

Ashtabula County Airport Authority
SPECIAL BOARD MEETING
 Tuesday, October 8, 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
 Mark Stackhouse (T)
 George Toth

Others Present

Dave Pontius, Andrews & Pontius LLC
 Nicole Bryan, Michael Baker International
 Doug Powell, Tenant (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.

4-A Meeting Minutes:
 September 12, 2024 Regular Meeting
 September 26, 2024 Special Meeting

4-B	Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
	<u>September</u>	<u>(gallons)</u>	<u>(gallons)</u>	<u>Jan-Sep</u>	<u>(gallons)</u>	<u>(gallons)</u>
	2024	814.42	4,315.00	2024	6,583.34	31,151.00
	2023	468.82	1,297.00	2023	4,569.07	15,594.00
	2022	734.80	989.00	2022	6,879.44	24,530.00

4-C Bank Account Balances: \$524,843.03

4-D Cash Reconciliation Book Balance: \$522,349.44

4-E Profit & Loss Report:
 Net Ordinary Income -\$45,923.37
 Net Income \$45,165.34

4-F Profit & Loss Budget vs. Actual Report YTD:
 Net Ordinary Income -\$269,342.63
 Net Income \$263,135.88

4-G Bond Payment: None

4-H Ashtabula County Appropriation: None

4-I Accounts Payable / Bills: \$9,298.48

4-J Aged Receivables:

30	60	90
\$106.00	\$0.00	\$0.00

4-K Gifts and Donations:
 Dwight & Susan Bowden
 \$1,200.00 Fidelity Charitable – 1200.AERO System

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

NOTAM Summary							Rows: 50	Page: 1	Go Page 1 of 1
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...	09/011	09/15/2024 0132	10/30/2024 0131	Active				
Obstruction	HZY OBST TOWER LGT (ASR 1259383) 414554.40N0803433.50W (5.4NM E HZY) 1251....	10/001	10/02/2024 0911	11/01/2024 0001	Active				
Obstruction	HZY OBST TOWER LGT (ASR 1218279) 415229.00N0804745.70W (7.3NM NW HZY) 877....	09/019	09/22/2024 0420	12/21/2024 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: xxx; roll-call: Ambrose "yes", Ballard "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.

The propane for the forklift needs to be replaced along with a backup.

Fire Extinguishers inspection is scheduled with MES/Warren Fire today.

Annual hangar & fire inspections are scheduled for 10/16/2024. Tenants have been notified.

5010 Inspection was successfully completed on 09/25/2024 with high marks. Derek Maple ensured that every light worked. Operations are no longer required to be reported.

1200.Aero system is ready to be deployed. It was purchased as a tool to understand where traffic is coming from and to be utilized for marketing. The intent is not to use the software to collect landing fees. Lance Bushweiler and Eric Cornelius will write a policy.

Lights were replaced in the main airport sign.

Commissioner's Report – None to report.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth:

MOTION to approve new tenant Amr Fergany in hangar E-8, moved by Bill Koleno, seconded by Eric Cornelius; discussion: Mr. Fergany has a Baron. It may be better served to have him a larger hangar in F-Row. Roll-call: Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", motion carried.

Aircraft owners must register their aircraft with ODOT annually. Significant fees can be incurred if registration is not submitted on time. President Bowden proposed requesting tenants provide registration documentation as part of their lease requirements.

Wildlife Committee – Bushweiler: Bow season has begun.

Marketing Working Group – Bushweiler: The direct mailer has been sent out. The invoice is forthcoming.

Financial Oversight Working Group – Ambrose:

FY25 budget hearing is being scheduled. Wages, revenues, fees, and rental rates will be needed for the budget.

MOTION to seek quotes and to convert the individual electric meters in F-Row to one meter, moved by Dwight Bowden, seconded by Don Ballard; discussion: none; roll-call: Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", motion carried.

HR Working Group – Bushweiler, Toth:

All staff have completed their annual drug testing.

MOTION to allow the HR Working Group, Barbara Ford, and Eric Cornelius to draft an RFQ for an airport manager, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: none; roll-call: Cornelius "yes", Ford "yes", Koleno "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", motion carried.

Growth Partnership Trustee Report – Reedy:

President Bowden shared the interim Lake-To-River contact with the OAA Executive Director.

Ohio University is conducting a study on electric infrastructure at GA airports. President Bowden and the Secretary/Treasurer attended a webinar about the study. An animated video was provided that showed the destinations of departing flights and originating locations of incoming flights to HZY.

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

Eric Cornelius is arranging for a retired United Airline Captain to speak at a local high school.

Avit Flight Academy will be providing a quote for ground school to supplement AOPA scholarship applications.

Precision Flight Control tech support will be providing a formal quote for the G1000 panel for the flight simulator.

Fuel Working Group – Anderson, Bushweiler, Cornelius, Koleno:

100LL is currently \$7.19 & Jet A+ is \$6.30. Fuel and service fees are being reviewed.

Federal fuel taxes are collected by Purvis. Ohio sales tax is collected, and payment is remitted monthly to the state. 1% of Ohio sales tax collected goes to Ashtabula County.

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: None to report.

Inventory Report (10/07/2024)

100LL Avgas: 2,592 gallons

Jet A w/Prist: Truck 1,444 gallons / Tank 5,813 gallons / Total of 7,257 gallons

Diesel: 522 gallons

Unleaded Gas: 201 gallons

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: ODOT inspection is complete, working on closing out the two grants. The FAA informed that one grant may not be closed out until July of 2025.

TO #01 Fence Design: **MOTION** to approve and submit the 90% Comment Response Letter to the FAA, moved by Dwight Bowden, seconded by George Toth; discussion: Responses include the FAA's misinterpretation of a sewer drainage line. The fence design was updated to reflect a 50' tree-free perimeter. Similar to a DBE, Title VI is an FAA requirement for all airports. It is eligible for ACIP funds if it is combined within another project. It can be included in the fence construction project. The documents are available to review on SharePoint. The template may be changed by the FAA, so it is not recommended to pursue submission at this time. Roll-call: Ford "yes", Koleno "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Bowden "yes", motion carried.

MOTION to for President Bowden to sign and have notarized the Quick Claim Deed to re-record the Berry property purchase, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: The deed was reviewed by legal counsel and sent to all the applicable departments within the County. Roll-call: Koleno "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Bowden "yes", motion carried.

TO #03 Airfield Remarking: HI-Lite has agreed to begin the marking project in spring of 2025.

TO #04 2042 Grant Administration:

FAA Annual Planning Meeting: The FAA sent draft meeting minutes for the 09/19/2024 meeting. An updated ACIP was reviewed during the meeting.

TO#05 Obstruction Analysis: A working group meeting was held on 09/20/2024. Documents are being prepared by Woolpert.

Grant Funding:

FAA FY25 Fence (Construction) Grant: The preapplication will be due to the FAA.

Bipartisan Infrastructure Law (BIL) Funding: Final grant application, with bid, is due to the FAA on 05/01/2025. The airport will need to send the Record of Negotiation to the FAA with supporting documentation.

FAA Reports: No reports are due.

MOTION to approve Michael Baker Invoice #1222632, TO#5 Obstacle Analysis, Billing No. 1, in the Local Share amount of \$36,927.60, moved by George Toth, seconded by Bill Koleno; discussion: This project was funded by a private donation Roll-call: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "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: The latest lease draft and Exhibit A were reviewed on 09/19/2024 and redlined changes were provided. Neither document is complete, and both need attention from the airport's working group.

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.

President's Report

The GLCAAAE Conference begins tomorrow. The airport has sponsored coffee services and lanyards. There will be a 2-minute video shown during the conference that is centered around the USCG rescue this summer.

M-B Company is updating their quote for the broom repairs.

Derek Maple and Aaron Ashley are enrolled in an NBAA Customer Service Certification course, funded by a private donation. President Bowden suggested that the HR Working Group consider a payout for unused vacation time.

Maintaining Pavement Maintenance Records is a joint effort between airport admin and consultants and is updated annually.

The Secretary/Treasurer had an inquiry regarding the airport's receipt of charitable contributions. Bernstein and Fidelity Charitable were able to provide guidance and provide documentation that outline the ACAA's basis for receiving donations.

Public Comments – None to report.

Old Business – None to report.

Executive Session – None to report.

New Business

Bill Koleno obtained his AMP license and is available on the field for emergency services. The 5010 and chart supplement should be updated to reflect this. The Secretary/Treasurer will inform ODOT.

Adjournment

The next Regular Meeting is scheduled for 11/14/2024 at 8:00AM EST. Meeting adjourned at 8:51AM, moved by Dwight Bowden, seconded by Bill Koleno.



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