

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Regular Meeting

May 5, 2022

Dayton Convention Center – In Person Room 205 and via Electronic Means - 4:00 PM

To Join Via Zoom:

<https://us02web.zoom.us/j/81089279867?pwd=a1pwY3NyVVVtUGppSTQ2c2VwV0JmZz09>

AGENDA

- I. Roll Call
- II. Approval of minutes of the April 7, 2022, Regular Meeting          Action
- III. Reports and Communications
  - A. Finance Committee
    - i. Project Tracking File Update          Information
    - ii. Owner's Representative - Limited Scope  
Project Budget Allocation          Action
  - B. Executive Committee
    - i. Work Session Discussion          Information
    - ii. Board Education Opportunities          Information
  - C. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer
    - i. March 2022 Financial Report          Action
  - D. Executive Director Report, Pam Plageman, MCCFA Executive Director
    - i. DCC Updates with Kelli Donahoe, GM          Information
    - iii. Updates on Hotel/Motel Tax Collections – 2022          Information
- IV. Executive Session – If needed, to consider the purchase of certain real and personal property for public purposes, pursuant to the authority set out at Ohio Revised Code Sections 121.22(G)(2). Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors.
- V. Other Business
- VI. Next Meeting Date: July 7, 2022, 4:00 PM \*Replace with Working Session Date? (No June Meeting)
- VII. Adjournment          Action

**MONTGOMERY COUNTY CONVENTION FACILITIES  
AUTHORITY**

**BOARD OF DIRECTORS**

Regular Meeting Minutes

April 7, 2022, 4:00 P.M.

Dayton Convention Center, Board Room 205

**BOARD OF DIRECTORS**

PRESENT: Walter Reynolds, Chair; Mike Stevens, Vice Chair; Belinda Kenley, Secretary; Amy Schrimpf, Paul Gruner, LaShea Lofton, Jacquelyn Powell, Tom Whelley (virtually), Michael Roediger, and Kevin Weckesser (virtually).

Excused: Jeff Gore

**GUESTS:**

Pam Plageman, Executive Director  
Sean Fraunfelter, Fiscal Officer  
Russell Kline, Special Projects Manager  
Shannon Martin, Bricker & Eckler  
Vicki Giambrone, CBD Advisors  
Kelli Donahoe, ASM Global  
John Fabelo, LWC Inspires  
Matt Schnelle, Messer  
Ian Simpson, Messer

**I. Roll Call**

Chairman Reynolds called the meeting to order at 4:02 P.M. and Ms. Giambrone called the roll.

**II. Approval of the minutes of the March 3, 2022, Regular Meeting Minutes**

Chairman Reynolds asked the members of the Board if they had any edits to the March meeting minutes. After Ms. Kenley noted a spelling correction to under item IV, he called for a motion.

**MOTION:** It was then moved by Ms. Schrimpf and seconded by Mr. Gruner and unanimously voted “to approve the March 3, 2022, meeting minutes with the correction noted by Ms. Kenley.”

### **III. Reports and Communications**

#### **A. Special Selection Committee**

i. Messer Construction Agreement/Contract

Ms. Kenley provided an overall review of the MCCFA – Messer contract with highlights including the preconstruction fees, contingency set aside, general condition fees and terms as well as insurance and bond premiums.

Ms. Plageman shared that the pre-kickoff meeting with Messer was very successful and a more formal kickoff meeting will be held in late-April.

Mr. Schnelle was given the opportunity to say a few words and shared his and Messer's excitement to be a part of the renovation and shared that he and Messer appreciate the trust the board is putting in Messer.

Ms. Lofton asked what total budget the fees are based on.

Ms. Plageman replied the total budget is just over \$25M without soft costs.

Mr. Reynolds asked for an electronic copy be provided to the board for review.

Mr. Kline replied that a link will be provided to the board to view the contract.

Mr. Stevens asked when construction would start.

Mr. Simpson replied in the October/November timeframe with the possibility of an earlier start for bathrooms and outside structure.

Mr. Stevens is Messer concerned with manpower?

Mr. Simpson said that workforce issues are being seen industry wide along with material availability however, Messer has been able to find sufficient workarounds to mitigate the issue.

**MOTION:** It was then moved by Ms. Kenley and seconded by Mr. Gruner and unanimously voted "to accept Messer Construction Agreement."

#### **B. Finance Committee Report**

i. Revised Garland DBS DCC Exterior "Add On" Recommended Work w/John Fabelo, LWC

Mr. Fabeo shared that while examining the building with Garland to discuss the EFIS coating it became clear that now is the proper time to clean and expand scope of the building coating. The additional work includes soffit cleaning, building cleaning, metal wall panels coating and cleaning, and caulking the rear of building. Mr. Fabelo further shared that LWC coordinated this approach with Messer, and they agreed that it would not interfere with Messer's work.

Mr. Reynolds where will Messer be staging?

Ms. Plageman replied that two areas close to the building have been identified and that the new service corridor may be an option as well.

**MOTION:** It was then moved by Ms. Powell and seconded by Ms. Lofton and unanimously voted “to approve additional amount as presented.”

ii. DBE Spending Report, Russell Kline, MCCFA Special Projects Manager

Mr. Kline shared the most current DBE spending report with the board and highlighted the total spent from November 2021 through February 2022. Additionally, he reminded the board that some of these categories may show no spending at all but, that could be due to a project being completed or simply not needing a particular vendor for the reporting period.

**C. Executive Committee**

i. Proposed Date for MCCFA Board Retreat/Education Saturday, June 11th - 8am - 1pm

Ms. Plageman shared the identified June 11<sup>th</sup> date as a possible date and polled the board for their availability. Mr. Roediger said he cannot attend due to Art Ball at DAI.

Ms. Lofton asked if it must be a weekend and added that Friday morning would be a good option as well.

Mr. Reynolds replied that it does not however, he would prefer the board not be rushed by other commitments.

Ms. Plageman committed to circulating new dates.

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

i. February 2022 Financial Report.

Mr. Fraunfelter shared the Finance Committee packet including the bank reconciliation report. He noted that ASM is providing more detailed information because they now have a better revenue classification system in place. Mr. Fraunfelter then shared the RedTree investment update including, the current 39 basis points being earned and added that any funds earned will go into the renovation project. He also remarked that any unused funds can be used to pay down debt service. Moving on to

March, Mr. Fraunfelter noted that the MCCFA brought in an additional \$29,000 in tax revenue. Finally, he highlighted that capital fund's first debt service payment is due June 1, and that if the current monthly transfers continue, the MCCFA will have 110% coverage.

Mr. Stevens asked if the MCCFA has 110% of what is owed, will it pay the extra.

Mr. Fraunfelter answered, no, the MCCFA will only pay what is required. Any extra goes into debt service reserve.

Ms. Lofton shared that at one point the board discussed the impact of short-term rentals on the hotel industry and back in February there was state legislation addressing it. Should we take a position? City was considering proposing rules and regulations. Do we know how many are in our area?

Ms. Powell shared that the Ohio association of CVBs is very interested and have taken a position. And while the association is not opposed to having short-term rentals, they should be taxed the same as hotels. Ms. Powell added that short-term rentals do not want to be taxed the same and their lobbying has prevented it thus far.

**MOTION:** It was then moved by Ms. Lofton and seconded by Mr. Roediger and unanimously voted "to approve February Report as presented."

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

**i. DCC Events/Updates with Kelli Donahoe, DCC General Manager**

Ms. Donahoe shared a year-to-date review which included 23 executed events, with roughly \$426,000 in revenue and 31,000 in estimated attendance. She then shared her outlook for 2022 which includes 64 events confirmed, \$787,000 estimated gross revenues, 29 tentative events booked and added that the DCC is receiving a lot of last-minute inquiries demonstrating continued demand.

For 2023 and beyond, Ms. Donahoe highlighted 13 firm events, 34 tentative events. For 2024-2040: 6 firm events, 23 tentative events and that Winter Guard has committed thru 2031 pending a finalized contract.

Ms. Donahoe then shared that the bleachers are up and running, the website is to be completed by the end of month, China and silverware has been delivered, the building passed City of Dayton fire inspection, and that ASM is finalizing core staffing.

Ms. Plageman added that a great new addition to the website is the event calendar which allows users to see what dates are available.

**ii. Updates on Hotel/Motel Tax Collections – 2022**

Ms. Plageman shared the real time collection number of about \$188,000 collected in March with a total of about \$588,000 for 2022 to date.

Ms. Plageman added that the 2019 comparisons are drawing closer which shows improved hotel usage in the area.

**IV. Executive Session** – It was then moved by Ms. Kenley and seconded by Ms. Lofton to and “to adjourn into executive session to discuss the purchase of certain real and personal property and other purposes.”

After a roll call vote, the Board adjourned to executive session and excused all guests except for Ms. Plageman, Mr. Kline, Mr. Fraunfelder, Ms. Giambrone, and Ms. Martin for the session. Following discussion with council, a motion was made by Ms. Kenley and seconded by Ms. Schrimpf and roll call vote, the Board returned to open session.

**V. Other Business** –

Ms. Plageman shared that Mr. Kline will be departing the MCCFA Friday, April 15, 2022.

**VI. Next Meeting Date:** May 5, 4:00 PM

**VII. Adjournment**

After proper motion and second, and roll call vote, the meeting adjourned at approximately 5:10pm.

**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 April 7, 2022, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on May 5, 2022.

  
Secretary, Board of Directors  
Montgomery County Convention Facilities  
Authority