



MEETING MINUTES

Meeting of the Board of Directors
Wednesday, March 26, 2025, 3:00 p.m.
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 3:01 p.m.
Joshua Smith called the roll.

2) Roll Call:

Chairman Brad Evans (present)
Director Denise Quinn (present)
Director Matt Bockhorst (present)
Director Dona Canaan (present)
Director Brian Fox (will be present – called in late)
Director Tim Egloff (present)

BCFA Staff Present:

Joshua Smith – President & CEO
Abby Haverkos - Co-op

Others in Attendance:

Brenda Todd-Finnell – Butler County
Andrew Brossart – Bradley Payne Advisors
Cathi Evans, atty. – Millikin & Fitton Law Firm

3) Consent Agenda:

- a. Minutes – February 2025 (approved)
- b. Monthly Financial Reports – February 2025 (approved)

Motion made by: Director Egloff, seconded by Director Canaan. Roll Call Vote:
5-0 (Director Fox was not present for the vote)

4) RESOLUTION 2025-05: A Resolution approving a Cooperative Agreement between the Middletown Port Authority and the Butler County Finance Authority.

The Board of Directors discussed the logistics of the Cooperative Agreement between the Middletown Port Authority and BCFA and what the daily responsibilities of this agreement would mean for Joshua Smith.

Motion to approve Resolution 2025-05 made by Director Bockhorst, seconded by Chairman Evans.

Roll Call Vote: 5-0 (Director Fox was not present for the vote)

- 5) Resolution 2025-06:** A Resolution approving an amended Memorandum of Understanding with the Butler County Board of Commissioners regarding funding to BCFA.

Motion to approve Resolution 2025-06 made by Director Quinn, seconded by Director Bockhorst.

Roll Call Vote: 5-0 (Director Fox was not present for the vote)

- 6) Resolution 2025-07:** A Resolution authorizing the deposit of Finance Authority funds in connection with the establishment of a Common Bond Fund Program by the Finance Authority for the purpose of financing projects for authorized purposes under Chapter 4582 of the Ohio Revised Code and authorizing and approving related matters.

Motion to approve Resolution 2025-07 made by Chairman Egloff, seconded by Chairman Evans.

Roll Call Vote: 5-0 (Director Fox was not present for the vote)

- 7) Resolution 2025-08:** Approving Bond Fund Advisory Agreement with Bradley Payne.

Andrew Bossart with Bradley Payne spoke to the board about the bond fund agreement . He detailed the summary of services provided and answered various Directors questions surrounding termination of services fees (of which there are none) and any risk factors of the agreement.

Motion to approve Resolution 2025-08 made by Director Bockhorst, seconded by Director Canaan.

Roll Call Vote: 5-0 (Director Fox was not present for the vote)

- 8) President Report –**

- a) Butler County Aviation Strategic Plan Update #2.
- b) Upcoming meeting schedule update (C17 Committee on April 11, 2025, and quarterly Lunch & Learn #2 on April 29, 2025).

- c) Employee Handbook – Abby Haverkos discussed the process of putting together a new Employee Handbook for the BCFA.

9) Board of Director Comments:

- a) Director Bockhorst asked for updates on current sales tax deals BCFA is working on and Joshus Smith provided those updates as well as how the project tracking process has been updated.

10) 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 to enter Executive Session made by Director Egloff, seconded by Director Quinn.

**Director Fox entered the meeting.

Enter the Executive Session at 3:47pm. Roll call 5-0.

Motion to reconvene made by Director Egloff, seconded by Director Canaan.
Roll call 5-0.

11) Adjournment

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

Time ended: 3:55pm.

These minutes represent a summary of these proceedings, are retained in accordance with the Finance Authority Records Retention Policy and may be obtained upon written request.

Any charges associated with preparing any available recording transcript shall be borne by the person requesting.

Chair of the Board, Brad Evans

Secretary of the Board, Joshua A. Smith