

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

Present: Walt Rowsey, Beth Ellis, Larry Laake, Renee LaPine, Brent Probasco, John Settlemyre, Brian Smith

Staff Present: Dan Evers, Beth Huber, Denise Kuntz, Brandon Livingston

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

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

After reviewing the Minutes of the previous meeting, Mr. Laake made a motion to approve the Minutes of the October 12, 2017, meeting, as presented. Mr. Smith seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

Chairman’s Report

Chairman Rowsey welcomed everyone to the December 14, 2017 Board of Directors meeting.

Secretary/Fiscal Officer Report

Mr. Laake reminded everyone that the Resolutions presented for the budget represent October and November.

Resolution 2017-12-01

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

Mr. Laake stated that a few larger payments were made in October including the installation of lighting at the Welcome Center parking lot and to the Local Land Bank for the Revitalization Project. Two payments also were made to LGSTX for July and August airport operations.

Mr. Smith 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, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

Resolution 2017-12-02

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

Mr. Laake reported that no large checks were written this month, but payments were made to contractors including DigiCOM, EDGE, and for roofing repairs on Building K.

Mr. Smith 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, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

Resolution 2017-12-03

A resolution authorizing appropriation of funds for the Clinton County Port Authority for fiscal year 2018.

Mr. Laake stated there were no changes anticipated for the 2018 budget.

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

Old Business

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

New Business

Resolution 2017-12-04

A resolution to adopt the meeting schedule for the Clinton County Port Authority for 2018.

Mr. Evers stated that, historically, the CCPA Board of Directors has met, monthly, to conduct the regular business of the organization in public session. These meetings have been scheduled for the second Thursday of each month, beginning at 9:00 a.m., in the CCPA’s Board Room.

A proposed schedule, following this same pattern, is included for review. The CCPA will, of course, continue to provide notice to the media and public prior to each meeting, in accordance with the requirements contained within the Ohio Revised Code.

Consistent with past practice, this schedule also will be posted on the Wilmington Air Park and Clinton County Port Authority websites.

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

Resolution 2017-12-05

A resolution adopting a 2018 Schedule of Fees, Rates and Charges for the Wilmington Air Park.

Mr. Evers stated it is necessary for the Board to adopt, annually, a schedule of fees, rates and charges. This schedule stipulates charges for items such as landing, fueling, and de-icing fees. It also establishes charges for badging, and personnel services such as on-site visitor escort, ground support, line and emergency services, and air traffic control services (call-in).

LGSTX Services, annually, reviews comparable fees and charges at other airport locations and offers a recommendation on the annual schedule of fees, rates and charges. LGSTX, upon completion of its due diligence, recommended a few changes in fee structure. Adopting a fee schedule, at this time, does not preclude the Board from re-visiting this issue during 2018, should circumstances warrant modifying fee structures or items within this schedule. It is staff’s recommendation that the Board adopt the 2018 Schedule of Fees, Rates, and Charges as presented.

Mr. Evers added that the list of fees collected will be available soon.

Mr. Smith 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, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

Resolution 2017-12-06

A resolution authorizing an annual service agreement with DigiCOM for the C-Cure software and the card readers.

DigiCOM Systems, LLC provides technical service and preventative maintenance to the CCPA’s Access Control System. This system is, essentially, “ground zero” for the software and hardware components necessary to provide security monitoring, and safety systems throughout the Air Park. DigiCOM, has extensive institutional knowledge of our system. We have engaged the firm since 2011, and it has been instrumental in the upgrade and expansion of our system. We anticipate costs to increase by \$323 in 2018, due to the addition of components and the aging of the existing system. Staff believes that it is in the best interest of the CCPA, and the Air Park, to continue this contract. We recommend approval of this agreement.

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

Resolution 2017-12-07

A resolution authorizing the Executive Director and the Chair to negotiate and execute an agreement with an engineering and design firm to provide engineering and design services to the Port Authority with respect to various projects and improvements anticipated at the Wilmington Air Park.

Mr. Evers stated that the CCPA staff, in concert with LGSTX staff, are nearing completion of the process for selecting an engineering firm to assist with the prioritization, planning, and implementation of capital improvements and navigational aid upgrades at the Air Park. Nine firms were, initially, provided the opportunity to respond to a Request for Qualifications. Seven firms responded. That list of firms has been narrowed to four, and we are concluding final interviews with those firms. It is anticipated that a finalist will be chosen, and a contract substantially negotiated, by the end of December.

This effort is focused on the \$3M State Capital Improvement Grant. These funds have been released by the Ohio Department of Higher Education and can be accessed by the CCPA in relatively short order. This will enable the Port Authority to engage the engineering firm once it is chosen.

Mr. Smith 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, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

Resolution 2017-12-08

A resolution authorizing the Executive Director and the Chair to negotiate and execute a settlement agreement with Wilmington Air Park, LLC resolving amounts owed by the Port Authority to Wilmington Air Park, LLC pursuant to the “clawback” provisions of the Donation Agreement relating to prior sales of personal property by the Port Authority.

Mr. Evers reported that the Port Authority believes a settlement has been reached with Wilmington Air Park, LLC with respect to the amounts owed under the “clawback” provisions of the Donation

Agreement. These negotiations and discussions have been ongoing, in good faith by both parties, for many years. It is expected that there will be a need and an opportunity to consult with the CCPA's legal counsel in Executive Session prior to the adoption of this Resolution.

Mr. Smith made a motion to move into Executive Session pursuant to Section 121.22(G)(3) (Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action). Mr. Probasco seconded. A roll call vote resulted in "yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

Time: 9:30 a.m.

Mr. Laake made a motion to exit Executive Session. Ms. Ellis seconded. A roll call vote resulted in "yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

Time of return to Board Meeting: 9:57 am.

Mr. Smith made a motion to approve *Resolution 2017-12-08*. Mr. Probasco seconded. A roll call vote resulted in "yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

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

Land Bank Mortgages: \$100 mortgage will be returned to the Port Authority by Clinton County Land Bank on completion of project
Laptop purchased for Fiscal Manger
Engaged consortium to evaluate and then terminate fiber – completed
DigiCOM for Building K – cameras/connect to our security system

General News & Updates

- 10/13 – Chamber of Commerce event
- Air Park Winter Snow Ops Meeting
- Ohio Economic Development Association (OEDA) Conference
- Richard Thompson Award at OEDA
- Site Visit/Dayton Development Coalition and prospect
- OEDI class – Retention and Expansion
- InSite/DDC/JobsOhio visit
- Area Progress Council – Warren County breakfast
- Met J-Term student, Charles Kennick

JLL Updates

Mr. Lotterer stated that, as the year comes to a close, evaluations are being done on any progress generated by websites and emails. There have been challenges with leasing some of the space at the Air Park, due to the need of some maintenance and upgrades for purpose-built client needs, such as lack of loading docks and 2nd floors without elevators (Building F). In the name of being fiscally conservative,

these projects have been delayed hoping to pay for the upgrades through revenue. Hopefully, being more proactive in the future will make the Air Park more attractive to future tenants.

Marketing: the message for the Air Park needs to be refreshed, given a new face. Also, a fresh look will be taken at cleaning up the databases and integrating some of the new leads received from trade magazines.

Social Media: more photo images and videos will be posted, which should result in more consistent results. Social media provides great opportunities to people outside our list.

The development site: Mrs. Huber has been working very hard for on-site certification. Great reviews were received on the collaboration from a county commissioner, the mayor and other interested parties. The Air Park is being actively promoted. The Dayton Development Coalition recently informed the Port Authority that the developers' letters are the best they have seen in the region. In the coming year, marketing will be expanded to seven new developers who have just been recently identified. Mr. Lotterer stated that he feels the Air Park is a step ahead and well prepared for growth in the coming year.

Security Update

Mr. Livingston reported that he is working toward becoming a trainer in ALICE, Active Shooter Civilian Response Training (Alert, Lockdown, Inform, Counter, Evaluate). This training has been given to the directors of all tenants at the Air Park and the plan is to next include the supervisors. Eventually, this training will be available to all tenants who would like to be trained. Mr. Livingston added that he has been working with Mr. Evers and Mrs. Huber on the DigiCOM camera installation. In addition to these and all his other duties he will soon be taking the test to become certified as an Airport Security Coordinator.

Mr. Evers stated that Mr. Livingston has been a very positive addition to the CCPA staff.

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). Ms. Ellis seconded. A roll call vote resulted in "yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, Mr. Settlemyre and Mr. Smith. The motion passed unanimously.

The Board entered Executive Session at 10:17 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 11:13 a.m. Mr. Smith seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

Mr. Probasco made a motion to adjourn the December 14, 2017, Board of Director's meeting of the Clinton County Port Authority. Ms. LaPine seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

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

The next meeting is set for January 11, 2018.

Respectfully submitted by Denise Shaffer Kuntz