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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Finance Committee Meeting

Friday, August 23, 2024 | 1:00 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 July 18, 2024 Minutes   | Action      |
| III. | Review and Recommend Approval of Financials  |             |
|      | A. ASM/DCC June 2024 Financials  | Action      |
|      | B. CFA July 2024 Financials  | Action      |
| IV.  | Review and Take Action on the Cost Proposal for the ALTA/NSPS,<br>Geotechnical & Environmental Surveys – Future Hotel Site RFP | Action      |
| V.   | Other Business   |             |
|      | A. Disadvantaged Business Enterprise Report  | Information |
|      | B. Wifi Capacity and Technology Security Assessment Update   | Information |
| VI.  | Next meeting: September 19, 2024, 3:00 p.m.  | Information |
| VII. | 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

Finance Committee Meeting Minutes

Thursday, July 18, 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; Tom Whelley; Walter Reynolds

**COMMITTEE MEMBERS ABSENT:** None

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

**GUEST:** Michael King, General Manager, ASM Global/Dayton Convention Center

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

Ms. Lofton called the meeting to order at 3:02 p.m.

**II. Review and Approve May 23, 2024 and June 20, 2024 Minutes**

Ms. Lofton asked for comments or edits to the May 23, 2024 and June 20, 2024 meeting minutes. Hearing none, she called for a motion to approve them.

**MOTION:** It was moved by Mr. Reynolds, seconded by Mr. Whelley, and voted unanimously to approve the May 23, 2024 Finance Committee meeting minutes.

**MOTION:** It was moved by Mr. Reynolds, seconded by Mr. Whelley, and voted unanimously to approve the June 20, 2024 Finance Committee meeting minutes.

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

**A. ASM/DCC May 2024 Financials**

Mr. Fraunfelder presented the financial highlights as follows: For the rolling forecast, the total projected numbers will change from now until end of year against the budget. This is the first month they have been a little different. There is an approximate \$9K

variance, but compared to last year, it is a good increase. Expenses increased a little bit. Working to break even, and it is an improvement (approximately \$135K) from last year. For 120-day receivables, looking back to December 2023, have collected about \$28K. Mr. King said the Mills James commissions in 2022 and 2023, listed in the over 120-Day receivables is not a bad debt. The effort to reduce the balance is ongoing with actions taken by ASM. Mr. King said everything under 120 days is now current. The Pickrel Schaeffer Ebeling law firm is working with ASM to collect bad debts. Six clients have received demand letters. On the write-offs, Mr. King said ASM will use some funds that are over-budget to cover bad debt, and at the end of the year, ASM will true-up the bad debt. Mr. Reynolds asked about collection and payment terms with the law firm, and Mr. King said it is an hourly rate. Mr. Whelley said there are law firms that just do collections. Mr. Reynolds cautioned about an hourly rate model, and in some cases, he recommends contingency fees. Hourly rates need to be monitored closely. Mr. King will monitor billings and collections closely over the next month.

**MOTION:** A motion to accept and forward the ASM May 2024 financial reports for approval at the August 1, 2024 Board of Directors meeting was made by Mr. Reynolds, seconded by Mr. Whelley, and approved unanimously.

**B. CFA June 2024 Financials**

Mr. Fraunfelter said CFA reports are cash-based. The City of Dayton's lodging tax collections totaling \$287K is not reflected on the report. Over \$400K has been received for June lodging tax collections. About 46% of the budget number and 46% for F&B/AV/Event numbers. Revenue is looking good.

Expenditures are a little higher at 53.5% of the budget. Mr. Fraunfelter is borderline whether to perform a budget update for the August Finance Committee meeting. Updates will be made to the Repairs and Maintenance numbers, such as Air Force One and fire extinguisher updates to reduce the total number.

For June, \$284,351 was received in interest. Some RedTree investments matured, and there is almost \$5.2M in STAR Ohio. RedTree amount is coming down as moneys are spent on the renovation project for arbitrage.

Under reconciliation, had enough balance to begin a capital improvement reserve, which is a goal. Starting off with \$2,900 now. There is a new account on the reconciliation page – Bank of America because ASM Global is moving payment processes to Bank of America. Pam and Sean have account authorization.

The MCCFA received \$1.5M from Montgomery County per the hotel development agreement that was deposited in August. A separate STAR Ohio account has been set up for these funds.

**MOTION:** A motion to accept and forward the CFA June financial reports for approval at the August 1, 2024 Board of Directors meeting was made by Ms. Lofton, seconded by Mr. Reynolds, and approved unanimously.

**IV. Review and Take Action on Universal Changing Station Construction Plan and Estimated Cost**

Ms. Plageman said the new adult changing station and family restroom is under cost evaluation. The MCCFA was informed informally that it may cost \$130-\$150K, and the cost will be paid from owner's contingency. The proposal is expected to be presented at the August 1 Board of Directors meeting. In response to a question about whether the adult changing station is required, Ms. Plageman said she is being proactive because it will eventually be code.

**V. Review and Approve DCC Terrace Furniture Quote**

Ms. Plageman presented the quote for terrace furniture. The VIP suite furniture, by APG, has already been approved. \$40K has been set aside in interest income, and the quote is \$44,540.79. The furniture is moveable, weather resistant, and lightweight. In response to Ms. Lofton's question, Ms. Plageman said the color scheme aligns with other design elements/color palette in the building. Mr. King said the designers also tried to create a neighborhood scene to foster conversation. The Swiss rail will have a ledge to accommodate drinks and plates. Ms. Plageman after the Finance Committee's approval, the quote will be on the August 1 Board agenda for ratification. Mr. King said there has been some early discussion for heat and lighting but nothing has been decided. Mr. Whelley asked that ASM look into heaters, and Ms. Lofton suggested propane fire pits.

**MOTION:** It was moved by Mr. Reynolds, seconded by Mr. Whelley, and approved unanimously, to approve the terrace furniture quote in the amount of \$44,540.79 for ratification at the August 1, 2024 Board of Directors meeting.

**VI. Review and Approve Engagement Letter with The Art Company for Dayton Convention Center Art Consulting Services**

Ms. Plageman gave an overview of the art acquisition process. She reached out to three different art consultants, two of which did not respond or were unable to engage. Ms. Plageman, Mr. Roediger, and Ms. Powell met at the Convention Center with Debbie Fredette and Ed Capannari of The Art Company in Cincinnati. The Board members felt The Art Company is savvy in the space, and Mr. Roediger and Ms. Fredette are familiar with each other. With additional interest income, Ms. Plageman said the art budget has been increased from \$150K to \$250K, and The Art Company fees will be paid separately from the \$250K art budget.

The Art Company had originally proposed a commission plus an hourly rate. Ms. Plageman said she negotiated a 15% commission of the base project cost of \$250K, which equals \$37,500. The gallery space management fee will have an hourly rate because it is an ongoing process. Installation and delivery will be billed at \$85 per hour, with a Not-To-Exceed of \$10K. The total budget is estimated at \$297,500 (\$250K, \$37,500K, \$10K), to be paid with interest income. If approved, the Marketing & Branding Committee will hold a kick-off meeting. Priority areas have been identified for this first phase. After the kick-off meeting, there will be a better understanding of the timeline, but Ms. Fredette believes there should not be a problem aligning with the end of the project (April 2025). Ms. Plageman said she has asked The Art Company to invoice the MCCFA now so the money can be spent. There will be an approval process before any funds are distributed.

Ms. Plageman confirmed that local art will be a primary goal, and the process will include an art solicitation RFP. She said it will be important that any art reflects the culture and history of

Dayton; that the art be an experience that reflects our personality. Artists will be given guidance on the themes.

Ms. Plageman confirmed that the \$250K includes the purchase of art versus loaning or leasing pieces. However, Ms. Plageman said there will be an area, possibly on the second floor, for an art gallery with loaned pieces. The Art Gallery will help guide the acquisition of insurance.

**MOTION:** It was moved by Mr. Reynolds, seconded by Mr. Whelley, and approved unanimously to recommend approval of the engagement letter with The Art Company for the Dayton Convention Center art consulting services, totaling \$297,500, for ratification at the August 1, 2024 Board of Directors meeting.

## **VII. Other Business**

### **A. State Audit Update**

Mr. Fraunfelter said Kevin McCarty, ASM Global finance officer, has been very helpful answering the auditors' questions. He expects a verbal comment regarding the \$500,000 grant agreement which wasn't received until three weeks after the contractual date. The full audit should wrap up soon.

### **B. Potential Insurance Premium Savings with Upgraded Security System**

Mr. Fraunfelter followed up on a previous question from the Finance Committee regarding potential insurance premium savings when a new security system is installed. Mr. Fraunfelter reached out to the MCCFA insurance carrier, Uhl Insurance, who said a new security system will not do much to reduce rates.

### **C. Wifi Capacity and Technology Security Assessment Update**

At last month's Finance Committee meeting, the committee asked about the security of the DCC technology infrastructure and whether it had sufficient wifi capacity when the convention center fully reopens. Ms. Plageman thanked Mr. King for working on the assessment. Harbor Link is conducting a three-step process: 1) Evaluation; 2) submit quote for additional hardware or services; 3) final assessment at full capacity. Mr. King said an on-site assessment will be conducted on July 22, prior to the large WDI and TETS events. The bandwidth was recently increased to 1GB, at approximately \$400 additional per month. Mr. Whelley believes this is a strong selling point and thanked the team for its work.

### **D. DCC Event Projections Update**

At its last meeting, the Finance Committee asked to receive 2025-2026 event projections. Mr. King said he is engaging Destination Dayton and ASM Global, and he will make a full presentation at the August 1 Board meeting.

### **E. Schedule August 15 Finance Committee Meeting for New Date**

Ms. Plageman said the hotel developer interviews will take place on August 15 and asked that the August 15 committee meeting be rescheduled. It was agreed that the committee will meet on August 22, at 3:00. Mr. Whelley said he will not be able to attend but agreed the committee should still meet.

**VIII. Next meeting**

The next meeting of the Finance Committee is August 22, 2024, 3:00 – 4:00 p.m.

**IX. Adjournment**

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

The meeting was adjourned at 4:00 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 July 18, 2024 meeting of the Finance Committee of said Convention Facilities Authority, as approved by the Finance Committee on August 22, 2024.



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