



## MINUTES

**Regular Meeting of the Board of Directors  
Tuesday, September 19th, 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:** Brian Fox (arrived at 8:42am)  
Brad Evans  
Matt Bockhorst  
Denise Quinn  
Tim Egloff  
Robert Schmidt

Absent: Dona Canaan

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  
Tom Moeller, Envision Group LLC  
Emil Liszniansky, Envision Group LLC

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### **APPROVAL OF MEETING MINUTES – July 18, 2023**

Mr. Fehr stated the July 18, 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. Quinn seconded the motion.

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

Motion carries. 5-0.

## **Approval of the Finance Report**

Ms. Todd-Finnell presented the financial reports from July and August 2023.

July 2023 - \$15,000.00 in application fees have been collected thus far in 2023. Closing fees \$246,634.00. Annual fees, \$144,873.00. Bank interest \$177.85. Star Ohio interest \$111,711.00. Total income \$518,397.00. Expenses for July – travel \$50.00. Audit expenses \$7,500.00, Auditor State of OH \$2,490.00. REDI Partnership for \$7,500.00. Legal costs \$5,400.00, 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 July was \$27,730.40. Revenue less expense for July is \$490,667.06. Bank statement balance \$148,192.41. Quicken balance is \$143,394.45. The Star Ohio balance at the end of July is \$4,059,105.80.

August 2023 – \$15,000.00 in application fees have been collected thus far in 2023. Closing fees \$257,782.92. Annual fees, \$144,873.75. Bank interest \$209.61. Star Ohio Interest \$130,591.59. Total income \$548,460.87. Expenses for August – travel \$50.00. Audit expenses \$7,500.00, Auditor State of Ohio IPA fee \$2,480.50, REDI Partnership for \$7,500.00. Legal costs \$5,400.00, Legal Counsel – other \$4,140.00, Dues and Subscriptions \$244.90, Professional Services \$400.00, Service fee \$30.00. The total expenses for the month of August was \$27,745.40. Revenue less expense for August is \$520,715.47. Bank statement balance \$154,593.78. Quicken balance is \$154,545.56. The Star Ohio balance at the end of August is \$4,077,989.34. Billing for most companies will occur toward the end of the year.

Bank statements are included in your packets for both July and August 2023.

Mr. Bockhorst motioned to approve both July and August 2023 financial reports. Mr. Evans seconded the motion.

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

Motion carries. 6-0

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### **2022 Audit:**

A copy of the 2022 audit for the Port Authority. We did receive 4 stars – highest achievement for the audit. This was a much more intense audit than usual.

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

Mr. Fehr welcomed Emil Liszniansky of Envision Group LLC to approach the board with an update for the Strategic Plan for the Port Authority. Emil stated that interviews have been conducted with each of the Commissioners individually, County Administrator Boyko, as well as the Local Chambers and the political subdivisions that you can imagine that are engaged with Economic Development including Middletown, Hamilton, Monroe, West Chester and Liberty Townships, Fairfield City and Township, Trenton and Oxford. Most of the people involved in the interviews met in person as well as a few on zoom. Local Partners interviewed looked for more transparency and consistency on how the Port evaluates projects. They also want to see a more proactive Port such as Marketing Service offerings and projects they can help out on. They would also like to see a more full time staff person at the Port and something they could point developers to in their local communities. Locally, it was stated that they would like more local support and more County support in their strategy. Many people brought up the fact that the County does not have an Economic Development Strategy. More marketing and web presence was mentioned. It was also mentioned that they would like to have more assistance with Special Projects that would align with the Port Authority structure. The Port Authority Board entered into a contract with Envision Group, LLC on June 27, 2023. Having quarterly meetings for all of the local subdivisions with Port's and County staff to share what is going on with important projects that may rise to level of County assistance and cross jurisdictional projects. It was also mentioned that Warren County is currently doing advocacy with going to the Statehouse, going to DC and doing a fly in for funding investments, etc. and though Butler County could also do this type of thing as well and the Port play a role in facilitating this. It was also mentioned to use the I75 corridor to make a Cincinnati, Dayton Metroplex. It was mentioned that we are kind of the Arlington to the Dallas/Fort Worth. This is an idea that points to future Strategic Planning efforts.

Catalytic Project Needs, we put them in categories: Legacy-Infield Development, Brownfield Remediation and Site Assembly, Aging Suburbs. West Chester mentioned that they are close to build-out, however, not as old as Fairfield which points to a need for residential to support mixed use development. It is hard for them to bring in additional Commercial properties. Monroe and Liberty mentioned they need support for Greenfields and interchange projects, particularly Milliken Road area – light industrial and new mixed use. Trenton has an industrial park, and also some aging properties in their downtown area and some multi-family residential properties on their outskirts of town. Oxford had some unique projects going on; business incubator/the College and Elm project and an Airport Industrial Park in conjunction with a Master Plan and light industrial projects that they might need assistance in the future.

The County's prospective centered on return on investment for the county and avoiding risks. The Commissioner's pointed out that the sales tax drives the County's bottom line. With this being said, there is a need for an Economic Impact Analysis proposed and a streamlined process to get those numbers in front of the board so they can evaluate projects. It was also mentioned that the County could be a good partner for Site Readiness for the right end user – assistance with ROI's. On the Commissioner's level, it was mentioned that the Commissioners would like to meet with the Port Authority Board at least once a year to assess the needs and priorities of the Port Authority Board. They acknowledge a need for Economic Development staff at the County as well as the Port. Staffing and turnover has been an issue and they acknowledge this.

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The County acknowledged the fact for the need for an Economic Development Strategy. Overall themes – advance manufacturing, tech – advanced air mobility, bio-health, affordable housing, and rural tourism were all mentioned as priorities in the individual interviews. Key phrases – generating sales tax, proven ROI, risk mitigation, workforce, heavy manufacturing, acknowledging that each community is a little bit different in legacy infrastructure and how they are developed, increasing overall economic activity in the county.

Broken down to 3 buckets: What a Port can offer, what the local partners wanted, what resonated with the Commissioners. In the Commissioner's bucket: Strategic acquisition and site assembly, developing infrastructure, applying for grants on behalf of subdivisions, environmental stewardship particularly brownfields, brownfield clean-up. Marketing – outward presence. Technical Assistance – area master plans and studies – supporting good projects that benefit the county's bottom line.

Based on this input and a sub-committee discussion, next week, there are a few more interviews to be conducted based on the sub-committee's input. Envision will start putting together detailed benchmarking against other similar counties, how they are positioned and acknowledging the political differences between counties; work charts, staffing, and financials. The details of how they are operating and service offerings. Drafting an investment policy and a requirement for applicants to have an economic impact analysis. Also, build out a fiscal impact evaluation template – something that can screen these projects internally.

Moving forward – another meeting with the sub-committee will be planned sometime in mid-October, then back to the board at the next meeting to share findings and recommendations of the strategy, go back in early November with a draft of the entire document, and then a final draft to this board at the November meeting.

The presentation was opened up for questions to the board and audience.

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### **Director's Report:**

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

Mr. Fehr participated in Duke Energy Site Readiness program for a property at I-75 and Millikin Road owned by Atrium Medical Center. Duke Energy paid for the costs for this meeting. This is the site of the new interchange. Duke Energy brings in a site consultant and looks at the strengths and weaknesses and the potential end users of this site. Mr. Fehr will share the final report when this is complete. This program was conducted in Trenton.

Mr. Fehr attended Butler County's Land Bank quarterly meeting. Seth Geisler is the Land Bank Director. Another round of funding for Brownfield's (1/2M) available to communities. Grant cycle will open in October 2023. This has been pretty successful in the past.

Mr. Fehr stated the 2022 Port Authority Audit from the Auditor of the State was released.

Mr. Fehr stated that there was an August 17<sup>th</sup> closing on TIF bonds (\$1.5M) Port Authority 'conduit financing' for roadway improvements at Fairfield Logistic (Neyer properties) project



site. There are some roadway improvements that need done at Seward Road. The Port received a small fee for our participation in this.

Mr. Fehr stated that he had a meeting with representative from TechSolve (Ohio Manufacturing Extension Partnership). A copy of their brochure was in the board packet to let the Port know that they exists and what they offer as an incentive. They are currently working with Magnode/Shape Corporation.

September 6<sup>th</sup> reviewed and executed Fairfield Trade Center (Northpoint Development) "conduit bond" documents for \$26M Building 1. Expected closing in October 2023.

September 7<sup>th</sup>, hired Craig Flaute as Planning Administrator. September 25<sup>th</sup> will be Mr. Flaute first day.

Strategic Plan sub-committee meeting on September 13<sup>th</sup> with Envision.

Tour of Spooky Nook – September 15<sup>th</sup> went very well. Mr. Bockhorst commented on how impressive the facility was.

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## **PUBLIC COMMENT**

No comments.

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Next Port Authority meeting is November 21st, 2023.

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## **Executive Session (began 9:26 a.m.) – Recession**

Mr. Fehr 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. Fox made a motion to approve the Executive Session, Mr. Egloff seconded the motion.

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

Motion carries. 6-0.

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Mr. Fox made a motion to come out of the Executive Session, Mr. Schmidt seconded the motion.

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

Motion carries. 6-0.

(Executive Session ended at 9:46 a.m.)

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#### **ADJOURNMENT**

Mr. Fehr asked for a motion to adjourn.

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

MOTION APPROVED 6-0  
Meeting adjourned 9:52 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