

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, March 14, 2024 08:00AM EST

Board Members Present

Dwight Bowden, President
 George Toth, Vice President (T)
 John Ambrose
 Phil Anderson (T)
 Lance Bushweiler (T)
 Barbara Ford (T)
 Bill Koleno (T)
 John Morrison
 Mark Stackhouse

Others Present

David Pontius, Andrews & Pontius LLC
 Nicole Bryan, Michael Baker International
 JP Ducro, Ashtabula County Commissioner
 Alec Raffa, MFG (T)
 Doug Powell, Tenant (T)
 Paul Strack, RS&H (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.

February Consent Agenda:

Meeting Minutes: February 08, 2024 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
February	(gallons)	(gallons)	Jan-Feb	(gallons)	(gallons)
2024	202.09	939.00	2024	230.56	2,730.00
2023	223.48	773.00	2023	410.43	1,849.00
2022	243.49	2,621.00	2022	548.01	5,621.00

Bank Account Balances: \$244,381.65

Cash Reconciliation Book Balance: \$238,938.06

Profit & Loss Report:

Net Ordinary Income -\$24,707.53
 Net Income -\$19,293.99

Profit & Loss Budget vs. Actual Report YTD:

Net Ordinary Income -\$47,338.91
 Net Income \$27,412.89

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$2,776.54

Gifts and Donations:

Dwight & Susan Bowden

\$2,503.00 Fidelity Charitable – 2023 D-Day Expenses
 \$12.00 Balance for MFG Hangar Light – American Electric
 \$1504.21 Heisley Tire – Crew Car Repairs
 \$1,142.17 NEO Electrical Supply – Terminal Lights
 \$214.21 Sam’s Club – Terminal Beverages & Snacks

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

NOTAM Summary					Rows: 5
Feature	Condition	Number	Start Date UTC	End Date UTC	
Aerodrome	HZY AD AP DEICING EQPT NOT AVBL 2402291517-2403152359...	02/018	02/29/2024 1517	03/15/2024 2359	
Obstruction	HZY OBST TOWER LGT (ASR 1023664) 415114.00N0804120.00W (4.6NM NE HZY) 1159...	02/012	02/23/2024 1100	03/24/2024 0001	
Obstruction	HZY OBST TOWER LGT (ASR 1058984) 414955.00N0804515.40W (4.1NM NW HZY) 1202...	01/005	01/06/2024 1320	04/05/2024 0500	
Obstruction	HZY OBST TOWER LGT (ASR 1046104) 415500.00N0803258.50W (10.7NM NE HZY) 109...	01/007	01/09/2024 1800	04/09/2024 0500	
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413616.20N0804244.00W (10.5NM S HZY) 1380...	01/008	01/09/2024 2205	04/08/2024 0500	
Obstruction	HZY OBST TOWER LGT (ASR 1011703) 415402.50N0803502.40W (9.0NM NE HZY) 1149...	02/001	02/02/2024 0110	05/01/2024 0500	
Services	HZY SVC AUTOMATED WX BCST SYSTEM CHANGED TO 440-576-0219 2402061900-240506...	02/002	02/06/2024 1900	05/06/2024 2359	

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

Phil Anderson joined the meeting via teleconference at 8:01AM.

Interim Approvals

MOTION to authorize President Bowden to file a grant application to the Robert S. Morrison Foundation for contingency funding for approximately \$80,000 for the ACAA 10/01/2024 Revenue Bond payment if the ACAA Offer of Settlement is rejected by the USDA, moved by John Ambrose, seconded by John Morrison; discussion: none; roll-call: Bushweiler "yes", Ford "yes", Morrison "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Anderson "yes", Bowden "yes", motion carried.

Commissioner Ducro entered the meeting via teleconference at 8:07AM.

MOTION to approve an Offer of Settlement to the USDA in the minimum amount of \$150,000.00; funds to be provided by Dwight and Susan Bowden; with the intent to seek matching funds as to encourage the acceptance of the offer by the USDA; funds to be deposited to the Andrews & Pontius Interest on Lawyer's trust Account (IOLTA), moved by John Ambrose, seconded by Lance Bushweiler; discussion: none; roll-call: Morrison "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Anderson "yes", Bushweiler "yes", Ford "yes", Bowden "yes", motion carried.

Bill Koleno entered the meeting via teleconference at 8:11AM.

President Bowden noted that the Robert S. Morrison Foundation (RSMF) grant, used for the 10/01/2023 USDA payment, allowed the airport to obtain grants and move forward with planned projects, which amount to roughly \$3M. The FAA ADO may still allow for fence construction in 2024. The local match would be approximately \$100,000. These funds are in place to move forward with the project. This would not be possible without support from the RSMF. RSMF representative Alec Raffa reported that Robert Morrison's vision was for the airport to provide support to a growing County. It was a unanimous decision by the RSMF Board to support the airport in its efforts to settle with the USDA. President Bowden explained that the discrepancy is with the interpretation on the USDA side. The offer of settlement that will be presented to the USDA will be in the pledged amount of \$400,000. In the event the USDA rejects the offer, or the process takes longer than anticipated, a contingency grant was applied for through the RSMF to cover the 10/01/2024 contested payment to the USDA. The offer of settlement will be completed and submitted once all funds are in place. If rejected, funds will be returned to the respective donors.

Alec Raffa exited the meeting at 8:17AM.

MOTION to authorize the long term, minimum of one-night, parking of airport customer's vehicles in the transient hangar at the transient hangar rental rate, currently \$25.00/day, under the condition that the indoor storage of aircraft for aeronautical use takes precedence over long term parking of vehicles. If a transient aircraft requires storage, Line Service is empowered to relocate a parked vehicle to an outdoor designated parking spot, moved by George Toth, seconded by Mark Stackhouse; discussion: This is an attempt to enhance the airport's revenue stream. Roll-call: Ford "yes", Koleno "yes", Morrison "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Anderson "yes", Bushweiler "yes", Bowden "yes", motion carried.

MOTION to accept the marketing proposal provided by R.A. Weidemann (RAW) at a Not-To-Exceed cost of \$9,740.00, to be funded by a private donation, moved by John Ambrose, seconded by Mark Stackhouse; discussion: The plan is to rotate the videos that appear on the website. Rob Barber will be onsite for Career Day and can assist with the direct mailer. Roll-call: Stackhouse "yes", Toth "yes", Ambrose "yes", Anderson "yes", Bushweiler "yes", Ford "yes", Koleno "yes", Morrison "yes", Bowden "yes", motion carried.

MOTION to authorize the purchase and installation of new video equipment per the proposal provided by Horner Networks, in the approximate amount of \$13,000.00; to be funded by a private donation, moved by John Ambrose, seconded by Lance Bushweiler; discussion: The screens to be replaced are located in the conference room, terminal lobby, and pilot's lounge. They can be used in the airport's marketing strategy. Roll-call: Ambrose "yes", Anderson "yes", Bushweiler "yes", Ford "yes", Koleno "yes", Morrison "yes", Stackhouse "yes", Toth "yes", Bowden "yes", motion carried.

Commissioner Ducro entered the meeting in person at 8:20AM.

MOTION to accept Michael Baker International's recommendation to award the remarking project to Hi-Light Airfield Services in the amount of \$51,947.45, moved by John Ambrose, seconded by George Toth; discussion: The other bidder was out-of-state. Hi-Lite will need forty-eight consecutive hours to complete the remarking. The schedule will be discussed at the pre-construction meeting. Barbara Ford inquired if the ACAA will be informed in advance as to when the project will commence. Nicole Byran stated the contract has a forty-eight hour notice provision. The magnetic declination is unchanged; therefore, the Runway 9/27 marking will remain. It was noted the FAA monitors changes to the magnetic declination. Roll-call: Anderson "yes", Bushweiler "yes", Ford "yes", Koleno "yes", Morrison "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", motion carried.

Safety & Equipment

Deicing Truck training is in process. There has not been an opportunity to deice an aircraft this season.

R&D and Gardiner completed a system diagnosis and repair of the HVAC system. No error codes have occurred since.

Ashton has completed the server room cleanup.

Fire Inspection: Building J mechanical room ceiling is in progress.

M-B Company to schedule the broom truck audit and Snow Lizard repairs. President Bowden to follow up on this.

MFG's security light was repaired by American Electric.

Building J ramp light is out as well as the obstruction light. A replacement fixture was purchased and will be installed. Electricians to be contacted for quotes.

Replacement light fixtures for entrances outside the Terminal have been installed.

Commissioner's Report

Commissioner Ducro reported that a letter of support for the FY25 Congressional Discretionary Spending grant for a Garmin Panel for the flight simulator was forwarded to the ACAA Board. The selection of Board applicants should be completed by the end of the month. The Commissioners have been continuing discussion regarding Senate Bill 52 (SB52). President Bowden reminded Commissioner Ducro that the ACA has formally requested the ACBC to consider SB52 as a means to provide additional protection to the airport's airspace. Coincidentally, there was a solar farm project located in Windsor. SB52 would allow for the County Commissioners to have additional rights on siting for solar and wind installations that are more than 50 megawatts. SB52 is separate and apart from Airport Zoning. Ohio Senate President Huffman met with the County Commissioners on 03/04/2024. President Bowden noted that the airport is dependent on state funding to maintain the airport as a safe and complaint critical transportation infrastructure asset for Ashtabula County. In addition, the ACAA is actively seeking state capital grant funding to relocate the 100LL fuel storage tank at an approximate cost of \$500,000.00, as well as other important projects, and would have appreciated the opportunity to meet with Senator Huffman. Commissioner Ducro suggested the airport may be able to submit a congressional grant to Congressman Dave Joyce.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth: None to report.

Wildlife Committee – Bushweiler: Routine Facility Inspection and Quarterly Visual Assessments were completed for February.

Marketing Working Group – Bushweiler, Anderson: Draft direct mailer was created.

Financial Oversight Working Group – Ambrose, Anderson: County appropriation balance of \$300,000 was requested on 02/20/2024. President Bowden asked Commissioner Ducro what additional inside millage tax revenue the county will receive as a result to the recent property tax assessment? Commissioner Ducro was uncertain but indicated he would advise.

GAAP documentation has been provided to Canter.

HR Working Group – Bushweiler, Toth: Derek Maple is currently taking the AAEE Airport Certified Employee course.

Growth Partnership Trustee Report – Reedy: President Bowden would like a meeting scheduled with the Growth Partnership Executive Committee to tour the airport.

Aviation Education Initiative Working Group – Ambrose, Bowden, Bushweiler, Cornelius, Ford: Coordination meeting was held with Atech and Leadership on Wednesday. Most schools have confirmed they are sending their entire 10-grade class to the career event.

Fuel Working Group – Anderson, Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30.

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: John Morrison reported that he met with Dave Pontius to discuss the leases. The remaining issue is with the indemnification with housing. EnerStar has a few ideas to work around the indemnification.

Inventory Report (03/13/20204)

100LL Avgas: 3,476 gallons

Jet A w/Prist: Truck 1,159 gallons / Tank 8,396 gallons / Total of 9,555 gallons

Diesel: 411 gallons

Unleaded Ethanol Free Gas: 38 gallons

Engineer/Consultant's Report

Nicole Bryan confirmed there are no current eligible projects for ODOT FY25 grants. It was noted that the ACAA has done a remarkable job in maintaining the items ODOT deems important in the safe operation of airports.

At President Bowden's request, the Consulting Engineer presented a task order to maintain natural obstructions. This will assist with long-term planning for future boards. It will include analysis data in ADIP and exporting KLM file data found in Google Earth. **MOTION** to accept the Michael Baker International proposal for Vegetation LiDAR Survey and Obstacle Analysis, in the amount of \$68,000 Not to Exceed (NTE), to be funded by a private donation, moved by John Ambrose, seconded by Mark Stackhouse, discussion: cc. Roll-call: Bushweiler "yes", Ford "yes", Koleno "yes", Morrison "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Anderson "yes", Bowden "yes", motion carried.

Task Orders

TO #16 ASOS Relocation: Financial statements have been requested from the FAA.

TO #01 Fence Design: Finalizing the 90% documents to submit to the FAA for review and will be meeting with Yuhasz Brothers following the meeting to discuss access gates. The consultant recommended scheduling a meeting to discuss fence maintenance.

TO #03 Airfield Remarking: Hi-Lits is the apparent low bidder. The ODOT grant contract is ready to be signed.

TO #04 2042 Grant Administration:

State Capital Budget: The Ohio Senate Capital Budget application is due 04/08/2024.

7460-1 for June 29th 5K: Secretary/Treasurer to reach out to FAA Evonne McBurrows to check on status of race approval.

FY25 CSD Request: Senator Brown is accepting Congressionally Directed Spending (CDS) appropriation requests for FY25 through 11:59PM EST on 03/22/2024. The Garmin panel project is being resubmitted.

ARC Grant: The next round of funding should be announced soon. The possibility of submitting an application to support FY25 High School Aviation Career Day was discussed.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: No new update to report.

USDA: A letter was sent via email to Jonathan McCracken of the USDA requesting a meeting. No response has been received.

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

No revisions have been made to the current drug policy.

President Bowden requested a safety plan be provided for the eclipse event on 04/08/2024. The FAA provided guidance which has been distributed to tenants and the EMA.

The Ashtabula County Prosecutor provided a review of Airport Zoning. There were no legal exceptions and no additional comments made by Michael Baker International. The request was not made by the County Commissioners.

Commissioner Ducro exited the meeting at 9:21AM.

Current HZY Events: 04/08/2024 Eclipse (informal), 04/23-27/2024 W&R Vets Paratrooper Jump School (TBD), 05/17/2024 Career Day, 06/29/2024 5K Race, 08/15-18/2024 D-Day which may also include a B25.

The Ohio Aviation Association (OAA) Annual Conference is being held in the beginning of May. President Bowden, Don Ballard, Kate Burke-Rosales, and Barbara Ford (tentative) will be representing the airport. There are 1-2 registrations available if another board member would like to attend. President Bowden, Gary Folden, and Clay Finken will be presenting an Airport Zoning Abstract during the conference.

Ohio state is developing a disposal program for PFAS.

President Bowden renewed the airport's National Business Aviation Association (NBAA) membership.

Secretary/Treasurer and Dave Pontius have been tasked with proposing an Electronic Signature Policy for ACAA adoption by Resolution.

At their request, Spire and Case Western Reserve University will be provided with a tour of the flight simulator following the meeting today.

A 96-case pallet of branded water bottles has been purchased for the airport, funded by a private donation.

President Bowden thanked Bob Metelko for issuing a penetration test for the airport's cyber security. Ashton Technology has been requested to review the airport's IT protection and quote a higher level of security in addition to updating recommendations found from the penetration test. Huntington Insurance is reviewing current coverage and possible cyber security coverage. Recommendations are forthcoming.

Public Comments: None to report.

Old Business: Mr. Paul Strack of RS&H, reported that there is an alternative selection process that can be used for the acquisition consulting services of the BIL funded deicing truck. The airport must seek and acquire the FAA ADO's approval for this process. The process can be found under AC-51001-14E. President Bowden thanked Paul for bringing this option to the airport's attention, as well as SB52. A previous action of the ACAA Board was to re-advertise the RFQ for BIL consulting on or after 03/15/2024. This action was suspended pending obtaining a determination from the ADO if the ACAA can use the alternative selection process. President Bowden will forward a formal inquiry regarding the alternative selection process to the ADO. **MOTION** to suspend the previous motion to advertise on or around 03/15/2024 for BIL funded deicing truck acquisition project, moved by Dwight Bowden, seconded by John Ambrose, discussion: none, roll-call: Ford "yes", Koleno "yes", Morrison "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Anderson "yes", Bushweiler "yes", Bowden "yes", motion carried.

Executive Session: None to report

New Business: Paper ballots will be used to vote for the President and Vice-President during the Annual Meeting, which is scheduled 04/11/2024 at 8:00AM EST, in Hangar L-South. Please plan to meet in-person.

Adjournment

Meeting adjourned at 9:45AM, moved by Dwight Bowden, seconded by Lance Bushweiler.



Kate Burke-Rosales

Ashtabula County Airport Authority, Secretary/Treasurer

