



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
August 14, 2025 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, Brian Householder, Tom James, Mark Matthews, Jeff Sauer, Luann Snyder, and Fairfield County Economic Development department staff Rick Szabrak and Vince Carpico.
2. The board reviewed meeting minutes from the December 12, 2024 meeting. Tom James made a motion to accept the minutes as is. 2nd by Mark Matthews. Motion passed unanimously.
3. Review financials – Brian Householder shared the Park National Bank statement ending July 31, 2025. Account balance in the Park National Bank account as of July 31, 2025 is \$74,664.94. Tom James made a motion to accept the financials as presented. 2nd by Luann Snyder. Motion passed unanimously.
4. Update on recent activity - Rick Szabrak updated the board on the plan to move the Fairfield County Port Authority commercial checking account to the Fairfield County financial system. It is expected to be completed before the end of the year in 2025. The Ortho One project in Pickerington seems to be progressing after many months of inactivity. Rick talked about the importance of building more housing throughout the County and suggested that the Port Authority could be involved if and when a project presented itself.



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5. Executive Session – At 9:21 am, Tom James made a motion to enter Executive Session. 2nd by Cathy Bitler. Motion passed unanimously through roll call. Present were board members Cathy Bitler, Robert Carbonara, Brian Householder, Tom James, Mark Matthews, Jeff Sauer, Luann Snyder, and Fairfield County Economic Development staff Rick Szabrak and Vince Carpico. At 10:20 am, Tom James made a motion to exit the executive session. 2nd by Cathy Bitler. Motion passed unanimously through roll call.
6. With no other business to discuss, Tom James made a motion to adjourn. 2nd by Luann Snyder Motion passed unanimously.

Recorded by Vince Carpico on August 14, 2025