

**PICKAWAY COUNTY PORT AUTHORITY  
MINUTES OF A MEETING  
OF THE BOARD OF DIRECTORS  
February 21, 2025 – 9:00 A.M.**

**Call to Order**

April Metzger called the meeting to order at 9:00am.

***Present:*** April Metzger, Mark Leatherwood, Jay Wippel, Scott Blue and Craig Stevenson.

***Not Present:*** N/A

***Guest(s):*** N/A

***Staff:*** Tim Colburn, Tiffany Anderson, and Lexi Heidish.

**Approval of Board Meeting Minutes of November 22, 2024**

- Mark Leatherwood made the motion to approve November 22, 2024, meeting minutes. Jay Wippel seconded the motion, motion carried.

**Treasurer Report**

- Craig Stevenson reviewed the financials from November 2024 through January 2025, with the Board and addressed any questions or concerns.
- Scott Blue made the motion to approve November 2024 through January 2025 financials. Jay Wippel seconded the motion, motion carried.
- Tim Colburn presented the Bichard proposal to the Board, recommending her hire as the new bookkeeper for the Port. He noted that Bichard currently provides bookkeeping services for P3, where she has established a strong working relationship. Tim addressed any questions or concerns from the Board.
- Jay Wippel made a motion to approve the Bichard proposal pending the Prosecutor review of the contract. Craig Stevenson seconded the motion, motion carried.
- Tim Colburn discussed with the Board the funds to be allocated to the Ports Special Revenue Fund to cover management expenses, including salaries, benefits, and legal costs. This year's management expense budget is \$197,550. The P3 Board approved at yesterday's meeting to split the payment into two installments, with half (\$98,775) paid now and the remaining half later in the year.
- Scott Blue made a motion to pay half of the management expenses of \$98,775. Mark Leatherwood seconded the motion, motion carried.
- Tim Colburn informed the Board that the JobsOhio loan for the Sofidel gas line will be forgiven effective January 1, 2025, pending the completion of all required signatures on the document.

## **Old Business**

- Tim Colburn addressed the board regarding the MSA agreement if there were any additions or corrections. It was suggested in section nine (9) to change the term dates from 2024-2026 to 2025-2027. Suggestion was accepted by all on the Board.
- Craig Stevenson moved to approve the MSA with the term correction, contingent on the Prosecutor's review and approval. Scott Blue seconded the motion, motion carried.
- Tim Colburn informed the Board that Project Kevler has executed its Sales Exemption Certificate and has paid all fees to the Port.
- Tim Colburn informed the Board about a new project by the Lincoln Group in Commercial Point, for which they will be working on a Term Sheet agreement.
- Tim Colburn discussed with the Board the Pickaway County Strategic Growth and Community Development Plan and a full report will be coming soon.
- Tim Colburn requested the Board's permission for Tim and Tiffany Anderson to file the annual project and activity reports required by ODOT on behalf of the Port Authority. The request was accepted by all on the Board.

## **Executive Session**

- Mark Leatherwood made a motion to go into executive session at 9:41am ORC 121.22 (G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance. Jay Wippel seconded the motion. Roll call vote 5 Yes 0 No. Motion carried.
- Jay Wippel made a motion at 10:26am to go back into regular session . Mark Leatherwood seconded the motion. Roll call vote 5 Yes 0 No. Motion carried.

## **New Business**

- Mark Leatherwood moved to approve the hiring of an Owner's Representative for the Anduril project, consisting of American Structurepoint and InCompliance, pending review and approval by the Prosecutor. Scott Blue seconded the motion, motion carried.

## **Executive Session**

- Craig Stevenson made a motion to go into executive session at 10:34am per ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. Mark Leatherwood seconded the motion. Roll Call vote 5 Yes 0 No. Motion carried
- Jay Wippel made a motion at 10:41am to go back into regular session. Mark Leatherwood seconded the motion. Roll call vote 5 Yes 0 No. Motion carried.

**New Business**

- Jay Wippel made a motion to approve Tim Colburn to get a letter of intent to test the soil at the connection to the Airport up to \$85,000 reimbursable by the Airport Authority. Mark Leatherwood seconded the motion, motion carried.
- P3 and the Port Authority will be posting a temp to hire an Administrative Assistant position and the Executive Director position in late March.

**Adjournment**

- The meeting was adjourned at 10:45am.