

**PICKAWAY COUNTY PORT AUTHORITY
MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS
July 28, 2025 – 8:00 AM**

Call to Order: April Metzger called the meeting to order at 8:01am.

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

Not Present: N/A

Guest(s): Commissioner Gary Scherer

Staff: Tim Colburn and Tiffany Anderson

Approval of Board Meeting Minutes of June 2, 2025

- Mark Leatherwood made a motion to approve meeting minutes. Craig Stevenson seconded the motion, motion carried.

Treasurer Report

- Craig Stevenson reviewed May 2025 financials and addressed questions from the Board.
- Scott Blue made a motion to approve May 2025 financials. Jay Wippel seconded the motion, motion carried.
- Tim Colburn informed the Board that the 2024 Hinkle Report has been filed and addressed any questions from the Board.

New Business

- Tiffany Anderson informed the Board that insurance coverage has been obtained for Directors, Officers, Employees, and a Data Defender Policy, modeled after the same policy used by P3. A Certificate of Insurance is attached for their records, along with a statement at the bottom confirming their coverage. She also addressed any questions from the Board.
- Tim Colburn reviewed the Intergovernmental Agreement with the County Commissioners regarding the Pickaway Ag and Event Center project and addressed any questions from the Board.
- Jay Wippel made a motion to approve the Resolution authorizing the Intergovernmental Agreement. Mark Leatherwood seconded the motion, and it was approved. Craig Stevenson abstained from the vote.
- Tim Colburn reviewed the Patriot Engineering contract with the Board, outlining the scope of work they will perform under the U.S. EPA grant. The Port is applying for this grant, which is intended to help communities assess additional Brownfield sites for potential contamination. This funding is supplemental to the existing ODOD Brownfield grant funds.
- Tim Colburn provided the board with updates on Project Homerun and addressed any questions.
- Jay Willpel provided the Board with an update on the recommendation for hiring the new Executive Director Brian Hill.
- Scott Blue made a motion to approve the hiring of the new Executive Director. Mark Leatherwood seconded the motion; motion carried.

- Tim Colburn provided the Board updates on Project Thor and addressed any questions from the Board.
- Tim Colburn reviewed the CT Term Sheet with the Board, noting that this Resolution repeals Resolution No. 2025-03. He also addressed any questions from the Board.
- Jay Wippel made a motion to approve the Resolution, authorizing Tim Colburn to continue negotiations and sign all documents related to Sections 2–10 of the Resolution. Scott Blue seconded the motion; motion carried.
- Tim Colburn then reviewed the Franklin County Term Sheet with the Board and addressed any questions.
- Mark Leatherwood made a motion to approve the Resolution, authorizing Tim Colburn to continue negotiations and sign all documents related to Sections 2–10 of the Resolution. Craig Stevenson seconded the motion, motion carried.

Old Business

- Tiffany Anderson informed the Board that the Annual Reporting was completed on March 27, 2025, covering a total of nine projects for the 2024 reporting year. She will distribute copies of the reports to the Board members.
- Tiffany reviewed the By-laws with the Board, including proposed redline changes, and addressed any questions or concerns.
- Jay Wippel made a motion to approve the revised By-laws as presented. Mark Leatherwood seconded the motion. Motion carried.
- Tiffany reviewed the current policies with the Board, noting that the only revision was to the Internal Financial Controls policy. She clarified that a credit card policy is not needed, as the Port does not issue credit cards. She also recommended the addition of two new policies: a Confidentiality Policy and a Code of Ethics Policy.
- Jay Wippel made a motion to approve the policies with the revised Internal Financial Controls policy and the removal of the unused credit card policy. Mark Leatherwood seconded the motion. Motion carried.
- Tiffany will present the proposed Confidentiality and Code of Ethics policies at the next Board meeting for review and approval.

Adjournment

- April Metzger made a motion at 9:20am to adjourn the meeting. Craig Stevenson seconded the motion.