



Progress | Hospitality | Growth

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
Finance Committee Meeting  
Thursday, November 17, 2022 | 2:30 – 4:00 p.m.  
Via Electronic Means

---

AGENDA

- |      |  |                    |
|------|--|--------------------|
| I.   | Roll Call – Call Meeting to Order            | Action             |
| II.  | Approval of October 28, 2022 Meeting Minutes | Action             |
| III. | September 2022 DCC Financials                | Action             |
| IV.  | Update on Project Tracking File              | Information        |
| V.   | Amendment to the 2022 MCCFA Budget           | Action             |
| VI.  | Other Business                               | Action/Information |
| VII. | Adjournment                                  | Action             |



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

Finance Committee Meeting  
October 28, 2022, 10:00 a.m.  
Via Telephonic/Electronic Means

**COMMITTEE MEMBERS PRESENT:** Sean Fraunfelter, Kevin Weckesser, Thomas Whelley

**COMMITTEE MEMBERS EXCUSED:** LaShea Lofton

**GUESTS:** Teri Lemman, Executive Assistant, MCCFA

**I. Approval of Minutes (Exhibit A)**

The minutes of the August 19, 2022 meeting were presented and reviewed. Mr. Fraunfelter asked if there were any questions. No comments were received.

**MOTION:** To approve the August 19, 2022 minutes was made by Mr. Whelley, seconded by Mr. Weckesser, and approved unanimously.

**II. September 2022 Financials (Exhibit B)**

Highlights:

- Lodging Tax Revenue: Received \$352,597 of lodging tax, through today for September, and have already received \$345K in October; this trend is on pace for \$3.5-\$3.7 million, which is greater than projections. The closing of the Radisson property may have an impact. Collected \$227K from City of Dayton, and rental income is on track at greater than \$95K. Mr. Whelley asked about the overall profit or loss income from events, and Mr. Fraunfelter said we are profitable due to increased volume and new pricing structure. Mr. Whelley asked if we are charging Convention Center overhead, and Mr. Fraunfelter said there is not a direct overhead charge; rather, there is an allocation for electricity, A/V, etc. Mr. Whelley asked if there is enough tax revenue to cover events in the event of a deficit, and Mr. Fraunfelter replied yes, there is more than \$4 million in tax collections which can help cover operations.
- Operating Fund and Reserves: Mr. Fraunfelter informed the committee that another STAR Ohio account has been opened to earn interest on Operating fund revenues. The

MCCFA is still within overall budget for ASM Convention Center Operations. At end of September, Operating Reserve is \$239,216. \$4M in investments will mature in October-December; there is enough money for cash flow for next six months and the new bond issue was moved to STAR Ohio. Any interest earned can be used for the Renovation project. In light of the Radisson closure, Mr. Weckesser asked, from an operating standpoint, what the burn rate is now and the burn rate from a cash perspective. Mr. Fraunfelter said, typically, January and February are slower months; the worst-case scenario is approximately -\$50K per month (November through February), but it won't change the liquidity position enough to be a concern.

**MOTION:** To accept and approve the September Financial report was made by Mr. Whelley, seconded by Mr. Weckesser, and approved unanimously.

**III. August 2022 DCC Financials (Exhibit C)**

Dayton Convention Center Rolling Forecast: Projecting a \$1.3M deficit, which has not changed much since the beginning of the year. Event attendance and number of bookings are beginning to tick up to offset some of the projected differences. The events in August were very strong and September were as well.

**IV. Update on Project Tracking File**

Mr. Fraunfelter presented the updated Project Tracking File and called attention to the addition of the \$5 million additional bond funds approved by the Board at its September meeting.

**V. Proposal for Building Commissioning & Energy Engineering (Exhibit D)**

At the Board's September meeting, Mr. Fraunfelter reminded the committee that the Board approved a cap of \$50K to conduct a Retro-Commissioning study for the balance of the facility. Three bids were received in response to the RFP, and all were over \$50K. CMTA was disqualified because it did not respond sufficiently to the scope of work; Heapy was the highest bid; and BC+E's bid was the lowest and fulfilled the scope. BC+E's bid includes approximately \$25K for cleaning and maintenance it would perform during the commissioning services. Because the bids are over the cap, the Board will be asked at its November 3 meeting to approve the additional amount to award the bid to BC+E. In response to Mr. Whelley's question, BC+E is looking at all systems (mechanical, electrical, plumbing) to determine life expectancy and replacement, but it will not fix systems (outside of performing some maintenance), and BC+E will not address the financial side of replacement. Mr. Fraunfelter said the end product will include information about the life expectancy of systems within the scope for MCCFA to prepare a capital management plan. Mr. Whelley is interested in the number of hours it will take to perform the commissioning services. Because that number is unknown, Mr. Fraunfelter said he would try to get an answer, but the RFP did not ask the responders to provide that information. Mr. Fraunfelter said the Board will be asked to approve up to \$89K for the commissioning.

**MOTION:** To approve up to \$89K for Retro-Commissioning services was made by Mr. Whelley, seconded by Mr. Weckesser, and approved unanimously.

**VI. Proposal for Purchasing 12 Training Tables for Room 208 (Exhibit E)**

On behalf of Ms. Plageman, Mr. Fraunfelter presented a quote for new tables and chairs for Room 208. The tables are configurable for conference/meeting and classroom setup, are modern, and do not require linens. The intent is to upgrade the furniture for the MCCFA Board meetings and to make the room more marketable. Mr. Fraunfelter said Elements IV Interiors is part of the Omnia contract pricing, is an MBE company, and is local. Mr. Weckesser had several questions regarding what comments or experiences ASM might have had in the past about the room's deficiencies, and whether a reasonable ROI can be expected. He also asked whether the room will need other upgrades to make it more sellable, such as audio/visual. Ms. Lemman said the overhead projector was recently upgraded. Mr. Whelley said that while he is in favor of the proposal, he would like to know whether there is a need for the improvements based on sales experiences or whether the demand is anticipated – or a combination. Mr. Fraunfelter said he would obtain more clarification in time for the November Board meeting

**MOTION:** To approve the acquisition of tables and chairs for Room 208 in the amount of \$18,244.40 was made by Mr. Whelley, seconded by Mr. Weckesser, and approved unanimously.

**VII. Updated Capital Asset Policy Based on Audit Recommendation (Exhibit F)**

Mr. Fraunfelter presented a management letter from the Ohio Auditor of State, with a recommendation to address the MCCFA's Capital Asset Policy. When the MCCFA Capital Asset policy was created, there were no capital assets. Since then, based on equipment purchased, a 10-year useful life calculation is recommended over the initial three-year calculation. The committee had discussion about what is a fixed asset for the building. Mr. Fraunfelter addressed each modification, including group unit purchases, documentation sheets, construction in progress, and a change from "Office Equipment" to "Equipment." Hearing no additional questions, Mr. Fraunfelter asked for a motion.

**MOTION:** To approve changes to the Capital Asset Policy as presented was made by Mr. Weckesser, seconded by Mr. Whelley, and approved unanimously.

**VIII. Hot Water Heater Quotes and Recommendation (Exhibit G)**

On behalf of Ms. Plageman, Mr. Fraunfelter presented a quote to replace three water heaters, in the amount of \$45,049. Hot water has been inconsistent throughout the building, including the kitchen, and it is recommended to replace three water heaters now. Three bids were received, and the cost will be allocated as an Operating expense. The water heaters were originally included in the Messer contract. However, due to the immediate need, this line item has been pulled from the Messer contract, which resulted in a \$35,000 savings. (Messer had estimated \$80,000 for the three water heaters.) Mr. Weckesser asked how this will impact Retro-Commissioning. Mr. Fraunfelter said this will be excluded from the Retro-Commissioning report. He also said there may be other items found in the Retro-Commissioning report that will

already be in the Messer project, and there may be new items identified. A full Retro-Commissioning was not conducted prior to issuance of the renovation RFP. In response to Mr. Whelley's question, Mr. Fraunfelter said an Owner's Representative (JLL) has been retained for the renovation project, and he will discuss with Ms. Plageman whether the Owner's Representative can look for additional, similar cost savings.

**MOTION:** To approve the replacement of three water heaters as presented was made by Mr. Whelley, seconded by Mr. Weckesser, and approved unanimously.

**VIII. Other Business**

Mr. Fraunfelter informed the committee, based on Mr. Whelley's request in a previous Board meeting, that a quote has been secured from Henny Penny, a local manufacturer, for new kitchen fryers. However, because the fryers are smaller, ASM is conducting a test to make sure the specifications will be met.


No other business was presented.

**IX. Adjournment**

**MOTION:** It was motioned by Mr. Whelley, seconded by Mr. Weckesser, and unanimously approved to adjourn at 10:47 a.m.

**CERTIFICATE**

The undersigned Chair of the Finance and Budget Committee of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the October 28, 2022, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Finance Committee on November 17, 2022.

  
\_\_\_\_\_  
Chair of the Finance and Budget Committee  
Montgomery County Convention Facilities Authority