

Clinton County Port Authority
Thursday, December 12, 2019
9 a.m. Wilmington Air Park

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

Staff Present: Dan Evers, Kelly Greene, Beth Huber

Chairman Rowsey called the meeting to order at 9:04 a.m.

Mr. Laake made a motion to approve the Agenda for the December 12, 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, 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 November 14, 2019, meeting, as presented. Mr. Smith seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Chairman’s Report

Chairman Rowsey welcomed everyone to the December 2019 Board Meeting of the Clinton County Port Authority. He wished everyone a happy holiday season and a prosperous new year. He said he hoped all were able to enjoy some time with family.

Secretary/Fiscal Officer Report

Mr. Laake shared that a Finance Committee meeting was held this week. He presented the copy of the bills for review. Of note, he said, were commission payments to JLL, purchases of Winter Chemicals and utility payments.

Resolution 2019-11-01

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

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

Resolution 2019-12-02

A resolution approving budget modifications to the 2019 budget.

Mr. Laake said the format for this differed from previous years, as the new software allows for that. Some final adjustments are necessary every December, and this is that opportunity. LGSTX is on track through the third quarter with its proposed budget. These adjustments will allow for a very close guess at ending cash. Revenues that come in during the balance of 2019 will impact the final numbers.

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

Resolution 2019-12-03

A resolution authorizing appropriation of funds for the Clinton County Port Authority for fiscal year 2020.

Mr. Laake said this proposed budget represents the best educated estimates on the revenues and expenses for 2020. There are still some rent credits that may impact the numbers. Adjustments were made in revenues, as the Board continues to invest in the infrastructure of the Wilmington Air Park and equipment.

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

Old Business

Mr. Evers updated the Board on the following items:

- Health Insurance was selected for the staff. The choice was made to continue with the current provider. There was a 12 percent increase in the cost, which is, in part, off-set by employee contributions.
- Work on the electric restoration for Building K was authorized. The Port Authority contacted with Reddy Electric, and they are working with a sub-contractor on some of the work. It is due to begin next week and be completed by the end of the year.
- The copier lease was executed with Woodhull and the copier is installed.

New Business

Resolution 2019-12-04

A resolution to adopt the meeting schedule for the Clinton County Port Authority for 2020.

Mr. Evers said that, historically, the CCPA Board of Directors has met monthly, to conduct the regular business of the organization in public session. These meetings have been scheduled for the second Thursday of each month, beginning at 9:00 a.m., in the CCPA’s Board Room.

A schedule following this same pattern is proposed and has been provided for the Board’s review. Notice will continue to be provided to the media and public prior to each meeting, in accordance with the requirements contained within the Ohio Revised Code.

Consistent with past practice, this schedule also will be posted on the Wilmington Air Park and Clinton County Port Authority websites.

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

Resolution 2019-12-05

A resolution authorizing an agreement with CBD Advisors, LLC for professional consulting services.

Mr. Evers said that the CCPA has been presented with a proposed engagement agreement with CBD Advisors (CBD), for calendar year 2020. CBD provides strategic counsel, assistance, and government relations services to the organization. The firm has been engaged by the CCPA since 2012 and has provided a wide range of technical and advisory services. The proposed engagement mirrors, in scope and price, the 2019 contract. This will represent the fourth year, at a minimum, where the firm has not proposed a price increase.

The firm has provided direct assistance in coordinating communication and strategic activity between the CCPA and ATSG companies. CBD also has been instrumental as one of our resources in providing research on aviation-related topics, and legislative activities – state and federal – relative to aviation. The firm has provided significant assistance, and support, in securing capital budget grant awards. CBD provides annual assistance in the development of our PDAC proposals/requests.

We have received significant assistance from CBD in coordinating efforts to secure additional state and federal grant dollars for infrastructure and other initiatives. The firm has continued to advance, with USAF and DDC representatives, the viability and versatility of the Air Park as an option for activities associated with WPAFB that can be undertaken remotely. CBD also works with us to identify private sector firms for which the Air Park can add value. We anticipate additional efforts in this regard in 2020.

The firm also provides us with notices of, and strategic advice pertaining to, other grant opportunities. We believe that this relationship continues to provide value and recommend that the agreement be authorized.

Mr. Settlemyre asked if CBD represented other airports that would be competitive with the Wilmington Air Park. Mr. Evers said the group did some work with the Dayton Airport. Mr. Smith said he believes they do a good job for the Port Authority. Mr. Laake agreed.

Mr. Laake 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, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2019-12-06

A resolution authorizing an annual agreement with DigiCom for the C-Cure software, cameras, card readers and other software and hardware associated with the badging and surveillance system.

Mr. Evers said as you are aware, the CCPA contracts with DigiCom Systems, LLC to provide technical support service and preventive maintenance for the CCPA’s Access Control System. This includes the C-Cure software that manages the badging and turnstiles, as well as cameras and surveillance software. This system is, essentially, “ground zero” for the software and hardware components necessary to provide security monitoring, and safety systems throughout the Air Park.

Digicom, has extensive institutional knowledge of our system. We have engaged the firm since 2011, and it has been instrumental in the upgrade and expansion of our system.

The proposed 2020 agreement covers software upgrades, hardware maintenance and replacement, and technical support. In 2019, the annual service agreement included several formal maintenance calls and hardware inspection/repair, as well as informal, quick-question-type calls, where the technicians could “remote in” to quickly view the system and provide immediate support.

The access control system is an integral component in the Airport Security system, as is the cameras surveillance system. This year, 2019, was a “rebadge” year - when all airport badges, per TSA recommendations, were updated and replaced. The company provided significant assistance, on-site, and via remote log-in, to facilitate this process.

Digicom is a high-value resource and essential strategic partner. Staff recommends renewing this service contract.

When asked, Mr. Evers confirmed that the company had been with the Port Authority for nine years. Mr. Settlemire asked if the costs for the annual maintenance contract were anticipated in the 2020 appropriation. Mr. Evers said it was. He added that there was a slight increase over last year, and that was due to the contract covering more devices.

Mr. Evers said that when calculating the value of the agreement, it was well worth it for 2019, as the services received this year would have cost more than the cost of the agreement, and the response time would have been much more delayed.

Ms. Greene added that when there is an issue, it is easy to text the technician and he is able to respond quickly and often fix issues without an on-site visit.

Chairman Rowsey said he appreciates the staff time it takes for the Badging, with the new software, and the ongoing new hire orientations off-site and after hours.

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. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemire, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2019-12-07

A resolution authorizing a raise to the Executive Director of the Port Authority.

Mr. Evers said the CCPA Board of Directors authorized an employment agreement with the current Executive Director, effective 10.05.15. This agreement includes provisions for the Board to undertake an annual performance review of the Executive Director, and increase the Executive Director’s compensation, should the Board deem such modification appropriate. The annual performance review has been completed by the Board, which has graciously seen fit to increase the Executive Director’s compensation effective 10.05.19.

Mr. Laake said the adjustment was well deserved and he appreciates all the work done to grow tenants at the Air Park.

Mr. Evers said he cannot thank the Board enough. He added, he has had the opportunity to work in some pretty good jobs in some nice communities. This place, he said, with this group, is the best. Working in this community, with this Board, and this Staff, has been wonderful, and thank you.

Mr. Smith made a motion to approve the resolution as presented. Mr. Laake seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, 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 Reported that there were no actions to bring to the Board since the last meeting.

Updates

Mr. Evers then asked Mr. Lotterer of JLL for his update. Mr. Lotterer said the month was business-as-usual. He continues to respond to new opportunities and expressions of interest. The pipeline is active, and the current tenant base also is active and growing. Planning for 2020 continues and is on track.

Mr. Settlemyre asked if there had been an uptick in activity since the commencement of the Amazon operations. He added that he understands often, their partners want to locate close to them.

Mr. Lotterer said the interest is different. With Amazon here, we have more recognition, so the message is a little different. That, then, reflects in the types of opportunities and inquires, and the quality of responses. He added that it has certainly changed the conversation.

Mr. Lotterer continued, noting that the Cincinnati market has not seen a lot of growth with Amazon’s operations there. There has been some activity here, but this particular operation – air operations – does not have a deep supply chain.

Mr. Settlemyre asked if there was anything, as a community, we were missing to encourage activity here. Mr. Lotterer said that incentive programs are important. He added that it would be good to look at what the community has and how that compares with the market.

The discussion continued, touching on possible incentives, benchmarking in the market, the County’s new economic development program, costs of incentives, labor pool, larger projects versus smaller projects and how incentives are used, etc.

Mr. Evers said that as the Port Authority responds to proposals from the DDC and JobsOhio, it submits multiple sites, from around the county, as appropriate for each inquiry. Discussions are ongoing with utility partners on extension or expansion of services. He and Mr. Lotterer will be

attending the Air Cargo show early in 2020 and expect to highlight the success. In 2010, he said, the Port Authority had two million square feet of space available inside the fence and there was another 500,000 square feet available along Progress Way. Today, the largest open space in the county is approximately 50,000 square feet, and it has three different groups negotiating to lease it. He added that discussions, as the Board is aware, continue with developers for new space. He said that there is an opportunity to capitalize on the need for space and that there is a market beyond what is known today.

Badge Office Update

Mr. Evers presented some Badge Office data to the Board:

- In the last four weeks, the Badge Office has issued 474 Badges to seven entities
- The majority of those have been issued to Amazon
- Amazon NHO events continue three times a week, (or more, with the peak season in full swing) requiring coordination with the Adobe Contact (Amazon is not converted to Log Level yet), printing badges, and attending the events to confirm training is complete and to issue badges in real time. Mr. Evers noted that Ms. Greene and Ms. Huber are devoting significant time, outside traditional working hours, to provide this service, and expressed his gratitude.

Mr. Evers thanked Ms. Greene for her continued work and noted that she also is working as a connection between the Port Authority and Security and has provided escorting when necessary for contractors.

Additionally, Ms. Greene is scheduling and creating billing for the conference rooms

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

Meetings & Visits

CORSA insurance renewal conference with Mike Phillips
Sugartree Corridor Meeting
Prospect Meetings
Main Street Meeting
Visit with Blanchester Forestry Products
SSCC Meetings – Kevin Boys
AZEK/City/LGSTX/CCPA meeting
LGSTX Budget Meeting
DDC Planning meeting
SSCC – North Campus meeting
Amazon & Log Level Meeting
Service Master/Angler visit on 209 Renovations

Attended

NHO
Greenfield Rotary Holiday Dinner
DDC Investor Forum
Peoples Bank Open House

Ohio Aerospace Day
AMES meeting with DDC
Leadership Clinton here all day
Chamber Alliance Meeting
Round Table meeting
Leadership Highland visit to the Air Park
Holidazzle Sponsorship and Hosting
Rotary visit to the Air Park
City Water meeting – LGSTX

Calls & Projects

Health Care Benefits Conference Call
New copier conference call
Vorys Calls
Amazon Utilities & Facilities Meeting

Mr. Settlemire asked how the newly acquired snow removal equipment was working. Mr. Steve Hoffer said that it works well. LGSTX staff was completing checks on the two most recent pieces to arrive and that it would be ready for the expected weekend events.

Chairman Rowsey then invited the public to enjoy more snacks and opened the floor for public comment.

Public Comment

No one had any comments for the Public Comment section.

Executive Session

Hearing no 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 121.22 (G) (1) employment matters, hiring and 4582.58(C). Ms. Ellis seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemire, Mr. Smith and Mr. West. The motion passed unanimously.

The Board entered Executive Session at 9:58 a.m.

Mr. Smith made a motion that the Board exit Executive Session at 11:49 a.m. Mr. West seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Mr. Smith made a motion to adjourn the December 12, 2019, Board of Director’s meeting of the Clinton County Port Authority. Ms. Ellis seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

The December 12, 2019, Board meeting was adjourned at 11:49 a.m.

The next meeting is set for January 9, 2020, at 9:00 a.m.