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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Finance Committee Meeting

Thursday, March 21, 2024 | 3:00 – 4:00 p.m.  
Via Electronic Means and In-Person, Dayton Convention Center,  
Second Floor MCCFA Conf. Room, 22 E. Fifth St., Dayton, OH 45402

AGENDA

- |       |   |             |
|-------|---|-------------|
| I.    | Roll Call – Call Meeting to Order   | Action      |
| II.   | Review and Approve February 15, 2024 Meeting Minutes  | Action      |
| III.  | Review and Approve Recommended Revisions 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.   | Review and Recommend Approval of Financials   | Action      |
|       | A. ASM/DCC January 2024 Financials  |             |
|       | B. CFA February 2024 Financials   |             |
| V.    | Review and Approve 2024 Budget Update   | Action      |
| VI.   | Review and Discuss Updated Five-Year Capital Plan   | Discussion  |
| VII.  | Review and Recommend Approval of Budgeted Allocation for New Chairs   | Action      |
| VIII. | Other Business  | Information |
| IX.   | Next meeting: April 18, 2023, 3:00 – 4:00 p.m.  | Information |
| X.    | Adjournment   | Action      |

For Additional Information Contact [tlemman@montgomerycountycfa.org](mailto:tlemman@montgomerycountycfa.org)



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

**Finance Committee Meeting Minutes**

February 15, 2024 | 3:00 p.m.

Via Telephonic/Electronic Means and In-Person, MCCFA Conference Room,  
Dayton Convention Center, 22 E. Fifth St., Dayton, OH 45402

**COMMITTEE MEMBERS PRESENT:** LaShea Lofton, Committee Chairperson; Walter Reynolds.

**COMMITTEE MEMBERS ABSENT:** Tom Whelley (with notice)

**STAFF:** Pam Plageman, MCCFA Executive Director/CEO; Sean Fraunfelter, Fiscal Officer; Teri Lemman, MCCFA Executive Assistant

**I. Roll Call – Call Meeting to Order**

Ms. Lofton called the meeting to order at 3:03 p.m., and Mr. Fraunfelter called the roll.

**II. Approval of Minutes**

The minutes of the November 16, 2023 meeting were presented and reviewed. Mr. Fraunfelter asked for questions or edits. Hearing none, a motion was requested.

**MOTION:** To approve the November 16, 2023 minutes as presented was made by Mr. Reynolds, seconded by Chairperson Lofton, and approved unanimously.

**III. Review and Recommend Approval of Financials**

**A. ASM/DCC December 2023 Financials**

Mr. Fraunfelter presented the financial highlights as follows: YTD – event days and attendance were surpassed; other income was positive (catering) and auxiliary income was up. Other operating income was missed because the second floor suite rental income did not materialize. However, the space will be leased starting in May. Open positions contributed to reduced operating expenses. In response to Chairperson Lofton’s question, Mr. Fraunfelter said the DCC does not have a set date when their budget is revised. Rather, they use a rolling forecast. The CFA revises its budget when amendments are needed, mostly mid-year and year-end.

Ms. Plageman presented the proposal for a new crosswalk with lights mid-block on E. 5<sup>th</sup> Street, for safe and convenient crossing from the Levitt/hotel to the convention center. The city will install the crosswalk, and Messer will install the two safety lights. The quote, totaling \$76,459 was not in the original project scope, and interest income funds will be used. Chairperson Lofton asked if this needs to be replicated for the proposed city plaza hotel, and Ms. Plageman said no because the entrance/exit to the hotel is at the corner for the Jefferson/Main light. Chairperson Lofton said it is a regular practice for the city to partner with a private entity on road improvements due to limited city funds. Private investments are allowed on public assets if codes are met. The city will be responsible for maintenance.

**MOTION:** A motion to recommend ratification of the crosswalk enhancements at the March 7, 2024 Board of Directors meeting was made by Mr. Reynolds, seconded by Chairperson Lofton, and approved unanimously.

**VII. Review and Recommend Approval of City of Dayton Parking Garage Agreement**

Ms. Plageman presented a draft of the Oregon Garage parking agreement with the city. The agreement is for 40 spaces at a monthly rate of \$2,200. ASM is determining its need for spaces for staff because additional parking is needed that is not behind the convention center. Messer will need about 10 of the 40 spaces. Michael King is reviewing whether to enter into a license agreement or per validation basis. Chairperson Lofton said a parking study was done, and parking costs are increasing for maintenance and improvements. The city is issuing about \$3.5M in debt this year and more in 2026 to upgrade the infrastructure and aesthetics, and the city needs to build capital/operating revenue. Ms. Plageman said she may look into a fewer number of spaces or a shorter lease term. She will have further conversations with Michael King and will bring the proposal to the Board at its March 7 meeting. No action was taken.

**VIII. Review and Recommend Approval of Legal Fees Relating to Dayton Convention Center Headquarter Hotel**

Mr. Fraunfelter said the MCCFA began to accrue legal fees relating to the headquarter hotel starting in March 2022. The committee members agreed to pay half of the \$57,500 now and half in April.

**IX. Other Business**

- **Sprinkler Enhancements** – The Fire Marshal is recommending an additional 150 sprinkler heads in the exhibit hall – a departure from the original estimate. The Fire Marshal wants Ordinary 2 vs. Light Level due to the potential for pyrotechnics. This estimate does not include the service areas on the second floor which are at Light Hazard Level. New drawings are being created for the Fire Marshal’s approval. The CFA will resubmit the PDAC application for life-safety improvements to include this additional cost which will be almost \$200K. Contingency funds, which total \$1.3M, will be used. In response to Chairperson Lofton’s question, the approval needs to occur now to avoid a delay in the exhibit hall which could jeopardize existing bookings. Ms. Plageman said we may need Finance Committee approval before the March 7 Board meeting.
- **Financial Excellence Award** - Ms. Plageman announced that the MCCFA has received an award for excellence in financial reporting from the Ohio Auditor of State. A letter of

appreciation will be presented at the March 7 Board meeting for signature. Chairperson Lofton said a public announcement is warranted to show that the MCCFA demonstrates sound fiscal management.

X. **Next meeting:** The next meeting of the Finance Committee is March 21, 2024, 3:00 – 4:00 p.m.

XI. **Adjournment**

**MOTION:** It was moved by Chairperson Lofton, seconded by Mr. Reynolds, and unanimously approved to adjourn.

The meeting was adjourned at 3:49 p.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 February 15, 2024 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Finance Committee on March 21, 2024.



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LaShea Lofton, Chairperson  
Finance and Budget Committee  
Montgomery County Convention Facilities Authority