

Greene County Port Authority

May 2, 2019 at 9:00 am

Meeting held at 35 Greene St., Executive Commission Board Room, Xenia, OH

**Call to Order 9:00 am:** John Finlay opened the meeting and welcomed all board members.

**Board members present:** John Finlay, Terry Burns, Joe Harkleroad., Brandon Huddleson, and Karen Huelsman.

**Absent:** Deb Keller and Kevin DeWine

**Staff Present:** Paul Newman Jr., Eric Henry, Sarah Mault, Kristie Tidd, and Bev Myers.

**Approval of Prior Minutes 9:05 am:** The meeting minutes from November 1, 2018, were reviewed. Motion to accept previous meeting minutes as presented by Terry Burns; Second by Karen Huelsman. Motion carried unanimously.

**Approval of Treasurers Report 9:07 am:** Bev Myers presented the Treasurers Report. The balance of the account was \$169,278.17. Expenses included Ohio Port Authority Council Membership Dues. Revenue included: Bond fee from Double Bowler. Motion to accept Treasurer's Report as presented by Terry Burns; Second by Brandon Huddleson. Motion carried unanimously.

**Election of Officers 9:09 am:** Paul Newman Jr. stated the current Officers are as follows:

President: John Finlay

Vice President: Deb Keller

Secretary/Treasurer: Brandon Huddleson

Executive Director: Paul Newman Jr.

Paul explained the 2019 officers needed to be elected. A motion to keep the slate of officers be reappointed by Terry Burns; Second, Joe Harkleroad. Motion carried unanimously.

**Board Member Recommendation 9:13 am:** Bev Myers reported the Brandon Huddleson term for the Port Authority would expire in May. A motion to affirm the reappointment of Brandon Huddleson by Terry Burns; Second, Karen Huelsman. Brandon Huddleson abstained. Motion carried.

**Financial Statement** 9:15 am: Bev Myers presented the Board with the Financial Statements and Account's Compilation Report for 2018. The Report was filed to the State of Ohio on Tuesday April 30, 2019. Harvey Harris, CPA prepared the report.

**Greene County Assistance Program (CAP) Grant** 9:18 am: Eric Henry presented the Board with the CAP Grant Proposal. The request would be for the Port Authority to commit \$25,000 for a grant program for local non-profits designed to supplement existing state and federal programs. Eric explained the Cap would be administered by the Greene County Department of Development (DOD) but the request is for the CIC Board to have final approval of the project. Each year the Port may commit funds for the program if it is approved in their yearly budget. If approved a check will need to be made to the DOD, then an appropriation to a CAP grant line would be created to cut a check to the CIC. Eric explained reporting will be done each year back to the Port Authority. Brad Ruwe helped us with the steps of the process, according to ORC. Motion to adopt the CAP Grant for the amount of \$25,000 in 2019 made by Joe Harkleroad; Second, Terry Burns. Motion carried unanimously.

**Budget** 9:18 am: Bev Myers presented the Board a draft Budget. Included in the draft are the Actuals for 2018. Motion to accept the 2019 Budget made by Terry Burns; Second, Joe Harkleroad. Motion carried unanimously.

**Updates** 9:20 am: Paul Newman Jr. presented the Board with the Certificate of Completion date regarding the Mall at Fairfield Commons Pace Bond Report.

Paul Newman Jr. presented the Board the Port Authority Logo. Motion to accept the logo Terry Burns; Second Karen Huelsman. Motion carried unanimously.

**Meeting Adjourned** 9:30 am

Prepared by:



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Meeting Minutes Approved:



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