

Clinton County Port Authority
Thursday, August 10, 2017
9 a.m. Wilmington Air Park

Present: Walt Rowsey, Beth Ellis, Larry Laake, Renee LaPine, Brent Probasco, Richard Thompson

Staff Present: Dan Evers, Beth Huber, Denise Kuntz, Pat Thompson

Chairman Rowsey welcomed the public and called the meeting to order at 9:02 a.m.

Ms. Ellis made a motion to excuse Mr. Smith. Mr. Probasco seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

Mr. Probasco made a motion to approve the Agenda for the August 10, 2017, Board of Directors meeting. Mr. Thompson seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Mr. Probasco made a motion to approve the Minutes of the June 8, 2017, meeting, as presented. Ms. LaPine seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

Chairman’s Report

Chairman Rowsey thanked those present for attending the August 2017 Board Meeting. Chairman Rowsey announced that Pat Thompson will be retiring at the end of August 2017. Pat joined the Clinton County Port Authority, as a contractor, in November of 2011 and was hired on, as Fiscal Manager, in July/August of 2012. Initially, Pat converted the finances from a spreadsheet format to a legally compliant GAAP format; implementing specific financial procedures for the organization, and coordinating the development and management of our budget process and state audits. Pat has been an invaluable resource to the CCPA. There will be a special presentation at the end of the meeting.

Secretary/Fiscal Officer Report

Resolution 2017-08-01

A resolution authorizing payment of accounts for bills submitted in the month of June 2017.

Mr. Laake reported that the bills submitted for the month of June 2017 appear to be in order.

Ms. LaPine made a motion to approve the resolution as presented. Mr. Probasco seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

Resolution 2017-08-02

A resolution authorizing payment of accounts for bills submitted in the month of July 2017.

Mr. Laake reported that due to the 2-month hiatus, we have two resolutions for bill payment. The bills submitted for the month of July 2017 appear to be in order.

Mr. Thompson made a motion to approve the resolution as presented. Mr. Probasco seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

Presentation of Second Quarter Report

Mr. Laake reviewed the Second Quarter Report stating we are at approximately 50% of the 2017 Budget, which is appropriate for the end of the second quarter.

Resolution 2017-08-03

A resolution approving budget modification to the 2017 Budget.

Mr. Laake stated that the Finance Committee met on July 28, 2017. We had a high-level budget for the year from our work with a temporary air cargo client, with revenue and appropriated funds. One of the recommendations is to reduce our revenue and appropriated funds now that this project is no longer taking place at the airport.

Chairman Rowsey stated that as the Air Park goes forward with diminished traffic from that operation, further opportunities will present themselves. All things considered, the Air Park is doing very well.

Mr. Probasco made a motion to approve the resolution as presented. Ms. LaPine seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

Old Business

Mr. Evers reported that there was no Old Business for consideration.

New Business

Resolution 2017-08-04 A resolution indicating that 20 chairs, one wooden bookshelf and approximately 12,000 SF of belting have no use to the Port Authority and that there is no readily available market or resale value for these items.

Mr. Evers stated that the CCPA is possessed of a wide, diverse array of assets. Historically, Staff has made periodic determination that certain of these assets are no longer of value to the CCPA, and that they are bereft of market value. This affords the CCPA the ability to dispose of, or donate, such assets. Occasionally, local non-profit organizations or units of government will seek to re-purpose assets no longer of use to the Port Authority, and the Board has authorized the donation of such equipment, materials or other assets. Examples include; belting, currently used on trails and playscapes throughout the City of Wilmington, office fixtures/chairs, utilized by the Murphy Theater, and similar donations, able to be utilized by other organizations.

The above-referenced assets have been determined, by Staff, to no longer have value to the CCPA, and that there is no readily-available market for same. We believe that an opportunity exists to donate materials to local non-profit organizations, and benefit those community organizations.

Mr. Laake made a motion to approve the resolution as presented. Ms. Ellis seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

Review of actions taken since the last meeting (Resolution#2013-06-06)

- Executed previously-approved Dealertrack Parking Agreement at EWC lot (1 year, 198 spaces, renewable)
- Executed Verizon Ground Lease adjacent to ATCT (lease term of 5 years, with 5 x 5-year renewal options); should see significant improvement in Verizon cell service
- Executed Storage Agreements for Aircraft with JetTran (3-month initial term) and ALJ (1-month term; aircraft has departed) Brazilian air interest.
- Executed contract with Constellation for electricity. Staff projects approximately \$195,000 annual savings. Thank you to Mrs. Huber, Mr. Scott Powell (Vorys) and colleagues, who helped navigate the multiple proposals and contracts and counseled on the most important elements of these contracts. The new contract is effective October 2017

Staff Updates

- Update – no baling agreement with Shane Louderback, due to challenges with respect to required insurance coverage, and timing. The Board had previously approved this potential agreement.
- Schuerger has completed its reconfiguration of cubicles, allowing for more hiring; we are continuing to coordinate efforts, with Schuerger and others, to extend Hub Zone designation for Wilmington/Clinton County. Staff continues to work with elected officials and others on this issue.
- Continue to collaborate with Mary Ann Foland/County on economic development leads and activities. Several properties inside the Air Park, as well as other locations in the community are under consideration by prospects. Mr. Lotterer has assisted us with due diligence with some of these properties.

General News & Updates

JLL Updates

Mr. Lotterer reported that, in the two months since the last Board Meeting, the Air Park has been promoted aggressively. National and regional commerce has been strong and the industrial real estate market in Cincinnati and Dayton continues to tighten. There are fewer and fewer spaces for tenants, causing companies to go out and increase their search area. Keeping the Air Park on the search lists of these companies is a high priority. New avenues and new strategies are being used to promote the Air Park. The airport’s development site will be targeted for major developers active in the big cities of Ohio, Kentucky and Indiana, making sure Wilmington is on the radar of clients, who are not going through the usual avenues to find sites.

Tours, meetings, visits

Mrs. Huber shared with the Board a list of tours, meetings and visits since the last meeting. Staff has participated in the following:

- Volunteered at the Banana Split Festival
- Attended the Rotary International Conference – Mrs. Huber
- Regular calls /meetings with LGSTX, Vorys, JLL
- Ohio Economic Development Association Summit Planning Call
- Attended Public Records Training – Mrs. Thompson
- Clinton Community Fellows tour of the Air Park
- Verizon Pre-Construction meeting
- Dayton Development Coalition 2Q meeting in Springfield (hope to host one early next year)
- Ohio Economic Development Association Board Meeting & Retreat – Mr. Evers
- Met with Mike Phillips/Insurance updates
- Attended Lori Williams’ retirement event
- Met with Woolpert, re: interest in collaborating
- CBD/ATSG/CCPA meeting
- Chamber Ribbon Cutting/Open house
- FAA/ODOT annual update workshop – Mrs. Huber and Steve Vibbard
- I-70/75 Development Association monthly update
- Conference Call with Vectren on infrastructure improvements near the Air Park
- Met with officials at Highland County airport
- Ohio Economic Development Institution class – Mrs. Huber
- Volunteered at the annual Dinner in the Fields
- Calls/meetings with electric providers, re: commodity rate solicitation
- Met with Commissioners
- CORSA Appraiser here (property insurance group)
- Met with Indoff & Stewart Electric on Employee Welcome Center light project
- Finance Committee meeting
- Discussions with Vectren to update older meters – scheduled (several done, a few to go)
- SiteOhio information updates and supplemental information

Mr. Jeremy Heard (LGSTX) reported that additional FAA inspections were completed this past weekend. The lighting systems on each end of the runways were inspected, and all passed. There will be a few items to address as the equipment gets older, but the good news is that all is working well. The FAA complimented our maintenance plan.

Mr. Evers informed the Board that the Department of Transportation issued their First Quarter data analysis for 2017. The Wilmington Air Park continues to remain the highest air cargo shipper in Ohio and sixth in the nation, by weight.

Chairman Rowsey stated that the Port Authority and the Board of Trustees would like to recognize Pat Thompson.

Mr. Evers recognized Mrs. Thompson saying, “We will be losing a key member of our permanent team at the end of this month. Pat has been with the CCPA in some capacity since 2011. I am not sure where we would be without her, but I think it would be jail. She has done incredible work during her tenure

here. Completely converting the books from a business system to a compliant government accounting system. That is a tremendous accomplishment, even if that were the only thing she had done while she was here. However, Pat has continued to refine our budget – made countless suggestions to me, and to Kevin before me, that have made a significant difference, especially in our ability to understand our finances. She has made it possible for us all to be literate. This is, in itself, a remarkable achievement. More importantly – she does all those things, and so much more on a daily, monthly and quarterly basis, with grace and charm and dignity that is increasingly rare. I don't know many professionals that are better at their jobs than Pat. She has agreed to stay with us for a little bit in a reduced capacity during the transition. We are forever grateful for that. Functions and positions are replaceable, but people are not. We will suffer a great loss. There is no way to adequately express the appreciation we, including the Board and Kevin, have for Pat, and everything she has accomplished here. Thank you.”

On behalf of the Board of Trustees and the Clinton County Port Authority, Chairman Rowsey presented Mr. Thompson with a commemorative crystal vase in honor of her service to the Clinton County Port Authority.

Public Comment

There was no public comment

Executive Session

Hearing no other requests for public comment, Ms. Ellis moved that the Board adjourn into Executive Session to discuss matters contemplated by Ohio Revised Code 121.22 (G) (1), 121.22 (G) (3) and Section 4582.58 (C). Mr. Laake seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Thompson. The motion passed unanimously.

The Board entered Executive Session at 9:46 a.m.

Chairman Rowsey said he expected no action following the Executive Session.

Ms. Ellis made a motion that the Board exit Executive Session at 12:01 p.m. Mr. Probasco seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Mr. Probasco made a motion to adjourn the August 10, 2017, Board of Director's meeting of the Clinton County Port Authority. Ms. Ellis seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

The August 10, 2017 Board meeting was adjourned at 12:03 p.m.

The next meeting is set for September 14, 2017.