

Clinton County Port Authority
Thursday, May 14, 2020
9 a.m. Wilmington Air Park

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

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

Chairman Rowsey called the meeting to order at 9:04 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 May 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. In addition, upon recognition from the Chair or the Executive Director participants or other attendees were able to speak.

Attendance was taken with a roll call vote. Chairman Walt Rowsey, Secretary/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. Smith made a motion to excuse Ms. Beth Ellis. Mr. Laake seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Mr. West made a motion to approve the Agenda for the May 14, 2020, Board of Directors meeting. Mr. Laake seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

After reviewing the Minutes of the previous meeting, Mr. Settlemyre made a motion to approve the Minutes of the April 16, 2020, meeting, as presented. Ms. LaPine seconded. A roll call vote resulted in "Yes" votes from Mr. Rowsey, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

Chairman's Report

Chairman Rowsey welcomed everyone to the meeting and welcomed the return of outside dining, as part of the reopening of businesses.

Secretary/Fiscal Officer Report

Mr. Laake said no Finance Meeting had been held since the last Board meeting. The bill list was presented, and he made a note of the payment for Nav Aids, the monthly commission to the brokers and the postage for the Community COVID Mailer. A question on the payments for legal fees was answered by counsel, noting that while the fees represented one month of billing, certain extraordinary projects, including COVID response, and other confidential projects drove higher costs. Additional information on those projects could be provided in a privileged communication if requested.

Resolution 2020-05-01

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

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

Old Business

Mr. Evers said there was one item of old business.

Resolution 2020-04-07

A resolution authorizing an agreement with Plan A International, for Video Production Services.

Mr. Evers reviewed with the Board that 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. He said this is valuable as the Port Authority recognizes the 10th anniversary of the CCPA’s ownership of the Wilmington Air Park, It also will serve as a vehicle by which 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. Among other areas of focus, the firm has produced several aviation-related films and videos.

He continued, saying 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 directly with prospects and at trade shows, as well as feature on our website is valuable. It is consistent with best practices for 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.

Mr. Evers said the resolution was tabled at the Board’s April meeting. Since that time, the Board’s Marketing Committee has met, to review a proposed 2020 economic development marketing plan, which included the production of videos outlined here. The Marketing Committee approved the plan, as presented. It is staff’s recommendation that the proposed resolution be approved.

Mr. Laake asked if samples of work completed by this group were available. Mr. Evers confirmed that they were.

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, Mr. Laake, Ms. LaPine, Mr. Settlemyre, Mr. Smith and Mr. West. The motion passed unanimously.

New Business

Resolution 2020-05-02

A resolution adopting a 2020 Schedule of Fees, Rates and Charges for the Wilmington Air Park.

Mr. Evers said as it does each year, Staff, along with the Staff at LGSTX, reviews the schedule of fees, rates and charges for the Wilmington Air Park. This schedule stipulates charges for items such as landing, fueling, and de-ice fees. It also establishes charges for badging, and personnel services such as on-site visitor escort, ground support, line and emergency services, and air traffic control services (call-in). Note that these charges apply generally, and the Executive Director may negotiate different fees for volume users of the Air Park.

He continued, saying reviewing similar charges at other airports, as well as the understanding our own aviation-related fees and costs is the basis for the recommended modifications. Adopting a fee schedule at this time does not preclude the CCPA from re-visiting this issue during 2020, should circumstances warrant modifying fee structures or items within this schedule, or for the Executive Director to enter into different agreements with certain users. It is staff's recommendation that the Board adopt the 2020 Schedule of Fees, Rates, and Charges as presented.

Highlighting some of the changes from 2019, Mr. Evers said the groups of aircraft were consolidated. Chairman Rowsey asked if the fees were based on our experience and if they were covering our costs. And, he asked, how fees here compared to other airports. Mr. Evers said that, generally, this fee schedule puts us in the lower third of airports surveyed. It is hard to compare, exactly, since we don't have a similar airport environment to other airports. He said the fees allow the Wilmington Air Park to remain competitive. He added, when asked, that he believed six other airports were surveyed this year. Many other airports generate revenue with automobile parking fees, which is not the case here.

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

Resolution 2020-05-03

A resolution Authorizing a FY 2021 Grant Application for submission to the Ohio Department of Transportation Office of Aviation for certain pavement resurfacing/reconstruction, taxiway painting, navigational aid upgrades, and associated infrastructure projects at the Wilmington Air Park, and the execution of related grant agreements.

Mr. Evers said the Port Authority annually seeks funding, through the ODOT Office of Aviation, for improvements to the Air Park infrastructure. The Port Authority has enjoyed significant success over the past several years, receiving multiple grant awards in several successive years. Staff, in concert with LGSTX Services and Michael Baker International, has identified four prospective projects for the FY 2021 grant cycle. The projects are as follows:

P1 – Remove and Repaint Taxiway A Markings
Estimated Project Cost: \$385,810; CCPA Match: \$81,021

This work is mandated as a result of our recent FAA Part 139 certification inspection.

P2 – Taxiway C Pavement Repairs

Estimated Project Cost: \$177,125; CCPA Match: \$37,196

This work is to repair and replace panels of concrete in specific areas along TW C, near the MRO.

P3 – Taxiway D Pavement Repairs

Estimated Project Cost: \$155,480; CCPA Match: \$32,652

This work is to repair and replace panels of concrete in specific areas along Taxiway D (Delta Storage and future deicing area).

P4 – Approach Lighting with Sequence Flashing (ALSF) Sitework & Repair

Estimated Project Cost: \$124,500; CCPA Match: \$26,145

This project will repair foundations of the ALSF lights in the light lane. This work was recommended during the recent FAA inspection; we were advised that, left unaddressed, it would be an issue when the next inspection is conducted.

As has been past practice, the CCPA is proposing a 21% match of local funds. ODOT-Aviation requires at least a 5% match. Increasing the local match percentage enables us to compensate for other scoring criteria in which the airport does not score as well and for which we cannot otherwise compensate. We believe the increased local match enhances our ability to secure funds; recent history seems to confirm this. It is staff's recommendation that the Board approve this resolution.

Chairman Rowsey asked, given the circumstances, if the State's budget for this type of grant would be impacted. He wanted to ensure the projects had been prioritized, since the FAA has recommended some of them be completed. Mr. Evers confirmed that through discussions with Michael Baker, International and LGSTX the projects had been prioritized. He added that projects of particular interest to the FAA could be completed, if necessary, sooner, but that time had been allowed to seek this funding.

Mr. Smith asked if the FY20 grant awards might be impacted. Mr. Evers confirmed that they could. A conference call with ODOT Aviation is scheduled for later today, and they will probably be sharing updates on that. ODOT was mandated to cut its budget by 20 percent. Since the Port Authority matches its Grant Funds at a higher percentage than other applications, it is our hope that our Grants will be salvaged.

Chairman Rowsey asked if funds had been spent on these projects already this year. Carlos Powers with Michael Baker International, confirmed that, yes, funds had been expended on design and grant administration.

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

Resolution 2020-05-04

A resolution authorizing the Port Authority to contract with Old Republic Aerospace (Old Republic Insurance Group) to serve as the Aviation Insurance carrier for the Port Authority, and payment of the insurance premium for the year June 2, 2020, through June 1, 2021.

Mr. Evers said annually, the CCPA – with significant assistance from Phillips Insurance – seeks proposals from certain insurance providers to extend coverage for aviation-related claims. This niche pool of providers is small. Parrish O’Neill (Old Republic Insurance Group) has provided the CCPA with aviation insurance coverage for several years. This group was the only provider to offer a renewal quote this year. Other firms declined to bid. The proposed coverage premium is \$23,130, a Year-to-Year increase of \$5,000. The increase is due to changes in the aviation-related space coupled with increased air traffic. It is staff’s recommendation that the resolution be adopted.

Chairman Rowsey asked if it was a concern that additional companies did not offer bids on the insurance. Mr. Mike Phillips said not necessarily. If it is a renewal, and the cost is known, others do not necessarily choose to make an offer. If this group could not cover the Wilmington Ari Park, there are others that could, but the pricing might be different. Mr. Smith concurred.

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

Resolution 2020-04-06

A resolution establishing the Clinton County Emergency Loan Fund.

Mr. Evers said the current conditions with the COVID impacts have affected the community in many ways. Small businesses, especially, have felt many of the impacts, and those businesses often do not qualify for some of the State and Federal aid programs. The Port Authority staff is proposing a fund of \$100,000 from the Port Authority general funds. It is very likely that other organizations may partner with the Port Authority to fund this Emergency Loan Fund.

Mr. Evers continued, noting that while much was still under discussion, loans will likely be between \$1,000 and \$5,000; interest rates would be below market rates; repayment would be expected to be between two and five years and payments possibly would be deferred for a period of time. It would be administered by the Port Authority.

Chairman Rowsey asked if the Port Authority had an active loan fund in the past. Mr. Evers confirmed that a Revolving Loan Fund (RLF) is still active, with one of the loans still actively being repaid. Chairman Rowsey also asked if partners became involved, would payments be prorated to the partners. Mr. Evers confirmed that would be the plan.

While the RLF had been based on US EDA loan plans, the documents/loan applications for this program would be much more simplified, and likely would take advantage of existing electronic processes. Other questions addressed involved more on the mechanics of the lending and qualifying for the loans. Many of the details are still in process and are part of the discussion with potential partners. It is the hope that this program is rolled out to the community early in June.

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

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

Mr. Evers said that an Aircraft Storage Agreement with AMES for space on C Ramp had been executed. Also, staff has received notification from SRS of its intent to extend its lease of Building D for an additional year.

Updates

Mr. Evers then asked Ms. Huber to share any news and updates. She said that a new security manual is being developed in conjunction with ATSG security team and LGSTX.

Real Estate Update

Mr. David Lotterer started by offering his thanks to all in recognition of Economic Development week, which was recently celebrated. This work often goes unnoticed and deserves more recognition, he added.

He continued, noting that while things are not back to normal, prospects are getting more active. Projects that were moving before are moving forward; those who are talking with us, are serious and focused. There continues to be a strong pipeline, and those prospects require space to lease. That continues to be a conversation with developers.

County Economic Development Update

Ms. Jennifer Ekey said, that when looking at it by the numbers, 15 prospects / projects were active this month, with some combination of work from herself, David Lotterer, Dan Evers and Beth Huber. At least 10 partners meetings, of some sort, were held in the last month, including with the DDC, JobsOhio, Economic Alliance group, Main Street Wilmington and others. Thirteen meetings / webinars on COVID- related topics were attended, including a couple where she was a panelist.

The Economic Alliance meeting for the County for May highlighted the Economic Development team for the county. Staff continues to work closely with them and will begin another round of calls to local employers soon. These calls also are in support of a recent survey circulated by the Chamber of Commerce.

As a member of the Board for the Mid America Economic Development Council, she said she has had the opportunity to attend and present on many panels. She added that in listening to comments and conversations from around the mid-west, this community, our groups, are doing all the things; information is available to businesses in multiple formats; we are conducting local outreach, the partners are coordinating care and outreach and working to actively get businesses the help they need.

For Economic Development Week, the Port Authority and its partners worked heavily with social media. The DDC is working with JobsOhio on a platform for a virtual Career Fair, and staff is involved in those discussions. The Marketing Committee met and approved a focused plan. Work continues on the County Website updates. Continuing research indicates video is the number one way to engage people on a website or other social media. Ms. Ekey thanked the Board for its approval of the Video Project to allow that outlet for our news website.

Mr. Settlemyre asked how much Ms. Ekey had been able to engage the community. She agreed that the current situation makes it challenging, but that she had several phone conversations and Zoom meetings as she continued to work to meet people, and be helpful to people, in the community.

Mr. Evers added that with so much going on, that the staff was working to coordinate meetings and contacts and construction and is continuing to make progress on multiple fronts.

Badge Office Update

Mr. Evers continued by presenting some Badge Office data to the Board:

A total of 486 badges have been issued since the last meeting, with the bulk of them going to Amazon.

Ms. Greene is printing badges and Ms. Huber is attending NHO for now.

DigiCom spent a day in the office updating software and completing other preventive maintenance on the C-Cure and Camera systems.

Ms. Greene continues to schedule conference and training rooms and is working with LGSTX to get 139s that are ready to expire tracked and training reminders into LogLevel.

Mr. Evers then asked Ms. Huber to review meetings and visits since the last meeting.

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

209 Construction continues; many contractors, but much progress!

Foam Test – weekend adventure

Economic Network Alliance – Co-presenters with Chamber, Main Street, RPC, CVB, City of Wilmington

Calls & Webinars

ODOT Aviation Webinar

Emergency Loan Fund Web meeting – Clinton County Foundation

Virtual Career Fair Web meeting – DDC & JO

Economic Alliance Weekly Zoom

County Web Site meetings/calls

Investor Communication

ATSG Earnings Call
Vendor Zooms/Discussions
Chamber Lunch N Learn
Rep. Stivers call – CBD
OhioBuys Webinar – State Procurement system
DORA webinar
ODOT Call – FY2020 Grants

Meetings

Prospect Meetings & Follow up
Tenant Meetings & Follow up (Amazon, ATSG, ATI, LGSTX, Atlas)
Michael Baker Zoom
Marketing Discussions
Budget Meetings – LGSTX & internal

COVID 19 Meetings/Meetings/Calls

MAEDC – Webinar – Recovery strategies
SBA Webinar
CDFA Webinar
County
Senator Portman
EMA Weekly Call
CDFA
OEDA
IEDC
Steve Stivers Town Hall Call
PRSA
Vorys
Montrose Group

Technology/Business Continuity

Webinars and more – Working from home
Zoom
GoTo Meeting
Microsoft365 – Teams, Planner, One Drive

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.

Commissioner Brenda Woods wanted to share her thanks with Dan Evers and Jennifer Ekey on their support and help to get the Uhl's Market in Sabina reopened. It is much needed and much appreciated.

Ms. Ekey thanked the Commissioner and added that she had met with the Mayor just before all meetings were eliminated. Requests and incentives were discussed, and they were able to get all the details completed. She sent her thanks to the Commissioners, agreed it was a good first project. Mr. Evers also had conversations with Mr. Uhl and was glad to see that the project worked in favor of his business and the community. Chairman Rowsey added his thanks, and the note that this is the kind of collaboration, countywide, that the Port Authority is able to provide.

Hearing, and seeing, no other comments or questions, Chairman Rowsey announced the Board's intention to go into Executive Session.

Executive Session

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

The Board entered Executive Session at 10:20 a.m.

Mr. Smith made a motion that the Board exit Executive Session at 11:54 a.m. Mr. Laake seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

Mr. Smith made a motion to adjourn the May 14, 2020, Board of Director's meeting of the Clinton County Port Authority. Mr. Laake seconded. All voted in favor, responding with "Aye". The motion passed unanimously.

The May 14, 2020, Board meeting was adjourned at 11:55 a.m.

The next meeting is set for June 11, 2020, at 9:00 a.m.