

## **Warren County Port Authority**

### **Meeting Minutes September 21, 2015**

#### **Opening:**

The meeting of the Warren County Port Authority was called to order at 5:32 pm on September 21, 2015 at the Warren County Administration Building, Room 332 by Warren County Port Authority Chairman, Greg Sample.

#### **Present:**

**Warren County Port Authority Board Members:** Mr. Bolton, Ms. Laine, Ms. Reindl-Johnson, and Mr. Sample.

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

**Other Attendees:** Sean Fraunfelter – Port Contract Accountant

Larry Hollingshead - Resident

#### **A. Approval of Agenda**

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

#### **B. Approval of Minutes**

- **Mr. Bolton made a motion seconded by Ms. Reindl-Johnson to approve the minutes from the August 26, 2015 meeting. The motion passed with a unanimous voice vote.**

#### **C. Financial Reports**

- Port Contract Accountant, Sean Fraunfelter provided the Board an update on financial reports from the past 4 months. Mr. Fraunfelter highlighted some irregularities in the budget due to specialized items in deals. There were expenses in May related to the first annual fly-in to Washington, D.C. which was conducted by the Chamber Alliance as well as expenses related to the tennis tournament suite. June saw a \$30,000 expense toward the AK Steel deal, which was agreed to and resulted in a net \$97,000 for the Port. July provided a \$17,500 administrator fee that the Port collected for administering the Racino TIF. This is a source of income for the Port moving forward. Other activity was normal on the finance reports. **Ms. Laine made a motion, seconded by Mr. Bolton, to accept the finance reports from May, June, July, & August of 2015 as presented. The motion passed with a unanimous voice vote.**

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

- Executive Director, Martin Russell, shared that staff are working various deals which are at differing stages both inside and outside of Warren County. He shared that he and Mr. Schnipke have a meeting on September 30 with a prospect in Preble County. He further stated that he is hoping to make headway soon in Darke County to begin building relationships there.

- Mr. Russell shared information on a few events being planned by the Chamber Alliance. The Chamber Alliance is hoping to follow success from the Washington, D.C. fly-in by going to Columbus on October 14th for the first “Capitol Drive”. This will be another advocacy trip and relationships will be built moving forward, especially with a potential Capital Budget in 2016. Mr. Russell also shared information about an educational event labeled “Between the Highways”. This event will feature a panel of economic development professionals from throughout the County to provide updates on their respective communities. It will also feature another panel of economic development professionals from differing tiers of government as well as a private developer to share how the pieces are put together in a public-private partnership case study.

#### **E. Old Business**

- Executive Director, Martin Russell, shared with the Board his thoughts on this year’s tennis tournament. Mr. Russell felt attendance numbers were good, and that many great conversations were had. A deal that the Board would review later on the current meeting’s agenda came from the tennis tournament. Mr. Russell shared some frustrations on a change in the catering company that was not known at the time suite booking was required. Staff was required to book the suite in early spring, and was only informed of a change in catering during the summer. Prices were higher than expected, but there was little that could be done at that point. Ms. Laine stated the event was a success and very pleasant in her opinion.

#### **F. New Business**

- Port Contract Accountant, Sean Fraunfelter, requested the Board review an amendment to the 2015 budget. A few changes were required due to the \$30,000 expense in the AK deal which was not expected initially. Also, the amendment reconciled and appropriated \$30,000 to the Chamber Alliance fund for future educational and advocacy events. Further, Mr. Fraunfelter stated the Port is providing more deals than expected and the ceiling for income would need to be raised. This is because the Board cannot appropriate more income than is what is listed in the budget. **Ms. Reindl-Johnson made a motion, seconded by Ms. Laine, to approve the 2015 budget amendment resolution. The motion passed by a 4-0 roll call vote of all present Board members.**
- Executive Director, Martin Russell, requested the Board review resolution #2015-09. This resolution is for a new spec. building that is to be constructed in Park North in Monroe by IDI. The building is to be just less than 994,000 square feet and will provide much needed spec. space in the region. Mr. Russell shared the desirability of spec. space in the market and that many leads request such a building.
- This deal is similar to other sales-tax exemption deals the Board has approved in the past, with one exception. Mr. Russell said, after consulting legal counsel, an added paragraph of language was added to this resolution. The addition allows the Executive Director to issue additional sales-tax certificates for future growth or tenant improvements providing such improvements or growth are consistent with the initial scope of the project lease. Mr. Russell stated the ADVICS deal had brought the idea forward, as that deal has required various Board meetings to approve amendments. This change will allow projects to move even faster should they need amending. The Board said the change was a good idea, and that the Executive Director should update the Board if any amending action is taken. **Mr. Bolton made a motion, seconded by Ms. Laine, to approve Resolution #2015-09 as presented. The motion passed by a 4-0 roll call vote of all present Board members.**

- **Ms. Reindl-Johnson made a motion, seconded by Mr. Bolton, that the Executive Director shall provide an update to the Board on the next meeting date of any action taken by the Executive Director to amend or expand an existing project lease. The Executive Director shall also provide explanation of how such amendment is within the scope of the original project lease. The motion passed using a unanimous voice vote of all present Board members.**

#### **G. Executive Session**

- **None**

#### **H. Other Business**

- **None**

#### **Adjournment:**

There being no other business, at 6:06 pm, Ms. Reindl-Johnson 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 third Monday of October at 5:30 pm.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell