



MINUTES

**Regular Meeting of the Board of Directors
Tuesday, May 16th, 2023
City of Hamilton Council Chambers, First Floor, 345 High Street, Hamilton, OH
8:30 a.m.**

Meeting called to order:

Chair Brad Evans called the meeting to order at 8:31 a.m.
David Fehr took roll.

ROLL CALL: Dona Canaan
Brad Evans
Matt Bockhorst
Denise Quinn
Tim Egloff
Robert Schmidt
Brian Fox (arrived at 9:03 a.m.)

Absent:

Staff Present: David Fehr, Development Director
Brenda Todd-Finnell – Secretary, Fiscal Officer

Others Present: Stacey Dietrich Dudas, City of Hamilton
Cathi Evans, General Counsel, Millikin Fitton

APPROVAL OF MEETING MINUTES – March 21, 2023

Mr. Fehr stated the March 21, 2023 meeting minutes were emailed to the board and asked if there were any changes or comments. Hearing none, asked for a motion to approve. Mr. Egloff motioned to approve, Ms. Canaan seconded the motion.

Roll Call: Mr. Egloff – yea
Mr. Bockhorst – yea
Ms. Quinn - yea
Mr. Evans – yea
Ms. Canaan – yea
Mr. Schmidt - yea

Motion carries. 6-0.

Approval of Finance Report

Ms. Todd-Finnell presented the financial reports from March and April 2023.

March 2023, \$15,000.00 in application fees have been collected thus far in 2023. Closing fees \$30,000.00. Annual fees, \$120,768.00. Bank interest \$44.82. Total income \$165,813.00. Expenses for March – travel \$25.00. REDI Partnership for \$7,500.00. Legal costs \$3,220.00. Service fee \$15.00. The total expenses for the month of March was \$10,760.18. Revenue less expense for March is \$155,053.00. Bank statement balance \$222,143.00. Quicken balance is \$218,548.00. The Star Ohio balance at the end of March is \$3,690,102.00. Billing for most companies will occur toward the end of the year.

April 2023 – Year to date: Application fees \$15,000.00. Closing fees \$231,634.00. Annual fees of \$120,768.00. Bank interest \$84.33. Total Income for the year \$367,487.89. Star Ohio interest for the year is \$58,423.46. Expenses up to date for the year is Travel \$25.00. REDI Partnership \$7500.00. Legal costs \$3220.00. Professional services \$400.00. Service fees \$15.00. Total expenses for 2023 \$11,160.18. Revenue less expenses is \$356,327.71. The bank statement balance at the end of April \$120,812.79. The Quicken balance is \$120,812.79. Star Ohio balance \$4,005,818.21. \$300,000.00 was transferred over to Star Ohio for the month of April. Bank statements are included in your packets for both March and April 2023.

Mr. Schmidt motioned to approve both March and April 2023 financial reports. Mr. Egluff seconded the motion. All in favor. Motion carries. 6-0.

2022 Financial Statements:

Our accounting firm, Mark Hurst, completed the 2022 financial statements (included in packet). This information will prepare for the State audit every year. This is a summary of all activity for 2022. This is for informational purposes only.

Strategic Plan for the Butler County Port Authority:

Mr. Bockhorst stated that the Port Authority had 7 respondents for the Strategic Plan RFP. The sub-committee and staff got together and reviewed the submissions and narrowed them down to 3. Out of the 3, we sent questions to each one and received written responses back last week. We will conduct interviews with the final 3 coming up. Once finalized and a contract negotiated, it may be July before this can begin. A special meeting will need to happen before the next regular meeting in July to approve the contract once a company is chosen. We are pretty happy with the 3 finalists.

Mr. Fehr thanked the sub-committee for their time and effort on the Strategic Plan. He stated that we will have to draft a contract with the Port's attorney, Cathi Evans, once a company is chosen. It was mentioned that the company would probably have their own contract and the Port could add a scope of services.

Director's Report:

Mr. Fehr stated that the Director's report is in the packet.

Ohio Treasurer Office meeting with Representative John Gomez to discuss a new program.

Fairfield Logistic Project (update) with Neyer. This project did close and that is what you saw in the financial statements on the closing fees.

Strategic plan sub-committee met April 25th and will be meeting again today after the meeting.

Mr. Fehr stated that he did participate in a site visit with a Japanese company in the City of Trenton. This would be a potential plant that would assist in the electric vehicle manufacturing in Ohio. REDI Cincinnati, Jobs Ohio, and the local utilities put on a presentation for the company.

Landbank – our office also is responsible for the Landbank and we received a significant amount of funds from the State of Ohio for demolition of the old Forest Fair Mall. This project seems to be progressing. There has been many conversations and meetings with the demolition company, the City of Fairfield, etc. to decide what to do with the property once the building is demolished. This may be coming to the Port Authority board for a reuse situation in the future. Butler County will be getting the new Bass Pro Shop and the once currently located will also be demolished in this project. Butler County will be benefitting from the sales tax from the new location.

First Financial signature cards are completed now thanks to Robert Schmidt and Brad Evans. Mr. Evans and Mr. Fehr now have full access to the bank account and Mr. Schmidt and Ms. Todd-Finnell have read only access. This is also the same with Star Ohio. Two staff and two board members.

Ohio Economic Development Association meeting was in May that Mr. Fehr attended. He mentioned that it was very informative.

Spooky Nook tour – deadline today for commitments for the tour on May 23rd at 1:30 p.m. Please let Brenda Todd-Finnell know if you plan to attend.

Audit – The State Auditor will be doing the audit of the Port Authority. You received an email in regard to a questionnaire for the auditor and would like to have this back from board members by Friday. They would also like supporting documents from staff.

PUBLIC COMMENT

No comments.

Executive Session (began 9:02 a.m.) – Recession

Brad Evans read – Motion to recess regular session and enter Executive Session for the purpose of discussing with an attorney concerning disputes that are the subject of pending or imminent court action.

Mr. Egloff made a motion to approve the Executive Session, Ms. Canaan seconded the motion.

Roll Call: Mr. Egloff – yea
 Mr. Schmidt - yea
 Mr. Evans - yea
 Ms. Quinn – yea
 Ms. Canaan – yea
 Mr. Bockhorst – yea

Motion carries. 6-0.

Mr. Evans made a motion to come out of the Executive Session, Mr. Egloff seconded the motion.

Roll Call: Mr. Egloff – yea
 Mr. Schmidt - yea
 Mr. Evans - yea
 Ms. Quinn – yea
 Ms. Canaan – yea
 Mr. Bockhorst – yea
 Mr. Fox - abstain

Motion carries. 6-0-1.

(Executive Session ended at 9:15 a.m.)

Next Port Authority meeting is July 18th, 2023.



ADJOURNMENT

Mr. Fehr asked for a motion to adjourn.

Mr. Fox motioned to adjourn
Mr. Egloff seconded the motion

MOTION APPROVED 7-0
Meeting adjourned 9:20 a.m.

These minutes represent a summary of these proceedings, are retained in accordance with the Port's Records Retention Policy, and may be obtained upon written request. Any charges associated with preparing any available recording transcript shall be borne by the person requesting.

Hamilton, Ohio
May 16, 2023

Chair – Brad Evans

Secretary – Brenda Todd-Finnell