

Clinton County Port Authority  
Thursday, October 12, 2017  
9 a.m. Wilmington Air Park

**Present:** Walt Rowsey, Beth Ellis, Larry Laake, Renee LaPine, Brent Probasco, John Settlemyre

**Staff Present:** Dan Evers, Beth Huber, Denise Kuntz

Chairman Rowsey welcomed the public and called the meeting to order at 9:02 a.m.

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

Mr. Laake made a motion to approve the Agenda for the October 12, 2017, Board of Directors meeting. Ms. LaPine seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, and Mr. Settlemyre. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Mr. Probasco made a motion to approve the Minutes of the September 14, 2017, meeting, as presented. Ms. LaPine seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, and Mr. Settlemyre. The motion passed unanimously.

**Chairman’s Report**

Chairman Rowsey stated the following list of officers is presented for consideration by the Clinton County Port Authority Board of Directors for the year October 12, 2017 through October 11, 2018:

Chair: Walt Rowsey

Vice Chair: Beth Ellis

Fiscal Officer/Secretary: Larry Laake

Mr. Probasco made a motion to approve the slate of officers as presented. Mr. Laake seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, and Mr. Settlemyre. The motion passed unanimously.

**Secretary/Fiscal Officer Report**

Mr. Laake reported that all bills submitted for the month of September appear to be in order.

*Resolution 2017-10-01*

*A resolution authorizing payment of accounts for bills submitted in the month of September 2017.*

Mr. Probasco 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. Probasco, and Mr. Settlemyre. The motion passed unanimously.

*Third Quarter Report*

Mr. Laake reported that the Finance Committee did not meet this month and does not anticipate any changes will need to be made to the budget. Income is at 77% and expenses at 64%. Mr. Laake stated that, after three quarters, this is a good place to be. The trend is positive and is anticipated to continue.

#### *State Audit Findings*

Mr. Evers stated that the state audit of the Clinton County Port Authority has been completed for the fiscal year 2016. The Board of Directors is aware, as is the general public, that the Port Authority is a component unit of Clinton County. The Port Authority appreciates the support of the County Commissioners. There is one finding in the audit in the Capital Asset Inventory, that will be corrected by the 2018 audit. The Port Authority has been challenged from the beginning by the donation from DHL of the assets, as is, where is, with very limited inventory documentation. The resources contractor, doing insurance evaluation through CORSA, was unable to complete his task during the audit period, as was anticipated. Values will be established during the coming year. The auditor has been notified that the Port Authority is in the process of having a 3<sup>rd</sup> party audit our inventory of physical assets with the purpose of establishing value. This is a consequential, not material, finding in the county audit. The insurance evaluation is a time-consuming, and expensive procedure. The state will not allow the Port Authority or the county to establish these values, it must be done by a separate entity. At this time, there is no money in the budget for this expense. Mr. Evers added that it is worth mentioning that the task of evaluation of inventory is not where it was, in this process, five years ago. The Port Authority has substantially identified the assets at this air park. It is now the presentation of these assets that needs to be completed. If this were not impactful to the county's overall audit it would just be a small issue, but this is a problem we have to share with the county.

#### **Old Business**

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

#### **New Business**

##### *Resolution 2017-10-02*

*A resolution authorizing an agreement with Software Solutions Inc.*

This resolution will enable the CCPA to contract, with Software Solutions, Inc. (SSI), for fiscal management services. SSI develops, trains, and supports public sector financial packages for a variety of users throughout the State of Ohio. The firm is familiar with fiscal management practices and compliance.

This agreement also identifies and dedicates a specific individual, as the point of contact/primary service provider, for the CCPA's services. The firm, however, has several employees who have been practitioners in public finance, with multiple jurisdictions.

In effect, the company has a deep bench on this issue. The proposed agreement, as it is currently contemplated, comes at a cost of \$1,000 a week effective October 2017 through December 2018. The contract will be reviewed at the end of January.

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

9:30 a.m. – Ms. Ellis made a motion to excuse Mr. Probasco for an emergency phone call. Mr. Laake seconded. All in favor responded with “aye”. The motion passed unanimously.

Chairman Rowsey stated the meeting would carry on in Mr. Probasco’s absence.

*Resolution 2017-10-03*

*A resolution authorizing an agreement to extend fiber service to Building 2064.*

Mr. Evers stated it has come to the Staff’s attention that building 2064 does not have adequate, reliable fiber service to the facility. This is a result of previous demolition activities at the Air Park, and the hierarchy of needs with respect to capital expenditures. Given that we continue to market this facility, and in light of its recent and current tenancy, it is both necessary and appropriate to extend reliable fiber service to the facility.

Staff is in the process of securing quotes from multiple vendors for this activity. It is anticipated, based upon preliminary feedback, that the cost to extend service from its current point of demarcation to Building 2064 will not exceed \$23,000. This will provide a significant permanent improvement to the facility, and enhance our service to our current tenant. It will also enhance the attractiveness of the facility for prospective future tenants. Part of the 2018 plan, that is contemplated, is to update the fiber mapping, then prioritize its extension.

Ms. Ellis 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, and Mr. Settlemeyre. The motion passed unanimously. Mr. Probasco was recused from this vote due to his absence during this discussion.

9:50 a.m. – Ms. Ellis made a motion to approve Mr. Probasco rejoining the meeting. Ms. LaPine seconded. All in favor responded with “aye”. The motion passed unanimously.

*Resolution 2017-10-04*

*A resolution authorizing the application for a US EPA Brownfields Clean Up Grant.*

The CCPA previously received \$200,000 in grant funding, from the US EPA, to conduct and facilitate environmental assessments. This work has been undertaken, as recently reported, at five different locations throughout Clinton County. One of the assessments was done at the Air Park, and revealed levels of lead contamination that necessitate remediation if the site is to be redeveloped.

Staff is proposing that the CCPA make application for clean-up funding from the US EPA, via a separate grant program the agency offers. This application would be for \$200,000, to be utilized to fund remediation of the former small arms firing range. The CCPA will be required to provide a 20% local match – up to \$40,000, depending upon the grant award – as part of the proposed activity.

Mr. Probasco 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. Probasco, and Mr. Settlemeyre. The motion passed unanimously.

**Review of actions taken since the last meeting (Resolution#2013-06-06)**

No meaningful actions took place since the last meeting.

## **General News & Updates**

- Vendor chosen for roof repairs per Resolution last month (maybe)
- Several capital improvement/infrastructure projects as we get ready for winter (HVAC, pavement, etc.), as well as equipment checks
- Aggregated in with City for gas service (letter received with fewer than 30 days' notice to send out and price on our own. We can opt out later for a fee.
- Purchase of salt in anticipation of winter, Na Formate on order
- Work on PDAC grant request (Priority Development and Advocacy Committee)
- Submitted grant ideas for US EPA Grant

## **JLL Updates**

Mr. Lotterer reported that JLL is continuing to respond RFI's (Requests for Information). These responses vary from just a few questions, to a very detailed spreadsheet, to narratives over 100 pages. Mr. Lotterer added that he would like to speak for a few minutes about local community incentives. He believes these incentives could be more robust. The Port Authority is bidding against projects not only with other states, but other communities in Ohio. When communities in Ohio are in competition for the same project JobsOhio and the State cannot give preference to one place over another. At the local level, it has been a case by case basis and the community has stepped up when it needed to and developed incentives relating to that particular project. Mr. Lotterer would like to propose, and volunteer his services, to develop programs for incentives and develop responses that will raise the Port Authority's level of "win" through incentives. Wilmington and Clinton County are good places to do business.

Mr. Evers stated that this is a very complex issue. While there is value in setting specific values, there is danger in what can quickly become structural immobility. The Port Authority has, in the course of the last proposals, begun to create pieces derived from other communities' more robust materials and information – this is the first step. The next piece is bringing in the city, as well. Mr. Evers added that training is also an issue for new businesses. Both technical schools and Wilmington College are part of the community's labor force preparation and part of every response the Port Authority provides.

## **Tours, meetings, visits**

Mrs. Huber shared with the Board a list of tours, meetings and visits since the last meeting. Staff has participated in the following:

- I-70/75 Breakfast
- 3M Club Presentation at Cape May
- Clinton County Leadership Institute Opening Day
- Power Outage
- Client visits/calls/meetings
- IEDC Webinar – Grants (International Economic Development Council)
- Lisa Parlette – track meeting
- Dayton Development Coalition 3Q meeting and updates - Urbana
- State Audit meeting
- Dayton Development Coalition/JobsOhio FAM tour meeting
- Holiday Inn Grand Reopening – Chamber of Commerce
- IEDC Webinar – Technology
- Dayton Development Coalition/JobsOhio call on upcoming site visit

- Clean Energy vendor visit
- Wilmington Zoning Task Force meeting
- IT vendors review for Building K/2064

Mr. Jeremy Heard, LGSTX, reported that the Winter Ops Meeting will be held on October 17<sup>th</sup>. Mr. Heard added that the main and associated taxiways will be patched and repaired before winter. Worn out concrete will be removed and replaced with epoxy. This is being done in a manner so that the repair can be completed, and the runway can be back to business as soon as possible. There are approximately 40 patches to do and the project will take approximately three weeks of periodic work to complete. Mr. Evers added that this is an aggressive and creative way to get the patches down without impact to air traffic and an excellent approach to getting the airport through the winter without creating a circumstance where good money is thrown after bad.

### **Public Comment**

There was no public comment

### **Executive Session**

Hearing no other requests for public comment, Ms. Ellis moved that the Board adjourn into Executive Session to discuss matters contemplated by Ohio Revised Code 121.22 (G) (1), 121.22 (G) (3) and Section 4582.58 (C). Mr. Probasco seconded. A roll call vote resulted in “yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Probasco, and Mr. Settlemire. The motion passed unanimously.

The Board entered Executive Session at 10:27 a.m.

Chairman Rowsey said he expected no action following the Executive Session.

Ms. LaPine departed Executive Session at 11:48 a.m.

Mr. Laake made a motion that the Board exit Executive Session at 12:02 p.m. Mr. Probasco seconded. All voted in favor, responding with “Aye”. The motion passed unanimously.

Mr. Probasco made a motion to adjourn the October 12, 2017, 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 October 12, 2017 Board meeting was adjourned at 12:02 p.m.

The next meeting is set for November 9, 2017.

Respectfully submitted by Denise Shaffer Kuntz