



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 Agenda
December 17, 2025 at 9:00 am
Fairfield County Workforce Center
4465 Coonpath Rd. NW Carroll OH 43112

1. Roll Call and Welcome:

- a. Chair Jeff Sauer called the meeting to order at 9:03 am. Present were board members Cathy Bitler, Robert Carbonara, Tom James, Rick Lemonds, Jeff Sauer, Luann Snyder, and Fairfield County Economic Development department staff Rick Szabrak, Vince Carpico, and Anthony Iachini.

2. Review Meeting Minutes of August 14, 2025 meeting:

- a. The board reviewed the meeting minutes from the August 14, 2025 meeting. Tom James made a motion to accept the meeting minutes as is. 2nd by Robert Carbonara. Motion passed unanimously.



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3. Review Financials:

- a. Approval of invoices over \$5,000 – Vince Carpico shared the Park National Bank statement ending November 28, 2025. As of November 28, 2025, the account balance was \$73,832.79. There were no invoices over \$5,000 to approve. Rick Lemonds made a motion to accept the financials. 2nd by Robert Carbonara. Motion passed unanimously.
- b. Vince Carpico shared the proposed 2026 budget. The Port is anticipating receiving revenue from the Ortho One project that did not occur in 2025. Vince also explained the various expense line items of the proposed budget. Robert Carbonara made a motion to accept the 2026 budget as presented. 2nd by Rick Lemonds. Motion passed unanimously.

4. Nominations for Chair and Vice Chair for 2026:

- a. Tom James made a motion to nominate Jeff Sauer as the board chair for 2026. 2nd by Cathy Bitler. Motion passed unanimously. Jeff Sauer made a motion to nominate Tom James as board vice chair for 2026. Motion passed unanimously.



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5. Nominations for Secretary-Treasurer and Assistant Secretary-Treasurer for 2026:
 - a. Cathy Bitler made a motion to nominate Brian Householder as Secretary-Treasurer and Vince Carpico as Assistant Secretary-Treasurer. 2nd by Rick Lemonds. Motion passed unanimously.
6. Executive Session to discuss potential economic development projects (if applicable):
 - a. At 9:16 am, Tom James made a motion to enter into executive session to discuss potential economic development projects. 2nd by Cathy Bitler. Motion passed unanimously though roll call. Present were board members Cathy Bitler, Robert Carbonara, Tom James, Rick Lemonds, Jeff Sauer, Luann Snyder, and Fairfield County Economic Development department staff Rick Szabrak, Vince Carpico, and Anthony Iachini. At 10:12 am, Tom James made a motion to exit the executive session. 2nd by Robert Carbonara. Motion passed unanimously through roll call.
7. Set Date, Time, and Location of Next Meeting:
 - a. The board discussed the 2026 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.



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8. With no other business to discuss, Tom James made a motion to adjourn. 2nd by Rick Lemonds. Motion passed unanimously.

Recorded by Vince Carpico on December 17, 2025