



Fairfield County Port Authority

4465 Coonpath Rd. NW, Carroll, OH 43112

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

Fairfield County Port Authority
Board of Directors Meeting Minutes
December 12, 2024 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 9:00 am. Present were board members Cathy Bitler, Robert Carbonara, Tom James, Rick Lemonds, Mark Matthews, and Jeff Sauer; Fairfield County Economic Development staff Rick Szabrak and Vince Carpico; attending virtually was board member Luann Snyder.
2. The board reviewed meeting minutes from the September 12, 2024 meeting. Mark Matthews made a motion to accept the minutes as is. 2nd by Robert Carbonara. Motion passed unanimously.
3. Review financials – Vince Carpico shared the Park National Bank statement ending November 29, 2024. There has been no financial activity since the last meeting on September 12, 2024. Account balance in Park National Bank account is \$75,913.94. Tom James made a motion to accept the financials as presented. 2nd by Mark Matthews. Motion passed unanimously.
4. Approve Budget – Rick Szabrak presented the proposed 2025 budget. The Port is anticipating revenue from the Ortho One project and anticipated expenses include contractual services (legal expenses) and miscellaneous professional and membership fees & dues. Rick Lemonds made a motion to accept the 2025 budget as presented. 2nd by Tom James. Motion passed unanimously.



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5. Nomination of Chair and Vice Chair – Rick Lemonds made a motion to nominate Jeff Sauer as Chair and Mark Matthews as Vice Chair. 2nd by Tom James. Motion passed unanimously.
6. A motion was made by Tom James to approve Resolution 2024-05; *A Resolution to Appoint Brian Householder as Secretary-Treasurer and Vince Carpico as Assistant Secretary-Treasurer*. 2nd by Robert Carbonara. Motion passed unanimously through a roll call vote.
7. Executive Session – At 9:15 am, Tom James made a motion to enter Executive Session. 2nd by Mark Matthews. Motion passed unanimously through roll call. Present were board members Cathy Bitler, Robert Carbonara, Tom James, Rick Lemonds, Mark Matthews, Jeff Sauer, and Luann Snyder (virtually); also present were Fairfield County Economic Development staff Rick Szabrak and Vince Carpico. At 9:50 am, Tom James made a motion to exit the executive session. 2nd by Robert Carbonara. Motion passed unanimously through roll call.
8. The Board discussed 2025 Board meeting schedule and agreed to continue to meet on the 2nd Thursday of the Month at 9:00 am at the Fairfield County Workforce Center.
9. With no other business to discuss, Mark Matthews made a motion to adjourn. 2nd by Tom James. Motion passed unanimously.

Recorded by Vince Carpico on December 12, 2024