



MEETING MINUTES

Meeting of the Board of Directors
Wednesday, January 22, 2025, 3:00pm.
Butler County Finance Authority
Liberty Township Administration Building
5021 Winners Circle Drive
Liberty Township, OH 45011

- 1) **Call Meeting to Order:** Chairman Brad Evans called the meeting to order at 3:06pm.
- 2) **Roll Call:** Joshua Smith called the roll.

Chairman Brad Evans (present)
Director Denise Quinn (present)
Director Matt Bockhorst (attending by phone - present)
Director Dona Canaan (present)
Director Brian Fox (present)
Director Tim Egloff (present)

BCFA Staff Present: Joshua Smith – President & CEO was in attendance.

Others in Attendance:

Brenda Todd-Finnell – Butler County
David Fehr – Butler County
Robert Schmidt – BCFA past board member
Cathi Evans – Millikin & Fitton Law Firm
Patrick Woodside – Frost, Brown, Todd LLC

- 1) **Consent Agenda:**
 - a) Minutes – December 2024 (approved)
 - b) Monthly Financial Reports – April, May, June, July, August, September, October, November 2024 (approved)

Motion made by: Director Fox, seconded by Director Canaan. Roll Call Vote: 5-0 (Chairman Evans excused himself temporarily).

- 2) **Special Presentation** recognizing Robert Schmidt for his years of service to BCPA/BCFA Board of Directors for thirteen years. A plaque and a gift card were presented to Mr. Schmidt for his service. A photo of the entire Board was taken. The Special Presentation concluded at 3:16pm.
- 3) **RESOLUTION 2024-27:** Approving an agreement for Woolpert to prepare a Butler County Aviation Strategic Plan for \$59,844.00, with Oxford (OXD), Butler County (HAQ), and Middletown (MWO) all contributing \$10,000 each. President Smith gave an overview of this project to the board. David Fehr mentioned that this plan would be a great benefit to the respective airports.

Motion made by Director Fox, seconded by Director Canaan.
Roll Call Vote: 6-0

4) **President Report:**

- a) Announced the next BCFA meeting will be Wednesday, February 26, 2025 at 3:00pm. The meeting calendar is on the website for the year. Special meetings may be scheduled in addition to the monthly meetings.
- b) The first BCFA Quarterly Lunch and Learn will be on January 28, 2025 from 11am to 1pm. 19 RSVP's have been received for this event.
- c) President Smith will be attending the Ohio Council of Port Authorities meeting on February 5 and 6, 2025 in Columbus, Ohio.

5) **Board of Director Comments:**

- a) There were several questions on the future Bond Fund. Pat Woodside provided a brief explanation of next steps to activate the Bond Fund. Financial participation in the Bond Fund is still being discussed with Butler County and the Middletown Port Authority. Pat Woodside stated that he would investigate questions regarding a letter of credit, and begin working on drafting a Trust Agreement and preparing a Resolution to appoint a Trustee. Policies and Procedures for the Bond Fund were approved at the December 2024 BCFA meeting. Director Egloff requested a copy of the approved Policies and Procedures be provided for review.

6) **Executive Session:**

- a) Motion to enter Executive Session to discuss financial and proprietary information, including trade secrets, submitted by or on behalf of an employer to the Finance Authority in connection with the relocation, location, expansion, improvement, or preservation of the business of that employer.

Motion made by Director Fox, seconded by Chairman Evans. Roll call 6-0.

President Smith requested a second vote to consider personnel matters in the Executive Session, in addition to the prior vote.

Motion made by Director Fox, seconded by Chairman Evans. Roll call 6-0.

The BCFA Board of Directors and President Smith entered Executive Session at 3:49pm.

Motion to reconvene made by Director Fox, seconded by Director Canaan at 5:23pm. Roll call 4-0 (Directors Egloff and Bockhorst left prior to the Executive Session ending).

7) **Adjournment**

Motion to adjourn at 5:24pm made by Director Fox, seconded by Director Canaan. Roll Call: 4-0.

Liberty Township, Ohio
January 22, 2025

Chair of the Board, Brad Evans

Secretary of the Board, Joshua A. Smith