



## **MINUTES**

**Regular Meeting of the Board of Directors  
Tuesday, July 18th, 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  
Robert Schmidt  
Tim Egloff (arrived at 8:43 a.m.)

Absent: Brian Fox

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  
Nathaniel Kaelin, City of Fairfield  
Tom Moeller, Envision Group LLC  
Emil Liszniansky, Envision Group LLC

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### **APPROVAL OF MEETING MINUTES – May 16, 2023**

Mr. Fehr stated the May 16, 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. Bockhorst – yea  
Ms. Quinn - yea  
Mr. Evans – yea  
Ms. Canaan – yea  
Mr. Schmidt - yea

Motion carries. 5-0.

### **Approval of Special Meeting Minutes – June 27, 2023**

Mr. Fehr stated that the special meeting minutes from June 27, 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. Bockhorst motioned to approve, Mr. Evans seconded the motion.

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

Motion carries. 5-0

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### **Approval of the Finance Report**

Ms. Todd-Finnell presented the financial reports from May and June 2023.

May 2023 - \$15,000.00 in application fees have been collected thus far in 2023. Closing fees \$231,634.00. Annual fees, \$159,873.00. Bank interest \$115.87. Total income \$406,624.00. Expenses for May – travel \$50.00. Audit expenses \$7,500.00, REDI Partnership for \$7,500.00. Legal costs \$5,010.00, Legal Counsel – other \$4,140.00, Dues and Subscriptions \$153.00, Professional Services \$400.00, Service fee \$15.00. The total expenses for the month of May was \$24,769.08. Revenue less expense for May is \$381,855.00. Bank statement balance \$159,949.00. Quicken balance is \$146,340.00. The Star Ohio balance at the end of May is \$4,023,501.00. Billing for most companies will occur toward the end of the year.

June 2023 – \$15,000.00 in application fees have been collected thus far in 2023. Closing fees \$231,634.00. Annual fees, \$159,873.00. Bank interest \$146.39. Total income \$406,654.95. Expenses for June – travel \$50.00. Audit expenses \$7,500.00, Auditor State of Ohio IPA fee \$1332.50, REDI Partnership for \$7,500.00. Legal costs \$5,415.00, Legal Counsel – other \$4,140.00, Dues and Subscriptions \$244.90, Professional Services \$400.00, Service fee \$15.00. The total expenses for the month of June was \$26,597.58. Revenue less expense for June is \$380,057.37. Bank statement balance \$148,160.95. Quicken balance is \$144,542.45. The Star Ohio balance at the end of May is \$4,040,899.05. Billing for most companies will occur toward the end of the year.

Bank statements are included in your packets for both May and June 2023.

Ms. Quinn motioned to approve both May and June 2023 financial reports. Ms. Canaan seconded the motion.

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

Motion carries. 5-0

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**Update - Strategic Plan for the Butler County Port Authority:**

Mr. Fehr stated that the Port Authority Board entered into a contract with Envision Group, LLC on June 27, 2023. Phase I – Envision is now meeting with stakeholders. Emil Liszniansky and Tom Moeller with Envision are here to speak to the Board about the progress thus far on the Strategic Plan and the interview process. Mr. Fehr stated that if the Envision staff would like to speak to the board that they would need to do it individually or in a group that does not represent a quorum, otherwise it would need to be in front of the public. Mr. Moeller stated that it was his understanding that they would be meeting one on one with the board members. No presentation at this point. A list of stakeholders was provided to the consultants as a base for interviews which does include representatives from all of Butler County that the sub-committee feels needs to be contacted.

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**Director's Report:**

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

Mr. Fehr participated with the Workforce Development Board Retreat on June 1<sup>st</sup>, 2023. Butler County participates in Area 12 which is a Butler, Warren and Clermont County Workforce Investment Board which is made up of Government folks and business. The Bylaws state that 51% of the board has to be businesses. The goal of this board is helping employers and employees connect. This assist with job training for employees and also for employers to find talent.

A foreign owned company was looking at the Fairfield Logistic site, the Neyer project. This is a large flex type building off of Seward Road. Butler County and an area in Atlanta were the two finalist for this project. The company has not made a decision as of yet.

Mr. Fehr participated in a Retreat called The Downtown Middletown Strategic Retreat. It was important for us to engage with the Middletown folks. This retreat focused on the downtown core and a discussion was made about how the Port Authority has helped in Hamilton. We talked about how the Port assisted with getting some grant funds to demolish the old hospital downtown Hamilton, the development through the Marcum Project, and the Rossville Flats Project. We are here to help if they need it.

Mr. Fehr stated that he did participate in the Butler County Regional Transit Authority – public transportation organization in Butler County. Getting transportation to employment for the local work force was a big focus on this retreat. Mr. Fehr is a board member for this group.

Fairfield Logistic Project – Mr. Fehr stated that there will be a TIF Bond Issuance for the Fairfield Logistic Project. It looks like at this point that the Port Authority might serve as a conduit financier. This will be approx. \$1.5 million issuance to do some improvements to Seward Road. Nathaniel Kaelin has been deeply involved representing Fairfield. This seems to be very complicated as there are multiple school districts and multiple political jurisdictions, however, things are progressing. Weekly meetings with Bond Counsel is happening as this project progresses and due to close this year.

Audit – The State Auditor is wrapping up their proceedings for the audit for this year. This should be finalized in the next 30 days. Once we get the final report, we will pass it along to the board.

Our Strategic Plan Sub-Committee had a kick off meeting with Envision Group, LLC on July 6<sup>th</sup>, 2023.

Spooky Nook Tour – Brenda is working on rescheduling the tour for Port Authority Board members with Spooky Nook Sports Complex. We wanted to wait until the legal counsel on our end had submitted their filings with the court so there are no bad optics out of that. This has been completed so we are now looking at something in the next month or so to do the tour.

Regarding Spooky Nook, there will be a deep dive Executive Session in September.

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## **PUBLIC COMMENT**

No comments.

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Next Port Authority meeting is September 19<sup>th</sup>, 2023.

## **ADJOURNMENT**

Mr. Fehr asked for a motion to adjourn.

Mr. Bockhorst motioned to adjourn  
Ms. Quinn seconded the motion

MOTION APPROVED 6-0  
Meeting adjourned 8:52 a.m.

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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  
July 18, 2023

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Chair – Brad Evans

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Secretary – Brenda Todd-Finnell