



## Fairfield County Port Authority

4465 Coonpath Rd. NW, Carroll, OH 43112

Robert Carbonara  
Charles Elsea  
Brian Householder  
Tom James  
Rick Lemonds  
Mark Matthews  
Robert Maynard  
Jeff Sauer  
Luann Snyder

Fairfield County Port Authority  
Board of Directors Meeting Minutes  
November 9, 2023 at 9:00 am  
Fairfield County Workforce Center  
4465 Coonpath Rd. NW Carroll OH 43112

1. Chair Jeff Sauer called the meeting to order at 9:03 am. Present were board members Robert Carbonara, Charles Elsea, Brian Householder, Tom James, Robert Maynard, Jeff Sauer, and Fairfield County Economic Development staff Rick Szabrak, Vince Carpico and Anthony Iachini.
2. The board reviewed meeting minutes from the August 10, 2023 meeting. Robert Maynard made a motion to accept the minutes as is. 2<sup>nd</sup> by Robert Carbonara. With no discussion, motion passed unanimously.
3. Brian Householder reviewed Port Authority financials and discussed recent activity and future invoices. Invoices over \$5,000 require board approval; the Port has an outstanding invoice of \$12,856.76 payable to Violet Township for legal expenses incurred for development activity. In accordance with the Joinder Agreement of Violet Township and Fairfield County Port Authority, the Port is obligated to pay this bill. Tom James made a motion to pay this invoice and approve the financial reports. 2<sup>nd</sup> by Robert Carbonara. Rick Szabrak spoke about the 2023 budget. The 2023 budget will need to be adjusted to account for the increased revenue and increased expenses as a result of the DHL project. Brian Householder made a motion to accept the 2023 amended budget. 2<sup>nd</sup> by Robert Carbonara. Motion passed unanimously.



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Rick also provided the 2024 budget. Brian Householder made a motion to approve the 2024 budget. 2<sup>nd</sup> by Robert Carbonara. Motion passed unanimously.

4. Conflict of Interest Policy – Vince Carpico explained that with increased Port activity, a conflict-of-interest policy is recommended. Charles had questions/concerns about Section 4, Item 1. Charles agreed to provide an example of modified language we could use and the Port will review the suggested changes with the County Prosecutor before asking the board to sign the policy.
5. Nominations for Board Chair and Vice Chair- Tom James made a motion to nominate Jeff Sauer as Chair and Mark Matthews as Vice Chair. 2<sup>nd</sup> by Robert Carbonara. Motion passed unanimously.
6. Executive Session - At 9:30 am, Tom James made a motion to enter Executive Session. 2<sup>nd</sup> by Robert Carbonara. Motion passed through roll call. Present were Robert Carbonara, Charles Elsea, Brian Householder, Tom James, Robert Maynard, Jeff Sauer, Rick Szabrak, Vince Carpico, and Anthony Iachini. At 10:03 am, Tom James made a motion to exit Executive Session. 2<sup>nd</sup> by Brian Householder. Motion passed through roll call.
7. The next meeting is scheduled for December 14, 2023 if necessary.
8. With no other business to discuss, Charles Elsea made a motion to adjourn. 2<sup>nd</sup> by Brian Householder. Motion passed unanimously.

Recorded by Vince Carpico on November 9, 2023.