

The Board of Directors of the Portage County Port Authority met in a special session for the purpose of a Pre-Proposal Conference for the most recent RFP sent out for the Ravenna Learning Center. The special session was held in the Portage Development Board/Portage County Port Authority office located at 217 S. Chestnut Street in Ravenna, Ohio on Tuesday, October 29, 2015 at 9:30 AM with the following members present:

David Dix
Jack Kohl II

Dominic Bellino
James Wyatt, Jr.

Absent: T.N. Bhargava, Neil Mann Jr.

Also present: Jeff Meyers of DSA Architects; Bill Mason, The Gateway Group; Shannon Thorsen, Moody Nolan; Rachel Rauscher of Moody Nolan; Brad Ehrhart, Portage Development Board; Diana Fierle, Secretary/Treasurer

Chairman Jack Kohl called the October 29, 2015 special session to order approximately 9:30AM and welcomed everyone to the meeting.

The port authority directors present at the meeting introduced themselves to the attendees.

The potential bidders introduced themselves.

Chairman Kohl discussed the history of the Ravenna Learning Center project for the past couple years. Chairman Kohl also mentioned the market and feasibility studies that were done.

Chairman Kohl with comments from the other directors explained the request for proposal and what is expected of the organization that wins the project.

Questions:

1. Will the winning team do the development and construction? Yes, but the Port wants to have input on the architect and builder. Chairman Kohl stated the first part of this and most important part at this time is to land the tenants and secure the MOU with the educational institutions. That will then give us an income stream for the building. Portage County doesn't have a foundation to fund this project.
2. Is the property clean?
Yes, the property is clean and is now just 5 acres of flat top owned by the Port Authority. We have a Phase I on file.
3. Who are the stakeholders with the project besides the Port Authority? Chairman Kohl stated the school board, the city and the community. We envision when this is finally put together it will be run by a foundation/board, governance committee which has not been formed yet.
4. Who is the city? Chairman Kohl stated we started and have gotten support from the mayor and the president of council. Soon there will be a new mayor and president of council, so we will have to revisit that again.

Mr. Bellino also stated that we are open to suggestions on who would manage the facility/school.

5. Are you looking for a team submission or are you looking for several firms and put names in hats to pick out each one. Mr. Bellino stated we are looking for 1 submission as we don't have the time or the resources to be able to put this thing together. We are looking for someone that is the leader, that puts the team together and develops the concept. Does everything the RFP is requesting you to do. Anyone that can put this together and bring the project to fruition. Mr. Ehrhart stated that the key to the project is the first part of it. We need to get the MOU's and run with the project.

Mr. Bellino stated that if you have a contract or development they got to have some experience in putting an education facility and team together. It's not just a building but you have to have the talent to connect it to another player that can organize this team of schools, tenants or be able to do it themselves. Mr. Bellino stated he'd be surprised if a company had that talent in their organization, but they can be the lead that puts the team together. Then you are looking for someone to manage the site after? Mr. Bellino stated yes, a property manager that would manage the tenants. You also need a governance board to tell the property manager what to do.

Chairman Kohl stated we would be leasing the site, we will not sell the site. We will have a most favorable lease as we can but we will not give up ownership.

6. How long a lease are we looking at? Chairman Kohl stated that we found if we go much over 40 years it is considered a sale. It will be in somewhere in the 30 – 40 year range is anticipated.

7. Mr. Wyatt asked if we were still interested in retail of some sort. Chairman Kohl stated any type of retail would be in support of the learning center.

Mr. Ehrhart explained what is the intention of this project and that is to bring more people into Ravenna and we are in need of the educational facility. He and Chairman Kohl explained the model of the Holden Center.

8. We were asked about a vocational center. We do have Maplewood Career Center here and will not complete with them. The key population we are look at is 25 – 35 years that has some college. Also, maybe those that want to begin their college career. We want to see a facility that works with Maplewood and compliments Maplewood.

Mr. Bellino stated how we started down this path with welding programs.

9. Is the community supportive of the project? Mr. Bellino stated yes, they are waiting. Several people mentioned that we get asked all the time when the project is going to start. When are we going to have the school going? Will you see any opposition on the project? We don't think so.

10. Are we looking to see the community get involved with it, with the design of the school? It was explained that the school will be in the Ravenna historic district and will have to go before their Design Review Committee. Chairman Kohl also stated that some of the architectural features of the former school were saved and we hope to incorporate those into this school building.

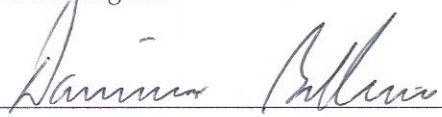
11. What about parking? Mr. Kohl stated that at present we are looking at a 20,000 – 30,000 sq. ft. facility that would leave plenty of room for parking. There is a possibility of acquiring other property if needed.

12. Office? Not a big demand for office space in Ravenna at this time.


Ms. Fierle stated that the RFP's are due to us by November 20th so we can have the proposals for our December 1st Port Authority meeting. It's a very aggressive time line but we need to have them by the next port meeting.

There being no further business to come before the Board, the special session of October 29, 2015 adjourned at 10:00AM. The attendees left and went on a tour of the property. We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors' regular meeting on October 29, 2015.

Absent
T.N. Bhargava




Dominic Bellino
Vice-Chairman

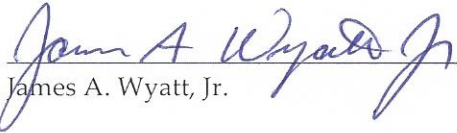


Jack Kohl II
Chairman

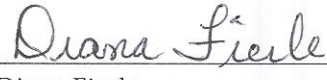
Absent
Neil Mann, Jr.



David Dix



James A. Wyatt, Jr.



Diana Fierle
Secretary-Treasurer