

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, January 11, 2024 08:00AM EST

Board Members Present

Dwight Bowden, President
 John Ambrose
 Phil Anderson (T)
 Don Ballard (T)
 Lance Bushweiler (T)
 Barbara Ford (T)
 John Morrison
 Mark Stackhouse (T)

Others Present

David Pontius, Andrews & Pontius LLC
 Nicole Bryan, Michael Baker International
 JP Ducro, Ashtabula County Commissioner
 Doug Powell, Tenant (T)
 Kate Reedy, Spire Institute (T)
 Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

The meeting was called to order at 8:00AM EST by President Bowden. At the request of the President, Secretary confirmed a quorum.

December Consent Agenda:

Meeting Minutes: December 14, 2023 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
December	(gallons)	(gallons)	Jan-Dec	(gallons)	(gallons)
2023	123.19	3,607.00	2023	5,479.40	25,018.00
2022	200.82	811.00	2022	7,936.80	28,636.00
2021	309.49	1,518.00	2021	10,561.41	14,995.00

Bank Account Balances: \$222,343.95

Cash Reconciliation Book Balance: \$210,876.53

Profit & Loss Report:

Net Ordinary Income -\$27,885.29
 Net Income \$26,080.74

Profit & Loss Budget vs. Actual Report YTD:

Net Ordinary Income -\$491,561.62
 Net Income \$274,699.19

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$6,193.71

Gifts and Donations:

\$810.00 Fidelity Charitable – RAW Marketing Invoice
 \$2,350.00 Fidelity Charitable - United Rentals - Restroom Trailer for the Eclipse
 \$74.71 Amazon - Recording Thermometer
 \$73.27 Lowe's - Sidewalk Salt
 \$1,076.22 Guyreino's Catering - Christmas Luncheon
 \$393.75 Byler's Community Kitchen – Career Day Lunch
 \$140.65 Home Depot – Buckets & Ratchets
 \$251.20 Sam's Club – Snacks for Career Day & EAA Event
 \$209.29 Sam's Club – Snacks for Career Day & EAA Event
 \$375.38 Lake Blue – Tablecloths & Banners
 \$1,023.75 PQ Controls – Deice Truck Joystick
 \$318.20 Sam's Club – Cleaning Supplies & Terminal Supplies
 \$258.61 Sam's Club – Terminal Supplies
 \$40,054.72 Fidelity Charitable - MB Company: Broom Audit and Snow Lizard Repairs
 \$414.00 Fidelity Charitable - SSSB Invoice #13400
 \$1,815.00 Fidelity Charitable - Airport Council International: Membership
 \$1,223.78 Fidelity Charitable - Collins Equipment Invoice #57966

Obstructions: All tower owners are in the process of correcting issues.

MOTION to approve the Consent Agenda for December moved by Barbara Ford, seconded by John Morrison; discussion: none; roll-call: Ambrose "yes", Anderson "yes", Ballard "yes", Bushweiler "yes", Ford "yes", Morrison "yes", Stackhouse "yes", Bowden "yes", motion carried.

Interim Approvals

MOTION to authorize President Bowden to sign Michael Baker International Task Order #4 – 2024 Grant Administration in the amount of \$44,000.00, moved by John Ambrose, seconded by Dwight Bowden; discussion: none; roll-call: Anderson "yes", Ballard "yes", Bushweiler "yes", Ford "yes", Morrison "yes", Stackhouse "yes", Ambrose "yes", Bowden "yes", motion carried.

MOTION to accept the R.A. Wiedemann & Associates proposal for Hospital Medevac RFP Development in the amount of Not-To-Exceed \$3,000.00, to be funded by a private donation; moved by Lance Bushweiler, seconded by Barbara Ford; discussion: President Bowden believes the proposal would not impair nor impede any ongoing negotiations with UH. He stated it was his intention to bring the HAA UH matter to closure during this January 2024 meeting and that a significant amount of time, effort and donated money had been expended on the endeavor. He outlined how Board members were organized in 2021 to bring the negotiations with UH to a successful and expedited conclusion and restated that a based helicopter was required to support the financial needs of the airport and ACAA FAA grant assurance, i.e. aeronautical use. John Morrison reported that the airport's redlined lease was sent back to UH's legal department for consideration. He received the legal review on Wednesday evening, which was forwarded to Dave Pontius. There were two issues identified: 1) The early termination payoff amount was calculated incorrectly and so revised and works in the airport's favor and 2) A clause was added by the airport which states the Board can terminate the lease at any time without cause. This was added during a time when the airport had the possibility of being idled. UH will accept this if it is updated to include that UH would not be responsible for the early termination payoff amount in this situation. UH would like to move forward with the final draft of the lease. There is concern that a housing lease may not be agreeable between the airport and supplier EnerStar with regards to the indemnification clause. John Morrison noted that UH may be open to the idea of arranging for housing themselves; roll-call: Ballard "no", Bushweiler "yes", Ford "yes", Morrison "no", Stackhouse "no", Ambrose "no", Anderson "no", Bowden "yes", motion failed.

Safety & Equipment

Deicing Truck training is in process. Training will be complete once there is a deicing event.

R&D is troubleshooting the HVAC issue. It has been established that the E-4 error code is not triggered because of the temperature, but as a result of the temperature. R&D will provide a quote from the manufacturer to assist in repairing the system.

Ashton to schedule server room cleanup and laptop delivery.

Fire Inspection: T-hangar emergency lights have been delivered and will be installed. Staff will have the mechanical room ceiling drywalled by the end of the month.

Welding repairs for the radiator mount on Snow Lizard to be quoted by Petros. Lance Bushweiler and Line Service Derek Maple may be able to secure the mount without contracted work.

A snow event is expected this weekend. Necessary equipment is in working order. Staff is monitoring and coordinating removal efforts.

Commissioner's Report

Commissioner Ducro reported that the temporary appropriations have been determined though FY24 total appropriations are not set in stone. The Commissioners are considering allocating \$300,000.00 to the airport. The Airport Zoning Board (AZB) and Airport Zoning Board of Appeals (AZBA) members are being reviewed by the Commissioners. A tentative meeting and tour is scheduled on 02/06/2024 at the airport with AZB and AZBA members. President Bowden reported that the Erie Ottawa Airport Manager Clay Finken reached out regarding Ashtabula County AZB and AZBA structure and bylaws for their reference. Secretary/Treasurer provided him with the requested documents. Ashtabula County Planner Jake Brand will update the website accordingly.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth: Leases have been issued to all tenants. Leases are still needed for Ballard in B-8, Graf in E-10, Heidinger in D-2, Kipp in E-4, Kovach in F-4, Lesky in B-6, Liljenberg in D-5, McDowell in B-5, and Rich in B-4 & E-7.

MOTION to approve 2024 hangar leases for the following: Makee in E-2 & B-2, Marinko in E-3, Curtis in D-3, Miller in E-9, Powell in D-1, Shaw in D-8, Frankel in D-9, Koleno in B-7 and Building J, moved by Lance Bushweiler, seconded by Barbara Ford; discussion: none; roll-call: Bushweiler "yes", Ford "yes", Morrison "yes", Stackhouse "yes", Ambrose "yes", Anderson "yes", Ballard "yes", Bowden "yes", motion carried.

MOTION to approve the 2024 hangar lease for OH Air LLC; moved by John Morrison, seconded by Lance Bushweiler; discussion: Dwight Bowden recused himself; roll-call: Ford "yes", Morrison "yes", Stackhouse "yes", Ambrose "yes", Anderson "yes", Ballard "yes", Bushweiler "yes", motion carried.

Wildlife Committee – Bushweiler: None to report.

Marketing Working Group – Bushweiler, Anderson: Efforts are being made to create a direct mailer to aircraft owners in a 50-mile radius in an effort to acquire more tenants. Lance Bushweiler is working on compiling the list. Two vendors have been identified for creating the mailer.

Financial Oversight Working Group – Ambrose, Anderson:

1. Final FY2024 budget with additional supporting documents were submitted to the County Commissioners. Copies were provided to MFG and the Robert S. Morrison Foundation.
2. Commissioner Ducro informed that the ACAA would be awarded a temporary allocation of \$75,000.00. A full draw request was made to the County Administrator and is expected to be received next week.
3. Monthly, quarterly and annual taxes have been filed and FY2023 has been closed out except for reconciling the USDA 1098.

HR Working Group – Bushweiler, Toth: All staff completed EpiPen training.

Growth Partnership Trustee Report – Reedy: The Executive Committee Meeting was held yesterday. They discussed their budget and expanding members as there are two open seats on the board. To be considered you must be a \$5,000.00 level member.

Aviation Education Initiative Working Group – Ambrose, Bowden, Bushweiler, Cornelius, Ford: Secretary/Treasurer met with the County Superintendents on 12/07/2023 to discuss the High School Aviation Career Day.

Fuel Working Group – Anderson, Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.70. Group to meet first of the year to review prices.

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: Report was moved to Interim Approvals: Motion to accept R.A. Wiedemann & Associates proposal.

Inventory Report (01/10/2024)

100LL Avgas: 3,876 gallons

Jet A w/Prist: Truck 1,818 gallons / Tank 9,845 gallons / Total of 11,663 gallons

Diesel: 808 gallons

Unleaded Gas: 254 gallons

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: On behalf of AT&T, BrightSpeed installed the POTS lines on 12/28/2023.

TO#20 TWY A East Rehab: DBE information has been submitted to the FAA.

TO #01 Fence Design: Design documents are currently 30% developed.

TO #02 2023 Grant Administration

ACIP: The ACIP was submitted to the FAA on 12/29/2023 and to ODOT on 01/04/2024.

7461-1 for June 29th 5K: To be filed with the FAA. The ASN number will be provided to the Board.

TO #03 Airfield Remarketing: Currently developing at 90% design documents. Advertisement for the bid schedule will be in February with final numbers supplied to ODOT by 03/15/2024.

TO #04 2042 Grant Administration: Task Order has been submitted for approval. Work will be performed on a cost-plus basis consistent with the rates determined during the annual budgeting process.

Grant Funding

FAA Quarterly Reports: Annual financial (SF425 and SF271) sent to the FAA 12/29/2023. FY2024-Q1 report for Grant 2223 Fence Design sent to the FAA 01/04/2024.

MOTION to approve Michael Baker International Invoice #1201026, TO#2 2023 Grant Administration, Billing No.2, in the amount of \$17,990.92, moved by Lance Bushweiler, seconded by John Morrison; discussion: none; roll-call: Morrison "yes", Stackhouse "yes", Ambrose "yes", Anderson "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", motion carried.

Barbara Ford exited the meeting at 9:15AM.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: The Working Group has sent the revised UHHS Lease Agreement and the revised EnerStar Crew Quarters Lease to UHHS and EnerStar for review, comments, and/or approval. Discussed the indemnification provision with EnerStar counsel on 11/09/2023. He understood the position of the ACAA but thought it might be an impediment to consummating the transaction.

USDA: A potential meeting with USDA representatives is still being requested, however no date has yet been established for a meeting. President Bowden is requesting a meeting with a USDA representative empowered to make decisions. He is attending the Airport Council International-North America (ACI) Legislative Day in March at Washington D.C. and is pushing to resolve the matter through political means because it appears to be out of state hands. The ACAA USDA obligation is outside the domain of the Ohio USDA Rural Development office.

Miscellaneous: Reviewed numerous emails, correspondence, reports, and other documents; participated in numerous email exchanges and telephone conferences with Board members; and monitored other matters as presented by the Board and/or Secretary/Treasurer.

President's Report

President Bowden reported that the FAA ADO Planning Meeting Notes from 11/20/2023 were received and accepted.

Notification was received from State Representative Loychick's assistant that the airport's Capital Budget Request for the 100LL Relocation Project was a top request and priority for his team.

Independent State Representative Candidate Justin Tjaden attended the airport Christmas luncheon held on 12/21/2023. OAA affiliate Lisa Dalpiaz from Akron Canton Airport made the arrangements.

President Bowden sent a letter to the United States Coast Guard offering emergency response support and inviting their participation in the High School Aviation Career Day.

The Notice for Engineering Firms for a Request for Qualifications for the BIL Funded Deicing Truck Acquisition projects is scheduled to be published the weeks of 01/08/2024 and 01/15/2024. Bids are due electronically at 10AM EST on 01/25/2024. The Working Group members have been established as Eric Cornelius, Lance Bushweiler, and Mark Stackhouse.

President Bowden and Barbara Ford are representing the Airport for the Ohio Airports System Plan Update. President Bowden inquired with AECOM on the next PAC meeting.

ACAA Board Members with expiring terms this April are Lance Bushweiler, Eric Cornelius, and Phil Anderson. Phil Anderson announced that he will not be seeking another term. He currently sits on multiple working groups, is the Credit Card Compliance Officer, and advisor to the Treasurer. The Board was asked to participate in identifying candidates to fill Phil's position on the Board.

Secretary/Treasurer has created a shared calendar and event planning list for the Board of Directors that can be located on SharePoint. Planning includes FAA approvals, event insurance, safety plans, MOU's, funding, and staffing.

The Ashtabula County Safety Council Meeting will be held on 02/08/2024 to discuss Recreational Marijuana. President Bowden has registered to attend.

Consultant Nicole Bryan was asked to create a plan to monitor and control tree obstructions as to prevent penetrations to imaginary surfaces which would impair instrument approach minimums. It is possible that pre-engineering could be a grant opportunity. Confirmation will need to be provided by ODOT.

It has been suggested that a study of impaired instrument approaches to Ohio's C-II Airports could be useful to support the need for the Airspace Protection Act (HB185). Eric Cornelius will contact the FAA ADO and request the identification of controlling obstructions.

Public Comments: None to report.

Old Business: Christmas Luncheon was held on 12/21/2023.

Executive Session: None to report

New Business

Tenants were emailed a reminder to register their aircraft with ODOT by 01/31/2024.

Payment in full was received from Koski Construction for the Taxiway Rehabilitation Project.

Adjournment

The next regular board meeting is scheduled for 02/08/2024 at 8:00AM EST. Meeting adjourned at 9:46AM, moved by Dwight Bowden, seconded by Bill Koleno.



Kate Burke-Rosales
Ashtabula County Airport Authority, Secretary/Treasurer

