

Clinton County Port Authority
Thursday, September 13, 2018
9 a.m. Wilmington Air Park

Present: Beth Ellis, Larry Laake, Renee LaPine, Brent Probasco, John Settlemyre

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

Vice-Chairman Ellis called the meeting to order at 9:03 a.m.

Mr. Evers requested that Item 8 on the Agenda be moved before Item 7 – New Business. Mr. Probasco made a motion to approve the change to the Agenda for the September 13, 2018, Board of Directors meeting. Mr. Laake seconded. A roll call vote resulted in “Yes” votes from Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Settlemyre. The motion passed unanimously.

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

After reviewing the Minutes of the previous meeting, Ms. LaPine made a motion to approve the Minutes of the August 16, 2018, meeting, as presented. Mr. Probasco seconded. A roll call vote resulted in “Yes” votes from Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Settlemyre. The motion passed unanimously.

Chairman’s Report

Vice-Chairman Ellis welcomed everyone to the September 2018 Board Meeting of the Clinton County Port Authority.

Ms. Ellis recognized Brent Probasco for his years of service on the Board of Directors for the Clinton County Port Authority. Mr. Probasco will be retiring from the Board after this meeting

Secretary/Fiscal Officer Report

Resolution 2018-09-01

A resolution authorizing payment of accounts for bills submitted in the month of August 2018.

Mr. Laake reported that all bills appear to be in order for the month of August. No airport operations fees were paid for August as June and July are still being finalized.

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

Resolution 2018-09-02

A resolution approving modifications to the 2018 Budget.

Mr. Laake announced that the Finance Committee met September 10, 2018, to approve modifications to the Budget. No changes were needed in revenue however, several changes were made in appropriations and expenditures. Reductions were made in administration fees and capital lines enabling adjustments to cover operations. The Director assured the Board that the

expenses are scrutinized and reviewed regularly. The new appropriation keeps the Board in a similar unencumbered cash position.

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

Old Business

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

General News & Updates

JLL Updates

David Lotterer reported that there has been strong activity with current tenants, local companies and international companies in the areas of logistics, maintenance and manufacturing, as well as military opportunities. This activity touches every building in the Air Park.

Security Update

Mr. Livingston reported the following:

- Taking care of the security for Carolina Plastics
- Continued random gate inspections
- Trained new investigator with LGSTX
- Continue to train new Security Guards
- Reminding people of badging protocol – heard some people are badging other people in
- Training with DigiCom
- Laurel Oaks came in and replaced some concrete on their side of the gate
- Continue to assist Dan and Beth when needed

Staff Update

MEETINGS AND TOURS WITH or FOR:

- Potential clients/tenants
- Vendors/Tenants on facilities
- LGSTX
- Vorys
- Nova Creative
- Mike Phillips/Insurance rebate check
- Finance Committee
- Representatives of Senator Portman’s Office

ATTENDED:

- CDFA Webinar
- Dayton Development Coalition Economic Development Forum – DDC
- Picnic Lunch/Car Show at Ferno-Washington

- Rotary Trilogy
- Chamber Economic Alliance Breakfast

AT THE AIR PARK:

- Spectrum Shut Down – ATSG and Schuerger

BROWNFIELDS WORK:

- Quarterly report submitted for Brownfields; reapportion budget for more site work. Nine (9) mortgages paid off by Clinton County Land Bank; seven (7) new mortgages issued

New Business

Resolution 2018-09-03

A resolution authorizing the Executive Director to engage a consultant to complete an assessment of fiber paths at the Wilmington Air Park

Mr. Evers stated that as the Port Authority proceeds with plans to undertake redevelopment of the Sort Corridor, it is important to understand what fiber and copper connectivity is currently in place and active in the buildings, as well as the routes this infrastructure travels, what locations and facilities are served, and what tenants are accessing which lines/strands, etc. This proposal anticipates an evaluation by a qualified vendor to assess those issues and to interface with our current IT contractor, to determine what is necessary and viable to retain and reroute, the most efficient options for doing so, and to understand if any tenant capacity would be impacted. This is an assessment only, at this point; additional construction and IT-related work is anticipated and will subsequently be recommended to the Board. Mr. Evers added that this is Phase I and that the Port Authority is fortunate that LGSTX has a good institutional knowledge of how to get around this issue.

Mr. Probasco asked if this was encompassing the entire property. Mr. Evers replied that it was a partial look at specific areas. Ms. Ellis asked if mapping was part of this project. Mr. Evers confirmed that it was.

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

Resolution 2018-09-04

A resolution authorizing the sale of salvage equipment, furniture and other personal Port Authority property

Mr. Evers reported that in connection with the Donation Agreement, the Port Authority received various equipment, furniture and other items that currently are located in Buildings A, B, C and F. An initial investigation into the possibility of creating an industrial auction to sell off this equipment indicated that the likelihood of covering the costs of such a sale were small, and the investment of time would be significant.

As such, Staff is requesting authorization to dispose of any and all equipment, furniture or other materials in these buildings. To the extent that individual items can be sold, we are pursuing sale of those pieces. It is anticipated that the majority of the property will be sold for scrap. As has been

the case with prior authorizations to “clean-up” various buildings, Staff believes that this action will make the space more marketable and easier to show and lease to future tenants.

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

Resolution 2018-09-05

A resolution authorizing replacement signs and sign maintenance for the Wilmington Air Park.

Mr. Evers stated that the Wilmington Air Park signs were originally installed in 2011, and despite regular annual maintenance on the lighting systems, the sign faces are showing the wear associated with that life-cycle. Staff has received a proposal for the replacement of seven (7) existing sign faces. This proposal anticipates replacing all the “Wilmington Air Park” sign faces with faces that incorporate a vinyl overlay, designed to extend the appearance of the faces, over time. Additionally, the proposal includes maintenance on the three pylon signs and the sign on the Administration building. The new sign faces are approximately \$18,000 total, to manufacture and install. The maintenance on the four (4) signs constitutes the balance of the proposal. The new sign faces are warranted for (7) years.

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

Mr. Evers recommended that the Board move into Executive Session to discuss matters contemplated by Ohio Revised Code 4582.58(C) = Economic Development, consideration of material submitted pursuant to 4582.58(C).

Mr. Laake made a motion to move into Executive Session. Mr. Probasco seconded. A roll call vote resulted in “Yes” votes from Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco and Mr. Settlemyre. The motion passed unanimously.

Entered Executive Session at 9:31 a.m.

Mr. Probasco made a motion that the Board exit Executive Session at 11:39 a.m. Ms. LaPine seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Resolution 2018-09-06

A resolution authorizing a lease agreement for buildings A and F and related site improvements and demolition

Mr. Evers reported that the Board has before it a proposed lease of space for Buildings F and A, in their entirety, to a client. The initial term will be for 5 years at an anticipated base rent of \$3.46 per square foot in Building F and \$1.00 per square foot in Building A in the first year. Tenant would be responsible for all taxes, insurance and utilities, as well as certain additional operating expenses in the first year. The lease will also contain renewal options.

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

Public Comment

Vice Chairman Ellis asked for any public comment. Hearing none, she asked for a motion to adjourn.

Mr. Probasco made a motion to adjourn the September 13, 2018, 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 September 13, 2018, Board meeting was adjourned at 11:46 a.m.

The next meeting is set for October 11, 2018.

Respectfully submitted by Denise Shaffer Kuntz