

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, September 12, 2024 08:00AM EST

Board Members Present

Dwight Bowden, President
 Lance Bushweiler, Vice President (T)
 John Ambrose
 Don Ballard
 Eric Cornelius
 Barbara Ford (T)
 Bill Koleno
 Kate Reedy
 Mark Stackhouse
 George Toth

Others Present

Dave Pontius, Andrews & Pontius LLC
 Casey Kozlowski, Ashtabula County Commissioner
 Nicole Bryan, Michael Baker International
 Doug Powell, Tenant (T)
 Dave Nuss, Cleveland Soaring Society
 Mandy Nuss, Cleveland Soaring Society
 Bryce Kujat, Cleveland Soaring Society
 Kate Burke-Rosales, NEORA
 Derek Maple, 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:
 August 8, 2024 Regular Meeting

4-B	Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
	<u>August</u>	<u>(gallons)</u>	<u>(gallons)</u>	<u>Jan-Aug</u>	<u>(gallons)</u>	<u>(gallons)</u>
	2024	1,747.10	8,500.00	2024	5,769.92	26,836.00
	2023	1,850.06	5,485.00	2023	4,100.25	14,297.00
	2022	1,998.00	1,110.00	2022	6,144.64	23,541.00

4-C Bank Account Balances: \$528,197.26

4-D Cash Reconciliation Book Balance: \$497,348.93

4-E Profit & Loss Report:
 Net Ordinary Income -\$48,841.05
 Net Income -\$41,075.01

4-F Profit & Loss Budget vs. Actual Report YTD:
 Net Ordinary Income -\$223,425.32
 Net Income \$217,964.48

4-G Bond Payment: None

4-H Ashtabula County Appropriation: None

4-I Accounts Payable / Bills: \$100,768.25 (\$12,712.75 Michael Baker: FAA/ODOT)

4-J Aged Receivables:

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

4-K Gifts and Donations:
 Dwight & Susan Bowden
 \$3,500.00 Fidelity Charitable – RA Grounds Management #39
 \$100.28 Fidelity Charitable – Colucci's Pizza CSS/GRIT Event
 \$202.28 Staples – Safety Step
 \$246.38 Grainger – Safety Step
 \$563.29 Sam's Club – Terminal Beverages & Snacks
 \$686.40 Flight Aware – Data for 5010
 \$3,000.00 D-Day Related Expenses
 \$3,000.00 Growth Partnership – Best of County
 \$2,600.00 Fidelity Charitable – AEI General Use

Stasny
\$986.20

FY24 5K race

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

NOTAM Summary		Rows: 50	Page: 1	Go	
Feature	Condition	Number	Start Date UTC	End Date UTC	Status
Obstruction	HZY OBST TOWER LGT (ASR 1325274) 413727.03N0803838.96W (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 1232429) 415304.20N0803827.20W (6.9NM NNE HZY) 123...	08/032	08/18/2024 0318	10/02/2024 0317	Active
Obstruction	HZY OBST TOWER LGT (ASR 1259383) 414554.40N0803433.50W (5.4NM E HZY) 1251...	09/006	09/06/2024 0237	10/05/2024 0001	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

Following an inquiry to remove any items from the Consent Agenda, **MOTION** to approve the Consent Agenda moved by Eric Cornelius, seconded by George Toth; discussion: Secretary/Treasurer noted that August was an excellent month for fuel sales. Roll-call: Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Stackhouse "yes", Toth "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. The truck is operational.

Credit was given to Derek Maple for the zero deficiencies identified in the Purvis fuel audit.

100LL spill bucket test is scheduled for Friday.

Crack sealing has been completed over ramp and taxiway markings and is ready for Hi-Lite. Consultant Nicole Bryan will reach out to Hi-Lite and see when they anticipate the work to be scheduled.

Annual hangar & fire inspections to be scheduled.

Fire Extinguishers inspection to be scheduled with MES/Warren Fire.

5010 Inspection is scheduled for 09/25/2024 with a backup rain day scheduled for 09/27/2024.

1200.Aero service agreement to be signed. It provides ADSB data that provides more accurate flight operation counts. The Fuel Working Group was tasked with the deployment of the software. The hardware is plug and play with training scheduled after installation is completed.

Don Ballard entered the meeting at 8:05AM.

Commissioner's Report

Commissioner Kozlowski filled in for Commissioner Ducro. President Bowden reported that the Board may not have submitted a mid-year budget request had they known the nature of the response. It was noted that the consultant is a money tree for obtaining grant funding for airport capital projects. Likewise, legal counsel protects the Board from liability claims which may be significant. It was discussed that using the airport as a storage unit is not permissible by the FAA.

Kate Reedy entered the meeting at 8:10AM.

The Commissioner conveyed that the Board of Commissioners recognizes that the airport is pushing forward but believes that if revenue is not enhanced then expenses should be reviewed. The Board conferred that while events such as High School Career Day, the 5K Race, and D-Day provide exposure to the airport, these events should be the first expenses to be cut. It was noted that the annual budget was thoughtfully put together. All three Commissioners were invited to attend the airport's board meetings and it was suggested they rotate their liaison. The Commissioners were thanked for the additional \$30,000 of appropriations provided to the airport.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth:

Cleveland Soaring Society (CSS) requested hangar space for the winter storage of a tow-plane, four disassembled gliders, two golf carts, and two open trailers, which could be stored outside. The rental period is anticipated to be from November to April 1st, 2025, which is their maintenance period. It was noted that there would be no flying operations during the storage period. There are a few hangars that may be

available for rent. The Working Group will pull together options. There is some concern that gliders based on the field could hinder jet traffic. CSS stated they were committed to safety and would not impede airport operations. Procedures could be written if necessary.

Derek Maple entered the meeting at 8:28AM at Don Ballard's request.

MOTION to approve new tenants Jonathan McKenzie in D-4 and James McVey in D-6 moved by Bill Koleno, seconded by Don Ballard; discussion: none; roll-call: Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", motion carried.

New tenant Amr Fergany will be renting a T-hangar for his Baron in October in D or E Row. It was suggested the rental amount for the T-hangars in F Row may need to be reviewed as to make it economical for the tenant to be hangered in the F row and preserve the smaller hangers in D and E for single engine aircraft.

Lance Bushweiler exited the meeting at 8:59AM.

President Bowden, with the Commissioner's help, would like to coordinate a meeting regarding Senate Bill 52 with local townships surrounding the airport.

Wildlife Committee – Bushweiler: None to report.

Derek Maple, Dave & Mandy Nuss and Bruce Kujat exited the meeting at 9:00AM.

Marketing Working Group – Bushweiler: Direct mailer is completed and should reach mailboxes within the next two weeks. Secretary/Treasurer to forward the invoice to the donors for funding when able.

Financial Oversight Working Group – Ambrose:

Commissioners approved an additional \$30,000 in appropriations. President Bowden again thanked the Commissioners for the funding.

Insurance bids are due 09/26/24 at 1:00PM for review at a Special Board Meeting.

MOTION for the Board to waive the formal exit conference to discuss the results of the state financial audit, moved by Don Ballard, seconded by George Toth; discussion: The draft audit report is available on SharePoint and has been emailed to all Trustees. There was a verbal financial issue listed because the auditor did not receive all fraud questionnaires from Trustees. Roll-call: Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", motion carried.

RESOLUTION to move funds into the Airport Bond Retirement Fund in the amount of \$78,809.96 for the forced USDA payment scheduled on 10/1/2024 moved by Don Ballard, seconded by Barbara Ford; discussion: The forced payment is being made so as not to hinder current projects. Roll-call: Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Cornelius "yes", Bowden "yes", motion carried.

MOTION to reclass previously accepted gifts as charitable donations, and to move, at the request of the donor, the charitable donation accepted at the August Regular Board Meeting in the amount of \$2,600 for the Spire/Cleveland Air Show sponsorship into the AEI account for general use, moved by Don Ballard, seconded by John Ambrose; discussion: Dwight Bowden recused himself from voting. Roll-call: Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Cornelius "yes", Ford "yes", motion carried.

HR Working Group – Bushweiler, Toth: To be discussed in Executive Session.

Growth Partnership Trustee Report – Reedy: 09/17/2024 is Best of County. A table has been reserved for any board member wishing to attend. Kate Reedy will be presenting an award. She has been working with Lake-to-River to update their website to include airport information.

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

AOPA ACAEI Flight Training Scholarship is open for applications through February 2025. Information about the scholarship will be posted on the airport's website. John Ambrose reported that North Coast Flight School has an interest in teaching ground school at HZY.

Spire is hosting a Drone Soccer Camp on Saturday 09/21/2024. The Secretary/Treasurer and Line Service Derek Maple have offered to volunteer on behalf of the airport.

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

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: Dave Pontius' review of the lease is expected to be completed on or before Friday, Sept. 27th, at which time he will send to the Airport working group redlined and conformed copies of the lease containing comments and any suggested changes. The Working Group will review the same and provide any feedback or additional changes to it as soon as practicable. Once approved by the Working Group, the draft lease will be sent to the entire Board for its review prior to the scheduling of a Special Meeting of the Board to discuss same, which will be scheduled as soon as practicable. Following the Special Board Meeting, any additional changes to the draft lease required by the entire Board will be made by the undersigned, and thereafter, the Airport Working Group will send the lease to the UHHS Working Group for its legal review. Should any proposed changes by UHHS' legal department be suggested, the process will be repeated. Once UHHS signs the lease, it will be submitted to the Board for its review and consideration.

Commissioner Kozlowski exited the meeting at 9:36AM.

Inventory Report (09/11/20204)

100LL Avgas: 3,386 gallons

Jet A w/Prist: Truck 2,940 gallons / Tank 2,788 gallons / Total of 5,728 gallons

Diesel: 561 gallons

Unleaded Gas: 238 gallons

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

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: Mark Groves will take photos for the Phase 1 Closeout when he is onsite for the 5010 Inspection late this month.

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

TO #03 Airfield Remarkings: Submittals have been reviewed and approved. HI-Lite will advise on a start date.

TO #04 2042 Grant Administration:

Senator Brown FY24 Appropriation (Garmin): HZY project was not chosen as part of the final bill.

State Capital Budget (100LL Tank): Consultant will follow up on this submission.

FY25 CDS Request (Garmin): The earliest possible opportunity for a FY25 funding bill to move forward would be late November.

TO#05 Obstruction Analysis: A draft agenda for the next progress meeting is on SharePoint. The meeting will include members of the ACAA, Nicole Bryan, Phil Jufko and a Woolpert representative.

Lance Bushweiler entered the meeting at 9:39AM via teleconference.

Grant Funding:

Bipartisan Infrastructure Law (BIL) Funding: Final grant applications, with bids, are due to the FAA in June 2025. 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. The deicing truck acquisition will not use all the BIL funds. The annual FAA planning meeting will be scheduled soon and the ACIP needs to be reviewed, which includes BIL funded projects. The consultant recommended removing the listed generator backup project since it is not a fully funded and instead utilizing those funds for obstruction mitigation.

FAA Reports: Q4FY24 report is due in October.

MOTION to approve Michael Baker Invoice #1221442, TO#4 2024 Grant Administration, Billing No. 1, in the Local Share amount of \$17,724.04, moved by Dwight Bowden, seconded by Don Ballard; discussion: none; roll-call: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Cornelius "yes", Ford "yes", Koleno "yes", Bowden "yes", motion carried.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: There has not been any legal involvement with direct discussions regarding this matter, therefore no update.

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

D-Day Events: Reviews and revised an MOU and reviewed insurance coverage certificates for certain plans which would be on the airport grounds.

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

It was advised by SSSB to wait until it is understood what changes, if any, the federal government will make before updating the ACAA's current drug policy.

M-B Companies recommended having the brooms trucks washed. Derek Maple confirmed there are nineteen pieces of equipment that could be cleaned. Quotes were sought after by several contractors. Consultant Nicole Bryan disclosed a site location that would work to pressure wash and clean equipment. The key is filtering the used water. The Board is looking into this matter further. There may be equipment that is no longer needed and could be sold at auction.

Employee reviews are conducted at the beginning of each year. The H.R. Working Group will schedule the 90-day review of the new Lead Line Service position when applicable.

MOTION to approve the secretary/Treasurer's travel expenses to attend the GLCAAEE Conference held in Chicago this October, to be funded by a private donation, moved by Mark Stackhouse, seconded by John Ambrose; discussion: The conference is scheduled for 10/8-10/11/2024. Roll-call: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Bowden "yes", motion carried.

MOTION to select RS&H as the consultant to perform the engineering services for the upcoming BIL Funded Deicing Truck Acquisition, moved by Eric Cornelius, seconded by George Toth; discussion: none; roll-call: Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Bowden "yes", motion carried.

The Secretary/Treasurer will be out of the office on vacation 09/29/2024 – 10/04/2024 and Lance Bushweiler may be out of the country for two months. He will forward a schedule when able.

R.A. Wiedemann's Rob Barber is placing another order for coffee mugs, which are used as a promotional item for jet pilots visiting the airport.

Customer Service Certificate Program through the NBAA was offered to staff.

Public Comments

Tenant Doug Powell inquired if Meeting Minutes were posted. President Bowden directed the Secretary/Treasurer to post them on the website and provide Mr. Powell with a copy of the last approved meeting minutes.

Old Business – None to report.

Executive Session

MOTION to move into Executive Session at 9:54AM, per O.R.C. Section 121.22, to consider the compensation of a public employee and discuss hiring applications, moved by George Toth, seconded by Bill Koleno; discussion: none; roll-call: Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bowden "yes", motion carried.

MOTION to move out of Executive Session at 10:09AM, moved by Dwight Bowden, seconded by George Toth.

New Business

MOTION to place the Secretary/Treasurer on full-time, salaried employment, with a 9.2206% increase, including benefits; moved by Dwight Bowden, seconded by John Ambrose; discussion: none; roll-call: Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", motion carried.

MOTION to authorize background checks prior to hiring an applicant, moved by Dwight Bowden, seconded by Don Ballard; discussion: The H.R. Working Group will locate a company to work with for this. Roll-call: Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", motion carried.

Adjournment

There is a Special Meeting scheduled for 09/26/2024 at 1:00PM EST to receive and discuss insurance bids. A Special Board Meeting is scheduled for Tuesday, October 8, 2024, at 08:00AM EST to replace the Regular Meeting that was originally scheduled for 10/10/2024, as the President and Secretary/Treasurer will be in Chicago attending the GLCAAAE Conference. Meeting adjourned at 10:14AM, moved by Dwight Bowden, seconded by Kate Reedy.



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