

## Warren County Port Authority

### Meeting Minutes

May 18, 2015

#### Opening:

The meeting of the Warren County Port Authority was called to order at 5:31 pm on May 18, 2015 at the Warren County Administration Building, Room 318 by Warren County Port Board Vice-Chairman, Steve Wilson.

#### Present:

**Warren County Port Authority Board Members:** Mr. Bolton, Mr. Ficke, Mr. Gully, Ms. Reindl-Johnson, and Mr. Wilson.

**Warren County Economic Development Staff:** Martin Russell and Matt Schnipke

**Other Attendees:** Larry Hollingshead – Resident

Caleb Bell – Bricker and Eckler

Sean Fraunfelter – Port Contract Account

Denise Hamet (5:33pm) – City of Middletown

#### A. Approval of Agenda

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

#### B. Approval of Minutes

- There were no minutes to approve from the month of April. That meeting was cancelled due to lack of business. **Mr. Gully made a motion seconded by Ms. Reindl-Johnson to approve the minutes from the March 16, 2015 meeting. The motion passed with a unanimous voice vote.**

#### C. Financial Reports

- Executive Director Martin Russell gave an overview of financial reports from February through April of 2015. Mr. Russell highlighted the annual payment made in February by the Port to the County Commissioners for staff time. Mr. Russell further highlighted expenses in March due to the Chamber Alliance's economic outlook breakfast event. April saw a large influx due to the LCS deal closing. This brought an \$81,000 payment into the Port. Other incomes include Pratt Industries and expenses included items for the Chamber Alliance fly-in to Washington, D.C. as well as prepaid items for the 2015 ATP tennis tournament week. Mr. Russell stated that Mr. Bell and Mr. Fraunfelter were working to receive one late payment for the VH Monroe bonds. **Mr. Gully made a motion seconded by Mr. Bolton to approve the financial reports for February through April of 2015 as presented. The motion passed with a unanimous voice vote.**

## D. Executive Director's Report

- Executive Director Martin Russell gave an update to the Board on current projects. He shared progress being made on the sewer project at I-71 & State Route 123. The case is now settled in court, and the Port is working to assure financing of the sewer line. Mr. Russell shared a meeting he and Mr. Schnipke attended with landowners inside of the JEDD. The landowners are interested in placing a self-assessment based on acreage on their properties to help cover shortfall in the debt service. Mr. Russell will keep the Board posted on updates to this project.
- Executive Director Martin Russell also shared a few other projects with the Board such as new opportunities that he and Mr. Schnipke are exploring in Darke and Preble Counties. Additionally, Mr. Russell speculated that IDI could begin working on a new spec building due to building #4 becoming occupied. Mr. Russell said the new spec building is rumored to be nearly 1 million square feet.
- Mr. Russell shared updates about the Warren County Chamber Alliance. Since the previous Port meeting, the Chamber Alliance has completed two very successful events. The economic outlook breakfast with presenter Brian Beaulieu, has been met with extremely positive feedback. The Chamber Alliance will need to determine whether Mr. Beaulieu will be the appropriate speaker for next year, or if another speaker should be hired. Vice-Chairman, Steve Wilson, requested the minutes reflect the Board's congratulations to staff for the success in organizing the event.
- Mr. Russell shared thanks to the Board for their support and flexibility in organizing the Chamber Alliance's first fly-in to D.C. The Alliance had a very positive first year and attendees were able to build networking as well as strongly advocate to elected representatives and agencies. Mr. Russell outlined a few projects that are already beginning to see benefit from this process. Mr. Russell shared comments from Senator Portman and Senator Brown who said it was great to see Warren County organized, and that Warren County was the first of its size to organize and come to D.C. in that fashion.
- Mr. Russell requested the Board review Mr. Fraunfelter's contract renewal as his services will be expiring at the end of June. Upon Mr. Fraunfelter's exit from the room, the Board discussed his renewal. The Board asked Mr. Russell if he felt Mr. Fraunfelter was providing satisfactory services as outlined. Mr. Russell stated he had no issue renewing Mr. Fraunfelter's contract as his work is thorough and satisfactory. **Ms. Reindl-Johnson made a motion seconded by Mr. Ficke to renew Mr. Fraunfelter's contract through June of 2017 as outlined in the contract. The motion passed with a unanimous voice vote.**

## E. Old Business

- Vice-Chairman Steve Wilson inquired if any on the Board had Old Business for the good of the order. There being none, the Board opened New Business.

## F. New Business

- Mr. Fraunfelter shared with the Board a copy of 2014's compilation report. This report is filed in off-audit years. It outlines Port project activity and accounts for incoming and outgoing monies.
- Mr. Fraunfelter requested the Board review the initial budget for 2016. He stated this document requires Board approval and will be submitted by July 15<sup>th</sup>, in order to remain compliant. This does not set the final budget for 2016, but rather gives an outline that will be solidified in coming

months. **Mr. Gully made a motion, seconded by Mr. Bolton, to approve the Port's initial budget for 2016 as presented. The motion passed unanimously using a roll call vote of all present Board members.**

- Mr. Russell asked the Board to review Resolution #2015-03. This resolution would authorize Port involvement in AK Steel's new R&D facility in Middletown. The Port would hold a ground lease from the City of Middletown and a project lease with Fortress Capital. Fortress Capital is the contracted construction agent for AK Steel, which eliminates any responsibility on the Port Authority to oversee construction. This deal is similar in nature, with slight nuances, to other sales-tax exemption deals executed by the Port Authority. **Mr. Gully made a motion seconded by Mr. Ficke to approve Resolution #2015-03 as presented. The motion passed unanimously using a roll call vote of all present Board members.**
- Mr. Russell asked the Board to review Resolution #2015-04. This resolution states that the Port Authority will provide \$30,000 toward the AK Steel project to assist in costs related to electric infrastructure. The Port gave the City of Middletown two options for assisting in infrastructure. The first option would be for the Port to collect a fee of \$127,000 and contribute \$30,000 back to the City or the Port would lower fees and let the developer keep fees to put toward the project. The City of Middletown chose the first option. **Mr. Ficke made a motion seconded by Ms. Reindl-Johnson to approve Resolution #2015-04 as presented. The motion passed unanimously using a roll call vote of all present Board members.**
- Mr. Russell asked the Board to review Resolution #2015-05. This resolution would authorize a second amendment to the ADVICS project lease. The amendment allows an additional 3,200 square feet of construction to be covered by the sales-tax exemption. Initial estimates put the Port's fee at around \$1,500. **Mr. Gully made a motion seconded by Ms. Reindl-Johnson to approve Resolution #2015-05 as presented. The motion passed unanimously using a roll call vote of all present Board members.**
- Mr. Russell asked the Board to review Resolution #2015-06. This resolution would authorize an amendment to the Park North Building #4 project lease. The amendment would allow tenant improvements, construction, and development to meet the needs of the new building tenant SSB Manufacturing Company. The Port estimates collecting a fee just above \$13,000 for this amendment. **Mr. Gully made a motion seconded by Mr. Bolton to approve Resolution #2015-06 as presented. The motion passed unanimously using a roll call vote of all present Board members.**

## G. Executive Session

- None

## Adjournment:

At 6:23 pm, Mr. Gully made a motion, seconded by Ms. Reindl-Johnson, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is scheduled for the third Monday of June at 5:30 pm.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell