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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting

Thursday, June 6, 2024 | 3:00 p.m.
Dayton Convention Center, 22 E. Fifth St., Dayton, OH – Room 208

AGENDA

- | | | |
|------|--|-------------|
| I. | Roll Call – Call Meeting to Order | Action |
| II. | Declaration of Conflicts of Interest | Action |
| III. | Approval of Minutes of the May 2, 2024 Board Meeting | Action |
| IV. | Reports and Communications | |
| A. | Executive Committee Report | |
| | i. Exercise Executive Director Two-Year Contract Extension | Action |
| | ii. Review and Approve Executive Director 2024 Goals | Action |
| | iii. Rename Operations Committee to Development & Operations Committee | Action |
| B. | Development & Operations Committee | |
| | i. Published Request for Qualifications for Hotel Developer | Information |
| C. | Finance Committee Report | |
| | i. Accept \$910,000 State of Ohio Energy Fund Program Grant | Action |
| D. | Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer | |
| | i. Receive and Approve March 2024 ASM/DCC Financial Report | Action |
| | ii. Receive and Approve April 2024 CFA Financial Report | Action |
| | iii. Disadvantaged Business Enterprise Report | Information |
| E. | Executive Director Report – Pam Plageman, Executive Director/CEO | |
| | i. DCC General Manager Update | Information |
| | ii. Key-Ads Signage Update | Information |
| | iii. Board Education Opportunities (City2City, Oct. 23-25, Charlotte, NC) | Information |
| | iv. Hotel Lodging Tax Update | Information |
| V. | Executive Session – The Board will adjourn to executive session to (1) consider the purchase of certain real and personal property for public purposes, and (2) consider the employment or compensation of a public employee or official 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. | |
| VI. | Other Business | |
| | A. Approve VIP Suite Furniture | Action |
| | B. Approve Kitchen Air Handler Replacement | Action |

VII. Next Meeting Date: August, 1 2024, 3:00 p.m., Room 208

Information

VIII. Adjournment

Action

For Additional Information, Contact TLehman@MontgomeryCountyCFA.org | 937-535-5309



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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting Minutes

Thursday, May 2, 2024 | 3:00 p.m.

Room 208 | Dayton Convention Center, 22 E. 5th Street, Dayton, OH 45402

BOARD OF DIRECTORS

PRESENT: Mike Stevens, Chairperson; Belinda Kenley, Vice Chairperson; Jacquelyn Powell; Walter Reynolds; Tom Whelley; Michael Roediger; LaShea Lofton; Amy Schrimpf

ABSENT: Richard Herbst; Paul Gruner (both 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

Michael King, General Manager, Dayton Convention Center/ASM Global

Don Brown, President, Brown and Company CPA, LLC

I. Roll Call

Ms. Lemman called the roll. With a quorum present, Chairperson Stevens called the meeting to order at 3:03 p.m.

II. Declaration of Conflicts of Interest

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

III. Approval of Minutes of the April 4, 2024 Meeting

Chairperson Stevens asked for comments or edits to the April 4, 2024 Regular Meeting minutes. Hearing no comments, Chairperson Stevens called for a motion.

MOTION: It was moved by Mr. Roediger, seconded by Ms. Powell, and unanimously voted to approve the April 4, 2024 Regular Meeting minutes as presented.

IV. Reports and Communications

A. Executive Committee

i. Exercise Two One-Year Contract Extensions – Executive Director Employment Contract

Chairperson Stevens announced that discussion of this item will be held in Executive Session. Additionally, he amended the agenda to reflect that action will not be taken until the June Board of Directors meeting.

B. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer

i. Review and Approve February 2024 ASM/DCC Financial Report

Mr. Fraunfelter presented the Dayton Convention Center February 2024 financial report highlights. The state audit is going well and is expected to be completed by the end of May. Net income loss for the month is larger than most months but still within projections; the goal is to reduce net loss. Mr. King said he has been able to almost eliminate the accounts receivable backlog. Utility costs were up based on current gas and electricity rates, but we have been able to lock the rates in for multiple years, which will improve forecasting. There was discussion about the accounts receivable amounts which might not be collected – when do we write it off? Ms. Lofton suggested we should have a bad debt/write-off policy. Hearing no further discussion regarding the DCC financials, Chairperson Stevens called for a motion.

MOTION: It was moved by Vice Chairperson Kenley, seconded by Secretary Schrimpf, and unanimously voted to accept the February 2024 ASM/DCC Financial Report as presented.

ii. Review and Approve March 2024 CFA Financial Reports

Mr. Fraunfelter presented the March CFA financial report highlights. Food and beverage and event revenue combined for over \$203,000 during the month, which was almost 43% of the prior two months combined. Under other convention center expenses, we refunded about \$26,000 in event deposits. These were either canceled or postponed events because of COVID. There are other deposits we are holding for credit against future events. Total construction interest for the month was over \$172,500. We also paid Messer two months which resulted in over \$2.1M for capital expenses. Hearing no further discussion, Chairperson Stevens called for a motion.

MOTION: It was moved by Vice Chairperson Kenley, seconded by Mr. Roediger, and unanimously voted to accept the March 2024 CFA Financial Report as presented.

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

i. DCC General Manager Update

Mr. King presented DCC highlights. Information was presented regarding the need for adult changing stations in public buildings. The Board and Mr. King expressed interest, and Secretary Schrimpf said she would provide a contact for a grant opportunity. In response to Ms. Lofton's question, Mr. King provided

updated information on bookings that are beginning to open as rooms are nearing completion.

ii. **Hotel Lodging Tax Update**

Ms. Plageman provided the most recent hotel lodging tax collections, which are trending upward in most months. Ms. Powell said the Hotel Ardent may open in July, and the Hilton Garden Inn in 2025.

Ms. Plageman said the county approved the economic development agreement for its \$1.5M contribution to the new headquarter hotel proposal, as did the city at the May 1 commission meeting. Ms. Plageman thanked the Board for its strong support, and Vice Chairperson Kenley acknowledged the positive media reports. Ms. Plageman said a draft Request for Qualifications to initiate developer interest will be prepared by the hotel consultant and reviewed with the Operations & Development Committee, which will be the RFQ selection committee.

V. **Development Strategies and Oversight (*presented by Don Brown, Brown & Company CPA, LLC*)**

Ms. Plageman introduced Don Brown, President, Don Brown & Company, for a presentation and discussion regarding hotel development strategies and board oversight. Mr. Brown commended the board on the convention center renovation decisions. He recommended conducting environmental studies and civil engineering studies on the hotel site in advance, which will expedite the site review process and will be a financial incentive to developers. Ms. Plageman recommended paying soft costs out of the CFA's \$1.5M contribution. Ms. Martin said those expenses are allowable. Ms. Lofton suggested beginning talks with the Dayton school district regarding tax implications. There was discussion regarding the recommendation to join the TIF to qualify for additional incentives, which would require city action and appointment of an MCCFA board member to the TIF board.

VI. **Executive Session**

Chairperson Stevens said there were matters before the Board for Executive Session. A motion was requested by Chairperson Stevens.

MOTION: It was moved by Vice Chairperson Kenley to adjourn to Executive Session to (1) consider the purchase of certain real and personal property for public purposes, and (2) consider the employment or compensation of a public employee or official pursuant to the authority set out at Ohio, Revised Code Sections 121.22(G)(2).

The motion was seconded by Secretary Schrimpf. After a unanimous roll call vote, the Board voted to adjourn to executive session and excused all guests.

MOTION: The motion to conclude the executive session was made by Secretary Schrimpf and seconded by Mr. Reynolds. The Board unanimously voted to return to open session.

VII. **Other Business**

A. **Ratify Revised Oregon Garage Agreement**

Ms. Plageman presented a revised Oregon Garage parking agreement which was previously approved by the Board for 40 spaces. The 40 spaces initially approved included the Convention & Visitors Bureau spaces, and not the additional 20 spaces needed. The agreement has been revised for 60 spaces, at a reduced rate of \$45 per space per month versus \$55 per space per month. The revised total equals a difference of +\$18,000 per year.

Hearing no further discussion, Chairperson Stevens called for a motion. Ms. Lofton abstained from the vote.

MOTION: It was moved by Mr. Roediger, seconded by Secretary Schrimpf, and unanimously voted, with one abstention, to approve the revised Oregon Garage Parking Agreement as presented.

B. Review and Approve Hotel Development Consultant Agreement

Ms. Plageman presented a proposed consultant agreement with Tony Peterman of HP&D Advisors, for Phase 2 of the hotel development project. Phase 2 includes the creation, publication, and management of the Request for Qualifications process, through scoring and award. The proposal includes 200 hours of work, for \$48,000 plus up to \$8,000 in expenses. The average per hour rate is \$240. Ms. Plageman highly recommends Mr. Peterman for this role, who provided valuable guidance in Phase 1. Hearing no further discussion, Chairperson Stevens called for a motion.

MOTION: It was moved by Secretary Schrimpf to approve the Hotel Development Consultant Agreement as presented. The motion was seconded by Vice Chairperson Kenley and unanimously approved.

VIII. Next Meeting Date

Chairperson Stevens announced that the next Regular Board Meeting will be held on June 6, 2024, beginning at 3:00 p.m., in Room 208.

IX. Adjournment

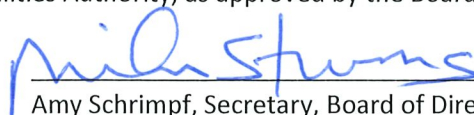
Chairperson Stevens called for a motion to adjourn.

MOTION: It was moved by Secretary Schrimpf, seconded by Ms. Powell, and voted unanimously to adjourn.

The meeting was adjourned at 4:50 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 May 2, 2024 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on June 6, 2024.



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