

Clinton County Port Authority
Thursday, September 19, 2019
9 a.m. Wilmington Air Park

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

Staff Present: Dan Evers, Kelly Greene, Beth Huber

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

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

Mr. Laake made a motion to approve the Agenda for the September 19, 2019, Board of Directors meeting. Mr. Settlemyre seconded. A roll call vote resulted in “Yes” votes from Ms. Ellis, Mr. Laake, Ms. LaPine and Mr. Settlemyre. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Mr. Settlemyre made a motion to approve the Minutes of the August 8, 2019, meeting, as presented. Ms. LaPine seconded. A roll call vote resulted in “Yes” votes from Ms. Ellis, Mr. Laake, Ms. LaPine and Mr. Settlemyre. The motion passed unanimously.

Chairman’s Report

Vice Chairman Ellis welcomed everyone to the September 2019 Board Meeting of the Clinton County Port Authority on this beautiful day.

Secretary/Fiscal Officer Report

Mr. Laake noted that the Finance Committee met on September 9, to review the monthly and Year-to-date activity reports. With the new software, the reports will be presented in a new format, that will continue to evolve over the next few months as the software becomes more integrated in our processes.

Resolution 2019-09-01

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

Ms. LaPine 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 and Mr. Settlemyre. The motion passed unanimously.

Resolution 2019-09-02

A resolution approving modification to the 2019 budget.

Mr. Laake noted that the proposed budget amendment is the result of better information as the year has progressed on what actual expenses and income have been. With the introduction of the air cargo operations, expenses have outpaced revenue. The adjustment reflects that and still projects a cash balance at the end of the year.

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

Old Business

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

New Business

Resolution 2019-09-03

A resolution authorizing an agreement with Atlas Air for the lease of space in Building 209.

Mr. Evers said that as a result of the return of scheduled air cargo traffic, Atlas Air anticipates resuming flights at ILN. Accordingly, the company will require limited space to house operations. This lease addresses office needs and contemplates the lease of approximately 860 SF of Space in Building 209, for a term of 2 years, at a rate of \$10 per SF. Staff recommends approval of this resolution.

Mr. Laake 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 and Mr. Settlemyre. The motion passed unanimously.

Resolution 2019-09-04

A resolution authorizing the purchase of snow and ice treatment chemicals, from time to time, in an aggregate amount not to exceed \$75,000.

Mr. Evers said the Board has, over the past several years, approved a blanket authorization for staff to purchase certain chemicals necessary to effectuate winter operations at the Air Park. This includes those chemicals – sodium formate and potassium acetate, as well as rock salt – used to treat airside and general operations surfaces. This approach has proven to be both effective and efficient; coordinating with LGSTX Services, Inc., the CCPA has been able to maintain sufficient chemical stock to permit required treatment of surfaces. Additionally, it has not been necessary to seek “after the fact” authorization of chemical purchases, necessitated by severe conditions.

These purchases will be made with an eye toward maintaining sufficient inventory and availing the Port of any potential economies of scale. The amount requested is a preliminary authorization, based upon available funds, existing stock, and anticipated utilization through the end of the year. We anticipate requesting another authorization of this type in 2020. It is staff’s recommendation that the Board approve this resolution.

Mr. Laake noted that as operations are slightly different this year, his concern is that a plan is in place to properly allocate chemical usage among tenants. Mr. Evers confirmed that LGSTX Services and the Port Authority staff have been working on a good system to ensure that will happen. Mr. Steve Hoffer also confirmed that measures have been implemented to better track usage in real time. Ms. Ellis asked if there would be an audit at the end of each event on supplies used. Mr. Evers confirmed that both real time information and follow up details are part of the plan. Mr. Settlemyre

asked if this was the same amount of chemical planned for as was used last winter. Mr. Evers confirmed that this resolution is the same as was passed last year. As chemical is used, CCPA and LGSTX staff work to replenish to ensure plenty is on hand.

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

Resolution 2019-09-05

A resolution authorizing (1) the publication of a solicitation for proposals to lease tillable agricultural land owned by the Port Authority (2) the executive director to determine the proposal that is in the best interest of the Port Authority and (3) that Port Authority to enter into an agricultural lease for the agricultural land.

Mr. Evers said the Port Authority has approximately 200 acres available to lease for cash crop farming. The current lease runs until 2/28/20. Staff has been advised that initiating the process of soliciting bids for the lease of this acreage as early as practical is beneficial to prospective bidders. It allows the farmer to more effectively plan for, and purchase, seed and associated materials. This resolution enables the Port Authority to begin the process of soliciting proposals for the next three-year rental period, starting March 1, 2020 and running through February 28, 2023. Staff expects to place the necessary public advertisement in the paper within the next month, gather pricing information, and consummate a lease with the selected proposal. Staff recommends approval of this resolution. Mr. Evers thanked Mr. Settlemyre for his assistance with this matter as the staff was preparing the resolution.

Mr. Laake asked how long we have had the same farmer. Mr. Evers said this is the first full cycle for one farming tenant. Also discussed was whether the rental rate would increase and completing some due diligence on the farmer.

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

Resolution 2019-09-06

A resolution authorizing a lease agreement with Hangar Investments LLC for office space in Building 209 and warehouse space in Building 2085.

Mr. Evers said JLL recently received an inquiry from a company engaged in UAS development, training, and maintenance. The firm, Hangar Investments, LLC, expressed an interest in locating its operations at the Air Park. Subsequent to a tour and discussions, office and warehouse/production space was identified that meets the client's needs. As a result, we have negotiated a lease for approximately 690 SF of office space in Building 209, at a rate of \$12 per SF, and a lease of approximately 2,000 SF of warehouse/production space in Building 2085, at a rate of \$5.25 per SF. The term of this lease is two (2) years. It is staff's recommendation that the resolution be approved.

Mr. Laake asked if we needed an MOU for this tenant as it applies to UAS flights. Mr. Evers said that would only be necessary if the tenant is planning to fly UAS here, and for that there are several steps in that process. Mr. Laake thanked JLL for continuing to work to diversify the tenant base at

the Air Park. Mr. Evers said the continued interest by aviation and tech-related businesses is the result of the work of this and previous boards to work with all types of interests as they have presented themselves.

Mr. Laake 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 and Mr. Settlemyre. The motion passed unanimously.

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

Mr. Evers reviewed some activity since the last meeting including the purchase of two (2) 22’ Wausau snowplow blades, via auction, from the Oscada-Wurtsmith Airport Authority, at a total price of \$14,400 (plus \$1,500 shipping)

Mr. Evers added that Staff received notification from ODOT Aviation that it will receive three grants for work at the Airport. They will support work on Taxiway A and C, as well as lights and signs on Runway 22R/4L. The ODOT share will be around \$367,000, with the Port Authority investing 21 percent up to around \$100,000, including parts of the project not covered by the grant funds.

We are in contact with multiple existing businesses “outside the fence”, regarding retention and expansion calls, expansion and relocation opportunities, and business assistance. These clients are located in Blanchester, Wilmington, and Sabina.

Mr. Evers said that Mr. Lotterer was out of town, but that he has been following up with internal and external leads.

Badge Office Update

Ms. Green said she has completed most of the rebadge process for the existing tenants. She is still working on the Amazon NHO process and catching up on paperwork. Over 1,800 badges were issued as part of the rebadge and over 1,000 have been issued to Amazon. Mr. Evers added that the transition of Amazon to the new LogLevel testing system will begin in the next month or two, as it fits into their schedule.

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

Meetings & Calls

Numerous and regular Amazon NHO events (employee badging)

Met with Laurel Oaks on Emergency Drill Plan

Met with Copier vendors

Conference Calls with Vorys

Met with LGSTX on Airport and Vendor- related topics

Met with LGSTX and Michael Baker International – ODOT Projects FY2019 & 2020;

Preparing for upcoming Pavement Inspection

Met with UTI to review Utility Mapping

Met with Amazon on various opportunities

Met with MHS/SRS, re: retention and expansion

Met with Schuerger on their Space Expansion/Furniture

Met with Plug Smart – PACE improvements at the Air Park
Met with CVB
Conference Calls with CBD Advisors/Kevin DeWine
Meetings on Budget
Met with Community RoundTable group
Met with Vendors for facility repairs/improvements for Building 209

Tours & Visits

Ohio Representative Stivers Visited the Air Park

Events Attended

Attended an event at the Board of Elections with Ohio Secretary of State
Attended LGSTX Picnic
Attended Chamber Lunch & Learn on Curb Appeal
Attended Senator Rob Portman’s Workforce/Re-Entry Lunch
Attended the Chamber Alliance Meeting – Rombach Corridor
Attended Finance Committee Meeting
Attended Amazon DeIce and Snow Removal meeting with LGSTX personnel
Presented to the 3M Club

Mr. Evers concluded reports commenting that New Hire Orientation continues for the Amazon operations. Staff is attending on Sunday, Tuesday and Thursday evenings to confirm completion of the required testing and issue badges.

Prior to opening the meeting to public comment, Vice Chair Ellis remarked that it is such a pleasure to see the change from a year ago with all the activity and new projects. She thanked all the partners for the wonderful teamwork and is looking forward to what is next.

Public Comment

Jonathan McKay commended Mr. Evers for his upcoming participation in the Murphy Theatre fund raiser.

Mike McCarty commented that he had talked to some Amazon representatives at the Corn Festival and that they were pleased with the retention of employees. He also said that Southern State Community College is interested in talking with someone to help market the use of the building at their north campus. Mr. Evers agreed to follow up with them.

Executive Session

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

The Board entered Executive Session at 9:42 a.m.

Mr. Laake made a motion that the Board exit Executive Session at 11:30 a.m. Ms. Ellis seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

Mr. Laake made a motion to adjourn the September 19, 2019, Board of Director's meeting of the Clinton County Port Authority. Mr. Settlemyre seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

The September 19, 2019, Board meeting was adjourned at 11:30 a.m.

The next meeting is set for October 10, 2019.