

Warren County Port Authority

Meeting Minutes

February 4, 2008

Opening:

The regular meeting of the Warren County Port Authority was called to order at 5:06 pm on February 4, 2008 in the Warren County Administration Building, Room 128 B by Board Chair Greg Sample.

Present:

Warren County Port Authority Board Members: Mr. Ficke, Mr. Gully, Mr. Hearsum, Mr. McNeill, Mr. Sample, Mr. Wiess and Mr. Wilson.

Warren County Economic Development Staff: Kimm Coyner

Other Attendees:

Mark Engel – Bricker & Eckler (Port General Counsel)

Larry Hollingshead – Software Solutions

Cheryl Reindl-Johnson – Sinclair Community College

A. Approval of Agenda

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

B. Approval of Minutes

A motion was offered by Geoff Hearsum and seconded by Doug McNeill to accept the minutes of the Warren County Port Authority's Board Meeting on January 14, 2008. The motion passed with a unanimous voice vote.

C. Executive Director's Report

- Executive Director, Kimm Coyner, informed the Board that the VH Monroe Project is moving forward and currently waiting for the letter of credit to be secured. The plan is to price the note within the next week.
- Executive Director, Kimm Coyner, presented the Board with a draft mission statement compiled from language referenced from other port authorities. The overall focus of the mission statement is to express the Port's desire to work creatively to enhance economic vitality, investment and job creation in Warren County. The Board concurred with the language submitted, but wanted to add the language "quality of life projects" to the mission statement. **A motion was offered Steve Wilson and seconded by Doug McNeill to approve the Warren County Port Authority**

Mission Statement has drafted with requested changes. The motion passed by a unanimous voice vote.

- Executive Director, Kimm Coyner, presented the Board a bill for legal services pertaining to Bricker & Eckler's work on the Port's role in funding the Sinclair Foundation. A discussion was had that greater parameters need to be discussed prior to services in order set expectations regarding future fees and to provide a framework for the Port's future expenses.
- Executive Director, Kimm Coyner, discussed with the Board her interest in attending a bond financing seminar conducted by the Certified Development Finance Agencies (CFDA). The upcoming CFDA course will assist the Port staff when development opportunities are presented to the Port for review. The cost of the training would be approximately \$2000. **A motion was offered by Steve Wilson and seconded by Doug McNeill to authorize the Warren County Port Authority to fund the Executive Director's request to attend the CFDA training, but the cost shall not exceed \$2500. The motion passed by a unanimous voice vote.**
- Executive Director, Kimm Coyner, discussed with the Board a memo drafted by the Port's General Counsel, Bricker & Eckler, regarding the Port's consideration of an inclusion policy. Questions were raised as to what other port authorities do regarding this matter and Ms. Coyner was charged with researching this matter. Additional discussions were had regarding making inclusion a part of questions posed during each specific project, but not setting it as a policy and taking official action.

D. Old Business

- Staff discussed with the Board the progress of the Warren County Regional Arts Center project and the status of the feasibility study. The consultant from AMS Research Group will be in town on February 19-22 to conduct interviews with local and regional leaders. Additionally, there have been 48 applications received from persons interested in being a part of the project's Advisory Board and those names should be discussed and voted on in March. A meeting will be held on February 21 for the project's Board of Trustees and Ms. Coyner stated that there has been tremendous support from the Southwest Ohio region.
- Staff discussed with the Board the need to fill a vacancy opened by the resignation of Ken Weiss. Additionally, the Board will need to vote on Mr. Wilson's desire to continue his tenure on the Board due to his term expiring after the initial one year commitment. When creating the Port, initial Board terms were staggered so as not to have all Board members' terms expiring at the same time. If persons leave the Board, recommendations for new members will have to be gathered and presented to the Warren County Board of Commissioners. By resolution, the Commissioners will approve the appointment of that person(s) to the Port Authority Board. It was recommended to the Board that Mr. Weiss's seat be filled by Cheryl Reindl-Johnson. Ms. Reindl-Johnson is the Associate Dean at Sinclair Community College's Courseview Campus in Mason. Ms. Reindl-Johnson's efforts in workforce development bring a unique and valuable asset to the Port and its economic development mission. **A motion was offered by Greg Ficke and seconded by Doug**

McNeill to submit Cheryl Reindl-Johnson to the Warren County Board of Commissioners as the person to fill the Warren County Port Authority position vacated by Mr. Ken Weiss. The motion passed by a unanimous voice vote. A second motion was offered by Dave Gully and seconded by Doug McNeill to re-appoint Steve Wilson to a new four-year term to the Warren County Port Authority Board. The motion passed by a unanimous voice vote, Steve Wilson abstaining.

- Staff presented the Board with the concept of a Southwest Ohio Tech Incubator. The Port/Economic Development staff was presented this idea from the Edison Material and Technical Center, EMTEC. The goal is to capture the intellectual capital present in Butler and Warren Counties and to create a place where high technology product ideas can be commercialized. Conversations have developed with EMTEC and other parties such as the City of Middletown, Al Neyer Inc and the Atrium Medical Center as to the processes required to establish such an incubator. The next steps would be to generate funding commitments to conduct a feasibility study and determine demand and market niche.

Adjournment:

At 5:53 pm, a motion to adjourn was made by Mr. Hearsom. The motion was seconded by Mr. Sample and passed by a unanimous voice vote. The next Warren County Port Authority meeting will be at 5:00 pm on March 3, 2008 in room 128 B, Warren County Administration Building.

Minutes submitted by: Martin Russell

Approved by: Kimm Coyner