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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

REGULAR MEETING  
Thursday, April 4, 2024

Dayton Convention Center, 22 E. Fifth St., Dayton, OH – Room 208 | 3:00 p.m.

AGENDA

- |      |   |             |
|------|---|-------------|
| I.   | Roll Call – Call Meeting to Order   | Action      |
| II.  | Reminder to Declare Conflicts of Interest and Obtain Signatures on Conflict of Interest and Ethics Policy   | Action      |
| III. | Introduction of New Board Member Richard Herbst   | Action      |
| IV.  | Approval of Minutes of the March 7, 2024 Board Meeting  | Action      |
| V.   | Reports and Communications  |             |
| A.   | Marketing & Branding Committee Report   |             |
|      | i. Planning for Dayton Convention Center Artwork  | Information |
|      | ii. Key-Ads Digital Signage Update  | Information |
| B.   | Operations Committee Report   |             |
|      | i. Renovation Update (Escalators and Elevator)  | Information |
|      | ii. Rename Operations Committee to Operations & Development   | Information |
|      | iii. RFQ Process for Developer  | Information |
| C.   | Finance Committee   |             |
|      | i. Ratify Budgeted Allocation for New Chairs  | Action      |
|      | ii. 2024 Budget Update  | Action      |
|      | iii. Receive and Approve Recommended Changes to MCCFA Resolution No. 2020-13 (Resolution Authorizing the Levy of an Excise Tax on Lodging Transactions and Adopting a Code of Regulations Relating to the Administration of Such Tax) and the MCCFA Hotel Lodging Tax Code of Regulations | Action      |
|      | iv. Receive and Review Updated Five-Year Capital Plan   | Information |
|      | v. Modifications to Executive Director Contract   | Action      |
| D.   | Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer   |             |
|      | i. Receive and Approve January 2024 ASM/DCC Financial Report  | Action      |
|      | ii. Receive and Approve February 2024 CFA Financial Report  | Action      |
| E.   | Executive Director Report – Pam Plageman, Executive Director/CEO  |             |
|      | i. DCC General Manager Update   | Information |
|      | ii. MCCFA 2023-2028 Strategic Plan Update   | Information |
|      | iii. Hotel Lodging Tax Update   | Information |

- VI. Executive Session – The Board will adjourn to executive session 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.
- VII. Other Business Information
- VIII. Next Meeting Date: May 2, 2024, 3:00 p.m., Room 208 Information
- IX. Adjournment Action

For Additional Information, Contact [TLemman@MontgomeryCountyCFA.org](mailto:TLemman@MontgomeryCountyCFA.org) | 937-535-5309



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

**Regular Meeting Minutes**

March 7, 2024 | 3:00 p.m.  
Room 208 | Dayton Convention Center, 22 E. 5<sup>th</sup> Street, Dayton, OH 45402

**BOARD OF DIRECTORS**

**PRESENT:** Mike Stevens, Chairperson; Amy Schrimpf, Secretary; Jacquelyn Powell; Walter Reynolds; LaShea Lofton; Tom Whelley; Paul Gruner

**ABSENT:** Belinda Kenley, Michael Roediger (with notice)

**STAFF**

Pam Plageman, MCCFA Executive Director/CEO  
Sean Fraunfelter, MCCFA Fiscal Officer  
Vicki Giambrone, CBD Advisors  
Shannon Martin, Bricker Graydon  
Teri Lemman, MCCFA Executive Assistant

**GUESTS**

John Page, Regional General Manager, ASM Global  
Michael King, General Manager, Dayton Convention Center/ASM Global

**I. Roll Call**

Ms. Lemman called the roll. With a quorum present, Chairperson Stevens called the meeting to order at 3:06 p.m.

Chairperson Stevens announced that a new Board member has been appointed by the Dayton Area Mayors & Managers Association to replace Jeff Gore. Vandalia Mayor Richard Herbst will join the Board at its April 4 meeting.

Chairperson Stevens yielded to Mr. King for introduction of DCC Chef Mark Ceccio for a presentation of sample upscaled catering menu items. The Board expressed its appreciation to the chef.

**II. Approval of Minutes of the February 1, 2024 Meeting**

Chairperson Stevens asked for comments or edits to the February 1, 2024 Regular Meeting minutes. Hearing none, he called for a motion.

**MOTION:** It was moved by Mr. Whelley, seconded by Mr. Reynolds, and unanimously voted to approve the February 1, 2024 Regular Meeting minutes as presented.

**III. Reports and Communications**

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

**i. Review and Approve December 2023 ASM/DCC Financial Report**

Mr. Fraunfelter presented the Dayton Convention Center December 2023 financial report highlights. YTD for events and attendance have exceeded projections. Event and ancillary numbers are under budget, in addition to missing budget for the leased space in 2023. Hearing no further discussion regarding the DCC financials, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Mr. Reynolds, seconded by Secretary Schrimpf, and unanimously voted to accept the December 2023 ASM/DCC Financial Report.

**ii. Review and Approve January 2024 CFA Financial Reports**

Mr. Fraunfelter presented the January CFA financial report highlights.

Revenue: Of the \$243K from the city's quarterly lodging tax payment, just over \$18,500 was from a delinquent hotel in 2023. Of the \$287K in CFA lodging tax revenue, a few hotels sent duplicate or triplicate payments and refunds were due for approximately \$30K. Under F&B and event income, a good majority comes from the Reynolds & Reynolds December event, which was collected in January, for a total of \$235K. Also received \$31K for the Ministries event.

Expenses: Three payroll periods fell in January with the February 2<sup>nd</sup> payroll because the payroll company pulls funds in advance. The negative \$32K was for a check made payable to ASM last year which was not cashed; it was voided and reissued in January. The management fee is now automatically deducted.

Have \$2,159,000 between operating reserves and regular operating cash balances. Under capital expenditures, starting to ramp up with Messer invoices. Messer invoices are reviewed by Rebecca Caprini, and there were two in January based on timing of when the required documents are provided. The \$35K expense was for the additional work to remedy the exterior caulking. STAR Ohio and RedTree rates are approximately 5.5%. \$158K in interest was earned in February.

In response to Mr. Reynolds' question about whether to refund hotels or whether to take a credit against the next month, Mr. Fraunfelter said we issue a

refund because of the automated payment forms that calculate the returns based on gross revenue, and because the gross revenue amounts should match when/if audits are conducted.

Hearing no further discussion regarding the CFA financials, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Ms. Lofton, seconded by Mr. Reynolds, and unanimously voted to accept the January 2024 CFA Financial Report.

**B. Finance Committee Report**

**i. Ratification of New Ice Machine**

Ms. Plageman presented the quote for the purchase of a new high-capacity ice machine for the west corridor, totaling \$45,339.27, which was approved by the Finance Committee at its February 15, 2024 meeting. The equipment will be paid for from earned interest income.

**MOTION:** It was moved by Ms. Powell, seconded by Mr. Reynolds, and unanimously voted to ratify the purchase of the new ice machine, totaling \$45,339.27.

**ii. Ratification of New Combi Oven**

Ms. Plageman presented the quote for the purchase of the second combi oven, totaling \$46,469.40, which was approved by the Finance Committee at its February 15, 2024 meeting. The equipment will be paid for from earned interest income.

**MOTION:** It was moved by Secretary Schrimpf, seconded by Mr. Gruner, and unanimously voted to ratify the purchase of the second combi oven, totaling \$46,469.40.

**iii. Ratification of Crosswalk Improvements**

Ms. Plageman presented the Messer Construction Change Order Proposal for installation of a mid-crosswalk on E. 5<sup>th</sup> Street, between the Levitt Pavilion and hotel, totaling \$76,459.44. The crosswalk improvement will be paid for from earned interest income.

In response to questions, modifications to the crosswalk are not anticipated when the new hotel is developed, and there are no plans to permanently close the street for convention center foot traffic. Ms. Plageman clarified that the project is a collaboration between the City of Dayton and Messer Construction for cost and design.

**MOTION:** It was moved by Mr. Whelley, seconded Secretary Schrimpf, and unanimously voted to ratify the crosswalk change order, totaling \$76,459.44.



**iv. Ratification of Oregon Garage Parking Agreement**

Ms. Plageman presented the draft Oregon Garage Parking Agreement, which was ratified by the Finance Committee at its February 15, 2024 meeting. There has been a cooperative agreement since the asset transfer. The agreement includes 40 spaces, at a 50% reduction, for \$2,200 per month/\$26K per year. The cost will be reflected on ASM's Profit & Loss statement. Messer Construction will pay for 10 spaces, DRMA will pay for four, and the CFA will pay for ten. The CVB has grandfathered spaces. Mr. King anticipates the additional expense will be offset by revenue from future events. There was discussion about whether the spaces should be designated for a convenient location to the walkway doors. It was decided that this should be considered when a new hotel is developed. The Radisson did have dedicated spaces. Ms. Lofton said the city is looking at infrastructure improvements to indicate when spaces/rows are full, and that may be the proper time to consider designated spaces.

**MOTION:** It was moved by Ms. Powell, seconded by Mr. Reynolds, and unanimously voted by roll call vote to ratify the Oregon Garage parking agreement with the City of Dayton. Ms. Lofton abstained.

**v. Review and Approve Fire Protection Sprinkler System Upgrades**

Ms. Plageman presented a proposal to upgrade the fire protection sprinkler system in the Exhibit Hall to meet code. The Exhibit Hall will see an increase from 150 sprinkler heads to 300, and the work needs to begin now because the ceiling is open and to avoid construction delays. Construction contingency funds will be used for the \$157,592.80 proposal. There will be another proposal later in the year for the storage areas, and the back-of-house may need upgrades, estimated at \$40K. In response to a question, Ms. Plageman said the contingency fund equals approximately \$1.3M before this expense.

**MOTION:** It was moved by Ms. Lofton, seconded by Secretary Schrimpf, and unanimously voted to ratify the fire protection sprinkler system upgrades, totaling \$157,592.80.

**C. Executive Director Report – Pam Plageman, ED/CEO**

**i. DCC General Manager Update**

Mr. King presented DCC highlights. They are picking up pace in marketing efforts with good results. He presented the financial summary for January 2024, and shared the success of the recent RV show.

**ii. 2023 Hotel Lodging Tax Update**

Ms. Plageman provided the most recent hotel lodging tax collections. There was discussion about upcoming hotel openings. Ms. Powell said hotels are seeing an uptick in business and the CVB website visits due to the April 8 solar eclipse.

**IV. Executive Session**

Although the agenda was posted for Executive Session 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), Ms. Plageman said an Executive Session was not needed.

**V. Other Business**

**i. Announcement of Financial Excellence Award**

Ms. Lofton announced that the MCCFA received the Ohio Auditor of State Award for Excellence in Financial Reporting for the fiscal year ending 2022. The Board expressed congratulations to all.

**VI. Next Meeting Date**

Chairperson Stevens announced that the next Regular Board Meeting will be held on April 4, 2024, beginning at 3:00 p.m., in Room 208.

**VII. Adjournment**

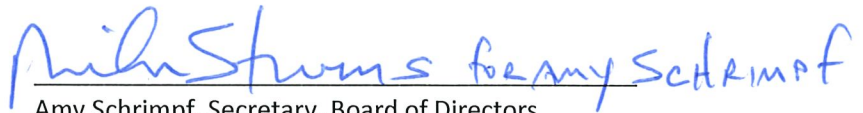
Chairperson Stevens called for a motion to adjourn.

**MOTION:** It was moved by Secretary Schrimpf, seconded by Mr. Reynolds, and voted unanimously to adjourn.

The meeting was adjourned at 3:55 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 March 7, 2024 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on April 4, 2024.



Amy Schrimpf, Secretary, Board of Directors  
Montgomery County Convention Facilities Authority