

Clinton County Port Authority
Thursday, August 8, 2019
9 a.m. Wilmington Air Park

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

Staff Present: Dan Evers, Kelly Greene, Beth Huber

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

Mr. Settlemyre made a motion to excuse Ms. Ellis and Mr. Laake. 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 August 8, 2019, Board of Directors meeting. 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.

After reviewing the Minutes of the previous meeting, Mr. West made a motion to approve the Minutes of the July 18, 2019, meeting, as presented. 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.

Chairman's Report

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

Secretary/Fiscal Officer Report

In Mr. Laake's absence, Mr. Evers presented the list of bills paid in July. He noted the payments to Michael Baker International for the engineering and supervision of the concrete projects and ODOT work were in the list, as well as payments to LGSTX and the second half-year of taxes. With the new software, the format of this list will continue to evolve as we get used to the new tools.

Resolution 2019-08-01

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

Mr. Smith made a motion to approve the resolution as presented. 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.

Old Business

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

New Business

Resolution 2019-08-02

A resolution authorizing the purchase of Snow Removal Equipment from Greenbriar Valley Airport.

Mr. Evers Said that the resolution would authorize the purchase of up to three surplus snowplow trucks and related equipment (plows, spreaders, etc.). These items were identified in the process of conducting due diligence on snow equipment being offered for sale by Greenbriar Valley Airport (LWB). He said it is the staff's understanding, based on conversations with the LWB staff, that several of the snowplow trucks not sold via online auction are now available for sale directly. Snowplow trucks have been identified, by both LGSTX and CCPA staff, as an essential need for the airport's winter operations. He said that it would be Staff's recommendation that the resolution be approved.

Mr. Evers added his thanks to the LGSTX Staff for taking the trip to LWB to look at the equipment. Mr. Settlemyre asked the age of the equipment and if this purchase would complete what we need. Mr. Evers said the equipment ranges in age from 1985 to 1993, and that they had low hours of usage. By comparison, Jeremy Heard noted the current plow truck is a 1974. While these additions are helpful, it is likely additional pieces of equipment are still needed. In the busy days, there were over 20 pieces of equipment operational for snow removal, and that amount of equipment will not be necessary to address current expected operations. Also, as the use of the airport has evolved, the types of equipment necessary to support the operations has changed. Continued discussions revealed that this equipment is available because LWB is able to purchase new equipment with grant funds, and that new equipment would be significantly more costly to the Port Authority than the purchase of this used, but in-good-shape equipment from LWB.

Mr. Settlemyre made a motion to approve the resolution as presented. 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.

Resolution 2019-08-03

A resolution authorizing the purchase of Front-End loaders from Dayton International Airport.

Mr. Evers said this resolution authorizes the purchase of up to two surplus front-end loaders from the Dayton International Airport. As noted previously, the growth of airport operations to 24/7, combined with the age and paucity of certain assets creates a critical need for additional snow removal equipment. Historically, the CCPA has leased one to three front-end loaders to primarily support airside operations – specifically, snow removal. The purchase of these surplus units from DAY would be more cost-effective than leasing and enable the airport to utilize these pieces of equipment both in support of winter operations as well as for other functions year-round. Lease cost has been around \$35,000 per unit. The cost to acquire new equipment ranges between \$250,000 to \$450,000, while these used front-end loaders are expected to cost not more than \$20,000 for both pieces. Staff recommends that the resolution be approved.

Mr. West asked if these units had also been visited/inspected, and it was confirmed that they have. Mr. Settlemyre asked if these units were the same size as the ones that were leased. Steve Hoffer confirmed that the units for purchase consideration were smaller, but, again, due to the evolving uses of the airport, they would be helpful in operations. Mr. Heard added that the list of repairs to the large front-end loader that is owned by the Port Authority would cost more than the unit is worth.

Mr. Rowsey said it is important to remember that these purchases are being considered in the context of our current and future tenants. It is good to find and procure used equipment where it makes sense and allows us to continue to develop relationships with other airports.

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.

Resolution 2019-08-04

A resolution authorizing the lease of multiple front-end loaders.

Mr. Evers said as noted in discussion of the previous resolution, the CCPA has – for several years – leased one to three front-end loaders for a period of approximately four months, coinciding with the winter operations season. The proposed purchase of two units from DAY expands capabilities but does not eliminate the need for additional front-end loaders to facilitate snow removal. Staff and LGSTX personnel are continuing to search for cost-effective surplus units but must allow for the contingency that this equipment will not be available to be acquired in a timely manner. This resolution authorizes the lease of up to three (3) end loaders, for a period of up to three (3) years, at a monthly cost of approximately \$3,700 per unit, should such a lease be necessary. It is staff’s recommendation that the resolution be approved.

Mr. Evers added that, in contrast to the end-loaders mentioned in the previous resolution, these units are larger and can push/lift more snow weight. Mr. Evers confirmed that if necessary, the three-year lease could be terminated (if an appropriate unit became available for purchase), although there would be some penalty.

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 2019-08-05

A Resolution authorizing modification to the 2019 Schedule of Fees and Charges.

Mr. Evers said as a result of the return of air cargo operations, a recommendation was made that all personnel, contractors, and others who hold a permanent Air Park access badge receive clearance through the Transportation Security Administration’s (TSA) Security Threat Assessment (STA). This process obliges submission of an application for each badge holder, which is reviewed against the TSA’s threat database. Locally, this process is currently facilitated by ATI, in conjunction with a third-party vendor. There is, logically, a fee charged by that vendor. This resolution will authorize, where applicable, adding the STA review fee to the current badge fee. Staff recommends approval of this resolution.

Mr. Smith 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 2019-08-06

A Resolution authorizing the purchase of Navigational Aids from DBT,

Mr. Evers said that part of the long-term planning for the airport infrastructure was to replace aging navigational aids (NavAids). Funds from the grant from the State of Ohio budget were targeted for this purpose and will be used to secure the items. Specifically, the purchase is of an Automatic Terminal Information System (ATIS), Distance Measuring Equipment (DME) and antenna, and Glideslope antenna. The estimated cost is \$235,000 for the purchase, shipping and installation of this equipment. Once it is installed, the FAA will need to test it for it be certified. DBT is our contractor for the inspection and upkeep of NavAids at the airport. Mr. Evers confirmed that the Port Authority would initially purchase this equipment and then would be completely reimbursed for the purchase and installation. Staff recommends approval of this resolution.

Mr. West asked if this was for the runway currently in use. Mr. Evers confirmed that it was, and Mr. Heard added that the system currently in use has not completely failed today, but that the ability to maintain it and to find replacement parts is becoming difficult. Mr. Evers said the installation will take two days, during which individual pieces will be replaced in sequence. The FAA flight check will be scheduled to immediately follow the completion of the installation so that certification can be completed. Mr. Heard added that there will be a short period when capacity is diminished, but that all carriers and traffic will be notified of the construction in advance. The system in use today has been in operation on the airfield since 1992. Mr. Evers commended the staff at LGSTX for extending the life of the current system.

Mr. Evers said that reimbursement happens quickly. Southern State Community College has been a wonderful partner in this grant opportunity.

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.

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

Mr. Evers noted the purchase of a 1993 Oshkosh snow broom at auction, per Resolution 2019-06-08, from Greenbrier Valley Airport, at a cost of \$28,181.25. Mr. Evers thanked LGSTX Services Staff for its assistance with this purchase. They sent a crew to look at the Broom and agreed it was a significant value for the price. He added thanks to the Board for allowing Staff the opportunity to make this kind of purchase.

David Lotterer said it had been an active three weeks since the last meeting. There have been several tours with prospects and that he is pursuing new tenant and development opportunities, while coordinating the expansion of current tenants.

Badge Office Update

Ms. Green said the Badge office has printed over 1,000 badges since June as part of the Rebadge and New Hires, with about 500 left for the AMES group that will be complete by the end of the month.

Mr. Evers offered Mr. Heard the opportunity to better explain the STA requirement, as part of the Badge replacement. Mr. Heard said that the TSA has visited the Air Park in advance of the new operations and had found the Security Protocol in place sufficient. The Air Park process was

meeting the requirements of the TSA. However, the airlines and new tenant needed different and additional processes. The determination was made that to ensure compliance for those groups and employees of all tenants, that the STA would be required for all Air Park badges. This is similar to the process found on large and international airports. Mr. Evers said that the timing of this determination from the TSA, and the Rebadge, and the introduction of new software for the Badge Testing process all converged and a lot was accomplished in a very short time by a focused group. LGSTX employees Don Florea and Steve Vibbard, along with Ms. Greene and Mr. Heard, were instrumental in keeping the rebadge on schedule and allowing the new tenant to hold several large new hire events and everything was launched on time and is compliant. Mr. Settlemyre asked if the TSA/STA clearance was a one-time thing? Mr. Heard said the clearance is usually re-run every five years, however since our Rebadge is set for every three years, it will run concurrent with that schedule.

Ms. Huber then reviewed Meetings/Calls/Visits and Events Attended since the last Meeting, including:

Meetings/Calls

Michael Baker Meeting
Construction Progress Meeting
Wilmington Transit meeting
Jeff Bennett – property updates
Jeff Linkous – Economic Development Agreement
Vorys
LGSTX
Conversation with InSite – Site Authentication
DDC – Prospect meeting
Greenbrier Valley Airport – Re: Snow Removal Equipment

Tours/Visits

Burgess & Niple on site for meetings and evaluations of equipment/facilities
Movers
Phone Software Presentation
HVAC Contractor
DigiCom – Bld 209
Copier Vendor meetings
Prospect meeting/tour – freight expeditor

Events Attended

WEC Open House
Economic Development Roundtable
Quarterly Ports Council Meeting
Badging Requests
Caesar Creek Air Park Days
Chamber Alliance
DDC Webinar – Site Selectors (8/7)

Mr. Evers added that Staff continues to support Amazon New Hire Orientations three evenings each week.

Mr. Evers also recognized Ms. Huber for completing the Ohio Certified Economic Development Capstone program.

Public Comment

Chairman Rowsey opened the meeting to public comments.

Gary Huffenberger asked how many flights the airport has daily. Mr. Evers confirmed that currently there are eight scheduled flights and that several more arrive or depart daily as part of the MRO, but those are unscheduled, and occur as maintenance is needed or completed.

Mr. Huffenberger referred to hearing that 20 flights a day were expected by the end of the year. Mr. Evers said that combining the cargo flights, the MRO flights and the general aviation flights, that could be a good average.

Mr. Huffenberger asked how many employees there were at the Air Park. Mr. Evers estimated around 1,900.

Mr. Huffenberger asked if the snow removal process for the cargo operations was new. Mr. Evers replied that the staffs of LGSTX and the Port Authority constantly evaluate the costs of operations and revenues received from operations. Historically, the real estate revenues have underwritten the aviation costs, since the Port Authority has owned the Air Park. Staff continues to look for grant opportunities to allow the airport to be an optimal operations point for all tenants. The hope is to be a lower cost, high-touch place to do business. Weather operations are not standard, as each event requires a different reaction. The best we can do is to be prepared, and knowledgeable.

Executive Session

Hearing no other requests for public comment, Mr. Settlemire made a motion that the Board move into Executive Session to discuss matters contemplated by Ohio Revised Code Section 4582.58(C). Mr. West seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. LaPine, Mr. Settlemire, Mr. Smith and Mr. West. The motion passed unanimously.

The Board entered Executive Session at 10 a.m.

Mr. Settlemire made a motion that the Board exit Executive Session at 11:51 a.m. Mr. West seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

Mr. West made a motion to adjourn the August 8, 2019, Board of Director's meeting of the Clinton County Port Authority. Mr. Settlemire seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

The August 8, 2019, Board meeting was adjourned at 11:51 a.m.

The next meeting is set for September 12, 2019.