

Clinton County Port Authority
Thursday, January 9, 2020
9 a.m. Wilmington Air Park

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

Staff Present: Dan Evers, Kelly Greene, Beth Huber

Chairman Rowsey called the meeting to order at 9:05 a.m. At that time Chairman Rowsey also announced that the notice requirements of Section 121.22 of the Ohio Revised Code and the rules adopted by the Port Authority pursuant thereto were complied with for this meeting.

Mr. Smith made a motion to excuse Mr. Laake. It was seconded by Ms. Ellis. All voted in favor of excusing Mr. Laake.

Mr. West made a motion to approve the Agenda for the January 9, 2020, Board of Directors meeting. Mr. Smith seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Mr. Smith made a motion to approve the Minutes of the November 14, 2019, meeting, as presented. Ms. Ellis seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Chairman's Report

Chairman Rowsey welcomed everyone to the new decade. He noted that he believes there are exciting opportunities for 2020, and the newly launched Economic Development Program.

Secretary/Fiscal Officer Report

In Mr. Laake's absence, Mr. Evers presented the list of bills from December for the Board to review. Of note, he said, were commission payments to both Brokers for the Amazon project, as well as payments to LGSTX, for expected work, and for special project work.

Resolution 2020-01-01

A resolution authorizing payment of accounts for bills and credit card charges submitted in the month of December 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, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Mr. Evers added that, as the Board was advised last month, the Port Authority closed the year with carryover of just under \$4 million. Mr. Settlemyre asked how long the Broker payments would continue. Mr. Evers said that the payments were installment payments for 12 months, making the final payment in June of 2020.

Old Business

- Mr. Evers said there was no specific Old Business but did wish Chairman Rowsey a belated Happy Birthday. Additionally, he confirmed the start date for the new staff member, Jennifer Ekey, on January 29, 2020. The new Director of Economic Development comes to the Port Authority from the City of Middletown. A release went out on Tuesday and included information on her qualifications and past work experience, including being recognized as the OEDA Economic Developer of the year. She has met representatives of many of the investors, and they seem pleased with the choice. Mr. Rowsey added that, also having met her in the interview process, she is articulate, well-informed and very impressive.

New Business

Resolution 2020-01-02

A resolution modifying the Clinton County Port Authority (CCPA) Employee Handbook.

Mr. Evers said the Port Authority created and adopted a Policy and Procedure Manual approximately seven years ago. It has been updated, periodically, since then, and he anticipates additional proposed modifications and/or additions will be brought before the Board for consideration soon. One revision staff is proposing today, will bring a practice in line with many other public entities. Specifically, this policy revision allows the Executive Director the authority to permit newly-hired Port Authority employees to transfer – from previous employment at another public entity – an amount of vacation time (not paid out by the previous employer) and sick time that has been earned over that individual’s previous public sector employment.

Board members discussed the liability of the opened-ended policy; if there was a limit to carry-over and standard practices of what is paid out if an employee left. Mr. Evers confirmed that the policy, as written, gave the Executive Director discretion and it could be evaluated and negotiated. It was not a blank check. Mr. Aaron Berke, counsel for the Port Authority, said that Port Authorities have a variety of practices throughout the state, with each one establishing permissions and guidelines.

Mr. Evers said that this policy would apply to all levels of employment and was a common tool for recruiting good talent to organizations. The negotiated amounts of time would be entered into the system upon employment so proper recording of time available and used could be done, as well as ensuring any liability of time to be paid out was noted.

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, Ms. LaPine, Mr. Settlemire, 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. David Lotterer of JLL for his update. Mr. Lotterer said that December contacts has slowed with the Holidays, but January was off to a rocking start. Along with Staff, he has met with developers about building new space at the Wilmington Air Park. Since third-party data does not exist for the area, many of those with whom he has met, are completing more

research on the local market. Developers are documenting trends and reviewing market activity in the last several months.

He and Mr. Evers will be in Nashville for the Air Cargo Show later in the month, and he is working on materials and researching prospects in anticipation of that event.

Badge Office Update

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

- In the last four weeks, the Badge Office has issued nearly 100 Badges to seven entities
- The majority of those have been issued to Amazon

Ms. Green continues to assist with Front Desk Security and has completed processing much of the backlog of paperwork from the Rebadge effort completed in 2019.

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

Meetings & Calls:

Meet with Shane Wilkin
Snow Meeting – Recap with Amazon & LGSTX
Meet with David Beam
Meet with Kym Parks – ATSG History project
Calls/Meetings with LGSTX & Vorys & JLL
Meeting with property developer
Joint Use Agreement Discussion – SSCC
Calls with Reddy & Consortium – 209 Renovations
DDC Talent Forum Call

Events Attended:

Holiday Lunch with ATSG
Holiday Lunch with Amazon
DDC 4 Q Round up – Dan presented on Workforce Solutions and Amazon
Amazon NHO
Ribbon Cutting – new Health Care Center at the Air Park

Chairman Rowsey asked if Port Authority staff could use the Health Care Center. Mr. Evers said not at this point.

Mr. Evers said that in looking into 2020, ABX Air will celebrate its 40th anniversary in April, and that the Port Authority will celebrate its 10th anniversary of owning the Wilmington Air Park in early June. Staff is planning an event for the June commemoration. The progress of the last 10 years is a testament to the Past and Present Board Members, as well as the community, as they have “taken the pen to help write this story.”

The additional equipment purchased in the past couple years and dedication of the LGSTX crews have made what little weather experienced so far manageable. There was a conversation after the first event in later December, and a reorganization, but all is now working well.

Activity continues to increase in the MRO, and Port Authority staff usually drives by 10 aircraft each morning on the way to the office. AMES is experiencing intentional and organic growth, as well as diversifying its business base.

Chairman Rowsey then 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, Ms. Ellis 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). Mr. Smith seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

The Board entered Executive Session at 9:40 a.m.

Mr. West made a motion that the Board exit Executive Session at 11:17 a.m. Mr. Settlemyre seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Mr. Settlemyre made a motion to adjourn the January 9, 2020, 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 January 9, 2020, Board meeting was adjourned at 11:17 a.m.

The next meeting is set for February 13, 2020, at 9:00 a.m.