

Clinton County Port Authority
Thursday, July 18, 2019
9 a.m. Wilmington Air Park

Present: Walt Rowsey, Renee LaPine, John Settlemyre, Brian Smith, Jim West

Staff Present: Dan Evers, Kelly Greene, Chairman Rowsey called the meeting to order at 9:03 a.m.

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

Mr. West made a motion to approve the Agenda for the July 18, 2019, Board of Directors meeting. Mr. Settlemyre seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Mr. Laake made a motion to approve the Minutes of the June 13, 2019, meeting, as presented. Ms. LaPine seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Chairman’s Report

Chairman Rowsey welcomed everyone to the July 2019 Board Meeting of the Clinton County Port Authority.

Secretary/Fiscal Officer Report

Mr. Laake noted that there was not a Finance Committee Meeting this month. The Bill List reflects significant concrete work and broker commissions for the Lease of Buildings F and A.

Resolution 2019-07-01

A resolution authorizing payment of accounts for bills and credit card charges submitted in the month of June 2019.

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

Old Business

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

New Business

Resolution 2019-07-02

A resolution authorizing a lease agreement with JMCC, LLC.

Mr. Evers shared that JMCC has been a tenant in the Administration Building (2061) since the Port Authority took ownership of the Air Park, growing from just four offices to approximately 3,000 SF. The company’s lease expired; a new lease has been negotiated. This proposed lease is for a 5-year

term; the base rate has been adjusted, and the lease includes annual increases of 2.5%, per year. He said the Port Authority is pleased to have been able to secure this agreement and retain JMCC as a tenant and recommends that the Board approve the proposed resolution.

Mr. Settlemyre made a motion to approve the resolution as presented. Ms. LaPine seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2019-07-03

A resolution authorizing execution of an Economic Development Agreement between the Board of County Commissioners, the City of Wilmington, Ohio, the Community Improvement Corporation of Wilmington, The Clinton County Convention and Visitors Bureau, and the Clinton County Port Authority.

Mr. Evers said, as the Board is aware, an agreement has been reached between the parties listed above with respect to the CCPA providing economic development services, county-wide. This integrated economic development program will include existing business retention and expansion visits and assistance, coordination of inquiry/opportunity responses and site selection services for prospective businesses, coordination of local incentive programs, interacting with workforce development partners and programs, as well as collaborating with all appropriate local, regional, and state partners. The program will provide metrics of all activity undertaken, as well as tracking relevant economic indicators, on a monthly basis. He added that Staff is pleased to play a role in this program, and excited by the opportunities it represents for our community. Staff recommends approval of the proposed resolution.

Mr. Laake made a motion to approve the resolution as presented. Mr. West seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2019-07-04

A resolution authorizing repairs and modifications to Building 209.

Mr. Evers said Building 209 contains the balance of the remaining available office space at the Air Park. It is two floors and has housed different operations in its history. Staff has brought several vendors in to evaluate the work necessary to facilitate occupancy of this space. This resolution primarily addresses mechanical systems (HVAC) and repair and restoration of spaces on the second floor. It also contemplates access, egress, and security improvements. Anticipated costs for this work should not exceed \$150,000. This represents the initial work necessary to prepare the space for occupancy by the Port staff, as well as preparation of space to be offered to potential tenants. It is likely, over time, that additional site/facility work may be required. It is staff's recommendation that the proposed resolution be approved.

Mr. Laake made a motion to approve the resolution as presented. Ms. LaPine seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2019-07-05

A Resolution authorizing a lease with LGSTX Services for space in Building 209.

Mr. Evers reported that the CCPA and LGSTX are exploring creating a space within Building 209 – principally, on the first floor – for utilization by employees associated with current night cargo operations. Current discussions are for lease of approximately 10,000 SF of space. Should this proposed plan advance, it will likely do so quickly. This Resolution allows the Executive Director to negotiate the final terms and conditions, in conjunction with the Chair and legal counsel. Staff recommends approval of this proposed resolution.

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

Review of actions taken since the last meeting (per CCPA bylaws)

General News & Updates

JLL Updates

Badging Office Update

Staff Updates

- SOESC Meeting – Hometown Opportunity Planning

- Vendor – 209 HVAC

- Amazon Badging events – Roberts & at the Air Park

- Site Selection Magazine article – calls with reporter

- CEDS/Economic Development Group Presentation, in conjunction with CCRPC

- ODOT Conference Call Project 19-15C

- Badge Meetings/ TSA & No Fly & process for rebadge, etc.

- Vendor – Vertical Phone & IT solutions

- Lunch & Learn – HR

- Airport Wildlife Hazard Management Plan Meeting – LGSTX Services

- Vendor – IT on site

- Grand Opening – Jerry Bailey/Edward Jones

- Escort DigiCom & Reddy – Gate Project (about 30 hours between the both of us in the last month)

- OAA Advocacy committee call

- Fence Meeting (storm damage) – replacement

- ODOT & Grant Update meetings with contractors and Engineering group

- Amazon First Flight

- Gordmans – Ribbon Cutting

- Meet with Tyler Reed – Rep. Stivers’ office

- Tour of Air Park with engineering consultant representative

- Q2 DDC Meeting

- Atlas Air conference call – on site operations

- Rotary Change Over (local and district)

- Vendor – 209 renovations (Service Master)

- DDC Status Update meeting

- Laurel Oaks Meeting (Dan & David)

Tyler Reed & Wil from Rep Stiver's office – on site tour
Plug Smart – presentation on energy cost reduction/PACE financing
Castle Park Ribbon cutting
Mike Phillips / Insurance Review meeting
Vendor – Security – meeting
Cintech Call – developer/design-build
WEC/Paddock grand opening
Economic Development Round Table meeting and Air Park Tour with ECC Fellows
Attend City Council meeting – Economic Development Agreement
Presentation to ULI Cincinnati Chapter (Air Cargo Impact) with HGC
Rick Platt – meeting

Public Comment

Chairman Rowsey opened the meeting to public comments.

Executive Session

Hearing no other requests for public comment, Mr. West made a motion that the Board move into Executive Session to discuss matters contemplated by Ohio Revised Code Section 121.22(G)(1) = personnel matters; (a) = employee matters; (b) hiring, 121.22(G)(3) and 4582.58(C). Mr. Settlemyre seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

The Board entered Executive Session at 9:59 a.m.

Mr. Smith made a motion that the Board exit Executive Session at 11:53 a.m. Mr. Laake seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Mr. Smith made a motion to adjourn the June 13, 2019, Board of Director's meeting of the Clinton County Port Authority. Mr. West seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

The July 18, 2019, Board meeting was adjourned at 11:53 a.m.

The next meeting is set for August 8, 2019.