

Clinton County Port Authority  
Thursday, October 17, 2019  
9 a.m. Wilmington Air Park

**Present:** Walt Rowsey, Beth Ellis, Larry Laake, Renee LaPine, John Settlemyre, Jim West

**Staff Present:** Dan Evers, Kelly Greene, Beth Huber

Chairman Rowsey called the meeting to order at 9:07 a.m.

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

Mr. West made a motion to approve the Agenda for the October 17, 2019, Board of Directors meeting. Mr. Settlemyre seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre and Mr. West. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Ms. LaPine made a motion to approve the Minutes of the September 19, 2019, meeting, as presented. Mr. Laake seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre and Mr. West. The motion passed unanimously.

### **Chairman’s Report**

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

Chairman Rowsey reminded the Board that October is the annual and organizational meeting for the Port Authority. He presented a proposed slate of officers and asked for other nominations. No other nominations were brought forward. The proposed slate of Officers was Walt Rowsey as Chair, Beth Ellis as Vice Chair and Larry Laake as Secretary/Fiscal Officer. Mr. Settlemyre made a motion to accept the slate of officers as presented. Ms. LaPine seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre and Mr. West. The motion passed unanimously.

Chairman Rowsey continued commending the Staff and Community, as well as the Board for the recent recognition at the OEDA Summit for “Bringing Cargo Operations back to the Wilmington Air Park” as the OEDA Best Project of the year. He commented that he was pleased with how everyone worked together, and how it was good to see everyone who attended.

### **Secretary/Fiscal Officer Report**

Mr. Laake noted that no Finance Committee was held this month. He presented the copy of the bills for review.

#### *Resolution 2019-10-01*

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

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

### **Old Business**

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

### **New Business**

#### *Resolution 2019-10-02*

*A Resolution to vacate, terminate and abandon a portion of an easement over the Laurel Oaks Career Campus.*

Mr. Evers said Staff has been working with representatives of Laurel Oaks and its engineering firm with respect to the vacation of easements within the Laurel Oaks Career Campus property. As the Board is aware, this property was – at one time – also part of the Clinton County Air Force Base. Historical easements covered both access and utility routes throughout the area that now constitutes the Laurel Oaks Career Campus. Laurel Oaks, in order to facilitate the expansion of its facilities, has requested that the Port Authority vacate certain utility and access easements. Staff has reviewed the plans for construction, realignment of certain utilities, and access routes with Laurel Oaks, its engineering firm, and LGSTX Services, Inc. personnel. Staff is confident that the majority of these easements can be vacated without negative impact subject to confirming these facts through a survey or other instrument. This resolution will authorize the Executive Director to finalize the termination of the easement and the granting of any replacement easement if necessary. It is staff’s recommendation that the Board authorize this resolution.

Chairman Rowsey added that some of these easements go back decades. While it is important not to give up access to anything the airport might need, it also is important to support the expansion of the Laurel Oaks campus.

Mr. Evers offered his thanks to Sam Spargur and Kenny Chamblin, who spent time with the Laurel Oaks architect reviewing the plans, on behalf of the airport.

Mr. Dwayne Boso, representing Laurel Oaks, confirmed that access along Oak Drive to MidGate drive will not be impacted by the easement.

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. Ellis, Mr. Laake, Ms. LaPine and Mr. Settlemyre. Mr. West abstained. The motion passed unanimously.

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

Mr. Evers Reported that there were no actions to bring to the Board since the last meeting.

Mr. Evers informed the Board that LGSTX had recently held the annual Winter Operations Update. He asked LGSTX to share some of that information with the Board, and introduced Steve Hoffer, Steve Vibbard, Kenny Chamblin, and Sam Spargur.

LGSTX holds an update meeting each year that includes all the airlines, airport operations, Environmental and Deice groups and the MRO personnel. Specific notes for this year were that, for the first time in a few years, there are multiple airline operators that will be active at the airport. New equipment has been purchased and will be in operation. The airport will be monitored 24/7 and Line Services and Tower operations hours have been expanded. Snow removal operations have been prioritized for operations and tenants at the airport.

Steve Hoffer thanked the Board for recognizing the need for additional snow equipment. It is very much appreciated.

Some discussion followed, including the observation that airport equipment is generally larger than highway equipment. LGSTX staff is continuing to prepare the existing and new equipment for winter operations. The new additions are in good shape and have low hours. Chairman Rowsey inquired what additional equipment might still be needed. Mr. Hoffer indicated that upgrading the snow blowers would be a good addition to consider next season.

The equipment may accumulate 200 to 500 hours in a season, depending on the weather. Additionally, the equipment will be more active this season, than last, due to expanded air operations.

Mr. Evers extended the Staff's and Board's thanks to LGSTX for its work to put this winter briefing together and for its work to coordinate the priorities of the airlines and the MRO, all while working to keep the airport safe and operational.

Chairman Rowsey asked how the process works for deicing of the airport, the aircraft and getting flights out on time. Mr. Hoffer said that it does take some coordination, but that the first focus is to remove the snow from the airport operation areas, allowing for safe arrivals and unloading the planes. The crews then focus on keeping the ramps clear for loading, moving to deicing of aircraft and also coordinating with the MRO to get maintenance flights out, as necessary.

Ms. Ellis added that the Board is grateful for the knowledge base and experience the LGSTX staff brings to the airport.

Mr. Evers then asked David Lotterer for his update. Mr. Lotterer started by echoing his congratulations to the Port Authority Staff and Board and to LGSTX for the project recognition. He added it was a great honor and well deserved. It recognizes all that has gone into the last several years and that many small decisions made over time helped to allow this success.

Mr. Lotterer continued, saying that work continues on filling the remaining space and to create new spaces in Clinton County. Work is underway to form an alliance that would benefit several parties, with respect to a potential build-to-suit option.

Mr. Rowsey commented that he appreciates the continued effort by Mr. Lotterer and JLL.

## Badge Office Update

Ms. Green said the NHO events continue with and for Amazon. She has issued 1,900 badges to date this year, and approximately 1,300 to Amazon since June.

Mr. Evers added that Staff continues to attend Amazon NHO events on Sundays, Tuesday and Thursday evening. While this is not the usual process for new badge issue, Staff has continued with this service to accommodate Amazon. Mr. Evers commended Ms. Green and Ms. Huber for their continued effort and assistance to provide this level of service.

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

### *Meetings & Events*

PDAC breakfast – DDC  
Amazon NHO  
Hobson Meeting  
Art & Soul Festival  
Rotary Board  
Post Audit – County  
Deice meetings  
Chamber Lunch & Learn  
JO meeting – Terry Slaybaugh  
Vendors for 209 Offices  
Greenfield Rotary DG visit  
Roof vendors  
Construction vendors  
Chamber Alliance  
OEDA Summit  
Spectrum meeting  
Meet with developers  
Economic Development Roundtable meeting  
Vendor for building and tenant improvements  
Annual Winter Operations meeting  
LGSTX meetings

### *Visits & Calls*

Video for OEDA Award  
ODOT Call  
Dayton Region Talent Forum Call  
Vorys call  
Microsoft help call  
Frontier here – move phone  
Capstone Calls  
Started weekly calls with JLL  
Interviews

Prior to opening the floor to public comment, Chairman Rowsey commented that he was very impressed with the high energy and the professionalism at the OEDA event.

Mr. Laake noted that the County Audit for 2018 has been closed. He said the long-standing issue on the property has been resolved and thanked Fiscal Manager Brian Phillips for his work with the County to make that happen. Mr. Evers added his thanks to Michael Baker International, the airport engineering firm, working on behalf of the Port Authority.

Going forward, Mr. Laake said, the Port Authority will be reporting its financials separately, and that will be an expense that is new for the Port Authority.

Mr. Evers said that, as noted by Mr. Lotterer, there have been many decisions made by this Board and the previous Boards that allowed the Port Authority to be in the position it is today, with most of the airport facilities leased, and with air cargo operations back at the airport. The support from the organizations around the county, and the elected officials locally and throughout the state, have made a difference. Referencing the quote from Sir Isaac Newton, "If I have seen further, it is by standing on the shoulders of giants." Mr. Evers concluded that he is grateful for so many giants.

### **Public Comment**

No one had any comments for the Public Comment section.

### **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). Mr. West seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre and Mr. West. The motion passed unanimously.

The Board entered Executive Session at 9:51 a.m.

Mr. Settlemyre made a motion that the Board exit Executive Session at 11:54 a.m. Mr. Laake seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

Mr. West made a motion to adjourn the October 17, 2019, Board of Director's meeting of the Clinton County Port Authority. Mr. Laake seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

The October 17, 2019, Board meeting was adjourned at 11:30 a.m.

The next meeting is set for November 14, 2019.