

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

Board Members Present

Dwight Bowden, President
 George Toth, Vice President
 John Ambrose
 Don Ballard
 Lance Bushweiler
 Eric Cornelius
 Barbara Ford
 Bill Koleno
 John Morrison
 Kate Reedy

Others Present

Judge Marianne Sezon
 David Pontius, Andrews & Pontius LLC
 Nicole Bryan, Michael Baker International (T)
 JP Ducro, Ashtabula County Commissioner
 Doug Powell, Tenant (T)
 Robert Miller, Tenant
 Kate Burke-Rosales, NEORA
 *(T) Teleconference Participant

The meeting was called to order at 8:05AM EST by President Bowden. At the request of the President, Secretary confirmed a quorum.

President Bowden relayed that Phil Anderson was not able to attend the annual meeting. He thanked Phil for his years of service on the Board and to the community. There is a gift certificate and commemorative piece to present to Phil. He welcomed Dr. Katerine Reedy of Spire Institute as the newest Trustee to join the Board. She has served as the airport's representative on the Executive Committee of Growth Partnership and attended the AOPA High School Aviation Symposium with Barbara Ford and the Secretary/Treasurer.

Judge Sezon administered the Oath of Office to New Trustee, Kate Reedy, and returning Board Members, Lance Bushweiler and Eric Cornelius.

Copies of the No Conflict of Interest and Acknowledgement of Receipt of the Ohio Ethics Law were provided to Board Members for signature. Signed receipts were given to the Secretary/Treasurer for record. The newest version of the Ohio Ethic Law was emailed to the Board and uploaded for reference on SharePoint.

RESOLUTION to remove Philip Anderson from Andover Bank and add Kate Reedy, moved by Dwight Bowden, seconded by Lance Bushweiler, discussion: All current Trustees will need to sign a new Corporate Resolution with the Bank. Roll-call: Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Bowden "yes, motion carried.

Commissioner Ducro entered the meeting at 8:15AM.

President Bowden requested nominations from the floor for the Board President and Vice President. Dwight Bowden and Bill Koleno were nominated for the role of President. Lance Bushweiler and Don Ballard were nominated for the role of Vice President. **MOTION** to close the nominations moved by George Toth, seconded by Lance Bushweiler, discussion: none, roll-call: Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes, Bowden "yes, motion carried.

Voting was conducted by ballot and tallied by the Secretary/Treasurer. Results were as follows: Dwight Bowden – 4, Bill Koleno – 5, Lance Bushweiler – 6, Don Ballard – 3. One Trustee present abstained from voting.

Bill Koleno addressed the Board, thanked them for their votes and said he will be prepared for the next meeting.

March Consent Agenda:

Meeting Minutes: March 14, 2024 Regular Meeting

| Fuel Sales | 100LL | Jet A | Fuel Sales | 100LL | Jet A |
|------------|-----------|-----------|------------|-----------|-----------|
| March | (gallons) | (gallons) | Jan-Mar | (gallons) | (gallons) |
| 2024 | 365.71 | 2,702.00 | 2024 | 596.27 | 5,432.00 |
| 2023 | 193.64 | 1,309.00 | 2023 | 604.07 | 3,158.00 |
| 2022 | 190.27 | 3,107.00 | 2022 | 738.37 | 8,728.00 |

Bank Account Balances: \$466,913.46

Cash Reconciliation Book Balance: \$468,832.41

Profit & Loss Report:

Net Ordinary Income -\$31,540.19
Net Income \$230,162.78

Profit & Loss Budget vs. Actual Report YTD:

Net Ordinary Income -\$78,895.68
Net Income \$257,659.09

Bond Payment: None

Ashtabula County Appropriation: \$225,000.00

Accounts Payable / Bills: \$5,669.71

Gifts and Donations:

The Cleveland Foundation
\$15,949.00 Local Share for Remarketing Airfield

Dwight & Susan Bowden

\$435.00 Fidelity Charitable – Andrews & Pontius/ USDA
\$13,000.00 Fidelity Charitable – Horner Networks/ Screens
\$1,710.00 Fidelity Charitable – AAE Course/ Derek Maple
\$2,480.00 Fidelity Charitable – Gazette/ Ad & Andrews & Pontius/ USDA
\$1,000.00 Fidelity Charitable – Winterset/ Personalized Water Bottles
\$1,173.18 Sam's Club/ Lobby Computer
\$560.00 NBA/ Membership
\$352.23 Amazon/ Eclipse Glasses

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

| NOTAM Summary | | | | | | Rows: 50 | Page: 1 |
|---------------|---|--------|-----------------|-----------------|--------|----------|---------|
| Feature | Condition | Number | Start Date UTC | End Date UTC | Status | | |
| Obstruction | HZY OBST TOWER LGT (ASR 1319663) 413905.00N0804218.00W (7.8NM S HZY) 1262F... | 03/016 | 03/29/2024 1221 | 04/13/2024 2300 | Active | | |
| 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 | Active | | |
| Obstruction | HZY OBST TOWER LGT (ASN 2021-AGL-3670-OE) 413905N0804218W (7.6NM S HZY) 12... | 03/009 | 03/22/2024 0704 | 05/06/2024 0700 | Active | | |
| Obstruction | HZY OBST TOWER LGT (ASR 1232429) 415304.20N0803827.20W (6.9NM NNE HZY) 123... | 04/002 | 04/03/2024 2211 | 05/18/2024 2200 | Active | | |
| Obstruction | HZY OBST TOWER LGT (ASR 1058984) 414955.00N0804515.40W (4.1NM NW HZY) 1202 | 04/003 | 04/04/2024 1659 | 07/04/2024 0400 | Active | | |
| Aerodrome | HZY SVC AUTOMATED WX BCST SYSTEM CHANGED TO 440-576-0219 2403280159-PERM... | 03/014 | 03/28/2024 0159 | PERM | Active | | |

MOTION to approve the Consent Agenda for March moved by Don Ballard, seconded by John Ambrose; discussion: none; roll-call: Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes, Ballard "yes", Bowden "yes, motion carried.

Interim Approvals

MOTION to authorize President Bowden to accept and sign the Ashton Solutions Services Agreement Upgrade, moved by George Toth, seconded by Eric Cornelius, discussion: This upgrade was a direct result of the cyber-security penetration test. Cyber insurance is not standardized now. It was confirmed that the ACAA is covered under the County's policy. Roll-call: Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes, Ballard "yes", Bushweiler "yes", Bowden "yes, motion carried.

MOTION to accept President Bowden's letter to Senator Brown, Senator Vance, and Representative Joyce regarding the FAA Reauthorization, moved by Dwight Bowden, seconded by George Toth, discussion: The template for the letter was provided by Airport Council International (ACI). It should be a board action when communicated with the Senate. Roll-call: Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes, Ballard "yes", Bushweiler "yes", Bowden "yes, Cornelius "yes", motion carried.

MOTION to approve the purchase of HVAC vent flashing repairs to be performed by R&D Heating in the amount of \$1,901.00, to be funded by a private donation moved by Dwight Bowden, seconded by Bill Koleno, discussion: none, roll-call: Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes, Ballard "yes", Bushweiler "yes", Bowden "yes, Cornelius "yes", Ford "yes", motion carried.

MOTION to appoint Barbara Ford to serve as the ACAA Credit Card Compliance Officer upon the departure of Phil Anderson, moved by Dwight Bowden, seconded by John Ambrose, discussion: This is required by the Auditor. Roll-call: Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes, Ballard "yes", Bushweiler "yes", Bowden "yes, Cornelius "yes", Ford "yes", Koleno "yes", motion carried.

MOTION to approve 100LL fuel price of \$6.69 for the Eclipse Event and to provide an ongoing incentive to tenants of \$0.50 less than the posted price to promote future sales from tenants and encourage new hangar rentals, moved by Dwight Bowden, seconded by Bill Koleno, discussion: none, roll-call: Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", motion carried.

Safety & Equipment

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

Fire Inspection: Building J mechanical room ceiling is in progress, approximately 75% complete.

M-B Company to schedule the broom truck audit and Snow Lizard repairs. M-B Company and Oshkosh merged and have had a change of leadership. The first audit went well and needs some final items completed. The audit on the other broom hasn't started. A formal report has been requested.

A replacement ramp light was installed on Building J. Obstruction light still needs to be replaced.

Incident Reports filed on 03/25/2024 as approximately 50 aluminum nails were recovered from end of Airport Road/Brown Road.

Commissioner's Report

Commissioner Ducro thanked the new and returning Trustees for their willingness to serve. He reported that felony charges were filed against Chicken Math Animal Sanctuary. Funding requests were submitted for the water line design work that would bring water to the airport. He congratulated Derek Maple for successfully completing his AAEE ACE training. It was asked if the county maintained a calendar for county meeting notices. Commissioner Ducro noted that there is a directory available but doesn't believe a calendar exists.

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. The finalized mailer will include the tenant fuel incentive. R.A. Weidemann Rob Barber is currently updating airport videos and will be present for the Career Day.

Financial Oversight Working Group – Ambrose, Anderson: County appropriation balance of \$225,000.00 was received.

HR Working Group – Bushweiler, Toth: Derek Maple completed and passed the AAEE Airport Certified Employee (ACE) course. The AAEE is a national organization. The ACE course is rigorous, and the exam is proctored. The Working Group intends to discuss an increased leadership role for Derek.

Growth Partnership Trustee Report – Reedy: The Executive Committee Meeting will be held later this week. There may be an opportunity to market the airport at Walnut Beach in Ashtabula, which will be building a sensory development facility.

Aviation Education Initiative Working Group – Ambrose, Bowden, Bushweiler, Cornelius, Ford: Career Day planning is underway. Please tell the Secretary/Treasurer if you can volunteer for the day.

Fuel Working Group – Anderson, Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30. Tenant fuel pricing has been set up in QT Pod. This incentive may motivate more fuel sales and prevent stagnant fuel.

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: John Morrison reported that information regarding the housing unit and the indemnification issue will be sent to legal. He informed the Board that UH is offering residents a household plan for helicopter air ambulance services. PHI is the current air service provider for both UH and The Cleveland Clinic.

Inventory Report (04/09/20204)

100LL Avgas: 3,072 gallons

Jet A w/Prist: Truck 2,633 gallons / Tank 3,445 gallons / Total of 6,078 gallons

Diesel: 381 gallons

Unleaded Ethanol Free Gas: 192 gallons

Engineer/Consultant's Report

Task Orders

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

TO #01 Fence Design: Plans are being updated to reflect the March 21st Working Group meeting. The surveyors were on site last week and will need to come back for further work. The plans will not be completed until after the surveyors have finished. Gate locations were updated on the plans.

TO #03 Airfield Remarketing: **MOTION** to approve sending Hi-Lite the construction contract for signature and to authorize the President to execute all necessary documentation when available, moved by Don Ballard, seconded by Eric Cornelius, discussion: Hi-Lite needs to be informed of the date for the 5K Race and the D-Day event. Roll-call: Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", motion carried.

TO #04 2042 Grant Administration:

State Capital Budget (100LL Tank): The application was emailed to Senator O'Brien on 04/05/2024.

7460-1 for June 29th 5K: FAA ADO Evonne McBurrows informed via email that the 7460 was under review.

FY25 CDS Request: The application was submitted to Congressman Joyce on 03/22/2024.

ARC Grant: Secretary/Treasurer will be attending the mandatory FY25 Workshop on 04/22/2024. Kathy Zook needs to be informed of what the project will be to ensure it aligns with ARC requirements. The Working Group will need to make a project recommendation, if any.

TO#05 Obstruction Analysis: LiDAR will be scheduled when the trees have leaves. Woolpert will be contracted through Michael Baker International (MBI) for this work.

Grant Funding:

FAA FY23 Fence (Design) Grant #3-39-0005-022-2023: Grant closeout will include Task Order #18 Fence Financial Plan.

Bipartisan Infrastructure Law (BIL) Funding: Since the Deicing Truck Acquisition Project is a direct purchase, the airport qualifies for an alternative consultant selection process, which was approved by the FAA ADO. Under this process the burden of the required Record of Negotiation will fall on the ACAA. Equipment purchase is not a common item that consultants bid on. The ACAA will need to select and call a minimum of three consultants, discuss the project with them, and take record of the interview. MBI may not be able to participate depending on the proposed timeline for the acquisition.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: No update to report.

USDA: A letter was sent via email to Jonathan McCracken of the USDA requesting a meeting. No response has been received. Forms and related documents necessary to submit to the USDA the Application for Settlement of Indebtedness and await a final decision as to the mandatory amount of the offer to be submitted on behalf of the ACAA.

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

Dwight Bowden reported:

The Secretary/Treasurer and Legal are creating a formal Electronic Signature Policy for inclusion the ACAA Bylaws.

There was a conference call yesterday to review the beta testing process for the Ohio Airport System Plan Update survey.

A B-25 from Champaign Aviation Museum will be attending the D-Day Event. The safety plan will need to include the two C-47's and the B-25.

R.A. Weidemann Rob Barber was authorized to prepare a webpage for the HZY website displaying logos and links for organizations of which the ACAA is a member.

The submission to the USDA is currently being reviewed by Richard Morrison's legal counsel. There is currently \$150,000 from Dwight and Sue Bowden and \$150,000 from the Robert S. Morrison Foundation being held in an escrow account. Should Richard Morrison decide not to participate, the other donors will reevaluate the offer.

There is a possibility of applying for FAA Discretionary Funds for solar power for General Aviation Airports. Commissioner Ducro suggested reaching out to the local community, possibly through the township monthly meeting, before proceeding with any solar projects.

Dave Thomas was informed of the airport's application the 100LL Tank Relocation to Senator O'Brien. She has been invited multiple times for a tour of the airport with no response.

The OAA Annual Conference with Legislative Reception is scheduled for 4/30-05/02/2024. There are still open registrations available if any Trustees would like to attend.

A student from Ohio University requested ramp data for an internship project. The information provided included total tie-down and hangar space.

A letter of support was provided to the Department of Environmental Services for the Waterline Design Project. The state has created a program for PFAS disposal. The ACAA has registered and will be awaiting further instructions.

The increase of inside millage due to property reassessment was reported at approximately \$1.3M.

A map was given to the Commissioners showing the airport land available for commercial development, roughly 220 acres.

The staff was thanked for a well-executed eclipse event.

Commissioner Ducro exited the meeting at 9:40AM.

Public Comments: None to report.

Old Business: **MOTION** to approve the revised and updated Employee Handbook, dated 04/11/2024, moved by Dwight Bowden, seconded by Barbara Ford, discussion: none, roll-call: Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

Kate Reedy exited the meeting at 9:43AM.

Executive Session: None to report

New Business: The Auditor of State recommended an online Email Management Training Series for state and local government officials and employees. The Secretary/Treasurer recommends all board members to take the hour-long training course and will forward the link to the Board.

Dwight Bowden requested a complete accounting of any open donations and outstanding loans he has with the airport.

Adjournment

The next Regular Board Meeting is scheduled for Thursday, May 08, 2024, at 08:00AM EST. Meeting adjourned at 9:45AM, moved by Dwight Bowden, seconded by Lance Bushweiler.



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

