

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting

March 3, 2022

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

To Join Via Zoom:

<https://us02web.zoom.us/j/82366086229?pwd=Z29ZOUh0VFBONHZwSTgzNzJNRlhWZz09>

AGENDA

- I. Roll Call
- II. Approval of minutes of the February 3, 2022, Regular Meeting Action
- III. Reports and Communications
 - A. Special Selection Committee
 - i. CMAR Partner Recommendation Action
 - B. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer
 - i. January 2022 Financial Report Action
 - C. Executive Director Report, Pam Plageman, MCCFA Executive Director
 - i. DCC Progress/Updates
 - ii. Updates on Hotel/Motel Tax Collections – 2022
- IV. Executive Session – 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. Next Meeting Date: April 7, 2022, 4:00 PM
- VII. Adjournment Action

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

Regular Meeting Minutes
February 8, 2022, 4:00 P.M.
Dayton Convention Center, Board Room 205

BOARD OF DIRECTORS

PRESENT: Walter Reynolds, Chair; Mike Stevens, Vice Chair; Amy Schrimpf; Paul Gruner; LaShea Lofton; Jacquelyn Powell, and Michael Roediger.

EXCUSED:

Jeff Gore, Tom Whelley, Belinda Kenley and Kevin Weckesser

GUESTS:

Pam Plageman, Executive Director
Sean Fraunfelter, Virtual
Russell Kline, Special Projects Manager
Shannon Martin, Bricker & Eckler
Vicki Giambrone, CBD Advisors
Kelli Donahoe, ASM Global
John Fabelo, LWC
Ryan Thorpe, ASM Global - Virtual

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 January 6, 2022, Regular Meeting Minutes

Chairman Reynolds asked the members of the Board if they had any edits to the January meeting minutes. No comments.

MOTION: It was then moved by Mr. Roediger and seconded by Mr. Gruner and unanimously voted "to approve the January 6, 2022, meeting minutes as presented."

III. Approval of the minutes of the January 20, 2022, Special Meeting Minutes

MOTION: It was then moved by Mr. Stevens and seconded by Mr. Gruner and unanimously voted "to approve the January 20, 2022, meeting minutes as presented."

IV. Reports and Communications

A. Operations Committee Report

- i. LWC Proposal for Early Bid Package - HVAC Controls

MOTION: It was then moved by Mr. Roediger and seconded by Ms. Powell and unanimously voted “to approve early design for air handlers as presented.”

B. Finance Committee Report

i. ASM China, Glass and Silverware Quote - FF&E

Ms. Donahoe shared ASM quotes for 1500 place settings for China and explained to the Board the current need to be able to serve multiple day events. She further shared that Trimark has preferred pricing agreement with ASM and that another quote was received and was \$85,000 higher. Ms. Donahoe also shared that the China pattern can be matched with other facilities if needed to supplement DCC’s needs in the meantime. Additionally, Ms. Donahoe informed the Board that China and silverware typically have 10–12-year life span and a three to five percent breakage rate is anticipated year over year. The purchase will be reported as a capital asset. Ms. Donahoe concluded her presentation by sharing that this purchase is a necessary move forward to service our guests.

Mr. Reynolds asked whether any local vendors were considered for this purchase. Ms. Donahoe shared that when placing an order this size, it is very difficult to source locally and that was the situation in this instance.

MOTION: It was then moved by Mr. Roediger and seconded by Mr. Stevens and unanimously voted “to approve quote for China, glass and silverware as presented.”

ii. 2022 Proposed Budget

Mr. Fraunfelter provided the Board with an overview of the first several pages of the resolution to demonstrate the requirements under Ohio Revised Code. Mr. Fraunfelter focused on the last two pages of the document. The 2021 yearend finished with \$780,000 in operating funds while also putting some funds into the operating reserve, and debt service reserve for 2021 as well.

Looking at the 2022 information, the amounts for the Authority and City Lodging Tax are increases over what was received for 2021 since we will be capturing the full year. Those amounts are anticipated to increase about 34% over 2021. The other area is related to DCC operations which ASM presented in January. Those revenue lines items are expected to increase about 67 percent.

Operating expenses are increasing as well for the full year activities with the largest changes in the DCC operating expenses as outlined in the ASM presentation. The payments for the 2022 debt service are included as transfers to the debt service fund at the bottom of the page.

The second page included the debt service payments and the spend down of the bond proceeds from the construction account.

Mr. Stevens asked if the MCCFA is required to have certain amount in the reserve funds as a result of the bond funding.

Mr. Fabelo shared that the goal of the HVAC controls is to take all air handlers and place them on new system to receive readings and information on the system. He further advised that given the current state of the overall system, full control may not come but it will help anticipate changes in the environment by providing at least current temperature readings. Mr. Fabelo then shared that the system will require one month to design and 6 months to build & install. He further informed the board that all the controls are reusable and will be incorporated into the replacement air handlers which includes reprogramming.

Ms. Plageman also informed the group that this project is already part of the approved master plan and part of \$6.5M of infrastructure work.

Ms. Schrimpf asked what the expected lifespan for the controls system.
Mr. Fabelo replied they have a 30-year lifespan.

MOTION: It was then moved by Ms. Schrimpf and seconded by Mr. Gruner and unanimously voted “to approve controls early bid package as presented.”

ii. LWC Proposal for Early Bid Package - Air Handlers

Mr. Fabelo reminded the Board that the master plan has identified 9 air handlers to be replaced that cover the exhibit hall, Gem City ballroom, theatre, and meeting rooms 305 & 307. In all the work totals about \$2.8m – \$3m in value. Mr. Fabelo also outlined that it is possible that the exhibit hall may not need all 6 air handlers and advised the Board that further research will determine how many are needed. The current lead time for air handlers is 3 - 4 months of design and about 9 months of construction. Mr. Fabelo shared that approval is being asked now as total build time is up to 13 months out.

Mr. Thorpe informed the board that ASM Global fully supports the project to ensure a comfortable environment for our guests and agreed with taking early action on the HVAC work.

Mr. Gruner asked how many total handlers are in the facility and Mr. Fabelo replied 24 serving the entire facility.

Mr. Roediger asked which rooms would be covered with the new air handlers being proposed and Mr. Fabelo stated all the major spaces and public areas will benefit from this work.

Mr. Stevens asked if the facility is able to operate at capacity until the new units are installed. Ms. Donahoe replied that the system functions but not efficiently. When there is an issue, the facility engineer or a contractor is called in to make the needed adjustments and provide more expert help as needed.

Mr. Fraunfelter replied, no, and stated that each month a partial amount is moved over for debt service payments.

Mr. Reynolds asked if there were any further questions and then called for a motion and a roll call vote.

MOTION: It was then moved by Mr. Gruner and seconded by Ms. Schrimpf and Ms. Giambrone called the roll. The members voted unanimously “to approve the 2022 proposed budget as presented.”

G. Special Selection Committee

i. CMAR Process Update

Ms. Plageman shared that the Selection Committee met on January 31, 2022 and decided to move forward with all 5 firms that responded to the RFQ. She then shared that the RFP was issued to those firms on February 4, 2022 and proposals are due February 18, 2022 by 4pm. The MCCFA will be hosting construction firm interviews on February 24, 2022 and will deliberate afterwards and present the recommended firm to the Board at the March 3, 2022 board meeting.

Mr. Reynolds asked for the names of the five firms. Ms. Plageman replied that Brackett-Megen, Danis-Wise, Elford, Shook, and Messer were the firms that responded. It was noted that two of the firms have partnered with local firms.

H. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer

i. December 2021 Financial Report

Copies of the bank reconciliations were provided for the Boards’ review along with the investment statement from Redtree. At the end of December, there was \$7.2m in money markets and by the end of January it is forecasted to be down to \$1.4m as a result of phasing in investments due to interest rates changing. The portfolio yield went from 36 to 44 basis points during the month. January tax collections are \$161,000, which was down from the December numbers presented.

MOTION: It was then moved by Mr. Roediger and seconded by Ms. Schrimpf and unanimously voted “to approve the December 2021 financial report as presented.”

V. Executive Director Report, Pam Plageman, MCCFA Executive Director

i. DCC Progress and Event Updates

Ms. Plageman again highlighted to the Board that the MCCFA launched the CMAR selection process with Selection Committee in December 2021, discussed ASM’s kitchen needs assessment, met with the City to walk their portion of skywalk to discuss needed improvements and is in the process of transferring the roof warranty to MCCFA.

Ms. Plageman reviewed the upcoming 2022 priorities which include: CMAR selection, conducting a restaurant concept study, enhancing efforts to engage DBE

businesses, support the CVB on future business development plans, work with the design team on schematic design and construction documents for DCC renovations, and solicit and engage new hotel development.

Ms. Schrimpf shared the marketing and branding committees' initiative to provide healthcare workers in the three local hospital systems a small token of our support and will be delivering 500 Nothing Bundt Cakes to each hospital on Valentine's Day.

ii. Updates on Hotel/Motel Tax Collections – 2022

Ms. Plageman shared that as of February 8, 2022, just over \$206k was collected in January, from December 2021 that total is close to the 2019 County collection numbers and shows a strong rebound.

VI. Executive Session - none

VII. Other Business – Mr. Reynolds discussed consideration for a workshop or retreat for members to serve as an educational platform and do a deep-dive into the business model of the Board. More follow up soon.

VIII. Next Meeting Date: March 3, 2022, 4:00 PM

IX. Adjournment

After proper motion and second, and roll call vote, the meeting adjourned at approximately 4:57pm.

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 February 8, 2022, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on March 3, 2022.



Secretary, Board of Directors
Montgomery County Convention Facilities
Authority