

**ERIE COUNTY CONVENTION CENTER AUTHORITY**  
**MINUTES**  
**Thursday, August 28, 2025**

Board Members Present: Dahlkemper, Deitrick, Glass, Hilbert, Johnson (Teams), Nuber, Richards (Teams)  
Riley, Schmitt & Zaphiris

Board Members Excused: White

Others Present: Gus Pine, Lisa DiLuzio, Jim Walczak; Solicitor; Neal Wurst, Steve Morvay, Ray  
Williams, Tony Ferraro and Barry Copple

Mr. Riley called the meeting to order at 3:00 PM.

**INTRODUCTION OF GUESTS:** None.

**MINUTES FROM PREVIOUS MONTH:**

Mr. Riley asked for approval of the July 17, 2025, minutes.

Mr. Glass motioned to approve the July 17, 2025, minutes. Mr. Deitrick seconded the motion. The motion was approved unanimously.

**PUBLIC COMMENT:** None.

**FINANCIAL REPORT:**

Mr. Hesch said July was another month of what I call mixed results for the Authority and all its venues. He said specifically as it relates to event activities. Mr. Hesch said some venues did quite well and exceeded their budget expectations while others fell short.

Mr. Hesch said the arena did see the largest of the short falls of the venues missing their bottom line by about \$206,000. He said this was largely due to a budgeted wrestling event, WWE, that we did budget for but did not actualize. He said that it was budgeted to be very strong in attendance, with about 4100 individuals, and revenues exceeding \$152,000. Mr. Hesch said, additionally, the Teddy Swims concert was held in July and it was very well attended with about 7,200 in attendance. He said we budgeted for a very strong food and beverage revenues for that concert, and we missed by about \$20,000. Mr. Hesch said, lastly, at the arena, right after the Teddy Swims, we saw about \$40,000 very quickly come in as charge backs. He said I know we have talked about that recently. Mr. Hesch said the good news is that we have Chargeback 911. He said immediately we started to see, in August, they started to dispute those chargebacks. He said, at this point in August, we have seen about \$18,000 come back to us. Mr. Hesch said so last year, if that had happened, we would not have gotten anything. Mr. Hesch said hopefully we will continue to see more come back. He said, ultimately, our new ticketing vendor AXS, I believe, that is their responsibility.

Mr. Hesch said the Warner had a bit of a slower month. He said we had budgeted two concerts and two private events. Mr. Hesch said of the two concerts, one actualized. He said it did fall short of our budgeted expectations, and so they missed their revenue budget by \$38,000. He said on the expense side there were some repair and maintenance items. He said I think we replaced the glass ticket booth, and we had to do some emergency lighting repairs. Mr. Hesch said they had some higher-than-expected repairs and maintenance costs at the Warner and they missed their bottom line by \$46,000.

Mr. Hesch said the ballpark had a good month. He said their revenues were just about on budget. Mr. Hesch said the one thing on the expense side that is impacting them is personal services. He said we rolled out the internship program this year. He said this program was not budgeted. Mr. Hesch said I think we started those talks right after the new year. He said those interns are paid, so their costs are flowing into there. He said and I also think we are seeing a little bit more of a part time spend at the ballpark as well for part time staffing. Mr. Hesch said they had some higher-than-expected repair maintenance costs as well. Mr. Hesch said in July we paid to un-winterize the ballpark. He said I do not know what the delay was in receiving the invoice since we usually pay it in April. He said in 2024 it was about \$4,000 and this year it was \$7,500. Mr. Hesch said they also had some other repair maintenance items related to some hot

water tank issues and loss of heat in the press box. He said this drove up the repair and maintenance. He said they missed their bottom line by \$22,000.

Mr. Hesch said the convention center had a good month with strong event activity. He said their revenues exceeded budget by \$118,000. He said they also did very well with their food costs. Mr. Hesch said they had some good revenues, and the costs were well controlled. He said some strong food and beverage margins. He said they had some higher repair maintenance costs. Mr. Hesch said they had to do some repair work on the AC systems. He said they had a garage door that needed some repair work. Mr. Hesch said they did re-laminate some benches and some window cleaning. He said they also had some higher-than-expected utility usage. He said utilities were well over budget for the convention center. Mr. Hesch said ultimately, they did have some good flow through, and they exceeded the bottom line by \$51,000.

Mr. Hesch said at Liberty Park 8 Great Tuesdays was in full effect in July. They had some strong revenues and exceeded their budget by \$33,000 on the revenue side. He said on the expense end the only thing that impacted them was there was a greater need for equipment rentals than what was expected. He said that was over budget by about \$12,000 and then they finished about \$12,000 ahead of budget at the bottom line.

Mr. Hesch said looking at our year-to-date performance through July, we had anticipated an increase over prior year of about 3.2% on the revenues. Mr. Hesch said the good news is that we are up from the prior year, but it is only about .4%. He said some of the big drivers there are event related activity, things that we had pulled for in the budget that are not actualizing for us, but also the room tax, which our understanding from conversations with White Lodging, who runs our hotels, that this is just basically a sign of the hotel industry. Mr. Hesch said people are not doing hotel stays as much, and so our room tax is down about \$112,000. He said we typically budget a 3% to 4% increase over prior year. Mr. Hesch said those are a couple of the big hits on the revenue side. Mr. Hesch said on the expense side, expenses are up but again, with the passing of the CRIZ, we immediately started doing a lot of studies related to the feasibility of future projects for growth and development. Mr. Hesch said those are hitting our legal and professional expenses as well as cost related to the Erie Zoo, as we prepare the agreements, those will likely continue through year end as we get those ready. He said, so again, all those are legal and professional expenses, that is driving those up significantly year after year. Mr. Hesch said the other thing to note is our IT costs. He said we continue to spend very strategically on our IT infrastructure, especially given the recent events with Erie Insurance. He said we want to make sure that we have a good system in place that mitigates any exposure to cyber-attacks. He said we have also partnered with VNET to help us get there, and to provide some additional support for our IT manager who is running all of this by himself prior to their help. Mr. Hesch said so as we look through the rest of the year, we do not really see any big decreases in event level activity, at least at this point, so we have not made any forecast adjustments to what is presented on page one. Mr. Hesch said, at this point, we do anticipate we will finish shy budget by about \$557,000 at year end. Mr. Hesch said certainly it is something we will keep an eye on, and if we do feel the need to make an adjustment, whether up or down, we will. Mr. Deitrick said I have a question on some of the events that you talked about that do not actualize, what is the driver behind that. He said is any sort of security deposit or insurance. Mr. Pine said I can address that. He said the question is mainly related to the Warner Theater and the Erie Insurance Arena. Mr. Pine said those events are, in many ways, guesses. He said we understand from a historical standpoint how many concerts we will likely get at the arena. Mr. Pine said I can tell you, at this point for next year, we know of one for sure, but we are going to have to budget for maybe five or six. He said we are guessing, not only on the month, but we are guessing on it actualizing. He said, as an example, we had a hold last month for a show called Happy Together at the Warner. He said it was just a hold at time of budget. Mr. Pine said it is a guess whether that is going to come through. He said it is different at the convention center. Mr. Pine said the large conventions are booked years out. He said there is a lot more in terms of confidence in what is going to happen from a budget standpoint at the convention center, and then the guess really happens on what they can fill in the year for the year. Mr. Riley said I had a question with respect to Liberty Park. He said if we are incurring a lot of rental expenses, can we buy what we need, knowing that we are going to be doing this for years going forward. Mr. Pine said, yes. He said our production manager installed permanent rigging at Liberty Park. He said that saved us a lot of expense to be able to do that, plus it allowed us to be able to fly the sound instead of putting it on the stage which artists don't like, and it did not produce high-quality sound because it was not above the crowd. Mr. Pine said he is creating a list for us now on future developments. Mr. Pine said anything we put in there permanently, we must understand, we do not own that property. He said it's all going to be contingent on making sure that we know this can be a long-term relationship. Mr. Pine said, right now, we are contracted with the Port Authority through next year, so we will have to analyze that and then, of course, it falls within the CRIZ zone, as well. Mr. Pine said any major updates we make; we will want to have conversations in terms of whether that could be funded through the CRIZ. Mr. Riley said when you are dealing with these artists, do you find that they are particular to their own equipment versus something that might be available to them at Liberty Park. Mr. Pine said, yes. He said the major of artists will travel with most of what they need for sound and light, but the local artists do not have their own production needs, and we need to connect them with Grise, a local partner that can help with their production

needs. Mr. Glass said do we have any plans for the park for the rest of the year. Mr. Pine said we are managing all the events at the park and there are three more rentals of the park coming up. He said we have Erie Insurance sponsoring the 9/11 event, Moonlight on the Bay and one other.

Ms. Dahlkemper motioned to accept the July 31, 2025, Financial Report as presented. Mr. Glass seconded the motion. The motion was approved unanimously.

## **MANAGEMENT REPORT:**

Mr. Pine said we have a couple of ticket opportunities for the board. He said the promoter for the Tom Papa comedian show that is scheduled for September 5<sup>th</sup> is offering complimentary tickets. Mr. Pine said if anybody has interest in attending this show, they can reach out to me or Barb Nealon, and we will make sure you get tickets. Mr. Pine said, additionally, we have holds in each price range for the Jefferson Society's presentation with President Obama as the speaker in the arena on September 16<sup>th</sup>. He said these tickets are for purchase. Mr. Pine said if anybody has interest in purchasing those tickets, you can purchase them through us with the holds that we have. He said the Jefferson Society has reached out and they would like to release the holds that we have for public sale. He said if anybody has interest in any of those tickets, please reach out to Barb Nealon or me. He said for the President Obama event, I would need to know by end of day, so that I can contact the Jefferson Society tomorrow and let them know what they can release.

Mr. Pine said I have an update on the Bayfront Parkway construction. He said from September 2, 2025, until September 2026, the parkway will be closed for construction from State Street to our drive here at Sassafra. Mr. Pine said the entire project is set for completion on November 2, 2027. Mr. Pine said there was a presentation that Ms. Dahlkemper and I attended at Visit Erie. He said a couple of good pieces of information came out from that presentation. Mr. Pine said that PennDOT has reached out to Google and Waze, in terms of being able to communicate through their mapping system, around the construction so anybody coming to the convention center or any of our properties here will be properly routed. He said we are going to go ahead and test that starting Tuesday to make sure that proper directions are provided. He said that is going to be a critical piece to make sure that people can get down here without running into additional frustrations related to the construction. Mr. Walczak said I think that the closure from Holland Street to Sassafra Street is scheduled to end next Fall in 2026. Mr. Pine said the end of the full project is November of 2027. Mr. Walczak said I think the roundabout at Holland Street is in 2027 but that is not going to prevent the use of the Bayfront Parkway. Mr. Pine said the closure that starts on September 2<sup>nd</sup> is from State Street to the Sassafra extension. Ms. Dahlkemper said the one thing that I asked about was at State Street right now, even though State Street is closed if guests wanted to walk up to the Tap House they can do that. She said that it will not be open at all. She said they are taking the entire structure down so that will be completely gone. Ms. Dahlkemper said will shuttle buses be offered to our hotel guests to access restaurants on State Street. Mr. Pine said I have asked Mr. Snyder to lead a coalition of businesses down here on the Bayfront while this is going on, mainly for marketing, but it's communicating things like that to let the community know that these businesses are still open. He said I think that committee would be a great one to discuss something like a shuttle service or to maybe increase the usage of our Sheraton van to make sure that these businesses are still frequented, and they are communicating that these businesses are still open during that process. Mr. Pine said a couple of other concerns that we had that I brought up with a representative from PennDOT is semi-truck traffic, and whether that is going to be communicated effectively, that they should be routed to 12th Street versus Front Street. He said my issue with Front Street is that the road is not ideal for driving a tractor trailer. Mr. Pine said there are a lot of turns as you come up from the marina all the way to where our Market House is going to be. He said I think that it will be exacerbated by snowfall. Mr. Pine said the last thing we need is a truck to jack knife in that area. He said that would essentially close all traffic from the east to the convention center. Mr. Pine said I brought that up with PennDOT. He said they are directing trucks to 12<sup>th</sup> Street, but I think it is going to be something that we on property are going to need to monitor. He said that would be a big issue for the Hampton Inn as well with truck traffic coming right in front of their front door. He said it would impact all of us. Mr. Pine said that this is one concern that we have that we will need to monitor. Mr. Pine said the other is snow removal. He said I asked during the meeting whether PennDOT would be handling snow removal on Front Street. He said the answer to that is no. He said that it is going to stay the responsibility of the city. Mr. Pine said, from our experience down here at the convention center, the Sassafra extension is supposed to be plowed by the city. He said typically our crew ends up doing the snow removal because when we have heavy snowfall the city struggles, and we are certainly not first on their list. Mr. Pine said we are going to have a conversation with our staff here that we might need to assist in making sure that snow removal is done in a timely manner on Front Street as well.

Mr. Pine said since our last board meeting, there was a resolution passed by Erie City Council in favor of negotiating a contract with us to take over ownership and management of the Erie Zoo. He said since that meeting, we met last Thursday with Ms. Roo Kojancie. He said Attorney Bill Speros, who is with Attorney Walczak's firm, is

going to be handling the documents related to this transaction with Erie City, as well as a management agreement between the Authority and the Erie Zoo. He said the initial meeting that we had with the Erie Zoo was to start that process so we have a better understanding of things related to insurance and the requests that were made for financials to get a better understanding of how their business is operated so that we can properly document that in our management agreement. Mr. Pine said, as I understand, Attorney Ed Betza was supposed to meet with Mayor Schember yesterday to have conversations about ratifying this. He said we probably need about five documents between us and the city, transfer of land, and lease back of the golf course from us back to the city. Mr. Pine said there are a lot of documents that need to be created. He said we have not heard back from them yet, but Attorney Speros is carrying the water for us on that. Mr. Pine said we will continue to keep everybody updated as this moves forward. A brief discussion followed.

Mr. Pine said and as a last update on the Erie Zoo, Ms. Kojancie and I will be hosting a town hall with the zoo staff on September 8, 2025. He said the objective there is to create a level of confidence with the staff. He said I am sure there are a lot of varied opinions, and, quite frankly, some angst among the zoo staff on what this will ultimately mean for them. Mr. Pine said while they are likely happy that this means the zoo has a long-term future, they need to start having an understanding of what that is going to look like from their perspective. He said the intention there is for just me to be available, give them a quick outline of how we got here and what our intentions are, and then be able to answer any questions that any other staff have while this long process draws out just a little bit longer until January 1<sup>st</sup> when we have an official transfer. Mr. Riley said when would the prospect of the Erie County Convention Center Authority be to take a vote on the zoo. He said when would that occur. Mr. Walczak said probably in the same time frame that the Erie City Council would review and approve the final documents, so that Authority would have a resolution approving those documents and Erie City Council would have a resolution as well. Mr. Walczak said we would know ahead of time that they are okay with us because we have written them, reviewed them internally, and passed them over to the city. He said hopefully they approve it, or else they come back with some changes. He said hopefully changes are things we can accept and then finalize the documents. Mr. Riley said do you anticipate, at our November board meeting or December board meeting. Mr. Walczak said it probably will be at the December meeting at the latest, but I think November is a reasonable target at this point. A brief discussion followed.

Mr. Pine said I have an update on the Courtyard Hotel. He said we met this week with Marriott procurement to talk about procuring the supplies for the upcoming project. He said we are looking at a November, December start date. He said it is likely December, but we are hoping for November if the occupancies at the hotel would allow us to begin the project earlier. Mr. Pine said, obviously, we are up against completing this by the time we have next summer season. He said it is about a month per floor for the renovation so that is currently a moving target. Mr. Pine said we have identified a local storage facility so that we will be able to receive the products here locally and be able to store them from a logistical standpoint so that's going to make that a lot easier. He said when we did the Sheraton project, we had to store product in Ohio, which made getting those products on site difficult.

Mr. Pine said, lastly, I just wanted to bring to the board's attention a couple of capital projects that we are planning for 2026. He said typically we don't begin this process until we go through our budgeting process which happens later in the Fall. Mr. Pine said the first of which is lighting at the ballpark. He said we are currently the only minor league ballpark that has the old halogen light system. He said if you go to games, you can not only see the lights, but you can hear the lights. Mr. Pine said that big buzzing sound you can hear from French Street. He said the big issue here is that Major League Baseball comes in and they have a scoring rubric for our facility. He said we need to make sure, to keep the team, to fall within that point system that they have. He said you are allowed 9 points on that total rubric, the lights alone are 11 points, so we are already out of compliance. Mr. Pine said they are giving us a pass for this past year because we have indicated we have intentions of replacing them with LED lighting. Mr. Pine said they would obviously have to be installed and completed by April of next year. Mr. Pine said we have already started the process. He said we have put a bid out for local electricians. He said that the project has been awarded. Mr. Pine said if for some reason the board chooses not to approve this project. He said, obviously, we would be able to pull that bid process. We have a couple of months to be able to do that. He said we have already spoken with MUSCO Lighting, which would be handling the actual materials. Mr. Pine said I will likely be asking for approval for that to move forward with 2026 before we go through the budgeting process, just so we can make sure that we get this project completed. He said the nice thing about this new lighting system is, since it's LED, it has the ability to change colors, which adds all sorts of flexibility for the team to do a lot of pre-game and in between innings, where they could do different lights. He said they could make the lights purple when they change their brand over to Moon Mammoths. He said I am sure they will have a lot of fun with it. Mr. Pine said that this is a unique project because we have had to start those conversations earlier to be able to get in front of the season. Mr. Riley said they are a lot more energy efficient too. Mr. Pine said, yes. He said they will save us a lot of money and energy, and the noise will go away. Mr. Pine said the second project is related to the Bayfront Convention Center, and that is some work that we have planned to do in the kitchen. Mr. Pine said the dish machine that is in there was failing quite consistently when I was at the convention center as general manager. He said it is really on its last leg,

and quite honestly, because of the activity that is going on at the convention center now it's undersized for the size of this property. Mr. Pine said we need to replace the dish machine. He said as part of that process, we have also got some issues with the tile that is on the floor. He said we figured, since we were taking out the dish machine, which is going to require pulling up some of the floor anyway, we are going to do a poured floor. Mr. Pine said it has a grit that is in it, so it is a lot safer than what we currently have. He said if you have seen the floor in the kitchen at the arena, it is really the exact same product. Mr. Pine said the concern with doing this is that it is going to require a one-month shutdown of the kitchen. He said we need to start that process right after our Christmas parties in December. Mr. Pine said in January and February we mainly have just our consumer shows, which we only operate concessions for mostly. He said there are a couple of events that we still will have in the building, but we're going to service them through the kitchen at the arena. Mr. Pine said, again, this is a timing issue since we must shut down for a month, we did not want to do that in the summer when we're missing high revenue from weddings that occur. He said we certainly could not have a wedding without a kitchen, so we are going to be seeking approval of that as well. Mr. Pine said the team has already done a lot of the work in terms of identifying the product, talking to contractors, and, because we really have a month and a half to do this, making sure the timing is accurate.

Mr. Pine said those are two expensive projects, so they are likely going to be the lion's share of what we do from a capital standpoint for next year. He said, but because of the timing needs, we need to get ahead of this. He said if we started these conversations at our normal rhythm, we would be pushing out a lot of business, unfortunately. Ms. DiLuzio said we are taking a year off from the Boogie on the Bay event due to this as well. She said right after December 22 is when the calendar looks free to have a good start date to start transitioning into this remodel.

Mr. Glass motioned to accept Mr. Pine's Management Report as presented. Mr. Nuber seconded the motion. The motion was approved unanimously.

Ms. DiLuzio said I just wanted to note that obviously you see in the documentation that the sales team here at the convention center continues to work diligently to fill our pipeline, not only to maintain the annual events but we must work to retrieve those to come back. She said we are also out there selling for new opportunities. Ms. DiLuzio said the pipeline is getting quite full starting in 2026 and beyond.

Ms. DiLuzio said our state association sales manager is just coming off yet another trip to seek business at the Connect Marketplace that took place in Miami. She said she had a total of 51 preset appointments. Ms. DiLuzio said she continues to be out there selling for us, and the return on that investment has proved profitable for us throughout this entire calendar year.

Ms. DiLuzio said just a note about our security, as we talked about in the past, we had some issues down here, specifically as it pertains to our Courtyard ramp. She said since then we added a security presence here on the campus, and by doing so, we have already seen a very high decline in that extracurricular activity that we just don't want down here. Ms. DiLuzio said our director of security and his team have worked to rotate a Thursday through Sunday pattern, not keeping the same time frame, just to try to mix it up a little bit so nobody gets used to when security is present. She said they have done a really good job maintaining and seeing less activity down here. She said even to the point where the two owners of the Bay House and Pier Six have commented that the activity has subsided substantially. Ms. DiLuzio said we will continue to monitor that. She said, in addition to that, our team and security have had the Sheraton team reach out, because they have had some additional issues on their end, again, specifically in their parking ramps. She said our team is spearheading that as well and putting some staff in there to have some presence just to see what we can do to clean up that area.

Ms. DiLuzio said, as we mentioned earlier in conversation, Liberty Park wrapped up the last 8 Great Tuesday. She said just to shout out to the team with all the extended efforts that was put forth it was a very successful season and there has been a lot of positive feedback on social media. She said it was a great learning experience specifically for a lot of the team members here at the convention center, to expand some of their knowledge and gain some additional experience in the field of events. She said we have three more events left at Liberty Park.

Ms. DiLuzio said we continue as a leadership team to work with our consultants from CH Johnson Consulting to do a complete market analysis of what can be done in renovation and expansions down here at the convention center. She said they are about 85% complete with that documentation right now. She said we will hopefully have a more thorough project analysis to present to each and all of you as that wraps up here in the next few weeks. She said it looks like from doing a lot of reports and documentation and submitting them with a lot of data there is a potential need for expansion to our ballroom space and our convention center, Great Hall. She said so we're hoping that we will be able to present that to you, and we will see where that takes us going further into the future.

Ms. DiLuzio said the marketing team here has done a phenomenal job. She said I must specifically speak on that, because I work very closely with the team every day here. She said as hard as it is to present a specific return on

investment of what their efforts have done, I have seen so much more additional activity on all our social media platforms, just for the simple fact of recognizing what Bayfront Landing is and who and what we represent down here. She said so a shout out to them that their platforms continue to grow and perform way over expectations of the goal, and we continue to get a lot more presence out there.

Ms. DiLuzio said there is a lot of construction material on the sidewalk out here at the entrance of the convention center. She said that happens to be the product from McCreery Roofing. She said Neal Wurst is spearheading that effort going forward, and we are going to get that repair started here in the first week of September from the east back end of the roof. She said the damage was caused over the heavy winter we just had.

Ms. Dahlkemper said that the bench that was redone looks very nice. Ms. DiLuzio said we are in the process of getting all the exterior benches repaired and the bollards.

Mr. Riley said I noticed there was a pop-up tent during Tall Ships on the parking ramp at the Sheraton. Ms. DiLuzio said, yes. She said that it was our hotel and sales team that conducted the sale of VIP tents to have light refreshments, food & snacks to drive up some additional volume for that space with a great view.

Ms. Dahlkemper motioned to accept Ms. DiLuzio's Management Report as presented. Mr. Glass seconded the motion. The motion was approved unanimously.

### **OLD BUSINESS:**

Mr. Glass, Construction Committee Chairperson, said we have got the parking ramp drawings that have been submitted to BIU. He said the architect has got a Planning Commission meeting scheduled for the middle of September, because it's a different Planning Commission for the Bayfront than it is for the city. He said they have their own set of rules. Mr. Glass said the 50-foot height is one of them, and then they do the landscaping and planting. He said that is out for approval and hopefully by the end of September it will be sent out to all bidders with a construction start this year.

Mr. Glass said for the Market House, we have a meeting tomorrow with the architect and engineers to go over some last-minute changes that are being made. He said the drawings are about 90% complete. He said they should be completed, and we are going to go out for bids and BIU approval in the month of December.

Mr. Glass said the Sheraton Window Project will probably start back up again this year. He said my guess is in October.

Mr. Deitrick motioned to accept the Construction Committee Report as presented. Mr. Nuber seconded the motion. The motion was approved unanimously.

### **NEW BUSINESS:**

Mr. Pine said Mr. Walczak put this together for me so I will ask him to chime in as well. He said apparently during the digging work that was being done by PennDOT related to the parkway project they found some artifacts. He said essentially, as best I can tell from pictures that I saw, these are remnants of very old buildings that were located in this area long ago. He said I received a letter requesting that we donate these artifacts to the Historical Museum Commission, as well as some to the Hagan History Center. Mr. Pine said I asked Mr. Walczak to create a resolution that we abide by their request and donate these artifacts. Mr. Walczak said the resolution is in the board packet and simply authorizes Mr. Pine to sign the donation agreements to the museums.

Ms. Dahlkemper motioned to accept Resolution 2025-005, as presented. Mr. Deitrick seconded the motion. The motion was approved unanimously.

**OTHER BUSINESS:** None.

**EXECUTIVE SESSION:** None.

### **ADJOURNMENT:**

Mr. Deitrick motioned to adjourn. The motion was approved unanimously.

The meeting adjourned at 3:54 PM.

