

Clinton County Port Authority  
Thursday, February 13, 2020  
9 a.m. Wilmington Air Park

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

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

Chairman Rowsey called the meeting to order at 9:02 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 Ms. Ellis and Mr. Laake. It was seconded by Mr. West. All voted in favor.

Mr. West made a motion to approve the Agenda for the February 13, 2020, 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. Smith made a motion to approve the Minutes of the January 9, 2020, meeting, 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.

### **Chairman's Report**

Chairman Rowsey welcomed everyone to the meeting and recognized the newest staff member – Jennifer Ekey, the Economic Development Director.

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

In Mr. Laake's absence, Mr. Evers presented the list of bills from January 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. A payment to Reddy Electric for the work to restore power to Building K also was on the list.

#### *Resolution 2020-02-01*

*A resolution authorizing payment of accounts for bills and credit card charges submitted in the month of January 2020.*

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.

### **Old Business**

- Mr. Evers said there was no old business to address.

## **New Business**

### *Resolution 2020-02-02*

*A resolution authorizing a lease agreement with Santa Rosa Systems (SRS) for Building K / 2064.*

Mr. Evers said Santa Rosa System has been leasing Building K since October of 2018. When renovations began in support of the new occupant for Building F, it required SRS to move materials and product stored there to a new location. They signed a lease to run through June of 2019, expecting that the product stored in that location would be delivered by that time. Fortunately, their workload has increased, and they continue to use the space. This lease memorializes the continued occupation of space in Building K through the end of March, at the current rate.

Mr. Settlemyre asked if there was a tenant ready to come in when it was empty. Mr. Evers indicated that there were two prospects looking at the space.

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

### *Resolution 2020-02-03*

*A resolution authorizing a lease agreement with Sewell Logistics, LLC.*

Mr. Evers said Sewell Logistics Services LLC entered into a lease with the Port Authority as of August 2016 for space off C Ramp to store product stock for another large employer in the County. The lease, and subsequent extensions, have expired. This proposed lease memorializes the continued use of space through the end of March of 2020. As of this meeting, most of the product has been removed, and it is anticipated that the remainder will be removed in the next few months. This lease allows that removal to continue as scheduled. Responding to a question, Mr. Evers confirmed that the material was being recycled.

Mr. West 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 and Mr. West. Mr. Smith abstained. The motion passed unanimously.

### *Resolution 2020-02-04*

*A resolution authorizing the repair of sections of the roof of building 209.*

Mr. Evers said, as the Board is aware, the space in Building 209, part of Building H, was some of the last space available at the Air Park. As operations have expanded on the airport, the Board has authorized leases of space in the building. Along with the Port Authority offices locating there, these other tenants taking space have altered the scope of the original project beyond the Port Authority occupying a few offices there. As such, the scope of work has altered. Additionally, it become more apparent that repairs not originally anticipated are now necessary.

Specifically, this resolution anticipates repairs to the roof of Building 209. Staff has received several proposals from reputable contractors that have recommended specific repairs, as well as full roof replacement. In conjunction with the LGSTX staff and our architect, Staff believes this proposal – to re-crimp the metal seams and to seal the fastener penetrations – is the best option for the current

issues and time frame. This proposal, for a cost not to exceed \$75,000, is able to be completed in the immediate future, weather permitting, allowing the balance of the renovation to proceed.

Mr. Smith asked if this resolution was in addition to other funds previously approved for work in Building 209. Mr. Evers confirmed that, in part, yes. \$150,000 was approved by the Board last year, but not all spent. What was spent, was in support of not only of the CCPA Office preparation, but also on preparation of two additional office spaces for other tenants. Mr. Aaron Berke added that the original resolution anticipated a more focused project. The resolutions before the Board today engage different contractors for distinct and specific projects. Chairman Rowsey agreed that it is important to prepare the spaces for tenants. Ms. LaPine asked if this work was anticipated in the budget. Mr. Evers confirmed that it was. Other questions answered addressed the scope of the project (the full roof), the length of the life of the repair (approximately five years) and the number of jobs from the other tenants (approximately six in one suite, with another suite being proposed to an separate tenant), among other questions.

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

#### *Resolution 2020-02-05*

*A resolution authorizing airport security and safety improvements to building 209.*

Mr. Evers explained that DigiCom supports the key card access (C-Cure) and security cameras in operation throughout the airport. This agreement enables it to extend those services to Building 209, and to provide that security for the occupants of this space. Work authorized as part of this project will include installation of key card readers at suite doors and building entrances as well as cameras in strategic locations with visibility back to the main security desk. This agreement is written as a not to exceed \$60,000. There are funds in the budget for this work.

Mr. West asked if this work had been planned. Mr. Evers replied that the scope of work increased over what was originally planned, when additional tenants leased space in the building. Chairman Rowsey asked if this was the last space that would need this type of Security. Mr. Evers replied that it was the last office space currently available for lease, but as opportunities continue to grow at the airport, there may be other spaces that are leased that will need security. Mr. Smith asked if these improvements were built into the rental rates. Mr. Evers confirmed that they were.

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 2020-02-06*

*A resolution authorizing upgrading the fiber paths in Building 209.*

Mr. Evers said Port Authority staff is proposing to occupy a set of office in Building 209. Currently, the offices are equipped with Cat 5 data cabling. To ensure compatibility with updated technical systems, this proposal from Reddy Electric, anticipates removing the older Cat 5 cabling and replacing it with Cat 6 cabling. This proposal is written as a not to exceed \$11,000. Mr. West asked if the Cat 5 cabling that was in place was working, and how long it had been there. Ms. Huber

replied that it currently was working and that it had been place since the building was originally outfitted. Mr. Jeremy Heard with LGSTX nodded in agreement. Mr. Evers confirmed that the Port Authority had done work with Reddy before.

Mr. West 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 2020-02-07*

*A resolution authorizing information technology infrastructure work in support of airport security and safety work in Building 209.*

Mr. Evers said this resolution anticipates work by Reddy Electric to provide the information technology architecture required to install the airport security infrastructure (cameras and key card readers) referenced in Resolution 2020-02-05. This work includes installing data cables and, in some cases, electric, to allow the cameras and card readers to operate and to see the network. Camera views will all run to the main security desk, as will the card readers, allowing 24/7 monitoring. The proposed work is not expected to exceed \$9,000.

Mr. Settlemyre asked if other vendors has been contacted for this work. Mr. Evers confirmed that for all of the work proposed multiple quotes had been received. Mr. Berke clarified for the Board what work required public notice and bidding.

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.

*Resolution 2020-02-08*

*A resolution authorizing renovation of the electric service in Building 209.*

Mr. Evers said as part of the renovation/repairs to the second floor of Building 209, it will be necessary to relocate some electric. The proposal, from Reddy Electric, anticipates electrical work in the Port Authority office, as well limited work in other spaces on the second floor. This work should not exceed \$10,000.

Ms. LaPine 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 2020-02-09*

*A resolution authorizing construction to renovate offices in Building 209.*

Mr. Evers said the Port Authority staff, working with D’Amico Architects, has designed a suite of offices for the Port Authority, including office space for all of the staff, conference room space and a kitchen/break area. This space also will house legacy files and provide for meeting space for Port Authority events. This renovation involves removing some walls and constructing some new ones, as well as replacing and repairing some interior damage that occurred when the building sat empty. This resolution authorizes an agreement with ServiceMaster by Angler to complete these renovations, including commercial cleaning, painting, carpeting, cove base, repair and replacement

(as appropriate) in the restrooms and cleaning the floors of the areas not being carpeted. The proposed work should not exceed \$90,000.

Mr. West asked how long the work was expected to take, and if this addressed the new CCPA suite only. Mr. Evers confirmed that it was for the CCPA Offices and two small projects in a different suite and believes it should take fewer than 90 days. Mr. Evers went on to add that the Port Authority will occupy the western third to half of the second floor. The suite will be completely enclosed with key card entry in two places and include offices, meeting space, a kitchen/lunchroom area and some common area for project work. Mr. Settlemyre asked if the exterior also would need work, at some point. Mr. Evers confirmed that it would, and that would be considered with respect to the “front door” of the Port Authority, as well as with respect to the other tenants in the space.

Mr. West 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.

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

Mr. Evers reported that the Port Authority had received bids from two interested parties on the farmland and that those proposals were in legal review. He thanked the Port Authority’s insurance agent, Mike Phillips, for quickly reviewing the insurance that was submitted with each bid. Mr. West asked how many acres were leased. Ms. Huber replied 265.

### **Updates**

Mr. Evers then asked Mr. David Lotterer of JLL for his update. Mr. Lotterer said that he and Mr. Evers had recently attended the Air Cargo Show in Nashville, and that they were following up with leads generated at the show. He noted the marketing materials for the show touted the Wilmington Air Park as “Ohio’s No-Wait Airport”. That, and some new banner stands with maps/location information, helped to pre-address the question of the location of the Wilmington Air Park.

Additionally, Mr. Lotterer said conversations continue with interested parties on development sites. Chairman Rowsey asked, if once one building was built, if that would help attract other interest. Mr. Lotterer agreed that it would. The decision, he said, was the size of the building, and if it was to all be speculative or if some spec space was built onto an existing-need build. Mr. Evers said that there are several development entities interested, but that “going first” was often a concern.

### **County Economic Development Update**

Ms. Jennifer Ekey introduced herself to the Board and those in attendance. She offered her thanks for the warm welcome and noted that she was enjoying her second full week. In the past two weeks, she has helped respond to leads from JobsOhio. She has been to several meetings to introduce herself to the investors and to meet members of the community. She plans to continue meeting with groups and individuals in the next several weeks. Chairman Rowsey noted, on behalf of the Board, that all were glad she was on board and were looking forward to working with her. Mr. Evers echoed that sentiment and added that she was able to jump in immediately to help in several projects and discussions.

## Badge Office Update

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

- In the last four weeks, the Badge Office has issued over 100 Badges to seven entities
- One quarter of those have been issued to Amazon, with the rest being mainly to ATSG companies. Ten badges are pending in the TSA process.

Ms. Green continues to assist with Front Desk Security. She has provided support for the vendors in the 209 work, allowing them access to review the space and measure, etc. She worked with Schuerger Law Office on its Awards Event and is assisting LGSTX in preparations for the upcoming FAA Part 139 Airport Certification. NHO events for Amazon will begin again soon and she is preparing for those, as well.

Chairman Rowsey asked if Amazon had hired many employees seasonally, that now were no longer with the company. He continued, explaining that his concern is badges that are or are not returned to the Port Authority, or are active in the system that should not be. Mr. Evers confirmed that Ms. Greene has the ability to deactivate badges so they do not remain active in the system, but that the Badge Office would need to know to do that – from any tenant. Mr. Heard said that with the Rebadge initiated every three years, the system was at least purged that often. Mr. Berke confirmed that, with its current practices, the Port Authority is compliant.

Mr. Evers invited Mr. Heard to share with the Board information on the upcoming FAA Part 139 Airport Inspection. Mr. Heard said that, currently, it is scheduled for early March, and happens every 18 – 24 months. While periodic unscheduled visits are common and expected, this full inspection is scheduled and involves a thorough inspection of operations – including fueling, ARFF, tower, badging/access and records. A lot has changed at the airport since the inspector was last here. It is usually a three-day visit. Because LGSTX personnel are in frequent contact with the FAA Inspector, he is aware of the changes, and looking forward to his visit. His advice and comments in between visits allow staff at the airport to adopt and update practices as it goes, so that the periodic full inspection goes well.

Mr. Evers took a moment to thank the LGSTX Staff on its work in preparation for the Inspection. Additionally, even though it has been a mild winter, the sporadic incidents have been well managed by the LGSTX staff. Communication has been good – including real-time updates on conditions and equipment and operations.

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

*Meetings, Calls, Visits & Events:*

TW Development at Air Park (David and Dan)

Round Table evaluation of RFI

County Web Site meeting

DDC – Site Ohio meeting

209 Construction meeting

Meet with Jeff Linkous – Engineer’s Office – Maps and GIS possibilities

I 70/75 Economic Development Breakfast

DDC Meeting for Regional Economic Development  
Meet with Jan Bluhm – Clinton County Foundation  
Air Cargo Planning  
Meet with Jeff Bennett & Kirby Tolliver  
Rombach Corridor meeting  
73/380 round About meeting  
Cross Creek Haven Model tour  
Meet with Jeff Witham  
Webinar on GIS possibilities for Newsletters  
DBJ Economic Development Forum  
OAA Advocacy Call  
Meet with Tim Abbott, Duke Energy, re: Blanchester opportunities  
Cape May Board meetings  
Air Cargo Show  
CVB Annual Meeting  
Horan Health Center Community Meeting  
DDC Meeting with Local Partners – talent forum  
DDC Meeting with Utility Partners  
DDC Meeting with County Administrator  
Meet with Amazon – catch up  
Meet with LGSTX, Michael Baker & CCPA on ODOT 2020 Projects; call ODOT  
Meet with contractors for 209 work  
Jennifer Started!!  
New Tenant space configuration discussion with architect  
Copier Training  
Agenda Meeting  
ODOT Project Walk of Airport  
DDC Annual Meeting  
Economic Alliance  
Round Table meeting  
Vendor meeting – airport infrastructure  
Vendor meeting – projectors for conference rooms  
UC presentation with Taylor  
County Legacy Fund meeting – grant proposals

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, Mr. Settlemyre made a motion that the Board move into Executive Session to discuss matters contemplated by Ohio Revised Code 4582.58(C). 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.

The Board entered Executive Session at 10:17 a.m.

Mr. West made a motion that the Board exit Executive Session at 11:41 a.m. Mr. Smith seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

Mr. Smith made a motion to adjourn the February 13, 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 February 13, 2020, Board meeting was adjourned at 11:17 a.m.

The next meeting is set for March 12, 2020, at 9:00 a.m.