

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, June 13, 2024 08:00AM EST

Board Members Present

Lance Bushweiler, Vice President
 Don Ballard (T)
 Dwight Bowden
 Barbara Ford (T)
 Kate Reedy
 Mark Stackhouse
 George Toth

Others Present

David Pontius, Andrews & Pontius LLC
 Nicole Bryan, Michael Baker International
 Doug Powell, Tenant (T)
 Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

President Bill Koleno was unable to attend the meeting, so Vice President Lance Bushweiler chaired. The meeting was called to order at 8:00AM EST by Vice President Lance Bushweiler. At the request of the Vice President, Secretary confirmed a quorum.

MOTION: Authorize Vice President Lance Bushweiler to perform the duties of President until the next Regular Meeting, moved by Dwight Bowden, seconded by Mark Stackhouse, discussion: It was noted that during the May Regular Board Meeting, President Koleno temporarily stepped aside and assigned the duties of President to Vice President Lance Bushweiler until the June Regular Meeting. The transfer of power was accepted by the Board without objection or formal action. As President Koleno is not in attendance or offered direction in the matter, the Board deemed it important to renew transfer of power to the Vice President, by Motion, until the July Regular Meeting. Roll-call: Bushweiler "yes", Bowden "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Toth "yes", motion carried.

It was noted that Interim Approvals issued since the May Regular Meeting were distributed to the Board with the Vice President's knowledge and approval.

Commissioner JP Ducro entered the meeting via teleconference at 8:05AM.

Legal advised that the Bylaws may need to be updated. Currently, the Bylaws do not specifically address the removal of officers. The Commissioners do not affect the ability of the Board to elect officers.

May Consent Agenda:

Meeting Minutes: April 11, 2024 Annual & Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
May	(gallons)	(gallons)	Jan-May	(gallons)	(gallons)
2024	903.05	5,948.00	2024	1,989.48	14,163.00
2023	372.16	947.00	2023	1,212.20	5,324.00
2022	755.52	1,957.00	2022	1,943.45	15,480.00

Bank Account Balances: \$503,382.40

Cash Reconciliation Book Balance: \$496,951.93

Profit & Loss Report:

Net Ordinary Income -\$31,764.51
 Net Income -\$71,181.78

Profit & Loss Budget vs. Actual Report YTD:

Net Ordinary Income -\$133,103.83
 Net Income \$236,372.25

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$55,769.41 (\$44,942.70 Michael Baker: FAA/ODOT)

Aged Receivables: 30 60 90
 \$0.00 \$0.00 \$0.00

Gifts and Donations:

Dwight & Susan Bowden
 \$796.50 Fidelity Charitable – SSSB #16770/ USDA

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 1043570) 413750.00N0804535.00W (9.4NM SSW HZY) 162...	06/006	06/06/2024 0305	07/05/2024 2359	Active		
Obstruction	HZY OBST TOWER LGT (ASR 1220963) 413623.40N0803334.20W (12.0NM SSE HZY) 13...	04/012	04/29/2024 0035	07/27/2024 0400	Active		

No items were requested to be removed from the May Consent Agenda. An Aged Receivables Report was added to the Consent Agenda.

MOTION to approve the Consent Agenda for May moved by Dwight Bowden, seconded by George Toth; discussion: none. Roll-call: Bowden "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

Interim Approvals

MOTION to authorize the purchase of repair parts for the T6 Woods 2400Q Batwing in the amount of \$690.25, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: none. Roll-call: Ford "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", Bowden "yes", motion carried.

RESOLUTION to accept all 05/09/2024 redline revisions to the ACAA Operations Manual, including updating the following items: Page 8. Remove VOR Checkpoint; Page 45. Update Contact Information, moved by Dwight Bowden, seconded by George Toth; discussion: Further discussion will take place on implementing the safety items. Roll-call: Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", Bowden "yes", Ford "yes", motion carried.

MOTION to accept the Electronic Signature Policy, including the redline edits provided by Dave Pontius, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: The edits include all staff, however, does not give them the authority to sign as a Trustee or Secretary/Treasurer. Roll-call: Stackhouse "yes", Toth "yes", Bushweiler "yes", Bowden "yes", Ford "yes", Reedy "yes", motion carried.

Safety & Equipment

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

M-B Company are scheduled to be on sight this week for the broom truck audit and repairs. They will provide a written report once the audit is completed. There is a surplus of approximately \$17,000 available from the donation made to cover the audit expenses, which will be directed to be used at a choosing of the donor.

The airport is scheduled to drop off extinguishers at OH EPA PFAS collection sight at Columbiana County Fairgrounds this Friday. They will accept two of the three extinguishers. Dwight Bowden provided an brief PFAS history.

Quote received in the amount of \$5,500 from NM Roofing & Construction to repair MFG's hangar for bird damage. Deterrents may cost more than sealing. Dwight Bowden and Mark Stackhouse will inspect the overhang after the meeting and determine the next steps.

Commissioner Ducro exited the meeting via teleconference and entered the airport's conference room at 8:21AM.

Tenants and Pierpont Fire Department were informed of AmSafe Seatbelt Airbag System Safety. These restraints can cause serious injuries if engaged. One tenant reported they were not aware of the harm it could cause and thanked the Board for sending the notice.

All annual aviation fuel filter maintenance has been completed.

UST pressure testing and spill bucket containment testing is being scheduled through US Tank Alliance.

East terminal door is malfunctioning. Trinity Door Systems has been contacted for repairs.

Hudson Communication provided options for ground communication solutions as the radios are intermittently working. **MOTION** to approve Hudson Communication's quote #2895, in the amount of \$9,452.65, moved by Dwight Bowden, seconded by George Toth, discussion: Donation surplus from the M-B Company audit to be used for the purchase. Roll-call: Toth "yes", Bushweiler "yes", Bowden "yes", Ford "yes", Reedy "yes", Stackhouse "yes", motion carried.

Annual gas line inspection to be scheduled.

Commissioner's Report – Commissioner Ducro reported that Senator Brown's office reported to the Ashtabula County Department of Environmental Services that the waterline project has been moved to Committee. Broadband has been installed near Pierpont, but dense trees are causing some issues. Spectrum, the largest provider in Ohio, backed out of a 2.5 million grant because of grant restrictions, including a data cap for 20 years. It is hoped that the grant providers will renegotiate since the restrictions have caused Spectrum to withdraw from five projects throughout Ohio.

Don Ballard entered the meeting at 8:34AM.

Commissioner Ducro continued reporting that Chicken Math Sanctuary fired their attorney and filed a continuance. He also noted that the Commissioners begin budget review mid-July. Once completed, will accept meetings to discuss additional appropriations requested. County Administrator Janet Discher will follow up. Dwight Bowden noted that the OAA was successful in obtaining 25 million for Ohio airports through SB 288, though HZY was not a recipient, and stated the OAA should be commended for their efforts. He thanked Nicole Bryan for her efforts on the appropriations submission. Commissioner Ducro reminded that the Capital Bill should be announced by the end of the month.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth: Application and supporting documents received from Jim McVey for Hangar A. His application can't be approved until the FAA updates its database on sales. It is believed that the FAA is behind 6-10 weeks and assisting the back log is part of the Reauthorization Bill.

Wildlife Committee – Bushweiler:

Significant wildlife observed, especially deer. Reached out to new ODNR wildlife officer to introduce the airport and to set up a tour of the grounds.

Derek Maple will be attending annual USDA Wildlife training on 06/18/2024.

Marketing Working Group – Bushweiler: Coordinating with Great Lakes Printing for the direct mailer for approximately 1,140 unique addresses. Painesville Publishing in Austinburg may be another option. The cost will be covered by a donation.

Financial Oversight Working Group – Ambrose:

Andover Bank Corporate Resolution has been sent to Trustee emails for digital signature.

GAAP was submitted to Hinkle 05/21/2024. Engagement letter received from the Auditor of State, who will be onsite beginning next Monday.

Secretary/Treasurer completed annual Sunshine Law Training.

EFTs should be accepted whenever possible. It is offered for tenants as a way to remit payment for their leases.

HR Working Group – Bushweiler, Toth: Lance Bushweiler reminded that Derek Maple is AAAE operations certified and informed that there will be activity regarding HR at the next Regular Meeting.

Growth Partnership Trustee Report – Reedy: The Executive Committee met yesterday. There are a handful of projects in the works. The new Lake to River Region will help with economic growth as the region will not be competing with the Cleveland/Akron metro area. Dwight Bowden noted that airports are not listed as infrastructure on their website. It is possible that some of the new businesses may be users of the airport in the future. Dwight Bowden pointed out that there is a video library on the HZY website that can be used to encourage business development. The OAA will be scheduling a meeting with JobsOhio Lake to River Region representatives, U.S. House and Senate.

Kate Reedy exited the meeting at 9:07AM temporarily.

Aviation Education Initiative Working Group – Ambrose, Bowden, Bushweiler, Cornelius, Ford:

Career Day was a success with approximately 400 students in attendance.

North Coast Flight School sent a proposal out for a tentative flight school schedule and approximate cost. It was determined that the airport's Minimum Standards for Commercial Activity applies to this type of school. The Working Group has further work to do with the school to ensure compliance. The Board has the authority to waive requirements.

Inspire for Educators through LEADERship held a working lunch at the airport Tuesday. Dwight Bowden reported that he sent Atech information regarding the AOPA High School Curriculum.

5K is fast approaching on 6/29/2024.

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

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: The Working Group had a phone call for a status check on the project. EnerStar is preparing a formal quote so the Board will can discuss.

Kate Reedy rejoined the meeting at 9:30AM.

Inventory Report (06/10/20204)

100LL Avgas: 4,754 gallons

Jet A w/Prist: Truck 892 gallons / Tank 3,836 gallons / Total of 4,728 gallons

Diesel: 170 gallons

Unleaded Ethanol Free Gas: 143 gallons

A load of Jet A w/Prist will need to be ordered.

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: The fully executed Transfer of Funds letter for RA-3212 is available on SharePoint, working with ODOT John Stains for grant close-out and to have the retainage released.

TO #01 Fence Design: The 90% submission was sent to the FAA for review on 05/23/2024. The FAA responded that due to it being an usually funding year, the project will not be able to compete in FY2. A plan and specifications review will be complete to ensure the project is ready to compete in FY25. The Board will need to decide how they want the gates accessed, through codes or cards for example. Equipment width needs to be verified.

TO #03 Airfield Remarking: Hi-Lite is aware that no work can occur on 06/29/2024 and 08/10-18/2024 and will advise on a start date, typically 30-days out from scheduling. Taxiway, runway, ramp, and helipad are being remarked. Consultant was asked to obtain a quote to have the east taxiway remarked as well.

TO #04 2042 Grant Administration:

7460-1 for June 29th 5K: The FAA confirmed approval will be issued before the race.

FY25 CDS Request (Garmin): This project was submitted to Senator Brown and is under further consideration by the Senate Appropriations Committee. The next update is anticipated to be in December.

ARC Grant: No project this year.

2024 OAA Conference: Title VI Checklist will need to be submitted to the FAA. The checklist was introduced at the OAA conference for GA airports and will use the same portal as DBW. It is anticipated that it will be discussed at the next FAA Planning Meeting in addition to the DBE component.

Ohio Airport System Plan Update: Survey questions are under review. RPZ needs to be doubled checked for accuracy. OASP Airport Information and Validation Survey is currently 90% completed and is due 06/28/2024.

TO#05 Obstruction Analysis: LiDar data is being analyzed and classified. A meeting will be scheduled when the reports are ready. Suggestions will be given for long-term planning and should be ready before the next meeting.

Commissioner Ducro exited the meeting at 9:45AM.

Grant Funding:

Bipartisan Infrastructure Law (BIL) Funding: HZY currently has \$399,000 in BIL allocations (FY22 \$110,000, FY23 \$145,000, FY24 \$144,000; FY22 BIL funds must be obligated by 09/30/2025. RFQ for consultant selection for the deicing truck acquisition to be readvertised immediately.

MOTION to authorize the redraft of the FY24 carryover letter for submission to the FAA ADO, moved by Dwight Bowden, seconded by George Toth, discussion: none, roll-call: Reedy "yes", Stackhouse "yes", Toth "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", Ford "yes", motion carried.

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 have been updated and await a final decision as to the monetary amount of the offer to be submitted on behalf of the ACAA.

Incident Involving B. Koleno's Hangars: Spoke with representatives of the Ashtabula County Sherrif's Office regarding a search warrant the department was executing at the airport. He also spoke with numerous airport employees and Board members regarding its execution and the proper procedures and protocols for its execution.

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

Lance Bushweiler reported that he attended a demo for Aero 1200, a flight tracking software. The software seemed like a good fit for the airport's needs and even offered archived communications. It could be used for strategic marketing, operations, and budget planning as well. The cost is approximately \$1,200-\$1,800 annually.

Public Comments

Tenant Doug Powell reported the ground cable for the 100LL pump is problematic and suggested it may need to be replaced. The 100LL is having issues accepting MasterCard.

Old Business – None to report.

Executive Session – None to report

New Business

Barbara Ford reported that she is now receiving copies of the monthly Andover Bank account statements and requested the Secretary/Treasurer to send the list of the what the account names are.\

Don Ballard discussed the Cleveland Soaring Society's interest in using the airport to host a ground school and some flight training for disadvantaged youth through the GRIT Program.

Adjournment

The next Regular Board Meeting is scheduled for Thursday, July 11, 2024, at 08:00AM EST. Meeting adjourned at 10:21AM, moved by Dwight Bowden, seconded by Lance Bushweiler.



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

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