Brook Aken reported that Metropolitan Community College is willing to conduct a tour of the Mule Barn for meeting space for Inland Port Authority meetings. The cost is 50.00 per meeting. The first Thursday of the month in the morning works with the schedule so far. The lease agreement needs to be signed and submitted. The rooms cannot be reserved until the agreements are signed. The Inland Port Authority will also need to provide a certificate of liability insurance. The Operations and Finance Committees will take this lead on this item.

18. Conflict of Interest Form – [see attached](#).

Inland Port Authority board members will be asked to sign the form for any potential conflicts of interest with any contracts or agreements that are approved by the board.

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.

Chair McKinney stated for the record the purpose of the Executive Session was to protect the public interest to only discuss real estate matters.

**Motion by Warren, SECOND by Hoppe to go into Executive Session to protect the public interest to only discuss real estate matters.**

#### **ROLL CALL:**

**Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney**

**Abstain: Riedmann, White**

**MOTION APPROVED 7-0**

**Inland Port Authority went into Executive Session at 10:25 A.M.**

Attending the Executive Session were the Deputy City Attorney and the Inland Port Authority board members.

Upon returning from Executive Session, Chair McKinney stated that the only item discussed in Executive Session was real estate matters.

**MOTION by Warren, SECOND by McKinney to adjourn from Executive Session**

#### **ROLL CALL:**

**Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney**

**Abstain: Riedmann, White**

**MOTION APPROVED 7-0**

**Inland Port Authority adjourned from Executive Session at 11:03 A.M.**

**ADJOURNMENT**

**MOTION by Warren, SECOND by Tapio that the meeting be adjourned  
Yeas: Aken, Helgerson, Hoppe, Phillips, Tapio, Warren, McKinney  
Abstain: Riedmann, White  
MOTION APPROVED 7-0**

**MEETING ADJOURNED AT: 11:03 A.M.**

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

**DRAFT**



## **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

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

### EVENT INFORMATION

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

### 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    |          |             |
| <b>Other/Centers:</b> |          |             |

### 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

|  |            |           |
|--|------------|-----------|
| <b>Will food be served at the event?</b> | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|

**OMAHA INLAND PORT AUTHORITY EXECUTIVE  
COMMITTEE MEETING Report**

**Via ZOOM @ 2:00PM**

**November 22, 2024**

---

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

1. Future meetings:
  - a. We discussed maybe moving meetings to later in the day
  - b. Move to MCC in 2025
  - c. Video for Meetings
2. Finance RFP:
  - a. One response from American National Bank
3. Use of funds: Administration fees
4. RFP for Visioning and Consulting for Innovation District
  - a. Two Inquiries
5. Airport Park
  - a. Possible LOI or MOU with the understanding of the need for due diligence with three options, present a plan with a clear vision.
6. For Airport Park and Innovation District not to be siloed
7. Search Firm RFP went out on 11/15
8. Community Advisory Committee meeting at Net Work Spot
9. Items due
  - a. Report due to Urban Affairs Committee 12/31
  - b. Public Input Meeting
  - c. Community survey
10. Legal RFP needed

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

**Via GoogleMeet @ 10:00am**

**November 25, 2024**

---

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

1. Airport Business Park:
  - a. Keeping them on the agenda and the need for them to speak to the board and provide updates
  - b. We discussed communication from the city attorney about the Airport Business park Contract.
  - c. Define deliverables needed for board approval
2. Community Advisory Committee
  - a. Setting up a meeting before the December meeting
3. Legal
  - a. We discussed obtaining legal counsel and possible options
4. Finance
  - a. RFP: American National Bank only proposal submitted
  - b. Set up separate accounts for projects and usage
5. Search Firm for Executive Director RFP: The Operations committee will present recommendations to the board.
  - a. Once the search is over set up two sessions to meet with candidates

## Omaha Inland Port Authority

### Real Estate and Development Committee Report

November 20th, 2024 @ 11:00 am

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

1. During our meeting on Nov. 20<sup>th</sup>, we met and discussed the next steps for our committee and the board towards building our vision for the Omaha Inland Port District. To inform our decision-making processes moving forward, we would like to build a base of knowledge for the board and the community. We recommend that fellow board and community members read through the following studies:
  - a. Forever North Study: [Forever North - City of Omaha Planning CD  
Forever North amended approved reduced.pdf](#)
  - b. Omaha Climate Action and Resilience Plan: [Omaha Climate Action Plan](#)
  - c. Omaha housing Affordability Action Plan: [Omaha Housing Affordability Action Plan](#)
  - d. MAPA 2025 Transportation Improvement Plan: [FY2025 Transportation Improvement Program \(TIP\) - Metropolitan Area Planning Agency](#)
  - e. Nebraska Affordable Housing Blueprint: [affordable housing blueprint.pdf](#)

Respectfully Submitted,

Davielle Phillips

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

**Via Zoom 9:00am**

**November 19, 2024**

---

**MEMBERS PRESENT:**

Carmen Tapio – Chair  
Mike Helgerson  
Ernest White

1. The Committee discussed the single RFP response received from American National Bank and will present a recommendation to the board at the December 5, 2024 meeting.
  - a. The Committee discussed establishing signing authority guidelines and referred to SOP's that are generally available as point of reference.
  - b. The Committee discussed considering utilizing National Public Agency Investment Trust as a potential investment and funds management option.
2. The Finance Committee will connect with the Operations Committee regarding ongoing administrative and legal support.
3. The Committee discussed funds available for administrative purposes of the board.

Omaha Inland Port Authority – Operations Committee meeting

Monday, November 25, 2024 08:30 a.m. via ZOOM

Attendees: Chair Thomas H. Warren, Ernest White and Brook Aken

We discussed the proposal from OEDC and Burlington Capital regarding the Airport Business Park, requesting an initial advance of the project funds.

The RFP for the Executive Search firm to assist with the recruitment of an Executive Director was issued. Once the bids are received, the Operations committee will review them and make a recommendation to the Board at the January meeting. Our projected timeline:

30 days to post and recruit candidates

30 days to identify and interview finalists

Upon the recommendation from the Operations Committee and approval from the Board of Directors at the March meeting, another 30 days for the candidate to be available for appointment. We are projecting an April 2025 starting date.

With an update on the RFP for Financial Services, we discussed how we would proceed with entering into a Lease Agreement with Metropolitan Community college for the use of the Mule Barn to host our Board meetings. We need to determine if the transition will occur January 2, 2025 or February 6, 2025, as we will need administrative support as well.

Brook Aken and I did visit with Mark Coulter, an attorney who was the first in-house counsel and was a key player in establishing Port Kansas City, (MO). He provided a Letter of Engagement outlining consultant services that he could provide the OIPA, as he is not licensed to practice law in the State of Nebraska.

He would need to identify a Partner who is licensed to practice in Nebraska, or we will still need to retain the services of a lawyer.