

Ashtabula County Airport Authority  
**SPECIAL BOARD MEETING**  
Friday, October 18, 2024 09:00AM EST

Board Members Present  
Dwight Bowden, President  
John Ambrose  
Eric Cornelius  
Barbara Ford (T)  
Bill Koleno  
Kate Reedy (T)  
George Toth

Others Present  
Dave Pontius, Andrews & Pontius LLC.  
JP Ducro, Ashtabula County Commissioner  
Paul Strack, RS&H  
Doug Powell, Tenant  
Kate Burke-Rosales, NEORA

\*(T) Teleconference Participant

The Special Meeting was called to order at 9:00AM EST by President Bowden for the purpose of discussing a consultant's scope of work and other matters which may come before the Board. At the request of the President, Secretary confirmed a quorum.

Kate Reedy joined the meeting via teleconference at 9:01AM.

The proposed consultant fee is \$20,000, of which RS&H will collect 85% or \$17,000 and G&T Associates will subcontract at 15% or \$3,000 to fulfill the DBE requirement. Project completion is scheduled approximately 400 days from the notice to proceed. The timeline was developed to meet the 05/01/2024 deadline for final applications for FY2022 BIL AIG funds. The airport will provide current operation data, i.e. the types of aircraft and number of operations. Specific work elements include the predesign phase of identification of vehicle options, 30% design, 90% design, FAA documentation, bidding phase services, and vehicle acceptance. The project will be bid as a single package. Buy American Build America (BABA) waivers are available.

**MOTION** to accept the RS&H proposal as presented by Paul Strack for the selection of a BIL funded deicing truck, moved by Eric Cornelius, seconded by John Ambrose; discussion: Trucks and carts will be researched for cost efficiency and aircraft fleet options. The purchase will be made with BIL funds and a 10% local match. Roll-call: Ambrose "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Toth "yes", Bowden "yes", motion carried.

**Executive Session** – None to report.

**Public Comments** – None to report.

**Old Business** – None to report.

**New Business**

**MOTION** to approve tenant Robert Dunne in hangar E-5, moved by Eric Cornelius, seconded by John Ambrose; discussion: Mr. Dunne was previously a tenant year ago. Roll-call: Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bowden "yes", motion carried.

**MOTION** to approve proposed changes to the 2025 hangar leases to verify ODOT aircraft registration, moved by Dwight Bowden, seconded by Barbara Ford; discussion: President Bowden recommended updating hangar leases per the following: Changing the title to paragraph 5 to read as follows: 5. Permitted use; Evidence of Airworthiness of Aircraft; Registration of Aircraft with Office of Aviation, ODOT. Adding a new paragraph E to read as follows: E. Lessee shall provide written verification that the Aircraft stored/parked in Lessee's Hangar Space has been registered with the Office of Aviation, Ohio Department of Transportation, as required by O.R.C. 4561.17 and 4561.18. Requiring ODOT registration is not a common requirement for airports. There was discussion about whether it was the pilot's responsibility to ensure compliance. Roll-call: Ford "yes", Koleno "yes", Reedy "yes", Toth "yes", Ambrose "yes", Cornelius "yes", Bowden "yes", motion carried.

**MOTION** to engage Smeltz Spieth Bell LLP (SSSB) Elizabeth Crosby to review a potential worker's compensation claim, moved by Barbara Ford, seconded by Eric Cornelius; discussion: none; roll-call: Koleno "yes", Reedy "yes", Toth "yes", Ambrose "yes", Cornelius "yes", Ford "yes", Bowden "yes", motion carried.

**MOTION** to authorize the purchase of runway light bulbs in the approximate amount of \$4,969.98 from Flight Light, moved by Bill Koleno, seconded by John Ambrose; discussion: This purchase is to provide a backup set of runway lights. Manufacturers of incandescent lights are stopping production as airports begin transitioning to LED lights. The FAA has not been mandated replacement. LED lights do not melt snow. It is recommended to wait for industry

guidance before pursuing replacement options. Roll-call: "yes", Toth "yes", Ambrose "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy Bowden "yes", motion carried.

**Adjournment**

The next Regular Meeting is scheduled for 11/14/2024 at 8:00AM EST. Meeting adjourned at 9:27AM, moved by Eric Cornelius, seconded by Bill Koleno.



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