

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Regular Meeting  
November 4, 2021  
4:00 PM

Dayton Convention Center – Room 205

AGENDA

- I. Roll Call
- II. Approval of minutes of the October 7, 2021, Regular Meeting Action
- III. Reports and Communications
  - A. Finance Committee Report
    - a. Debt Service Policy Information
    - b. Reserve Fund Policy Information
  - B. Operations Committee Report
    - a. CSL Feasibility Study Presentation w/John Kaatz - Virtual Information
    - b. DCC Renovation Project Costs – Phase 1 Overview Information
      - i. Working Sessions to Determine Priorities/Scope
      - ii. Mechanical and Electrical – Obsolete – Heavy Scope
      - iii. Upcoming Full Master Plan – Presented by LWC/LMN at 12/2 Board Meeting
  - C. Fiscal Officer Report, Sean Fraunfelter, Interim Fiscal Officer
    - a. Bond Fund Options/Analysis w/Mike Burns Information
    - b. Background for Special Meeting to Approve Bond Fund Information
    - c. September Financial Reports Action
  - D. Executive Director Report, Pam Plageman, MCCFA Executive Director
    - a. Progress Report – DCC Improvements
    - b. Updates on Hotel/Motel Tax Collections – October/YTD 2021
- IV. Executive Session – If needed, to consider the purpose of conducting a conference with an attorney or attorneys for the Authority concerning disputes involving the Authority that are the subject of pending or imminent court action. Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors.
- V. Other Business
- VI. Special Meeting Date: November 18, 2021, 4pm at DCC Room 205
- VII. Next Regular Meeting Date: December 2, 2021, 4:00pm at DCC Room 205
- VIII. Adjournment Action

**MONTGOMERY COUNTY CONVENTION FACILITIES  
AUTHORITY  
BOARD OF DIRECTORS**

Regular Meeting Minutes  
October 7, 2021 4:00 P.M.  
Dayton Convention Center, Board Room 205

**BOARD OF DIRECTORS**

**PRESENT:** Walter Reynolds, Chair; Jeff Gore; Paul Gruner; Belinda Kenley; LaShea Lofton; Jacquelyn Powell, Kevin Weckesser and Tom Whelley.

**EXCUSED:** Mike Stevens

**GUESTS:**

Pam Plageman, Executive Director  
Sean Fraunfelder, Fiscal Officer  
Kelli Donahoe, ASM Global  
John Page, ASM Global  
Shannon Martin, Bricker & Eckler  
Vicki Giambrone, CBD Advisors  
Bear Monita, LWC Incorporated  
John Fabelo, LWC Incorporated  
Bryan Tennyson, LWC/LMN

**I. Roll Call**

Chairman Reynolds called the meeting to order at 4:00 P.M. and Ms. Giambrone called the roll.

**II. Approval of the minutes of the September 2, 2021 Regular Meeting Minutes**

Chairman Reynolds asked the members of the Board if they had any edits to the September meeting minutes. Ms. Kenley noted some minor spelling corrections and Chairman Reynolds called for a motion to approve the minutes with those corrections.

**MOTION:** It was then moved by Mr. Whelley and seconded by Ms. Kenley and unanimously voted "to approve the September 2, 2021 meeting minutes with the corrections noted."

**III. Reports & Communication**

**A. Finance Committee Report**

**i. SICO – Purchase of Rails/Steps for Existing Staging**

Ms. Plageman asked Ms. Donahoe to provide an overview. Ms. Donahoe stated that the necessary ADA safety rails and steps are being added to the existing portable stage sections which were provided by SICO, as a single source provider, and so it was the most effective and efficient way to move forward. She added that the pricing was the ASM Global discounted preferred pricing and so there was savings. Ms. Plageman stated that the team recommends the SICO bid for the purchases as the most responsive and recommends the Board's approval of the award.

**MOTION:** It was then moved by Mr. Whelley and seconded by Mr. Gruner and unanimously voted "to approve the SICO contract as presented."

**ii. TriMark Tilt Skillet – Kitchen Equipment**

Ms. Plageman presented the need to add kitchen equipment to maximize cooking capabilities and this tilting skillet will be a significant enhancement to the current equipment.

Mr. Whelley asked about whether a local vendor could have provided this equipment. Ms. Plageman stated that there are few vendors who can provide this type of commercial equipment. She added that ASM Global was able to get the most cost effective pricing through Trimark, which is part of the Omnia government pricing program.

**MOTION:** It was then moved by Ms. Kenley and seconded by Mr. Whelley and unanimously voted “to approve the purchase of the TriMark Tilt Skillet as presented.”

**B. Operations Committee Report**

**i. Architect Master Plan Design Explorations Update**

Ms. Plageman introduced Brian Tennyson from the LWC/LMN Architect design team and he provided an initial overview of the facility assessment and concepts. He described the initial findings of what needs to be addressed and what is being considered. He stated they are exploring options that create flexibility and will be getting feedback on a variety of options. Mr. Whelley asked how the plan will be phased in order to best utilize the funding and Mr. Tennyson said the first phase will be based on the current bond funding available and then further phases will be planned but subject to financing. Mr. Gruner asked about what adjustments will be made to the plan should funding decline due to downturns in the hotel/motel business. Mr. Tennyson said the plan will consider research on the industry and the impact of COVID. Ms. Plageman added that while lodging numbers are not back to pre-COVID levels they are rebounding. Ms. Powell stated that her data also shows the average cost of the stay is also increasing. Next Ms. Powell stated that many CFAs have hotel representatives on the board. Ms. Plageman responded that she will share that recommendation with the appointing bodies, the City of Dayton, Montgomery County and the Mayors and Managers Association.

**ii. CSL Market Feasibility Study**

Ms. Plageman presented the rationale for a market feasibility study. She turned it over to Mr. Tennyson and he stated that in order for the design team to effectively plan, they needed the study and CSL is an industry expert in this work and someone the team has confidence can do the study quickly and with high quality. Mr. Tennyson stated that the study will provide market insights and justification behind future decisions in the event space and data regarding the most appropriate amenities best suited for the Dayton Convention Center. Mr. Whelley asked if the study will include hotel research information and Mr. Tennyson said it would include an updated hotel analysis. Ms. Powell stated that she saw the value of the study and that CSL was a recognized vendor in the industry, but went on to say she was concerned about not getting bids. Mr. Tennyson stated that CSL was recommended because of their availability to get the study done quickly at a reasonable cost.

**MOTION:** It was then moved by Ms. Kenley and seconded by Mr. Whelley and unanimously voted “to approve the CSL Market Feasibility Study at an amount not to exceed \$50,000 as presented.”

**C. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer**

**i. DCC September Financials w/ASM Global**

Mr. Fraunfelter presented the September financials and an overview of the Income Statement. He stated that the collections for the Lodging Tax continues to trend upward. Mr. Fraunfelter then reviewed the ASM portion of the report and stated that it continues to stay in range and continue to be on target. Ms. Powell asked about the expense to Otis and Mr. Fraunfelter responded that it was for the Board approved elevator enhancement project.

**MOTION:** It was then moved by Ms. Powell and seconded by Mr. Gore and unanimously voted “to approve the September financials as presented.”

**ii. Budget Revisions**

Mr. Fraunfelter presented an updated budget and shared that when the budget was originally prepared there were a great many unknowns as the MCCFA is a new entity. He stated the proposed revisions are based on new information and then he presented a comparison showing the budget and the revised projections. He stated that based on the recommendation of the Finance Committee, he created a Capital Budget document that details the bond funds and projected expenses.

**MOTION:** It was then moved by Ms. Lofton and seconded by Mr. Whelley and unanimously voted “to approve the Budget Revision as presented.”

**D. Executive Director Report, Pam Plageman, MCCFA Executive Director**

**i. Progress Report – DDC Improvements**

Ms. Plageman provided an update on the progress of the facilities improvements. She informed the Board that the old furniture and equipment is being sold on Gov Deals and those items that cannot be sold, have been donated to Habitat for Humanity.

Ms. Plageman shared that the duct cleaning continues and the lobby furniture installation continues and that new connectivity will be a huge upgrade to services. She shared that the team is adding more cooking capabilities, hot boxes as well as a new kitchen hood fan to replace an obsolete fan that is not functioning at capacity. Ms. Powell asked if they were sourced through the purchasing program and Ms. Plageman stated they were. She then added that she will provide an update on the local spend. Ms. Lofton suggested the MCCFA connect with the City’s Minority Business Services as well as the Human Relations Counsel and see what options were available as well. Bear Monita shared he would reach out on behalf of the DCC regarding upcoming construction work.

**ii. Updates on Hotel/Motel Tax Collections**

Ms. Plageman reported the Hotel/Motel tax collection numbers for August and September 2021 and reiterated that the numbers have continued to trend upward. She added that the team continues to make connections and is working diligently to collect.

**IV. Executive Session**

Mr. Whelley made a motion to adjourn to Executive Session for the purpose of conducting a conference with an attorney or attorneys for the Authority concerning disputes involving the Authority that are the subject of pending or imminent court action. The motion was seconded by Ms. Powell.

After a roll call vote, the Board adjourned to executive session and excused all guests except for Ms. Plageman, Ms. Giambrone and Ms. Martin for the session. Following discussion with counsel, a motion, and roll call vote, the Board returned to open session.

**V. Other Business**

Mr. Reynolds reminded the Board the next meeting is November 4, 2021 at 4:00 PM in person at the DCC.

**VI. Adjournment**

After proper motion and second, and roll call vote, the meeting adjourned at approximately 5:50 p.m.

**CERTIFICATE**

The undersigned Secretary of the Board of Directors of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the October 7, 2021, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on November 4, 2021.



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Secretary, Board of Directors  
Montgomery County Convention Facilities  
Authority