

**MINUTES OF THE MEETING OF THE  
OKLAHOMA SPACE INDUSTRY DEVELOPMENT AUTHORITY (OSIDA)  
(Held at OSIDA Headquarters – Telemetry & Monitoring (T&M) Room)  
121 First Street  
Burns Flat, Oklahoma  
November 13, 2024  
REGULAR MEETING**

Be it remembered, That on the 13th day of November 2024 at the hour of 1:30 P.M., the Oklahoma Space Industry Development Authority (OSIDA) met at the offices of the Oklahoma Space Industry Development Authority - Telemetry & Monitoring (T&M) Room -in Burns Flat, Oklahoma.

<b>Brenda Rolls</b>	<b>Chairwoman</b>
<b>Rob Lyman</b>	<b>Member</b>
<b>Mike Schulz</b>	<b>Member</b>
<b>Deirdre Gurry</b>	<b>Member</b>
<b>Bailey J. Siegfried</b>	<b>Member</b>
<b>Richard Henry</b>	<b>Member</b>
<b>VACANT</b>	

Let the Minutes show there was a quorum present and this Meeting of OSIDA was convened in accordance with the Oklahoma Open Meeting Act.

THIS MEETING WAS PRECEDED BY ADVANCE NOTICE OF THE DATE, TIME, AND PLACE, FILED WITH THE OKLAHOMA SECRETARY OF STATE ON DECEMBER 13, 2023.

NOTICE OF THIS MEETING WAS ALSO GIVEN AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE OF THE MEETING BY POSTING NOTICE OF THE DATE, TIME, PLACE, AND AGENDA OF THE MEETING AT 1:00 PM ON NOVEMBER 12th, AT THE PRINCIPAL OFFICE OF OSIDA LOCATED AT 121 FIRST STREET, BURNS FLAT, OKLAHOMA AND THE FRONT WINDOWS OF DEPARTMENT OF TRANSPORTATION, OKLAHOMA CITY, OKLAHOMA, LOCATED AT 200 NE 21<sup>ST</sup> STREET.

THE FOLLOWING ITEMS WERE PRESENTED AND APPROVED AS WRITTEN AT THE OSIDA MEETING ON NOVEMBER 13, 2024. FOR THOSE ITEMS NOT APPROVED, DEFERRED, OR REJECTED, THOSE NOTATIONS ARE ALSO NOTED AT THE END OF EACH ITEM THEREAFTER.

**1. Call to Order**

Presiding: Brenda Rolls, Chairwoman

Chairwoman Brenda Rolls called the meeting to order and took roll as follows:

- Present: Deirdre Gurry, Brig. Gen. Lyman, Mike Schulz, Brenda Rolls, Richard Henry
- Absent: Bailey Siegfried

## **2. Open Meeting Act Compliance**

Chair Brenda Rolls confirmed the meeting notice was filed with the Secretary of State and the agenda was posted in compliance with the Oklahoma Open Meeting Act.

## **3. Announcements and Introductions**

Chair Rolls invited any guests to introduce themselves. Sumer Jones, representing Premium Aerospace, introduced herself and extended an invitation for those in attendance to visit the Premium Aerospace Facility afterward.

## **4. Approval of September 11, 2024 Board Meeting Minutes**

Treasurer Deirdre Gurry presented the minutes for approval. There were no amendments or corrections.

- Motion: Richard Henry moved to approve the minutes.
- 2nd: Michael Schulz
- Action: Unanimous approval.

## **5. Approval of Treasurer's Report for September and October 2024**

Treasurer Gurry presented the September and October financial reports. There were no questions or amendments.

- Motion: Richard Henry moved to approve the reports.
- 2nd: Chair Rolls
- Action: Unanimous approval.

## **6. Executive Director and Facility Report (Craig Smith)**

Executive Director Craig Smith provided updates on the following:

### **ARTEMIS and Space Initiatives:**

- Agile Space Industries is developing a \$20M state-of-the-art space engine testing facility at the Tulsa Airport. This facility will support critical needs for advanced in-space propulsion testing, serving NASA, commercial space companies, and the Department of Defense.
- Agile's testing focuses on hypergolic chemical propulsion systems and will use innovative pooled resource funding mechanisms to support the project. This funding involves capturing payroll withholding taxes and directing them to the project milestones.
- Dawn Aerospace is working with OSIDA to establish operations in Oklahoma using its MK-II reusable space vehicle, which will support research, testing, and potential Department of Defense applications. The pooled finance model is expected to be used for this project, with further details to be presented at the Oklahoma Finance Authority December meeting.

### **Inland Launch Study:**

- OSIDA and partners are exploring the feasibility of inland vertical launches, focusing on regulatory and technical considerations. This study could establish Oklahoma’s readiness for inland orbital launches.

**Facility Projects and Maintenance:**

- Multiple infrastructure upgrades are ongoing, with Phase 1 pavement repair in progress and additional phases planned. These include runway repairs, LED lighting upgrades, and self-serve AV gas installations.
- Contractors are actively working on the main runway and apron, with adjustments to timelines and budgets due to unanticipated conditions, such as deeper-than-expected damage to concrete panels.
- ARPA-funded projects are addressing water and wastewater improvements, Internet expansion, and security enhancements. The first ARPA project bid conference was held on November 7, with the bid opening scheduled for November 22.

**Tenant and Development Activities:**

- Premium Aerospace Center (PAC) is undergoing a major hangar renovation project, including structural updates and excavation work. Delays related to bond requirements have been noted.
- Boeing is expected to resume operations at CSM after resolving labor strikes, with plans to conduct testing on the 737 MAX10 and 777X. Potential conflicts with pavement repair timelines are being managed to minimize disruptions.

**General Updates:**

- A new hire, Cassie Whetstone, will begin training for an administrative role to support transitions within OSIDA’s leadership team.
- OSIDA is addressing security concerns at the airfield, with discussions on potential upgrades to fencing and gate systems in light of increasing aerospace and space activity.
- Facility updates include painting and repairs to hangars and other structures, as well as ongoing remediation efforts for reported barium contamination.
- Additional signage for the Oklahoma Air & Space Port is being installed to improve navigation and visibility.

**7. Artemis Group Update (Gabe Sherman)**

Gabe Sherman provided an update on the Oklahoma Space Renaissance Vision, which included:

- Agile Space Industries announced a \$20M space engine testing facility at Tulsa Airport, supporting dynamic space operations and national security. The project highlights the state’s growing role in advanced aerospace development.

- Dawn Aerospace continues discussions on its MK-II reusable space vehicle program, with potential for suborbital flight demonstrations and Oklahoma-based manufacturing. Initial state approval is expected in December, contingent on meeting milestones.
- The Inland Launch Study proposal aims to assess the feasibility of vertical launches from the Oklahoma Spaceport. The study would provide insights into technological, regulatory, and safety requirements for future inland orbital capabilities.
- Horizontal launch operations remain a focus, aligning with existing FAA licenses and infrastructure, while long-term vertical launch opportunities are explored.
- Oklahoma is leveraging partnerships with local governments, educational institutions, and industry stakeholders to position the state as a leader in aerospace innovation and economic development.

### **8. Consideration for Approval: Contract and Funding For Inland Launch Study**

The board reviewed a proposal from the Aerospace Corporation to conduct an inland launch study specific to the Oklahoma Spaceport. The study would assess feasibility, safety, and requirements for vertical launches from the facility, with the potential to position Oklahoma as a leader in inland launch capabilities.

#### **Discussion Points:**

- The study aims to leverage Oklahoma’s unique infrastructure and runway, focusing on tailored trajectories and vehicle designs to meet strategic needs.
- Concerns were raised regarding the clarity of the study’s deliverables, particularly the lack of emphasis on identifying necessary improvements or actions if results are unfavorable to Oklahoma.
- Board members discussed the strategic value of the study in developing a long-term roadmap for launch capabilities versus its tactical focus.

#### **Decisions and Actions:**

- A motion to approve the study, contingent upon a \$150,000 budget cap and specified revisions to the scope of work, was proposed but later withdrawn.
- The board decided to table the item for further discussion and refinement, with a revised proposal to be reviewed at the January meeting.
- No formal action was taken during this meeting.

### **9. Consideration for Approval: Unmanned Aircraft Systems Contract Award**

The board discussed and approved the contract with **Vigilant Aerospace Systems** for Phase 1 of the Unmanned Aircraft Systems (UAS) project. The \$1.62M contract includes the implementation of three mobile sensor systems and related support services for detect-and-avoid technology. This project aims

to eliminate the need for chase planes during unmanned flight operations, enhancing safety and operational efficiency at the Oklahoma Spaceport.

**Concerns Raised:**

- Sustainability of costs beyond the first year, estimated at \$700,000 annually for maintenance and operation.
- Lack of clarity on cost breakdowns, recurring expenses, and phase-specific details for Phase 2 and Phase 3.
- Need for clearer terms on system mobility and additional costs for relocation.

**Decisions and Actions:**

- Motion: Gen. Lyman moved to approve Phase 1 with the stipulation that Vigilant Aerospace provides detailed sustainment costs and projections for subsequent phases.
- 2nd: Mr. Henry
- Action: Motion passed 4-1
- Ayes: Gen. Lyman, Chair Rolls, Mr. Henry, Mr. Schulz
- Nays: Ms. Gurry

**10. Discussion and Consideration for Approval: Board Committees and Assignments**

The board discussed the potential establishment of committees to address increased responsibilities and activities, as well as specific areas outlined in statutory responsibilities.

Key points from the discussion:

- **Increased Activity and Need for Organization:**
  - The board acknowledged an increase in initiatives such as business development, education and STEM, and space-related projects.
  - Members emphasized the need to better structure meetings and reports around three primary lines of effort:
    1. **Business Development:** Includes space launch, flight testing, MRO operations, and other related initiatives.
    2. **Airport Operations:** Focuses on hangar placement, taxiways, and infrastructure planning.
    3. **Education and STEM:** Involves partnerships and the allocation of STEM funding to educational programs.
- **Strategic Organization:**
  - It was suggested to align the director's report and board agendas with these three primary areas of focus to streamline discussions and reveal priorities.
  - Members agreed this structure would help identify gaps and clarify responsibilities.
- **Use of Committees:**
  - The board discussed using committees to provide targeted expertise and support for specific initiatives, such as:
    - Reviewing business development opportunities to assess their alignment with long-term goals.
    - Evaluating STEM funding proposals and making recommendations.
    - Providing guidance on airport infrastructure decisions.

- Members noted that clearly defined strategic priorities in the proposed structure might reduce the need for multiple committees.
- **Collaboration with External Partners:**
  - Suggestions were made to leverage partnerships with external organizations, particularly in education and STEM, to maximize efficiency and impact.
- **Next Steps:**
  - The chair and the director will work offline to restructure the director's report and align future agendas with the proposed focus areas.
  - **No formal action or establishment of committees was taken at this time**, but the board will revisit this topic as the structure is refined.

## **11. Discussion and Consideration For Approval: 2025 Board Meeting Dates**

The board discussed and approved the proposed 2025 meeting schedule, which includes adjustments for holidays and other considerations.

### **Proposed Dates:**

- January 15, 2025
- March 12, 2025
- May 14, 2025
- July 16, 2025
- September 10, 2025
- November 12, 2025

### **Discussion Points:**

- Dates will be filed with the Oklahoma Secretary of State and publicly posted. Adjustments to meeting locations or times can still be made with proper notice.
- Board members emphasized the importance of including at least one meeting per year at the spaceport to allow for updates on progress and visibility into operations.
- It was noted that Oklahoma City remains a central and convenient location for most meetings, but the board expressed openness to hosting meetings in other locations, such as Tulsa or Stillwater, when appropriate.

### **Decisions and Actions:**

- Motion: Mr. Schulz moved to approve the proposed meeting dates.
- 2nd: Gen. Lyman
- Mr. Schulz modified his motion to approve the proposed meeting dates with the understanding that the November 12<sup>th</sup>, 2025 meeting will be held at Burns Flat.
- Action: Unanimous approval.

## **12. Board Member Comments**

Board members raised several topics during the comments section, emphasizing the need for improved tracking of statutory requirements and action items:

- **Strategic Plan Document:**

- The board requested the distribution of the five-year strategic plan document for review.
- Discussion highlighted the importance of aligning board priorities and tracking activities in line with the strategic plan.
- **Audit and Statutory Compliance:**
  - Clarification was sought regarding the statutory requirement for an annual audit of the board's books.
  - It was noted that while previous audits have been conducted, there is a need to formalize the process to ensure compliance and documentation.
- **Formal Documentation of Statutory Requirements:**
  - Members emphasized the need to formally document how the board meets statutory requirements, specifically regarding:
    - Treasurer's bond
    - Annual audit of the board's books
    - Annual report submissions
    - Director's insurance
  - Suggestions were made to include this information in the board's orientation materials and as a formal memo or record.
- **Action Item Tracking:**
  - Board members proposed maintaining a formal list of action items to ensure continuity and accountability across meetings.
  - The list should be integrated into the agenda and director's report, with updates at each meeting.
- **Director's Report Structure:**
  - It was suggested to organize the director's report and agenda items around the board's primary areas of responsibility, which would clarify priorities and streamline discussions.

### **13. New Business**

No new business was presented.

### **14. Announcement of Next Meeting**

The next meeting was confirmed for January 15<sup>th</sup>, 2025 at the Oklahoma Department of Transportation.

### **15. Adjournment**

-Motion: Mr. Henry

-2nd: Gen. Lyman

-Action: Unanimous approval.

Meeting adjourned, 3:43PM

Minutes prepared by JW Schneberger, Executive Assistant  
Date: 11/18/2024

\* These minutes are a summarized and reorganized version of the provided transcription for clearer understanding and official record-keeping. \*

## **ACTION ITEMS**

1. **Verify Space Corridor Usage Limit:**
  - Confirm whether there are restrictions on the number of operations or time limitations for space corridor usage as raised by a board member.
2. **Estimate for Fence Replacement:**
  - Gather an estimate for replacing or upgrading the airfield fence, including strategic entry points and heightened security measures, particularly in light of space and government contractor requirements.
3. **Estimate for Runway Apron Repair:**
  - While a ballpark figure of \$16M–\$19M was mentioned, a more detailed estimate may be needed to move forward with budgeting and prioritization.
4. **Self-Service AVgas:**
  - This was discussed and appears resolved, with implementation planned in Phase 3 and a previous estimate of \$350,000 provided. However, it should remain a point of monitoring to ensure progress.
5. **Enhanced Security Study:**
  - Review the report provided by Space Force and FAA on airport security and distribute as needed.
6. **Refine the Inland Launch Study Proposal Scope:**
  - Ensure the proposal specifies deliverables addressing unfavorable results and outlines actionable steps to resolve potential deficiencies.
  - Obtain clarified and revised language for the study proposal, reflecting the board's feedback.
  - Confirm the study costs do not exceed the \$150,000 cap.
  - Finalize and present the revised proposal for board approval.
  - Distribute any updates or changes to the proposal well in advance of the meeting to allow for adequate review.
7. **Vigilant Aerospace UAS Project:**
  - Sustainment Costs - Obtain a detailed breakdown of maintenance and operational costs after Year 1
  - Future Phases - Request cost estimates and scope for Phase 2 and Phase 3 of the project.



- Mobility Clarification - Determine if additional costs apply for relocating the mobile sensor systems to other sites in the state.
- Usage Monetization - Explore mechanisms to charge day-use fees or other rates for companies utilizing the system.
- Reporting - Include cost breakdowns and any updates from Vigilant Aerospace in the January board meeting for review.
- Provide clarity on “turnkey” details of the contract.

**8. Restructure of Director’s Report:**

- Restructure the directors report and agenda to align with three primary lines of effort:
  1. Business Development
  2. Airport Operations
  3. Education/STEM.
- Explore partnerships with external entities for education and STEM initiatives.
- Consider prioritization and long-term strategy for proposed business development opportunities.
- Revisit the need for formal committees after implementing organizational changes.

**9. Distribute the five-year strategic plan document to board members for review.**

**10. Track statutory compliance detailing how the board meets:**

- Treasurer's bond requirements
- Annual audit obligations
- Annual report requirements
- Director’s insurance needs

**11. Develop an action item tracking system, integrating updates into future agendas and director’s reports.**

