

Clinton County Port Authority
Thursday, March 12, 2020
9 a.m. Wilmington Air Park

Present: Walt Rowsey, Beth Ellis, Larry Laake, Brian Smith, Jim West

Staff Present: Kelly Greene, Beth Huber, Jennifer Ekey

Chairman Rowsey called the meeting to order at 9:04 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. Laake made a motion to excuse Ms. LaPine and Mr. Settlemyre. It was seconded by Mr. Smith. All voted in favor.

Mr. West made a motion to approve the Agenda for the March 12, 2020, Board of Directors meeting. Ms. Ellis seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Mr. Smith and Mr. West. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Ms. Ellis made a motion to approve the Minutes of the January 9, 2020, meeting, as presented. Mr. Laake seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Mr. Smith and Mr. West. The motion passed unanimously.

Chairman's Report

Chairman Rowsey welcomed everyone to the meeting and thanked them for their attendance in these uncertain times.

Secretary/Fiscal Officer Report

Mr. Laake presented the list of bills from February for the Board to review. He said payments were on track for the year. Of note are payments for some construction work, the expected Air Operations bill and the first half property taxes.

Resolution 2020-03-01

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

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

Old Business

Filling in for Mr. Evers, Ms. Huber said there was no old business to address.

New Business

Resolution 2020-03-02

A resolution amending Resolution 2019-11-03 to increase the authorized purchase of snow and ice treatment chemicals, from time to time, to an aggregate amount not to exceed \$500,000 for the 2019-2020 winter season.

Ms. Huber said with the increased activity on the airport, while the winter has been mild, there is a need for more latitude to respond quickly when winter chemicals are requested by LGSTX Services to properly maintain the airport. This resolution allows for an additional \$100,000, if needed, to be available on short notice (between Board meetings). Currently, of the \$400,000 authorized by the Board, \$120,000 remains available. Each load of sodium formate is approximately \$32,000 and each load of salt is around \$3,000. The authorization of these additional funds is a contingency, in case of several snow/ice events between the March and April Board meetings.

Mr. Laake added that this was part of the budget, and expected. Any purchased chemical that would be left over can be available next fall.

Ms. Huber confirmed, when asked, that the funds would not be spent if not necessary.

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

Resolution 2020-03-03

A resolution authorizing a lease agreement with Clear Ballot Group, Inc. for space in Building 209.

Ms. Huber said Clear Ballot Group, Inc. is a provider of election hardware and software systems. The firm is expanding its operations throughout Ohio and adjacent states, necessitating the need for a permanent location for warehouse and assembly space. Approximately 2,000 square feet of space that meets the company's need has been identified in Building 209. This resolution will authorize a three-year agreement for the lease of this space, at a rate of \$5.25 per square foot. It is staff's recommendation that the Board authorize the proposed lease agreement.

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

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

Ms. Huber said there were no actions to report here.

Updates

Ms. Huber then asked Mr. David Lotterer of JLL for his update. Mr. Lotterer said it had been a busy month. Today is the third day this week he has been in Wilmington with leads. There are many new prospects, and the work now is to find spaces for them. We need to develop more space and continue to work on making that available.

County Economic Development Update

Ms. Jennifer Ekey greeted the Board and guests and said she was now in her sixth week. She is settling in. She said she very much appreciates how generous people have been with their time as she is working to meet with everyone. She is spending time looking at the systems in place and reviewing the database of available county properties. As appropriate, she is updating the database and is working with the DDC and JobsOhio to ensure they have the best information on opportunities available in Clinton County. She is gathering information to post on the Economic Development website and reviewing proposals from vendors. Since she has been here, Ms. Ekey said she has met with four developers, one prospect, completed three retention and expansion visits, met with numerous elected officials and attended numerous meetings and local events.

Mr. Laake asked if the database on properties was statewide. Ms. Ekey confirmed that it was. Mr. Rowsey asked what feedback she had been receiving from the businesses. Ms. Ekey said the common theme was available workforce. She continued that there are partners who are available to help, and we continue to find new ways to work with them. A Talent Forum with the DDC, the Chamber of Commerce and Regional Planning and the Port Authority is on the horizon. Competition for workforce is fierce. Companies are re-evaluating past practices and looking at new opportunities to recruit and retain employees.

Mr. West asked if she planned to reach out to surrounding communities. Ms. Ekey confirmed that she was planning to do that and had met with the Mayor of Sabina recently.

Badge Office Update

Ms. Huber presented some Badge Office data to the Board:

- In the last four weeks, the Badge Office has issued over 180 Badges to seven entities
- One hundred of those have been issued to Amazon, with the rest being mainly to ATSG companies. Thirteen badges are pending in the TSA process.

Ms. Green continues to assist with Front Desk Security. She has been working closely with Mr. Steve Vibbard as he prepared for the FAA Part 139 Inspection, which is in the process of wrapping up. She continues to work on scheduling conference rooms and support Security at the front desk. NHO events continue for Amazon, and she is supporting those, as well.

Mr. Laake asked if we get badges back from Amazon when employees are terminated or depart from Amazon, or if we get a report. Ms. Greene said that when notified by any tenant, she can immediately disable the badge in the system, even if it is not immediately returned. She will run a report of badges returned/disabled for the next meeting.

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

Plant Fitness Ribbon Cutting
Cushman Wakefield Meeting

CCPA Staff interviews
Downtown Available Spaces Tour
Transportation Meeting
LCNB Ribbon Cutting
Vorys Economic Development Incentives Conference
CVB Luncheon
Meetings with local and regional Economic Development partners and contacts
PUCO Report filed
ODSA Reports filed
SBCD Meeting
DDC Meeting – Planning for 2020 BRE meetings
DDC & CCPA R&E visit
Grant Seminar – CC Foundation
Prospective client meetings
Downtown merchant meeting
Data Tools webinar with CCRPC
Workforce Update
Developer meetings
Tenant Meetings
Airport Engineering Firm meetings (tenant questions and ODOT Grant updates)
Commissioner’s meeting – TIRC updates, GASB
Ohio Sites Inventory meeting – DDC & JO
Atlas – IT meeting
Pre-Bid Meeting (ODOT Grants)
Talent Forum meeting – partner companies
Capstone – Mentor meeting
Chamber – Economic Alliance Meeting
Farm Bureau Meeting
Community Leaders and Organizations
FAA Certification Inspection

Ms. Huber noted that the Wrap Up meeting for the FAA Part 139 Inspection would be happening later Thursday, so no specifics were yet available, but invited Mr. Jeremy Heard to share his impressions of the visit with the inspector. Mr. Heard said that generally this inspection happens for the Wilmington Air Park, as a Class IV airport, on an 18-24-month basis. The Part 139 classification is the gold standard – it puts this airport on par with large metropolitan airports around the country. Today is the final day of the Inspection visit. The feedback has been positive so far. He added that he and his staff embrace these visits as an opportunity to learn more, and to improve, and that is generally what happens.

Public Comment

Chairman Rowsey then opened the floor for public comment.

Mr. Craig Burgess wanted to share news with the group assembled. He said that on March 2, 2020, the Welcome Home program grant funds were released to the governments. The grants allow first-time home buyers up to \$5,000 in grant funds to help with down payments and other expenses.

Many people do not know this program exists, and he wanted to ensure that the we spread the word. Veterans could qualify for up to \$7,500 with this program. There are income limits for this, but as a grant, it is a big boost for many. He added that this amount does not help if the houses are \$200,000 homes, but those are not the ones that are needed in this area.

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 121.22 (G) (1), Personnel, Employment and 4582.58(C). Mr. Smith seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Mr. Smith and Mr. West. The motion passed unanimously.

The Board entered Executive Session at 9:30 a.m.

Mr. Smith made a motion that the Board exit Executive Session at 11:57 a.m. Ms. Ellis seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Mr. Rowsey made a motion to adjourn the March 12, 2020, Board of Director’s meeting of the Clinton County Port Authority. Mr. Smith seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

The March 12, 2020, Board meeting was adjourned at 11:58 a.m.

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