

Warren County Port Authority

Meeting Minutes
July 7, 2008

Opening:

The meeting of the Warren County Port Authority was called to order at 5:12 pm on July 7, 2008 in the Warren County Administration Building, Room 128 B by Warren County Port Authority Executive Director Kimm Coyner.

Present:

Warren County Port Authority Board Members: Mr. Gully, Mr. Ficke, Mr. Hearsum and Ms. Reindl-Johnson (5:17 pm)

Warren County Economic Development Staff: Kimm Coyner and Martin Russell

Other Attendees:

Larry Hollingshead - Warren County Performing Arts Center Board

Sean Fraunfelter - Warren County Port Authority Contract Accountant

Emmett Kelly - Warren County Port Authority General Counsel (Bricker & Eckler)

Melissa Taylor – KMK Consulting for Technology Incubator

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 Mr. Gully and seconded by Mr. Ficke to accept the minutes of the Warren County Port Authority's Board Meeting on May 5, 2008. The motion passed with a unanimous voice vote.

A motion was offered by Mr. Gully and seconded by Ms. Reindl-Johnson to accept the minutes of the Warren County Port Authority's Special Board Meeting on July 1, 2008. The motion passed with a unanimous voice vote.

C. Executive Director's Report

- Warren County Port Authority Executive Director Kimm Coyner requested the Port's contract accountant, Sean Fraunfelter, discuss the finance reports for May and June of 2008. Mr. Fraunfelter discussed the payment of monies to Property Advisors for their work associated with the retail presentations made by the Port's staff in collaboration with the City of Middletown at the International Convention of Shopping Centers.

Additionally, Mr. Fraunfelter discussed the construction draws that had occurred relevant to the continued construction of the Corridor 75 Park. **A motion was offered by Mr. Gully and seconded by Mr. Ficke to accept the May and June 2008 Financial Reports as presented to the Warren County Port Authority Board. The motion passed with a unanimous voice vote.**

- Mr. Fraunfelter requested that the Board review an additional two items. The first item was a 2009 Warren County Port Authority Operating Budget and the second a 2007 Financial Statement for the Port. The 2009 Operating Budget would take into account any current projects, revenues and expenses being undertaken by the Port and a conservative estimate of the like for 2009. The 2007 Financial reviewed all transactions made by the Port during its first year in operation. **A motion was offered by Mr. Gully and seconded by Ms. Reindl-Johnson to accept the 2009 Warren County Operating Budget as presented. The motion passed with a unanimous voice vote. Another motion was offered by Mr. Gully and seconded by Mr. Ficke to accept the 2007 Warren County Financial Report as presented. The motion passed by a unanimous voice vote.**
- Warren County Port Authority Executive Director Kimm Coyner requested Emmett Kelley to give the Port Board an update on the status of the VH Monroe Project in Monroe, Ohio. Mr. Kelley stated that the development was moving forward and that the progress was actually ahead of schedule. The project was looking to be in front of Monroe's council on July 22nd to petition for the next phase and initiate the special assessment. Additionally, the plan was to issue bonds in August for the project and the issuance may be lower than the original \$16-\$19 million originally discussed. Mr. Kelly stated that Mr. Brossart from 5/3 Bank had been discussing the possibility of a private placement for the issuance despite the prevailing wage issue that was being currently worked on.
- Warren County Port Authority Executive Director Kimm Coyner requested Melissa Taylor of KMK Consulting discuss the status of the Tech Incubator Study initiated by the Board. Ms. Taylor discussed the history of the firm and its past involvement with developing other incubators in Southwest Ohio. Ms. Taylor discussed how the research was being conducted. KMKC is visiting with high level individuals from the Cincinnati to Dayton markets. These individuals represent persons in academia, business, government and leaders with the community/industry incubation. The goal is to demonstrate that this project is distinctive in nature, but also collaborative. The study is attempting to determine the current and future pipelines of individuals seeking technology incubator services and are those persons' needs being met by existing facilities. KMKC is sharing with folks that the Warren/Butler County Technology Incubator is attempting to find a niche market, if existing, to compliment those services already being provided. Once the interviews are complete, data will be put into scenarios that could range from no demand for incubator services to a strong demand in certain niche areas of interest. If demand is seen, further discussions would need to be had looking at the current inventory of existing structures that could house a facility or if a new building is warranted. Additionally, a broad steering committee of individuals has been gathered to guide the process and it is anticipated they will meet for the first time within the next couple of weeks.

D. New Business

- Warren County Port Authority Executive Director Kimm Coyner discussed with the Board the award of \$700,000 from the Ohio Department of Development's 629 Fund for the Home Depot Rapid Deployment Center at the Corridor 75 Park. To receive the funds, the Port must pass a resolution to accept the monies. **A motion was offered by Mr. Ficke and seconded by Mr. Gully to approve Warren County Port Authority Resolution #2008-06; Authorizing the execution and delivery of a grant agreement between the Authority and the Ohio Department of Development for the purpose of funding public roadwork improvements to the Corridor 75 Park project, and authorizing and approving related matters. The motion passed by a unanimous roll call vote.**
- Warren County Port Authority Executive Director Kimm Coyner discussed with the Board the collaborative efforts made by the Port's staff, Warren County Regional Planning and Woolpert, Inc. to win the bid to provide Comprehensive Plan services to the City of Franklin. In doing so, legal counsel advised that the Port enter into a separate contract with the City of Franklin for services to be rendered. **A motion was offered Mr. Gully and seconded by Mr. Hearsom to approve Warren County Port Authority Resolution #2008-07; Authorizing the execution of an agreement between the Port Authority and the City of Franklin for the economic development analysis relative to the City of Franklin's Comprehensive Plan, and appointing the Economic Development Director ad the Project Director under the agreement. The motion passed by a unanimous roll call vote.**
- Warren County Port Authority Executive Director Kimm Coyner discussed the need to begin researching the need for the Port to create its own logo and branding materials. Ms. Coyner presented a quote from Nova Creative, the company that designed materials for the Warren County Office of Economic Development, and asked Board members to review the material and discuss thoughts/ideas in future meetings.

Adjournment:

At 6:02 pm, a motion to adjourn was made by Mr. Ficke and seconded by Ms. Reindl-Johnson. The motion passed unanimously. The next Warren County Port Authority meeting will be at 5:00 pm on August 4, 2008 in room 128 B, Warren County Administration Building.

Minutes submitted by: Martin Russell

Approved by: Kimm Coyner