



Progress | Hospitality | Growth

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Regular Meeting

Thursday, May 1, 2025

Dayton Convention Center, 22 E. Fifth St., Dayton, OH – Room 208 | 3:00 p.m.  
and Virtually by Electronic/Telephonic Means

Contact Teri Lemman [tlemman@montgomerycountycfa.org](mailto:tlemman@montgomerycountycfa.org) | 937-535-5309 for virtual link

AGENDA

- |      |   |             |
|------|---|-------------|
| I.   | Roll Call – Call Meeting to Order   | Action      |
| II.  | Declaration of Conflicts of Interest  | Action      |
| III. | Approval of Minutes of the April 3, 2025, Regular Board Meeting                               | Action      |
| IV.  | Reports and Communications  |             |
|      | A. Development & Operations Committee   |             |
|      | 1. Update Regarding Conversion of Sales Suite to Micro Market                                 | Information |
|      | 2. Update Regarding Renovation Project Schedule   | Information |
|      | B. Marketing and Branding Committee   |             |
|      | 1. Receive Information and Approve Budget for June 27 Ribbon Cutting and Community Open House | Action      |
|      | C. Finance Committee Report   |             |
|      | 1. Update Regarding Post-Renovation Building Value/Insurance Renewal and Flood Insurance      | Information |
|      | 2. 2024 Auditor of State Audit Update   | Information |
|      | D. Fiscal Officer Report  |             |
|      | 1. Review and Take Action Regarding ASM/DCC February 2025 Financials                          | Action      |
|      | 2. Review and Take Action Regarding CFA March 2025 Financials                                 | Action      |
|      | E. Executive Director Report  |             |
|      | 1. DCC General Manager Update by Michael King   | Information |
|      | 2. Hotel Lodging Tax Update   | Information |
|      | 3. Take Action to Approve Change Order for Audio/Visual Equipment in Rooms 207-208            | Action      |

- V. Executive Session – The committee 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 Section 121.22(G)(2). Upon conclusion of the executive session, the committee will reconvene its public meeting.
  
- VI. Other Business Information
  
- VII. Next Meeting Date: Thursday, June 5, 2025, 3:00 p.m. Information
  
- VIII. Adjournment Action

For More Information, Contact Teri Lemman at [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

Thursday, April 3, 2025 | 3:00 p.m.

Room 208 | Dayton Convention Center, 22 E. 5<sup>th</sup> Street, Dayton, OH 45402

**BOARD OF DIRECTORS**

**PRESENT:** Belinda Kenley, Vice Chairperson; Amy Schrimpf, Secretary; LaShea Lofton; Paul Gruner; Walter Reynolds; Jacquelyn Powell

**ABSENT:** Richard Herbst, Tom Whelley, Michael Roediger, Mike Stevens (all with notice)

**STAFF**

Pam Plageman, MCCFA Executive Director/CEO

Sean Fraunfelter, MCCFA Fiscal Officer

Shannon Martin, Bricker Graydon

Vicki Giambrone, CBD Advisors

Teri Lemman, MCCFA Executive Assistant

**GUESTS**

Don Brown, President, Brown & Company CPA, LLC

Michael King, ASM Global

John Page, ASM Global

**I. Roll Call**

Ms. Lemman called the roll. With a quorum present, Vice Chairperson Kenley called the meeting to order at 3:23 p.m.

**II. Declaration of Conflicts of Interest**

Vice Chairperson Kenley asked the Board members to review the agenda and declare any conflicts of interest. None were provided.

### III. **Approval of Minutes of the March 13, 2025 Meeting**

Vice Chairperson Kenley asked for comments or edits to the March 13, 2025 Regular Meeting minutes. Ms. Powell referenced section IV(D)(2) in the Fiscal Officer report and requested the minutes be updated to reflect which Courtyard was delinquent. Ms. Lemman will confer with Mr. Fraunfelter and make the correction. Hearing no additional comments or edits, Vice Chairperson Kenley called for a motion.

**MOTION:** It was moved by Mr. Gruner, seconded by Mr. Reynolds, and unanimously voted to approve the March 13, 2025 Regular Meeting minutes as amended.

### IV. **Reports and Communications**

#### A. **Development & Operations Committee**

##### 1. **Updates Regarding Micro Market, ASM Early Contract Renewal Discussions, and Renovation Punch List**

Ms. Plageman described the micro market concept and provided preliminary drawings and mood boards. Discussions regarding the outdoor seating design have begun with the city. The CFA has set aside \$250K using interest income, and ASM will contribute \$250K in capital after finalizing the first of the two five-year contract renewal options. Messer Construction is still working on the final numbers, but it is estimated the total project cost will be between \$500K-\$600K to activate the concept. The estimated time to begin construction is Q2 2025. The initial pro forma estimates an additional \$300K in gross revenue when the concept is fully operational in the first full year. The hours of operation will be based on internal and external local activities and will fluctuate.

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

##### 1. **Review and Take Action Regarding Post-Renovation Building Value/ Insurance Renewal**

Mr. Fraunfelter presented the insurance renewal proposal based on the post-renovation value of the Dayton Convention Center. The building square footage, renovations, and contents have increased the value to \$150 million. There is currently a \$25,000 deductible, and the recommendation is to renew with a 90% replacement value and a \$50,000 deductible. The renewal policy decision must be made today, and the new rate is an increase of \$121,000. Ms. Plageman said that the expiring City of Dayton debt service payment will cease after 2025 and will negate the increased expense.

Flood insurance coverage was discussed. The DCC is not in a flood zone. Ms. Lofton asked whether flood insurance could be waived based on the CFA's participation in the Miami Conservancy District assessment. Mr. Uhl has recommended that the flood coverage be reduced to \$1 million. It was

agreed that Ms. Plageman and Mr. Fraunfelter will inquire about that coverage. The Board agreed to authorize Mr. Fraunfelter to pay up to \$255,751 for the policy renewal, with 90% replacement value and a \$50,000 deductible. Ms. Lofton suggested that the CFA's policy be reviewed to ensure that a minimum reserve amount be identified to ensure funds are allocated for items, such as the \$50,000 deductible.

Mr. Reynolds asked about cyber and fraud coverage, and Mr. Fraunfelter clarified that it is a separate policy up for renewal in July. The package today is on top of general liability coverage. We currently pay just under \$135,000 plus additional for cyber, crime, and public officials.

Hearing no further discussion, Vice Chairperson Kenley called for a motion.

**MOTION:** It was moved by Secretary Schrimpf, seconded by Mr. Reynolds, and unanimously approved to authorize Mr. Fraunfelter to renew the Commercial Property Insurance Policy in an amount not to exceed \$255,751, for 90% of the building's estimated value, with a \$50,000 deductible.

## **2. 2024 Auditor of State Update**

Mr. Fraunfelter said the Auditor of State has contacted him regarding the dates for the 2024 audit. Mr. Fraunfelter is preparing the documents and estimates the audit will begin in early May. Board members can expect to receive the fraud questionnaire soon.

## **C. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer**

### **1. Review and Take Action Regarding January 2025 ASM/DCC Financials and ASM/DCC Year-End Review with Michael King**

Mr. King presented the Dayton Convention Center's January 2025 financial report highlights. Attendance for January was up over budget; total income was slightly down due to A/V and F&B; sponsorships are still down because the digital marquee marketing plan has not been fully activated, and he expects that income to materialize in May-June. NOI is moving in the right direction. Hearing no further discussion, Vice Chairperson Kenley called for a motion.

**MOTION:** It was moved by Ms. Lofton, seconded by Ms. Powell, and unanimously voted to approve the January 2025 ASM/DCC Financial Report as presented.

### **2. Review and Take Action Regarding February 2025 CFA Financials**

Mr. Fraunfelter presented the February highlights. Event rental income and F&B are up from last year. Future reports will include the prior YTD column

and a variance column against prior year. Under expenses, the \$50,000 special assessment is for the SID, which is less than budgeted. Ms. Lofton asked whether the SID assessment will increase based on the new valuation of the convention center. Mr. Fraunfelter will look into the potential increase. Under convention center section, the almost \$65,000 is a little higher than normal because the beginning of the year there are annual costs, for example, licenses and insurances. Under capital, we're wrapping up on the renovation project. RedTree investments matured, and all are in STAR Ohio. Under capital expenses, had a smaller construction draw for Messer. Hearing no further discussion, Vice Chairperson Kenley called for a motion.

**MOTION:** It was moved by Secretary Schrimpf, seconded by Mr. Reynolds, and unanimously voted to approve the February 2025 CFA Financial Report as presented.

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

**1. DCC General Manager Update**

Mr. King presented the DCC highlights for event business, sales and marketing, and venue updates. ASM is in final conversations with the Dayton Vitality Hotel for food and beverage service. Ms. Powell asked about future downtime with the HVAC system, and Mr. King said he will follow-up with more information.

**2. Executive Director Report**

Ms. Plageman provided the most recent hotel lodging tax collections. The Hotel Ardent is open, the Hilton Garden Inn will open in June, and Dayton Vitality will open in May.

**V. Convention Center Subsidy Comparisons**

Mr. Brown was commissioned to conduct a peer-review of comparable convention centers and presented a benchmark report.

**VI. Ethics and Conflict of Interest Training**

Ms. Martin presented an updated Ethics and Conflict of Interest training. A second presentation will be made regarding the use of AI tools.

**VII. Executive Session**

Ms. Plageman informed the Board that an executive session was not needed.

**VIII. Other Business**

**A. Review and Take Action on Stifel Engagement – Hotel Funding**

Ms. Plageman presented a proposal for Bob Stifel to assist with the hotel funding processes and the NCA analysis. There are two different fee structures – one for transaction fee and one for pre-transaction fee. The proposal will be paid from the

hotel fund as a soft cost. Board members agreed that Mr. Stifel's engagement is appropriate. Hearing no further discussion, Vice Chairperson Kenley called for a motion.

**MOTION:** It was moved by Ms. Powell, seconded by Ms. Lofton, and voted unanimously to approve the Stifel proposal as submitted.

**IX. Next Meeting Date**

Vice Chairperson Kenley announced the next meeting date is Thursday, May 1, 2025, beginning at 3:00 p.m., in Room 208.

**X. Adjournment**

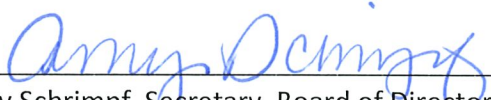
Vice Chairperson Kenley called for a motion to adjourn.

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

The meeting was adjourned at 4:43 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 April 3, 2025 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on May 1, 2025.

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