

Clinton County Port Authority  
Thursday, September 14, 2017  
9 a.m. Wilmington Air Park

**Present:** Larry Laake, Renee LaPine, Brent Probasco, Brian Smith, Richard Thompson

**Staff Present:** Dan Evers, Beth Huber, Denise Kuntz

Acting Chairman Laake welcomed the public and called the meeting to order at 9:06 a.m.

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

Mr. Smith made a motion to approve the Agenda for the September 14, 2017, Board of Directors meeting. Mr. Probasco seconded. A roll call vote resulted in “yes” votes from Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Smith and Mr. Thompson. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Mr. Thompson made a motion to approve the Minutes of the August 10, 2017, meeting, as presented. Mr. Smith seconded. A roll call vote resulted in “yes” votes from Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Smith and Mr. Thompson. The motion passed unanimously.

#### **Chairman’s Report**

Acting Chairman Laake thanked those present for attending the September 2017 Board Meeting.

#### **Secretary/Fiscal Officer Report**

Mr. Laake reported that there was no meeting of the Finance Committee this month.

##### *Resolution 2017-09-01*

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

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

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

#### **Old Business**

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

#### **New Business**

##### *Resolution 2017-09-02*

*A resolution authorizing an agreement for the lease of one Kawasaki 195ZV end loader from American Equipment Service, Inc.*

The Port Authority has, for the past several winters, leased supplemental snow removal equipment, to ensure the highest level of timely service for airport users. Buckets used for snow removal are owned by the Port Authority, and can be attached to the tractor proposed to be leased. LGSTX has confirmed that

this equipment is both necessary, and that it will facilitate the safe and prompt removal of snow from the airport operations areas. The lease is for a four-month period, beginning in mid-November and running through mid-March. The proposal from American Equipment Service, Inc. should not exceed \$36,000 for the term. This reflects “state bid” pricing. Funds are available in the budget for this expenditure.

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

*Resolution 2017-09-03*

*A resolution authorizing a lease agreement with EMSAR Technology Solutions, Inc. for Building K/2054 (corrected to Building 2064).*

This resolution proposes a lease to EMSAR of Building K for a short-term third-party logistics project. Thanks to significant help from LGSTX, the Port Authority was able to make Building K available in a compressed time frame necessitated by the nature of the third-party contract.

Ms. LaPine stated she will not take part in any deliberations or discussions on this matter, given her personal interest in it, and will not vote on the resolution.

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

*Resolution 2017-09-04*

*A resolution authorizing expenditures necessary to effect repairs on runway 22R/4L, and the associated taxiway.*

LGSTX Services has identified, and CCPA staff has reviewed, several locations on the active runway and taxiway that are in need of repair prior to another winter season. These repairs involve patching small areas of pavement, to avoid further damage to the surrounding larger areas. LGSTX has the means and experience to address these repairs, and to complete them in a timely manner. The Port Authority has reviewed, and LGSTX will pursue, multiple repair methods so as to ensure both efficacy and cost-effectiveness. Funds are available in the budget for these repairs. This is not part of the \$3M Grant from the State of Ohio.

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

*Resolution 2017-09-05*

*A resolution authorizing an agreement for repairs, maintenance and improvements to Building 2064 (K).*

As part of the due diligence and preparation for the new tenant in this facility, routine maintenance and typical tenant improvements were undertaken. This preparation process revealed that more extensive work is necessary to repair wear on the roof and the gutter system. Staff has received two proposals, to date, and anticipates at least one more in the coming week. Consulting with LGSTX, Staff will select the

proposal that offers the best value and schedule. The work should not exceed \$20,000 based on the two proposals received to date. Funds are available in the budget for this work.

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

*Resolution 2017-09-06*

*A resolution authorizing a lease agreement with Air Transport Services Group, Inc. for Building 2084.*

Currently, ABX, an ATSG subsidiary, leases half of Building 2084. ATI, another ATSG subsidiary, has requested the opportunity to lease the other half of the building. This lease would convert the current month-to-month lease of the ABX half of the building to a two-year lease, along with adding the other half of the building for ATI storage. The lease rate is proposed at \$3.25/square foot for the 12,000 square feet of the building.

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

*Resolution 2017-09-07*

*A resolution authorizing the Port Authority to make loans to the Clinton County Land Bank, secured by a mortgage, with each loan not to exceed \$100.*

This resolution would allow for the issuance of small mortgages (\$100) to the Clinton County Land Bank. The purpose of these transactions is to enable the Land Bank to access available federal and state funds, to be utilized for the remediation and rehabilitation of blighted and/or tax delinquent properties. This type of program is undertaken in other communities; regionally, the Port of Greater Cincinnati Development Authority operates a similar program. It continues the Port Authority’s initiatives in the broader Clinton County community, as it partners with the Clinton County Land Bank, Clinton County Regional Planning and other community groups to facilitate redevelopment of properties, county-wide, that likely would not otherwise be put into productive re-use. These would be short-term mortgages, repaid from the proceeds of grant funds received by the Clinton County Land Bank. Mr. Evers added that a mortgage must already be in place that can be modified. In the Port Authority’s research with the Land Bank, a number of port authorities, currently participating in this type of neighborhood initiative program, were discovered. Participating in the facilitation of improvement to properties in the county, which enhances the community, agrees with the purpose of the Port Authority.

Mr. Smith stated to Taylor Stuckert, “I feel this is great what you are doing for the community and we are glad to be asked to participate. Thank you for all your hard work.”

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

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

- Agreement with LGSTX for the sale of parts for \$180
- Agreement with ATI for the sale of office furniture for \$1810 (corrected to \$1650)

- Agreement with Sonshine for the short-term lease of space in Hangar 1024 Aviation (emergency landing – rod through the engine, repairs) Thanks to LGSTX in their assistance
- Agreement with Ed Geyman for hangar space in 1024 for 1-3 aircraft
- ATSG short-term lease for space in Admin building

### **General News & Updates**

- ODOT Grant denial for FY2018 (researching the reason for denial, hope to correct for the future)
- Brandon Livingston hired – Airport Security Coordinator – full time – with the CCPA
- Request for quotes for airport engineering firms back, in review. Expect interviews of the top 3-4 next week
- Interviews in process for new Fiscal Manager

### **JLL Updates**

Mr. Lotterer reported that they continue to pursue a number of opportunities and prospects. It is good to hear of the smaller leases and shorter-term leases that are taking place. JLL continues to pursue aviation business, developers and those in the logistics industry and are making progress on all fronts. We are in the various stages of negotiations and are progressing toward a number of transactions. Quite a number of RFI's (requests for information) have been responded to, which is typical of every month. A number of those are not a fit for us for various reasons. We submit an RFI for those we do qualify for, these are extremely time consuming. Because of their size and the opportunities they bring, we continue to submit responses.

Congratulations to Mrs. Huber and her team for progressing in the 2<sup>nd</sup> phase of the site certification program. This is quite time consuming and she has done a lot of the heavy lifting.

Mr. Evers stated that the Port Authority is pleased to collaborate with our friends at the County on the site certification program. Mr. Lotterer has minimized his assistance and the Port Authority thanks him for his hard work. It is very impressive compared to the other communities in the state.

The Port Authority would also like to thank Terry Wilkin, LGSTX, for Brandon Livingston climbing on board. Mr. Wilkin will continue to interface with the Port as well as with Brandon. He is important to the operations here and a fantastic resource for us. Thank you.

### **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:

- Vorys Call
- Griffin Fisher – Mockbee energy review of Building F
- Riverside Electric review of Building F
- Bill Day – Superior Flooring looking at Building K floor cleaning
- Attended Chamber 60<sup>th</sup> anniversary party (Mrs. Huber and Mr. Evers)
- I-70/75 Breakfast – review of food co-op (monthly meeting – in touch with many in economic development)
- EMSAR tour of Building K
- LGSTX regular meetings
- Reddy Electric tour of Building F

- CORSA appraiser (full report will go to CORSA – we hope to get a copy)
- Scott Powell, Vorys – 42 Technical here – Building K network
- Jim Butler (Rep) meeting & tour
- Airport Engineering firm visits
- Clinton County Leader Institute opening retreat (Mr. Evers)
- Met with Cintas – awarded state contracts for pricing on rugs, uniforms, cleaning supplies
- Chamber Alliance (attended at the Boyd Cancer Center)
- AUVSI (Association for Unmanned Vehicle Systems International) – Wright Kettering chapter meeting
- Customer/Client visits
- Call with Dayton Development Coalition/JobsOhio/Xceligent, regarding leveraging site selection information software
- DigiCom here to fix cameras & gates, part of annual contract
- Met with Main Street Wilmington – photo (Mr. Evers and Mrs. Huber)
- OEDA Board Meeting
- State Auditor’s office – on site (2016 audit)

Mr. Evers stated that he would like to recognize the incoming Board members. The Clinton County Commissioners informed the Port Authority that Brian Smith has been reappointed for another four years. Brian has played an important part during the past year and the Port Authority looks forward to his continued participation. The Commissioners also appointed a new Board member – John Settlemyre, who will be taking the seat of our retiring member, Richard Thompson, and serving a four-year term.

Mr. Settlemyre thanked Mr. Evers for the introduction, and the Commissioners, for appointing him. Mr. Settlemyre has experience working in small airports, as a volunteer, and thought it was the right time to step up and work with the group here at the Air Park. He is looking forward to getting involved with the Port Authority

Mr. Evers announced that the Clinton County Port Authority and the Board of Trustees would like to recognize Mr. Richard Thompson who is retiring as the longest-serving, as well as one of the original Board members, for the Port Authority. Mr. Evers stated that Mr. Settlemyre will be taking his seat but certainly cannot replace Mr. Thompson. One of the things Mr. Carter told me when I first started was that Richard will not say a lot to you, but when he does, you need to listen. Kevin was right. If there is a person who embodies the saying – still waters run deep - it is certainly Richard. I found Richard to be one of the most humble and unassuming people, as well as one of the few honestly good people, around. Richard has quietly given countless hours to our organization, did a lot of the heavy lifting early on, and continues to do so. He is the manifestation of what Kevin told me. The entire Board stops what it is talking about if Richard has an opinion. We know, collectively, that if it is important enough to Richard to weigh-in, it is important for us to listen. We would not be where we are today, Richard, without your input and your wisdom and your humor. Every prediction you have made has happened, good and bad. We will miss that. We will miss you immensely. Please don’t be a stranger. I know I speak for the Board, too, and to some degree for the community. Thank you.

On behalf of the Board of Trustees and the Clinton County Port Authority, Mr. Evers presented Mr. Thompson with a commemorative crystal vase in honor of his service to the Clinton County Port Authority for the term 2004-2017.

Mr. Thompson thanked everyone for the crystal vase and the kind words stating, “When the Port Authority started we had nothing. We have come a long way. I have enjoyed meeting everybody. We have a good Board, we don’t always vote the same, but when we walk out, we are still talking. I appreciate Dan, and before him Kevin. You are on the right path. Thank you.

Brenda Woods presented a proclamation on behalf of the Clinton County Commissioners honoring Richard Thompson’s public service to the Port Authority, the Commissioners, and the citizens of Clinton County.

**Public Comment**

There was no public comment

**Executive Session**

Hearing no other requests for public comment, Mr. Probasco 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. Smith seconded. A roll call vote resulted in “yes” votes from Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Smith and Mr. Thompson. The motion passed unanimously.

The Board entered Executive Session at 9:50 a.m.

Acting Chairman Laake said he expected no action following the Executive Session.

Mr. Thompson made a motion that the Board exit Executive Session at 11:13 a.m. Mr. Smith seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Mr. Thompson made a motion to adjourn the September 14, 2017, Board of Director’s meeting of the Clinton County Port Authority. Mr. Probasco seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

The September 14, 2017 Board meeting was adjourned at 11:13 a.m.

The next meeting is set for October 12, 2017.

Respectfully submitted by Denise Shaffer Kuntz