

Clinton County Port Authority
Thursday, April 16, 2020
9 a.m. Wilmington Air Park

Present: Walt Rowsey, Beth Ellis, Larry Laake, Renee LaPine, Brian Smith, John Settlemyre, Jim West

Staff Present: Ruth Brindle, Jennifer Ekey, Kelly Greene, Beth Huber

Chairman Rowsey called the meeting to order at 9:01 a.m. At that time, he also confirmed that the notice requirements of Section 121.22 of the Ohio Revised Code and the rules adopted by the Port Authority pursuant thereto were complied with for this meeting.

The April Clinton County Port Authority Board of Directors' meeting was conducted via Zoom, an on-line webinar service. Attendees, those viewing the meeting from the public, were advised to type any questions or comments into the Q & A section of the software, which would be monitored throughout the meeting.

Attendance was taken with a roll call vote. Chairman Walt Rowsey, Vice Chair Beth Ellis, Secreteray/Fiscal Officer Larry Laake, Member Renee LaPine, Member Brian Smith, Member John Settlemyre and Member Jim West were in attendance. Thereafter, each member was asked to confirm that he or she could see and hear each other member. All members of the Board confirmed that they could see and hear all other members of the Board.

Mr. Settlemyre made a motion to approve the Agenda for the April 16, 2020, Board of Directors meeting. Mr. West seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Ms. Ellis made a motion to approve the Minutes of the March 12, 2020, meeting, as presented. Mr. Laake seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Chairman's Report

Chairman Rowsey welcomed everyone to our non-traditional meeting. Staff has been busy working to make this happen, and he offered his thanks to them.

Secretary/Fiscal Officer Report

Mr. Laake presented the list of bills from March for the Board to review. He said it showed two months of payments to LGSTX, and other typical expenses. Mr. Settlemyre asked if numbers were tracking close to where we thought they would for winter operations. Mr. Evers responded that they were. He added that there had been deice operations the previous night, and they were expected again, so winter operations are ongoing.

Resolution 2020-04-01

A resolution authorizing payment of accounts for bills and credit card charges submitted in the month of March 2020.

Mr. Settlemyre made a motion to approve the resolution as presented. Ms. LaPine seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2020-04-02

A resolution approving budget modifications to the 2020 budget.

Mr. Laake shared with the Board that at a recent Finance Committee meeting, the members had reviewed the first quarter results. With that information and with more information on incoming revenues and expenses, some adjustments to the 2020 budget were in order. He indicated that both revenues and expenses were being adjusted.

Ms. Ellis made a motion to approve the resolution as presented. Ms. LaPine seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Old Business

Mr. Evers said there was no old business to address.

New Business

Resolution 2020-04-03

A resolution amending the Clinton County Port Authority bylaws.

Mr. Evers said the original CCPA Bylaws were adopted by the Board in 2004. The bylaws were, subsequently, amended and restated in 2011. The Bylaws were again amended and restated in February of 2018. Over time, as business practices and Ohio law changes, updates are necessary. Staff is recommending one such change now that pertains to electronic meetings. While state law previously enabled Port Authorities to conduct “remote meetings,” the CCPA Board had not adopted language enabling that practice, wishing to encourage in-person attendance at meetings. As a result of the State of Ohio’s Stay at Home Order, the Ohio General Assembly recently passed legislation (HB 197) enabling all public bodies to conduct meetings by video conference, teleconference or other similar electronic technology under certain conditions for the duration of the COVID-19 pandemic but not beyond December 1, 2020. This proposed change to the Bylaws allows the CCPA Board to continue to avail itself of the ability to conduct meetings in this fashion, beyond the term outlined in HB 197, should it be appropriate after the temporary change has expired. It is staff’s recommendation that the resolution be adopted.

Mr. West asked who would decide when a virtual meeting was necessary. Mr. Aaron Berke, legal counsel for the Port Authority, advised that this Bylaw change would permit any member of the Board to attend remotely, whether or not a pandemic condition was in effect. Under the proposed bylaw amendment, only one board member would need to be present.

Mr. Laake made a motion to approve the resolution as presented. Mr. West seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2020-04-04

A resolution accepting amendments to the Policy and Procedure Manual for the Clinton County Port Authority.

Mr. Evers said the proposed updates presented today reflect a thorough review of the current manual by counsel, staff and the Board's Human Resources Committee. Many of the revisions proposed are recommended to comport with current state and federal law, best practices, and to incorporate changes made over time (Credit Card Policy, Transfer of Leave, etc.) The last full review of the manual was completed in 2012. The HR Committee reviewed the proposed changes and recommends the updates, as proposed, to the full Board.

Mr. Smith, Chair of the Personnel/HR Committee, said that these changes reflect updating older information and bringing the manual up to date.

Mr. Settlemyre made a motion to approve the resolution as presented. Ms. LaPine seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2020-04-05

A resolution authorizing a three-year Participation Agreement with CORSA (County Risk Sharing Authority) and authorizing payment of the insurance premium to CORSA for coverage for the year May 1, 2020, through April 30, 2021.

Mr. Evers said this resolution anticipates two actions. The first is to authorize an agreement between the Port Authority and CORSA, to provide liability insurance coverage for the Wilmington Air Park and the Port Authority during the three-year time period 5.01.20 – 4.30.23. Second, this resolution authorizes the Port Authority Executive Director to enter into an agreement with CORSA – specifically for the Insurance year 5-1-2020 to 4-30-2021 – for that coverage, at a premium not to exceed \$195,200. He said this represents an approximately \$800 increase over the previous year's premium. Phillips Insurance Associates, on behalf of the CCPA, has evaluated and priced coverage options for the recommended levels. Based upon its research and experience, this coverage is recommended as the most comprehensive and cost-effective option for the Port Authority and the Wilmington Air Park. It should be noted that this agreement includes coverage of certain assets at Replacement Value, rather than Actual Cash Value. We believe this is prudent, given the age of certain Air Park assets and the difficulty securing adequate replacement parts or equipment. It is staff's recommendation that the resolution be adopted.

Mr. Laake made a motion to approve the resolution as presented. Mr. West seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Resolution 2020-04-06

A resolution amending Resolution 2020-02-09 authorizing an agreement for construction in Building 209.

Mr. Evers said, as the Board is aware, preparations continue for the office space to be occupied by the Port Authority in Building 209. The Board approved, in February, a Resolution for work to be

completed by Angler Construction by ServiceMaster. Modifications to the work scope, to better accommodate the operations in the space, have increased the costs. This resolution ratifies the changes to the work scope and cost. The Board originally authorized \$90,000 for this work; it will now be approximately \$97,000. He said this represents \$4,000 in known cost increases and affords the possibility of more changes if they are necessary.

Mr. West asked what, specifically, led to the extra costs. Mr. Evers said it was two or three smaller things – the installation of another door and a few other things. As the project evolved, it became evident we needed things we did not at first realize were necessary. Mr. Laake asked if the contractor work was going well. Mr. Evers agreed that the quality of the work was excellent. A number of subcontractors on the project has made coordination very important. When asked, Mr. Evers estimated approximately three to four weeks until the project was completed. Chairman Rowsey asked if other improvements were anticipated. Mr. Evers said that when the staff moves from its current location into the new space, it will leave a small amount of space available to lease. If that is to be leased, it is likely that improvements would be appropriate. Additionally, some work on the exterior of the building will be done next season. The new space occupied by the Port Authority staff will be approximately 5,000 SF.

Mr. Laake made a motion to approve the resolution as presented. Mr. West seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre and Mr. West. Mr. Smith abstained. The motion passed unanimously.

Resolution 2020-04-07

A resolution authorizing an agreement with Plan A International, for video production services.

Mr. Evers said this resolution contemplates the creation of at least two videos, as well as shooting and archiving stills and video to build a library of images and video clips. This is valuable as the Port Authority approaches its 10th anniversary of ownership of the Wilmington Air Park, and for the opportunities, going forward, to share the story of Clinton County overall to prospective business clients. Plan A International has produced full-length as well as short-form videos for organizations around the country. The opportunity to have video clips to share with media outlets and trade magazines, as well as the opportunity to have shorter and longer videos to share with prospects and take to trade shows, as well as feature on our website is important. It is consistent with best practices on Economic Development websites and recruitment. This proposal contemplates time spent in the community and county, research, and professional editing, as well as at least two finished products – one possibly in time to celebrate a 10th anniversary. Mr. Evers added a thank you to Mr. Settlemyre, who shared this contact with the staff. The target budget for these videos is \$33,000 to \$44,000.

Mr. West asked what market segments the videos would target. Mr. Evers replied it would be a little of several markets. There would be a focus on site selectors, brokers and existing businesses to highlight community assets, business recruitment and retention and extra footage that would be available to send when requested. Ms. Ellis asked if they would target the whole county, not just the Air Park. Mr. Evers confirmed that was correct. One of the pieces would focus on the Air Park, with the 10-year anniversary and the other would be county wide. He also confirmed that when the projects were complete, the footage would be owned by, and reside with the Port Authority.

A discussion followed on if this effort was financially appropriate at this time, and if shooting video at this time would tell the story we wish to tell. Staff believes that the current situation will not last forever, and that as business begin to recover and restart, Economic Development will be more important than ever. It will be important to have a tool to remind the community of its progress, and to share with prospective employers and prospective employees what is here and what is possible. Mr. David Lotterer advocated that there are situations when video is very important in attraction efforts. Done well, a video has a shelf life of approximately five years. Also, video tours have become more prevalent in marketing strategies and programs. Ms. Jennifer Ekey added that as part of the overall marketing strategy, the video is important to augment web information and is often used to offer context. Mr. Evers said that recently the staff was asked for video as part of a standard advertising package.

Mr. Evers continued, sharing that discussions with the video company have included options for when to shoot video and how to present the community, understanding that now might not be the best time to capture high levels of activity. The Board was supportive of the effort and of the forward-looking thought process the staff was demonstrating with the project, but was concern that committing resources of the Port Authority to a marketing effort may not be the best use of funds given the general economic conditions.

Mr. Laake made a motion to table the resolution until the next meeting. Mr. West seconded. A roll call vote resulted in “Yes” votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Review of actions taken since the last meeting (per CCPA bylaws)

Mr. Evers said there were no actions to report here.

Updates

Mr. Evers then asked Mr. David Lotterer of JLL for his update. Mr. Lotterer said that while it had been an atypical month, it had been fairly productive. Work continues on the application for the development site for Ohio Site Inventory Program (OSIP) funds. These funds would support the necessary research on utilities and historical uses, as well as could support pre-development work or speculative buildings. He added that the few new projects were significant.

County Economic Development Update

Ms. Jennifer Ekey echoed Mr. Lotterer in that activity was much different than it was a month ago. Meetings are still happening, although they are virtual. She noted she has attended over 25 in the last month. Professional organizations, elected officials and others continue to gather and share information. Ms. Ekey was a panelist on one such webinar for the Mid America Economic Development Council (MAEDC), of which she is a Board member. She said Ohio is being seen as a leader in this effort. Before all things were suspended, she did have a meeting for a developer. The State continues to receive leads and she has helped respond to seven for the local area in the last month, and she has attended 11 resource partner meetings. Along with local partners, the Port Authority has worked to produce a mailer that will reach all in Clinton County, targeting those who might not have web access, and to be a “keeper” type of resource. Ms. Ekey said this kind of

collaboration sets this area apart; she has worked in other areas and this does not happen everywhere.

She continued, saying that the weekly meeting (virtually) of the group continues as they share resources and look for opportunities to serve the community. One such opportunity is that the group is reaching out to all local businesses. The Chamber had sent a survey to its members, and this follows up on that outreach to both member and non-member businesses. The efforts are making a difference, based on the responses from those who have been called.

Work continues on the County website, where the Port Authority will have a landing page, or perhaps more. Staff is exploring the functionality of the site. An Economic Development-specific web site also is being developed. It would cross populate with information on the DDC website that highlights development site/available property information in Clinton County.

Badge Office Update

Mr. Evers presented some Badge Office data to the Board:

- In the last four weeks, the Badge Office has issued over 280 Badges to seven entities
- Two hundred of those have been issued to Amazon, with the rest being mainly to ATSG companies. Ten badges are pending in the TSA process.

He said that Amazon has resumed its NHO schedule and that Ms. Greene and Ms. Huber continue to facilitate that process. Ms. Greene has been working with Mr. Robert Music on updating Ramp Passes; she continues to work with the Conference and Training room schedules; she is working on updating records in the system. Since June 2019, over 2,700 badges have been printed.

Mr. Evers then asked Ms. Huber to review meetings and visits since the last meeting. She welcomed Ruth Brindle, new to the Staff, and recognized that ABX Air was celebrating its 40th Anniversary, today. For meetings, tours and visits, she noted that in compliance with current protocols, all meetings and visits are being conducted compliant with the current social distancing rules. Staff is taking advantage of technology (Zoom and other on-line meetings) as well as using the proper PPE and disinfecting protocols, when appropriate.

Events

Amazon NHO

Underpass Inspections

Calls/Webinars

JO quarterly call

MBI & ODOT Call

Vorys/JO OSIP Conference call

Site Development Call

Chamber Lunch n Learn

ODOT & Michael Baker for FY2020 projects & FY2021 planning

Elevating local business concerns - CBD, elected officials, DDC, etc.

City Parks

Active leads and Projects

Amazon support for employee increases (DDC, JO, CCPA)
Reach out to local businesses – coordinate with Chamber survey

Meetings

John Roberts – Farmer
TW Development
RICOH – copier visit
Weekly Staff Meeting
LGSTX – floor cleaning and disinfecting
HR Meeting
Finance Meeting
Building 209 Construction meetings

COVID 19 Communications/Meeting/Calls

County
Senator Portman
SBA Call
SBDC Call
MAEDC – Jennifer a presenter at one
Round Table
EMA
CDFA
OEDA
IEDC
Steve Stivers Town Hall Call
PRSA
Vorys
Montrose Group

Technology/Business Continuity

Webinars and more – Working from home
Zoom
GoTo Meeting
DDC Webinar – BR&E contacts
Microsoft365 – cloud solutions

Mr. Evers then added that as the Board is aware, the Wilmington Air Park has developed, with Counsel, and distributed operating protocols. Vorys has been very helpful with this effort. He said that Staff and partners have provided tangible assistance to the community, and throughout the county. Airport operations continue and additional aircraft are parked at the Air Park. It has taken significant collaboration with Airborne (AMES) and LGSTX and the effort is very much appreciated.

Ms. LaPine was excused at 10:26 a.m.

Public Comment

Chairman Rowsey then opened the floor for public comment, reminding all on the call that their responses would need to be typed into the Q & A section of the webinar, available at the bottom of the window.

After several minutes of no response in the Q & A section, Chairman Rowsey announced the Board's intention to go into Executive Session.

Executive Session

Hearing no requests for public comment, Ms. Ellis made a motion that the Board move into Executive Session to discuss matters contemplated by Ohio Revised Code 4582.58(C). Mr. Smith seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Ms. Ellis, Mr. Laake, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

The Board entered Executive Session at 10:31 a.m.

Mr. Smith made a motion that the Board exit Executive Session at 12:30 p.m. Ms. Ellis seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

Mr. Smith made a motion to adjourn the April 16, 2020, Board of Director's meeting of the Clinton County Port Authority. Ms. Ellis seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

The April 16, 2020, Board meeting was adjourned at 12:30 p.m.

The next meeting is set for May 14, 2020, at 9:00 a.m.