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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting of the Board of Directors

Thursday, August 1, 2024 | 3:00 p.m.
Dayton Convention Center, 22 E. Fifth St., Dayton, OH – Theater Stage, Third Floor

AGENDA

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| I. | Roll Call – Call Meeting to Order | Action |
| II. | Declaration of Conflicts of Interest | Action |
| III. | Approval of Minutes of the June 6, 2024 Board Meeting | Action |
| IV. | Reports and Communications | |
| A. | Executive Committee Report | |
| i. | Dayton Convention Center Naming Rights, Phase 2 – Timing, Internal with Board Involvement or External Partner with Fees, and Priority Opportunities | Discussion |
| B. | Marketing & Branding Committee Report | |
| i. | Ratify Committee Recommendation Regarding Art Consultant Letter of Engagement and Fees | Action |
| C. | Finance Committee Report | |
| i. | Ratify Committee Recommendation Regarding Terrace Furniture Quote | Action |
| ii. | Approval of Universal Changing Station/New Family Restroom Quote | Action |
| iii. | Ratify Kitchen Air Handler Final Quote | Action |
| D. | Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer | |
| i. | Receive and Approve May 2024 ASM/DCC Financial Report | Action |
| ii. | Receive and Approve June MCCFA Financial Report | Action |
| iii. | State Audit Update | Information |
| E. | Executive Director Report – Pam Plageman, Executive Director/CEO | |
| i. | DCC General Manager Update with 2025-2026 Forecast | Information |
| ii. | Hotel Lodging Tax Update | Information |
| iii. | ICMA Conference, September 21-25, Pittsburgh, PA | Information |

- V. 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.

- VI. Other Business

- VII. Next Meeting Date: Thursday, September 5, 2024 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, June 6, 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; Richard Herbst

ABSENT: Amy Schrimpf; 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

I. Roll Call

Ms. Lemman called the roll. With a quorum present, Chairperson Stevens called the meeting to order at 3:00 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 May 2, 2024 Meeting

Chairperson Stevens asked for comments or edits to the May 2, 2024 Regular Meeting minutes. Hearing no comments, Chairperson Stevens called for a motion.

MOTION: It was moved by Ms. Powell, seconded by Mr. Reynolds, and unanimously voted to approve the May 2, 2024 Regular Meeting minutes as presented.

IV. Reports and Communications

A. Executive Committee

i. Exercise Executive Director Two-Year Contract Extension

Chairperson Stevens announced that discussion of this item will be held in Executive Session, and action will be taken after the Board reconvenes in public session.

Following Executive Session, Chairperson Stevens asked for further discussion. Hearing none, he said the Board is appreciative of Ms. Plageman's performance, and he called for a motion.

MOTION: It was moved by Ms. Lofton, seconded by Ms. Powell, and voted unanimously to authorize Chairperson Stevens to exercise Ms. Plageman's two-year contract extension.

ii. Review and Approve Executive Director 2024 Goals

Chairperson Stevens announced that discussion of this item will be held in Executive Session, and action will be taken after the Board reconvenes in public session.

Following Executive Session, Chairperson Stevens asked for further discussion. Hearing none, he said the Board approves of the goals created by the Executive Committee for Ms. Plageman's 2024 performance evaluation. Chairperson Stevens called for a motion.

MOTION: It was moved by Vice Chairperson Kenley, seconded by Mr. Reynolds, and voted unanimously to approve Ms. Plageman's 2024 performance goals.

iii. Rename Operations Committee to Development & Operations Committee

Ms. Plageman explained that the description of the new Development & Operations Committee was modeled after the Franklin County Convention Facilities Authority to oversee additional facility roles, including serving as the Selection Committee for the new convention hotel developer. Chairperson Stevens asked for additional discussion. Hearing none, he called for a motion to approve the resolution drafted by Ms. Martin.

MOTION: It was moved by Vice Chairperson Kenley to adopt Resolution No. 2024-002, adopting an amended and restated policy regarding standing and special committees of the Convention Facilities Authority. The motion was seconded by Mr. Reynolds and approved unanimously.

B. Development & Operations Committee

Ms. Plageman said the hotel developer RFQ was published on June 5. Drafts were reviewed by legal counsel and the Development & Operations Committee. The RFQ was distributed by the hotel consultant to over 300 developers. A press release was issued, and all public and private partners received a copy. During the last Development & Operations Committee meeting, Committee Chairperson Schimpf acknowledged the quality of the RFQ. Ms. Plageman discussed the highlights of the RFQ and the timeline. The Development & Operations Committee will serve as the selection committee. Ms. Plageman gave an overview of the vetting process that will be used to select the

finalists. Ms. Powell said she has a conflict on August 12 and will not be able to attend the finalist interviews. Ms. Plageman said a new date will be found that works for the committee.

C. Finance Committee Report

i. Accept \$910,000 State of Ohio Energy Fund Program Grant

Ms. Plageman said the Finance Committee recently reviewed the \$910,000 State of Ohio energy fund grant, and it was agreed in the committee meeting that approval to accept the funds will be sought at the upcoming Board meeting. Board members were presented with a copy of the grant terms and conditions, which have been reviewed by Ms. Martin and Mr. Fraunfelter. The CFA will cover the gap between the \$910,000 and the \$2.5M cost of the full energy and lighting improvements. Hearing no further discussion, Chairperson Stevens called for a motion.

MOTION: It was moved by Mr. Roediger, seconded by Vice Chairperson Kenley, and approved unanimously to accept the \$910,000 State of Ohio Energy Fund Program grant.

D. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer

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

Mr. Fraunfelter presented the Dayton Convention Center March 2024 financial report highlights. In response to previous questions regarding how the construction project is impacting the DCC financially, he said that event income is approximately \$130K less than a year ago. YTD for attendance and events through 2024 is down – just under 28,000 compared to 40,000 last year. Concessions will bring in less revenue, for example. Hearing no further discussion regarding the DCC financials, Chairperson Stevens called for a motion.

MOTION: It was moved by Mr. Whelley, seconded by Mr. Reynolds, and unanimously voted to accept the March 2024 ASM/DCC Financial Report as presented.

ii. Review and Approve April 2024 CFA Financial Reports

Mr. Fraunfelter presented the April CFA financial report highlights. He compared April 2023 to 2024, noting that hotel collections are higher, in some part due to the AC Marriott, for total net of \$150K. Food and beverage and events are up about \$57K, total revenue is about 13.7% higher, part of which is interest. Expenditures increased by 2.5%. Debt service increased about \$511K because additional interest and principal are due for the year. For May, did not have a lot of expenditures. The debt service payment for June 1 due date was wired at the end of the month. Hearing no further discussion, Chairperson Stevens called for a motion.

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

iii. **Disadvantaged Business Report**

Mr. Fraunfelter presented an updated DBE report with revised zip codes in response to Board members' feedback. The majority of vendors are for the 454XX zip code.

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

i. **DCC General Manager Update**

Mr. King presented DCC highlights. The DCC received the first step in the Green Business Initiative. Vice Chairperson Kenley acknowledged the effort, and Ms. Powell said it is important to meeting planners looking for green or sustainable facilities. Mr. King said he had a meeting regarding a \$25,000 grant for an adult changing station/family restroom, and Messer is preparing an estimate to retrofit a room. Mr. King was commended for following up on this public accommodation. He said the DCC will obtain four hydroponic pods for growing herbs and greens for the culinary department. The hydroponic stations will be used as an educational experience for local students as well. May was a strong financial month due to new events, increased attendance, and maximized revenue opportunities. Chairperson Stevens congratulated Mr. King on the improved financial forecast.

Ms. Lofton asked about the 2025 NATO conference and convention center opportunities to host events. Ms. Powell said there may be opportunities. Vice Chairperson Kenley is also lobbying for convention center exposure.

Mr. King showed renderings of the new furnishings for the VIP suite and chair pods.

ii. **Key-Ads Signage Update**

Ms. Plageman said the project has been through the city's land use and zoning board approval. All variances were approved. She gave a shout-out to Susan Vincent of the City of Dayton for her presentation to the zoning board. The plans are in engineering for approval. The project should be completed Q1 2025. Ms. Plageman is meeting with Key-Ads about sponsorship opportunities and operational training. She also said she is working with downtown partners to get the flyover structure and site refurbished.

iii. **Board Education Opportunities**

Ms. Plageman said the Dayton Area Chamber of Commerce is hosting the annual City2City conference in Charlotte, NC, from October 23-25. Mr. Gruner has volunteered to attend, and Mr. Roediger said he is interested.

iv. **Hotel Lodging Tax Update**

Ms. Plageman provided the most recent hotel lodging tax collections. There was a record month for April, almost \$456K. The collections are approximately 6% higher than last year. Ms. Powell and the Destination Dayton team were acknowledged for their promotion of the solar eclipse and other events in April that supported the increased lodging revenue.

V. Executive Session

Chairperson Stevens said an Executive Session was not needed for the hotel discussion. However, there were personnel 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, pursuant to the authority set out at Ohio Revised Code Sections 121.22(G)(2).

The motion was seconded by Mr. Reynolds. After a unanimous roll call vote, the Board voted to adjourn to executive session and excused all guests, including Ms. Plageman and Ms. Lemman.

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

VII. Other Business

A. Approve VIP Suite Furniture

Ms. Plageman presented a quote from APG Furniture for the VIP Suite furniture. The cost will be paid using interest income. OMNIA Purchasing Program was used, and APG is a woman-owned local business. Ms. Plageman said \$40K was originally estimated, but the quote came to \$57,219.55. It will take about 8-12 weeks for delivery. LWC did the original concept of the suite, and Ms. Plageman said the ASM team was also involved in the furniture selection. Upon Ms. Powell's question, Ms. Plageman confirmed that the overage from the previous estimate will be covered by interest income, and the interest spend-down spreadsheet has been adjusted to reflect the new cost.

Hearing no further discussion, Chairperson Stevens called for a motion.

MOTION: It was moved by Ms. Lofton, seconded by Mr. Roediger, and unanimously voted to approve the APG Furniture quote in the amount of \$57,219.55.

B. Approve Kitchen Air Handler Replacement

Chairperson Stevens announced that the Board will not be taking action on this item today because the quote is not available. Ms. Plageman said the kitchen air handler replacement is not in the original scope, and the air handler is failing. Air quality in the kitchen is important. She said the Finance Committee will consider the cost at its June 20 meeting, and it will be brought to the Board at its August meeting because there is no Board meeting in July. There was discussion about the lead time to order, receive, and install the replacement, in addition to asbestos abatement, and mitigating the timeline in the event of a complete equipment failure. After discussion, it was agreed the Board should approve a Not To Exceed (NTE) amount so that the equipment could be ordered before the August Board meeting. It is expected that the quote would be considered by the Finance Committee at its June 20 meeting. Ms. Plageman added that Messer may return \$400K in contingency, and an \$88K refund from JLL is expected. It

was agreed that the Board should authorize an NTE in the amount of \$500K for replacement of the kitchen air handler unit. Hearing no further discussion, Chairperson Stevens asked for a motion.

MOTION: It was moved by Mr. Whelley, seconded by Mr. Reynolds, and unanimously approved to authorize the replacement of the kitchen air handling unit in an amount not to exceed \$500,000, upon approval by the Finance Committee, and ratification at the August 2024 Board of Directors meeting.

VIII. Next Meeting Date

Chairperson Stevens announced that there is no July Board meeting, and the next Regular Board meeting will be held on August 1, 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 Mr. Roediger, seconded by Ms. Powell, and voted unanimously to adjourn.

The meeting was adjourned at 4:16 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 June 6, 2024 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on August 1, 2024.



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