

Warren County Port Authority

Meeting Minutes

April 23, 2018

Opening:

The meeting of the Warren County Port Authority was called to order at 3:01 pm on April 23, 2018 at the Warren County Administration Building, Room 350 by Warren County Port Authority Executive Director, Martin Russell. Quorum was present.

Present:

Warren County Port Authority Board Members: Ms. Laine, Mr. Layer, Ms. Reindl-Johnson & Ms. Zindel.

Warren County Economic Development Staff: Martin Russell, Matt Schnipke & Brian Beaudry.

Other Attendees:

Nic Gordon & Rob McCarthy – Counsel (Bricker & Eckler)

Andy Brossart – Bradley Payne Advisors

Sean Fraunfelter – Board Contract Accountant

A. Approval of Agenda

The agenda and additional resources were distributed to the board for review and consideration without disapproval.

B. Approval of Minutes

- The Board reviewed minutes from both the March 26th and April 2nd, 2018 meetings. **Ms. Zindel made a motion, seconded by Mr. Layer to approve the minutes of both the March 26th and April 2nd, 2018 meetings as presented. The motion passed with a unanimous voice vote of present Board members.**

C. Finance Report

- Mr. Fraunfelter reviewed the finance report for March 2018. He highlighted a few deposits received for the Peters Cartridge and Franklin Wastewater Treatment Plant projects. He stated that the annual tennis tournament fee was paid as well. Further, Mr. Fraunfelter showed that the annual scholarship funds for Sinclair College were received from the Warren County Commissioners and that the Chamber Alliance fund saw an influx of money for both the spring breakfast event and the 2018 Fly-In registration fees. Finally, the lodgings tax revenue for the Sports Park project continues to flow in as designed. Overall, he said the finances looked healthy. Ms. Reindl-Johnson suggested having the United Way come to a meeting in the near future to provide an update on the workforce development grant received earlier in the year. **Ms. Reindl-Johnson made a motion, seconded by Ms. Laine to approve the finance report for March 2018 as presented. The motion passed with a unanimous voice vote of present Board members.**

D. Executive Directors Report

- Mr. Russell provided an update on planning for the 2018 Fly-In which is heavily underway. He stated the Fly-In event is coming up in a few weeks and most of the meetings/venues have been lined up and paid. He said that staff is working to make final confirmations of breakout meetings and catering arrangements. This year's Fly-In will be attended by over 60 people. That marks the largest group yet and shows great growth for the event.
- Mr. Russell also said the 2018 Chamber Alliance spring breakfast event was a success. Attendance was up in 2018 and feedback from word of mouth and the surveys has been positive. Many attendees have stated that this year's speaker was the best of any to date and recommended bringing him back in future years.
- Mr. Schnipke shared with the Board that the annual report for Port Authorities to the Ohio Development Services Agency has been successfully filed. That report was due on March 31st.
- Mr. Russell said that he has been in conversation with a potential Board replacement for Mr. Ficke. As mentioned in previous meetings, Mr. Ficke has requested a replacement be found as he can no longer dedicate the time needed to be a Board member. Mr. Russell shared information about the new candidate and the Board agreed that information should be included in the next Board packet so that a recommendation could be made.
- Mr. Schnipke informed the Board that Ms. Angela Steffen will be retiring in the coming days. He said she has worked for the Port since its inception and her dedication has been integral to the growth and professionalism of the organization. Mr. Russell shared these sentiments and also informed the Board that a retirement party in her honor would be held in the coming days if any were able to attend. Ms. Steffen thanked the Board and stated that she has enjoyed her time working for the Port.
- Mr. Russell and Mr. Schnipke shared a few project updates with the Board.

E. Old Business

- None.

F. New Business

- Mr. Russell introduced Resolution #2018-13. He said this resolution would authorize the construction of the last spec. building in Park North at Monroe, Building 3. He said Park North has grown very quickly over the past years and IDI has been a great partner of the Port Authority. This building will be just over 194,000 square feet and the structure will mirror other buildings in Park North. The Port's fee on this deal is estimated at \$55,000. He asked the Board if there were any questions. **Ms. Reindl-Johnson made a motion, seconded by Ms. Zindel to approve Resolution #2018-13 as presented. The motion passed 4-0 with a roll call voice vote of present Board members.**
- Mr. Schnipke introduced Resolution #2018-14. He said this resolution would authorize the construction of a roughly 60,000 square foot expansion for Greenpoint Metals in Franklin. Mr. Schnipke said this project has been in the works for a few months and will assist Greenpoint with more warehousing space as well as area for a new cut line which will expand their business operations. Mr. Schnipke said this deal mirrors other sales-tax exemption structures in place for the Port Authority around the County. He said the Port's fee on this project would be \$22,100.

Mr. Layer made a motion, seconded by Ms. Reindl-Johnson to approve Resolution #2018-14 as presented. The motion passed 4-0 with a roll call voice vote of present Board members.

- Mr. Russell introduced Resolution #2018-15. He said this resolution would authorize the Port to assist the Peters Cartridge redevelopment project with a sales-tax exemption on construction materials. This project has been in the works for a few years and the redevelopment will help this site once again be an asset to the community. Mr. Russell stated that the developer, who also developed the American Can building in Cincinnati, is still working through a few issues with the EPA. He said staff is assisting with keeping these conversations moving. He also said that the resolution spells out that EPA issues must be resolved prior to Port involvement. The Port's fee on this project will be roughly \$105,000. **Ms. Laine made a motion, seconded by Ms. Reindl-Johnson to approve Resolution #2018-15 as presented. The motion passed 4-0 with a roll call voice vote of present Board members.**
- Mr. Russell introduced Resolution #2018-16. He said this resolution would authorize the first deal in the newly established Ohio Communities Accelerator Fund and is related to the CVB bonds. This deal will refund a portion of the existing CVB bonds and reissue them via the bond fund. This was always contemplated as the first deal in the bond fund. Mr. Russell said this marks a new step forward for the Port. Mr. Brossart said nothing will be changing in relation to the rate or debt service payments. **Ms. Reindl-Johnson made a motion, seconded by Mr. Layer to approve Resolution #2018-16 as presented. The motion passed 4-0 with a roll call voice vote of present Board members.**

G. Other Business

- None.

Adjournment:

There being no other business, at 4:04 pm, Ms. Zindel made a motion, seconded by Ms. Laine, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is scheduled for the fourth Monday of May at 3:00pm.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell