

## **Warren County Port Authority**

Meeting Minutes  
September 8, 2008

### **Opening:**

The meeting of the Warren County Port Authority was called to order at 5:01 pm on September 8, 2008 in the Warren County Administration Building, Room 128 B by Warren County Port Authority Vice Chairman Steve Wilson.

### **Present:**

**Warren County Port Authority Board Members:** Mr. Gully (left at 6:25 pm), Mr. Hearsom, Mr. McNeil, Ms. Reindl-Johnson (arrived at 5:16 pm/left at 6:20 pm) and Mr. Wilson

**Warren County Economic Development Staff:** Kimm Coyner and Martin Russell

### **Other Attendees:**

John Fonner, Larry Hollingshead, Dan Cunningham, Mike Campbell, Wayne Dunn, Matt Evans, Liz Ludwig, Dan Sadlier, Maureen Fagans, William Caston, Doug Gallow, Jim Bliss, Otto Budig, Deone Kennedy, Leslie Dye, Laureen Catlin, Chris Milligan, Shirley Bonekemper

#### **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. Wilson to accept the minutes of the Warren County Port Authority's Board Meeting on August 20, 2008. The motion passed with a unanimous voice vote.**

#### **C. Executive Director's Report**

- Warren County Port Authority Executive Director Kimm Coyner requested Martin Russell to discuss the need to renew our Directors and Officers' Insurance with Darwin Insurance. Mr. Russell indicated that the Board would need to authorize Ms. Coyner to direct USI Midwest as the Board's insurance broker to engage Darwin for the dates of September 7, 2008 – September 7, 2009. The Board would have twenty days to present the premium check of \$2,497.95 to USI Midwest/Darwin to insure no gaps in coverage. **A motion was offered by Mr. McNeil and seconded by Mr. Hearsom to authorize Warren County Port Authority Director Kimm Coyner to engage Darwin Select Insurance Company as the Port Board's carrier of Directors and Officers' Insurance for the period beginning on September 7, 2008**

**and ending on September 7, 2009. The motion passed with a unanimous voice vote.**

- At 5:09 pm, the Warren County Port Authority Board took a recess until 5:30 pm to allow individuals interested in the results of the Warren County Arts and Culture Center (WCACC) Phase III findings to be present for the presentation.

#### **D. New Business**

- Mr. Wilson requested Dan Cunningham, Chairman of the WCACC Board of Trustees, to introduce the presenter for the project's Phase III findings and to share with the Port Board any new events undertaken by the Trustees. Mr. Cunningham stated that they are continuing to work on adding new regional members to the Board of Trustees and were expected to have some announcements on that subject soon. Also, that the Board of Trustees had launched a website where the groups materials and activities are posted. The website is [www.wcartsandculturecenter.com](http://www.wcartsandculturecenter.com). Mr. Cunningham then introduced Arthur Greenburg from AMS Research Group and asked him to come and share the Phase III findings with the Port Board and others in attendance.
- Mr. Greenburg began the presentation by reviewing the Phases I and II results presented earlier to the Port Board and WCACC Board of Trustees. Mr. Greenburg discussed the survey methods used to determine the need/willingness to support in Warren County a facility that would house approximately 250-350 seats. He also reflected on the case studies presented of similar facilities across the nation and how those centers were structured and funded.
- Mr. Greenburg discussed Phase III findings (see attached PowerPoint Presentation) detailing the costs associated with creating a center of the proposed nature in Warren County. Mr. Greenburg reviewed the necessary square footage required to construct such a facility to industry/regulatory standards. Mr. Greenburg also discussed the estimated operating costs for such a facility and broke down revenue streams that would offset those costs. Information was also shared regarding management and governance of a WCACC and what other centers have used as their model of operations. Mr. Greenburg suggested that the next steps were to begin exploring partners, funding and operational, along with exploring design and cost estimations.
- Following the presentation, Mr. Wilson indicated that the presented information would be given to the WCACC Board of Trustees for further review, planning and potential recommendations to the Warren County Port Authority. A few questions were posed to Mr. Greenburg from the audience regarding the presentation. A question was posed regarding the economic impact of a WCACC on the local community. Mr. Greenburg indicated that it might be feasible to conduct a study to determine such economic impacts and those results might be used as a selling point to potential funding partners.

**Adjournment:**

At 6:37 pm, Mr. Wilson adjourned the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting will be at 5:00 pm on October 6, 2008 in room 128 B, Warren County Administration Building.

Minutes submitted by: Martin Russell

Approved by: Kimm Coyner