

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, August 8, 2024 08:00AM EST

Board Members Present

Dwight Bowden, President
 Lance Bushweiler, Vice President (T)
 John Ambrose
 Don Ballard
 Barbara Ford (T)
 John Morrison
 Kate Reedy

Others Present

Dave Pontius, Andrews & Pontius LLC
 JP Ducro, Ashtabula County Commissioner
 Nicole Bryan, Michael Baker International
 Dan Ellenberger, UH
 Paul Strack, RS&H
 Doug Powell, Tenant (T)
 Morgan McIntosh, Tenant
 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.

4-A Meeting Minutes:

July 11, 2024 Regular Meeting
 July 11, 2024 Special Meeting

4-B	Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
	<u>July</u>	<u>(gallons)</u>	<u>(gallons)</u>	<u>Jan-July</u>	<u>(gallons)</u>	<u>(gallons)</u>
	2024	1,239.93	2,631.00	2024	4,022.82	18,336.00
	2023	797.06	1,978.00	2023	2,250.19	8,812.00
	2022	1,114.18	3,669.00	2022	4,146.64	22,431.00

4-C Bank Account Balances: \$513,093.19

4-D Cash Reconciliation Book Balance: \$482,493.98

4-E Profit & Loss Report:
 Net Ordinary Income -\$26,820.04
 Net Income \$35,035.18

4-F Profit & Loss Budget vs. Actual Report YTD:
 Net Ordinary Income -\$173,857.91
 Net Income \$259,765.85

4-G Bond Payment: \$752.00

4-H Ashtabula County Appropriation: None

4-I Accounts Payable / Bills: \$19,751.85 (\$12,712.75 Michael Baker: FAA/ODOT)

4-J Aged Receivables:

30	60	90
\$2.80	\$0.00	\$0.00

4-K Gifts and Donations:
 Dwight & Susan Bowden
 \$50.00 Fidelity Charitable – Andrews & Pontius #92282 / USDA Expenses

Stasny
 \$230.00 FY24 5K race
 \$110.00 Day of Race Registrations

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

Feature	Condition	Number	Start Date UTC	End Date UTC	Status
Airspace	HZY AIRSPACE UAS WI AN AREA DEFINED AS 0.4NM RADIUS OF 414744N0803554.40W	08/006	08/05/2024 1200	08/07/2024 2359	Active
Obstruction	HZY OBST TOWER LGT (ASR 1232429) 415304.20N0803827.20W (6.9NM NNE HZY) 123...	07/005	07/05/2024 1521	08/19/2024 1517	Active
Obstruction	HZY OBST TOWER LGT (ASR 1258383) 414554.40N0803433.50W (5.4NM E HZY) 1251...	08/008	08/05/2024 0321	09/03/2024 0001	Active
Obstruction	HZY OBST TOWER LGT (ASR 1325274) 413727.03N0803838.98W (9.5NM SSE HZY) 130...	08/003	08/02/2024 1344	09/16/2024 1330	Active
Obstruction	HZY OBST TOWER LGT (ASR 1218279) 415229.00N0804745.70W (7.3NM NW HZY) 877...	06/038	06/26/2024 0745	09/24/2024 0400	Active
Obstruction	HZY OBST TOWER LGT (ASR 1211480) 413616.20N0804244.60W (10.5NM S HZY) 1380...	06/043	06/27/2024 2255	09/25/2024 0400	Active
Obstruction	HZY OBST TOWER LGT (ASR 1220963) 413623.40N0803334.20W (12.0NM SSE HZY) 13...	07/031	07/26/2024 1455	10/24/2024 0400	Active

MOTION to approve the Consent Agenda moved by John Ambrose, seconded by Kate Reedy; discussion: The \$2.80 is from a tenant that accidentally shorted a payment. It will be paid next month. Roll-call: Ambrose "yes", Ballard "yes", Bushweiler "yes", Ford "yes", Morrison "yes", Reedy "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.

M-B Company completed broom audits. Items have been noted and a quote for repair will follow for the Oshkosh Broom. The Snow Lizard has been completed. A full accounting of funds spent to date has been provided.

The east Terminal door was repaired.

Hudson completed radio repairs.

The ODOT 5010 Inspection was cancelled due to inclement weather and is expected to be rescheduled in the near future.

Paul Strack entered the meeting via teleconference at 8:10AM.

Commissioner's Report

Commissioner Ducro reported that the Mid-Year Review will take place 08/13/2024 at 2:45PM. The airport was invited to attend. Chicken Math Sanctuary retained a new attorney as it seems the case will most likely go to trial. The Lake-to-River representative Michael McGiffin may be interested in a tour of the airport. The Commissioner will send some emails to coordinate. The organization may be able to tell the airport what utilities are needed and what needs to be done to attract business to the airport. President Bowden noted that Ohio University received a grant to do a study on preparing Appalachia for a sustainable electric aviation future. HZY has been selected to participate in the study. The Commissioner inquired how HZY compared to Youngstown. Youngstown is now listed as a primary airport. Both airports complement each other. HZY fought hard for its C-II status and has maintained full safety compliance along with a 24/7 operational facility. It was suggested the airport could benefit from an ingress/egress to RT.11. Commissioner Ducro attended John Williams' funeral. A donation had been made to the EAA in his name. His passing is a terrible loss to the aviation community as he was more than just a pilot, but a manufacturer of planes.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth: Notice of Default letter was crafted by legal and will be mailed and emailed to past due accounts on the 20th of the month.

Wildlife Committee – Bushweiler: One deer and two geese have been taken.

Marketing Working Group – Bushweiler: There was a formatting error in the direct mail that caused a delay. The Secretary/Treasurer is working with Lance Bushweiler to correct so it can go to print.

Financial Oversight Working Group – Ambrose:

Andover Bank Corporate Resolution has been completed and a copy has been requested for airport records.

The state audit Fraud Questionnaire needs to be completed and submitted to the auditor. Robert Freeborn has emailed several reminders. His contact information and the questionnaire have been provided to all Board Members.

Ohio Fraud Training is now required and due by 10/01/2024. Acknowledgement forms are available to sign at the airport.

RESOLUTION to approve the updates to the Operations Manual – Appendix A, and to add the Electronic Signature Policy and Investment Policy, as previously approved via Motion, to the Operation Manual moved by

John Ambrose, seconded by Dwight Bowden; discussion: none; roll-call: Ballard "yes", Bushweiler "yes", Ford "yes", Morrison "yes", Reedy "yes", Ambrose "yes", Bowden "yes", motion carried.

Insurance 3-year contract expires 10/01/24 and will need to go to bid. Hangar Keepers' coverage may need to be increased.

HR Working Group – Bushweiler, Toth: None to report.

Growth Partnership Trustee Report – Reedy: Kate Reedy reached out to Lake-to-River about including airport information on their website. They commented that assets are still being updated. The Best of County will be held at Spire on 09/17/2024. President Bowden will reserve a table.

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

Don Ballard reported that the Cleveland Soaring Society/GRIT Program was a success with 15 students who were able to finish the two-week program and take a flight. He shared a short video. The FAA ground test was taken at Kent Ashtabula and proved to be difficult for the students. They have since formed a study group and plan to retake the test. There is discussion of following up with a winter program. Kate Reedy offered to assist with test prep strategies.

MOTION to approve a private donation in the amount of \$2600 to sponsor Spire at the Cleveland National Air Show moved by Dwight Bowden, seconded by John Ambrose; discussion: Drones are an excellent gateway to introduce aviation. The program director was a previous ATC. Roll-call: Bushweiler "yes", Ford "yes", Morrison "yes", Reedy "yes", Ambrose "yes", Ballard "yes", Bowden "yes", motion carried.

Fuel Working Group – Anderson, Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30. CAA traffic has started to increase, bringing in flights to the airport that would not otherwise stop here.

Helicopter Air Ambulance (HAA) Working Group– Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: John Morrison reported that the issue with the airport supplying housing remains, so UH is looking into securing a unit. Dan Ellenberger stated that the need for ambulance and aerial transport in the county is still very relevant. A vehicle/ground ambulance can be in place within 30-days of execution of a lease with a helicopter air ambulance ready around April 2025. The ground unit would be there to compliment the helicopter. It is UH's goal to have a complete critical care transportation hub comprising of a vehicle/ground and helicopter air ambulance at the airport that runs 24-hrs, 7-days a week. Copies of leases from other occupied airports can be provided if necessary. President Bowden noted that all information shared with the ACAA by UH is public domain and is not confidential. Attorney Dave Pontius suggested an accepted timeline be created to submit to the FAA for approval, identifying the ground unit as Phase 1 and the helicopter as Phase 2. The FAA may want to see a draft lease. President Bowden asked Consulting Engineer Nicole Bryan to draft a submission for tentative presentation to the FAA during the Annual ADO/HZY Planning Meeting.

Inventory Report (08/07/20204)

100LL Avgas: 5,003 gallons

Jet A w/Prist: Truck 2,953 gallons / Tank 2,019 gallons / Total of 4,972 gallons

Diesel: 688 gallons

Unleaded Gas: 260 gallons

Jet A w/Prist will need to be purchased soon.

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: The request for the Phase 1 final payment has been submitted in BlackCat.

TO #01 Fence Design: The FAA comments should be expected in September for the 90% submission.

TO #03 Airfield Remarketing: Taxiway A East will not be remarked. HI-Lite will advise on a start date.

TO #04 2042 Grant Administration:

Senator Brown: A follow up email has been sent requesting next steps.

TO#05 Obstruction Analysis: A progress meeting was held in July. President Bowden met with Phillip Jufko of Michael Baker to discuss details.

Grant Funding:

FAA Reports: Q3FY24 report was submitted.

MOTION to approve Michael Baker Invoice #1217884, TO#1 wildlife Fence Design, Billing No. 5, in the amount of \$59,910.00, with FAA Share \$53,919.00, ODOT Share \$2,995.50, and Local share \$2,995.50, moved by Dwight Bowden, seconded by John Ambrose; discussion: Local share to be transferred from the FAA/ODOT Local Match Account. Roll-call: Ford "yes", Morrison "yes", Reedy "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", motion carried.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

Bylaws Working Group: No meeting was held, and therefore no update.

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.

David Pontius noted that if he had been informed that UH was attending the meeting, he would have brought the UH file to the meeting and been fully prepared to answer questions and participate in the discuss

Dan Ellenberger and John Morrison exited the meeting at 9:35AM.

President's Report

MOTION to archive social media posts for two years and disable comments, moved by Dwight Bowden, seconded by Don Ballard; discussion: Secretary/Treasurer reported that there has been a company reaching out trying to sell public records social media archiving services. Roll-call: Reedy "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Ford "yes", Bowden "yes", motion carried.

RH&S submitted a bid for the deicing truck acquisition consultant. Lance Bushweiler and Eric Cornelius to make a recommendation to the Board for formal approval.

President Bowden attended a National Federation of Independent Businesses (NFIB) online seminar about recreational marijuana and shared the presentation with the HR Working Group and SSSB Michael Schaurer. Guidance is forthcoming regarding posting the ACAA Drug Policy with the BWC Certificate.

He attended an OAA webinar about Reducing Operational Expenses of GA Airports on 08/07/2024.

Dwight and Susan Bowden have created a scholarship in the name of the Ashtabula County Aviation Education Initiative through AOPA. Ten \$5,000 scholarships will be available for Ashtabula County students to apply for. This will help promote flight training opportunities to students in the area. AOPA has an exceptionally robust scholarship system which includes the assignment of mentors to recipients. A strategy for advertising the scholarship application is being discussed.

Public Comments

Commissioner Ducro inquired about the circumstances that led to the previous lease with UH. He thanked Derek Maple for his work on the Covered Bridge Board and thanked the airport staff for supporting the GRIT program.

Old Business

MOTION to authorize the President and Vice President / Interim Airport Manager to execute agreement, accept agreements and revisions to the ACAA Rules & Regulations on behalf of the ACAA with participating organizations during the D-Day event, moved by Dwight Bowden, seconded by John Ambrose; discussion: A D-Day organizational chart and insurance has been supplied by W&R Vets. An event safety plan has been created. President Bowden met with Russ Battiato to discuss the details. All applicable NOTAMs will be posted for the event. Roll-call: Ambrose "yes", Ballard "yes", Bushweiler "yes", Ford "yes", Reedy "yes", Bowden "yes", motion carried.

Executive Session – None to report

New Business

President Bowden asked Vice President and HAA WG member Lance Bushweiler if he was aware that UH Representative Ellenberger would be attending the meeting. He responded empathically that he was not. President Bowden stated that he was informed at 4:14 PM the day before the meeting.

Adjournment

The next Regular Board Meeting is scheduled for Thursday, September 12, 2024, at 08:00AM EST. Meeting adjourned at 10:02AM, moved by John Ambrose, seconded by Dwight Bowden.



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

