

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, November 14, 2024 08:00AM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius LLC
 JP Ducro, Ashtabula County Commissioner
 Nicole Bryan, Michael Baker International
 Doug Powell, Tenant (T)
 Derek Maple, NEORA
 Aaron Ashely, Public
 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. There will be an Executive Session for HR.

Meeting Minutes:

October 8, 2024 Regular Meeting
 October 18, 2024 Special Meeting
 October 29, 2024 Special Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
October	(gallons)	(gallons)	Jan-Oct	(gallons)	(gallons)
2024	960.31	5,664.00	2024	7,543.65	36,454.00
2023	422.98	3,636.00	2023	4,992.05	19,230.00
2022	476.47	1,644.00	2022	7,355.91	26,174.00

Bank Account Balances: \$350,183.91

Cash Reconciliation Book Balance: \$359,410.48

Profit & Loss Report:

Net Ordinary Income -\$76,689.24
 Net Income -\$88,864.84

Profit & Loss Budget vs. Actual Report YTD:

Net Ordinary Income -\$346,393.73
 Net Income \$173,909.18

Bond Payment: None

Ashtabula County Appropriation: \$30,000.00

Accounts Payable / Bills: \$6,745.13

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

Gifts and Donations:

Dwight & Susan Bowden
 \$3713.81 Fidelity Charitable - RAW Invoice #20240930
 \$105.00 Fidelity Charitable - GLCAAAE Membership Dues #5207
 \$1905.10 Fidelity Charitable - Ashton Solutions Laptop #41864
 \$861.00 Fidelity Charitable - Direct Mailer
 \$199.81 Forgiveness of Interest for ASOS Loan
 \$2035.00 Thompson Hine - Trademark for ACAEI #3231434
 \$1800.00 Brobst Maintenance - Landscaping #27943

\$1485.00 R.A. Wiedemann - Marketing #20240731
 \$678.24 Gazette Newspaper - D-Day Ad #228259
 \$450.00 Gazette Newspaper - D-Day Ad #228198
 \$750.00 Star Beacon - D-Day Ad #20240826
 \$810.00 R.A. Wiedemann - Marketing #20240701
 \$245.52 Amazon - CO2 Detectors #5373857
 \$90.05 Amazon - Hand Towels & Multi-Surface Cleaner #9629834
 \$239.11 Sam's Club - Terminal Snacks & Beverages #074170
 \$810.00 R.A. Wiedemann - Marketing #20241031
 \$147.00 SAE International - Aircraft Ground Deicing/Anti-Icing Training #21439978
 \$2500.00 GLC AAE - Conference Sponsorship – Beverage #4761
 \$2000.00 Conference Sponsorship – Lanyards #9974458451
 \$1400.00 NBAA - Business Aviation Certification Course – DM #88960
 \$1400.00 NBAA - Business Aviation Certification Course – AA #88967
 \$1065.00 GLC AAE - Airport Conference Registration #4574

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

NOTAM Summary		Number	Start Date UTC	End Date UTC	Status
Obstruction	HZY OBST TOWER LGT (ASR 1023664) 415114 00N080412D 00W (4.8NM NE HZY) 1159...	10/011	10/27/2024 2040	11/26/2024 0001	Active
Obstruction	HZY OBST TOWER LGT (ASR 1232429) 415304 20N0803827 20W (6.9NM NNE HZY) 123...	10/010	10/25/2024 2022	12/09/2024 2121	Active
Obstruction	HZY OBST TOWER LGT (ASR 1325274) 413727 03N0803838.96W (9.5NM SSE HZY) 130...	10/012	10/28/2024 1332	12/12/2024 1331	Active
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413616.20N0804244 00W (10.5NM S HZY) 1380...	11/001	11/01/2024 0000	01/29/2025 0400	Active

Following an inquiry to remove any items from the Consent Agenda, **MOTION** to approve the Consent Agenda moved by John Ambrose, seconded by George Toth; discussion: The NetJets balance due on the A/R report was paid prior to the report being pulled. Roll-call: Ambrose “yes”, Bushweiler “yes”, Cornelius “yes”, Ford “yes”, Morrison “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Bowden “yes”, motion carried.

Safety & Equipment

Annual hangar & fire inspections were completed with minimal findings that have been addressed.

1200.Aero system is ready to be deployed.

The FCC license for WRT6 (122.8) is being renewed and will be valid for ten years.

Equipment is ready for winter ops. Refuse repaired the Oshkosh plow and is working on the GPU. A quote from M-B is in the works to finalize repairs on the Broom Truck.

Barbara Ford exited the meeting at 8:02AM.

Commissioner’s Report

Commissioner Ducro reported that Chicken Math Sanctuary surrendered their domestic animals and authorities are granted access to inspections. The dog wardens are now human agents. President Bowden asked if the airport could be provided a copy of any signed agreement regarding the sanctuary.

FY25 budget hearings are underway.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth:

MOTION to approve tenant Amr Fergany to move to hangar F-5 at a rental rate of \$400 per month plus \$20 for electric and natural gas invoiced quarterly, moved by George Toth, seconded by John Ambrose; discussion: The Baron arrived on 10/31/2024 originally going to be placed in a smaller t-hangar in E Row. The rental rate was negotiated to keep the smaller hangars available for single engine aircraft. President Bowden informed Interim Airport Manager Lance Bushweiler immediately following the negotiation. Roll-call: Bushweiler “yes”, Cornelius “yes”, Morrison “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Bowden “yes”, motion carried.

MOTION to reduce F-4 hangar rate to \$400 per month, moved by George Toth, seconded by Eric Cornelius; discussion: F-4 is the same square feet as F-5 and should be reduced as well. This rental rate is more comparable to what other airports are charging. Individual electric meters are in the process of being converted to one meter for the F Hangar row. Roll-call: Cornelius “yes”, Morrison “yes”, Reedy “abstain”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Bushweiler “yes”, Bowden “yes”, motion carried.

MOTION to reduce the rental rate to \$400 per month for twin engine aircraft only for the remaining available hangars in F Row, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: These hangars have larger doors and were originally designed to house larger aircraft such as twin engines. The price is equivalent to what is being charged for other hangars per square foot. The original hangar rate was aligned with what the rate was at the time, which has been currently reduced. All pricing is driven by the market which has changed since the construction of the F Hangar. Roll-call: Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Bowden "yes", motion carried.

Wildlife Committee – Bushweiler: None to report.

Marketing Working Group – Bushweiler:

The direct mailer address spreadsheet had another error that was corrected. The postcards should be shipped out within the next few days.

R.A. Wiedemann Rob Barber is working on a slide for display at the OAA Legislative Event Day reception to be held at the Statehouse on 12/04/2024 and a PowerPoint presentation for the Lake to River event tentatively scheduled for 01/23/2025 at YNG.

Financial Oversight Working Group – Ambrose:

FY25 budget hearing is today at 1:45PM. President Bowden thanked the Commissioners for the additional \$30,000 in appropriations. It was suggested that a 3% credit card fee be considered for hangars and ramp fees.

President Bowden reported that year-to-date there has been approximately \$178,000 in private donations, \$182,000 in ODOT/FAA Grants, \$330,000 in County Appropriations. The Cleveland Foundation balances are approximately \$436,000 and \$258,000.

HR Working Group – Bushweiler, Toth

MOTION to hire Angel Baez full-time with benefits at \$19.00/hr. with full benefits, moved by George Toth, seconded by Dwight Bowden; discussion: Angel was hired informally with a start date of 11/05/2024. He has expressed an interest in aviation. Roll-call: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Morrison "yes", Bowden "yes", motion carried.

An Airport Operations Manager Resume Review Working Group was created to search for a full-time manager. The group consists of President Bowden, Eric Cornelius, John Ambrose, Barbara Ford, and Lance Bushweiler. The job requirements have been posted on Indeed and reclassified for airport operations. Seven to eight resumes have been received so far.

MOTION to accept the 2025 5A Core Plan Healthcare Insurance Coverage for ACAA Employees on an 85% ACAA and 15% employee cost sharing basis; employees are responsible for dental, vision, and any upgrade that exceeds the 5A Plan; moved by Eric Cornelius, seconded by John Ambrose; discussion: The health insurance plan is provided by the County. Roll-call: Toth "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bowden "yes", motion carried.

Don Ballard joined the meeting at 8:35AM.

Growth Partnership Trustee Report – Reedy

The Executive Committee talked about negotiations and work to entice an outside industry, which could take up to five years to come to fruition. They also discussed warehouse spaces. The Lake-to-River region is strictly a four-county region. Now Ashtabula is only competing with Youngstown instead of with twenty other counties, which may make it easier for major development. Comments were made that the Growth Partnership website is outdated. Kate Reedy will bring that to their attention. President Bowden commented on the need to reach into Pennsylvania for POWER grants and create projects that significantly impact the entire region and not just be an extension of a project that does not help Ashtabula County explicitly. Lake-to-River is currently updating their website. President Bowden is meeting with a representative on Monday.

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

Youth Leadership will be here today from 11:30-1:30PM and the Signature Class is scheduled for 11/20/2024.

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

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius – The group is working on information needed for Exhibit A and will forward to Dave Pontius for review when complete. The lease will then be presented to the Board for approval and sent to UH for their review and approval.

Mark Stackhouse commented that until there is a meeting between UH and ACAA legal to resolve disagreements on the terms and conditions of the proposed lease, the endeavor will not be taken to closure and fail.

Inventory Report (11/12/2024)

100LL Avgas: 1,610 gallons

Jet A w/Prist: Truck 1,022 gallons / Tank 7,081 gallons / Total of 8,103 gallons

Diesel: 442 gallons

Unleaded Gas: 200 gallons

Bill Koleno entered the meeting at 9:09AM via teleconference.

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: The 4th QTR statement was received. The loan from Dwight & Susan Bowden was repaid and the interest, due per the contract, was forgiven as an in-kind donation.

TO #01 Fence Design: Documents are being finalized to bid in early 2025. The 90% drawing plans will be distributed to stakeholders.

TO #04 2042 Grant Administration:

FAA Annual Planning Meeting: **MOTION** to approve the updated ACIP for 2025-2035, moved by George Toth, seconded by John Ambrose; discussion: The ACIP was reviewed and approved by the FAA and is available to view on SharePoint. The consultant provided preliminary figures for pavement rehabilitation for ineligible pavement, which is 50' in front of Apron A, Apron B, Apron C, T/H C and T/H D. Roll-call: Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bowden "yes", motion carried.

Grant Funding:

FAA FY25 Fence (Construction) Grant: **MOTION** to approve and authorize the President to sign the pre-application for the fence construction, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: none; roll-call: Ballard "yes", Bushweiler "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", motion carried.

Bipartisan Infrastructure Law (BIL) Funding: CATEX is due to the FAA 01/15/2025. By RS&H. Michael Baker Int'l will complete the CATEX for the fence project.

FAA Reports: Annual financial reports are due in December.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: Latest draft lease and Exhibit A were reviewed and redlined changes provided on 09/19/2024. Neither document is complete, and both need attention from the Airport Working Group.

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

Personnel Matter: There has been involvement regarding a personnel matter.

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.

Commissioner Ducro exited the meeting at 9:30PM.

President's Report

Ashton Technology was onsite to survey if Star Link would be an option for internet at the airport. It was recommended only as a secondary backup for the current fiber. Fiber is the absolute best option available currently.

Horner Networks looked at the conference room sound system. The system and technology are working correctly; however, it was recommended to use either Zoom or Teams for teleconferencing as the system was designed for those platforms. Start Meeting was tested and works well.

OAA Legislative Day is scheduled for 12/04/2024.

The ODOT Aircraft Registration discrepancy is still under review. Findings will be shared as soon as possible to be integrated in the 2025 leases.

MOTION to approve the ADSB Software Viewing Policy, moved by John Ambrose, seconded by Eric Cornelius; discussion: The policy is available on SharePoint and will be deployed immediately with the use of the 1200.Aero program. Roll-call: Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", motion carried.

MOTION to authorize President Bowden to submit a grant request to the Robert S. Morrison Foundation for \$50,000 for the Perimeter Fence Local Share to be joined with the ACAA ODOT/FAA Local Share Account balance of approximately \$60,000, moved by George Toth, seconded by John Ambrose; discussion: none; roll-call: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Bowden "yes", motion carried.

With the approval of David Pontius, President Bowden suspended the services of SSSB Elizabeth Crosby on 11/12/2024. The matter appears to be closed.

The AAM survey from Ohio University was completed with the help of consultant Nicole Bryan and Wendy Zele of First Energy.

Public Comments

Aaron Ashley addressed the Board regarding his termination. Dwight Bowden asked Mr. Ashley to confirm the details of the phone conversation he initiated with him. The Board recommended that he reapply for the position.

Referencing the Minutes from the 03/31/2020 meeting, Derek Maple addressed the Board regarding the potential rehiring of a previous employee who was terminated several years ago.

Old Business – None to report.

Executive Session

MOTION to move into Executive Session at 9:32AM, per O.R.C. Section 121.22, to consider the compensation of a public employee and discuss hiring applications, moved by Don Ballard, seconded by George Toth; discussion: none; roll-call: Bushweiler "yes", Cornelius "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", motion carried.

Moved out of Executive Session at 9:56AM.

New Business

George Toth will post a job opening for both full-time and part-time Line Service Technician.

Adjournment

The next Regular Meeting is scheduled for 12/12/2024 at 8:00AM EST. Meeting adjourned at 10:10AM, moved by Dwight Bowden, seconded by Eric Cornelius.



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

