

Ashtabula County Airport Authority
SPECIAL BOARD MEETING
 Thursday, December 19, 2024 08:00AM EST

Board Members Present

Dwight Bowden, President
 Lance Bushweiler, Vice President (T)
 John Ambrose
 Eric Cornelius
 Barbara Ford (T)
 Kate Reedy
 Mark Stackhouse

Others Present

Dave Pontius, Andrews & Pontius LLC
 JP Ducro, Ashtabula County Commissioner
 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.

This meeting is the rescheduled Regular Meeting of the ACAA which was to be held on 12/12/2024 as required by the ACAA Bylaws.

At the request of the President, Secretary confirmed a quorum. The meeting originally scheduled for last Thursday was delayed to further review year end items.

Consent Agenda

Meeting Minutes: November 14, 2024 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
November	(gallons)	(gallons)	Jan-Nov	(gallons)	(gallons)
2024	325.23	4,250.00	2024	7,868.88	40,704.00
2023	364.16	2,181.00	2023	5,356.21	21,411.00
2022	380.07	1,651.00	2022	7,735.98	27,825.00

Bank Account Balance \$317,740.79
 Cash Reconciliation Balance \$320,933.12

Profit & Loss Report:
 Net Ordinary Income -\$25,161.69
 Net Income \$6,378.97

Profit & Loss Budget vs. Actual Report YTD:
 Net Ordinary Income -\$371,555.42
 Net Income \$180,288.15

Bond Payment None
 Ashtabula County Appropriation \$30,000.00
 Accounts Payable / Bills \$0.00

Gifts and Donations:

Dwight & Susan Bowden
 \$1,022.67 Sam's Club - Laptops
 \$347.00 OAA - Membership
 \$114.49 FedEx- Scholarship Flyers

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

NOTAM Summary						Rows: 50	Page: 1
Feature	Condition	Number	Start Date UTC	End Date UTC	Status		
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 1023664) 415114.00N0804120.00W (4.6NM NE HZY) 1159...	11/017	11/23/2024 1012	12/23/2024 0001	Active		
Obstruction	HZY OBST TOWER LGT (ASR 1294091) 414853.70N0804456.00W (3.2NM NW HZY) 1102...	11/025	11/30/2024 1846	01/14/2025 1846	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		
Obstruction	HZY OBST TOWER LGT (ASR 1018482) 415511.30N0802715.40W (13.8NM NE HZY) 116...	11/021	11/30/2024 0245	02/27/2025 0500	Active		

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Eric Cornelius, seconded by Dwight Bowden; discussion: The Ages Accounts Receivable report will be permanently removed from

the agenda. A new agenda item will be added titled "Secretary-Treasurer Report" which shall include the Aged Accounts Receivable Report and other items the Secretary-Treasurer deems relevant. Currently there are no outstanding receivables due. President Bowden commented that the Auditor of State sent an email out regarding fraud on payables. The Secretary/Treasurer confirmed that Line Service staff only have access to point-of-sale information in QuickBooks. Rollcall: Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Bowden "yes", motion carried.

Safety & Equipment

Winter Snow Ops Update: Equipment is in working with minor issues that are being addressed. The blower was used to move snow over the runway lights. The first snow event of the year was successful.

Lance Bushweiler reported that deicing training took place during a customer request. The volume of deicing materials consumed was recorded in the deicing log.

Commissioner's Report

Commissioner Ducro reported there were \$3M allocation requests over revenue projections in 2025, though there is a higher carryover. The budget should be approved during the first quarter of 2025. The Commissioners are working on settling union contracts, though some are going through fact-finding. The full waterline project is being reviewed by engineering.

Committee Reports

Hangar Leases – Bushweiler, Ford, Morrison, Toth:

MOTION to approve tenant Jon McKenzie in D-7 moved by John Ambrose, seconded by Eric Cornelius; discussion: none; rollcall: Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bowden "yes", motion carried.

MOTION to approve a 3% increase for hangar rentals for 2025, moved by Dight Bowden, seconded by Eric Cornelius; discussion: The working group was split with half that wanted a 2-3% increase and the other half did not want an increase. Since the county invested \$330,000 this year and the airport accepted approximately \$178,000 in private donations, the point was discussed that if wages are increased, hangar rental rates should be increased. Mark Stackhouse reported that the airport was already at the higher end of hangar rates. Tenant Doug Powell commented that hangars at other airports in the area were not available. Rollcall: Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bushweiler "yes", Bowden "yes", motion carried.

MOTION to approve a minimum of 3% credit card fee for hangar rent moved by Dwight Bowden, seconded by John Ambrose; discussion: The fee would only be applicable to hangar rents, not fuel. Rollcall: Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Bowden "yes", motion carried.

Bill Koleno's lease update is ongoing. Huntington's insurance recommendations were forwarded to him. His current lease allows for the buying, selling, and storage of aircraft. Since he is advertising performing emergency repairs, his lease must be modified. A special meeting may need to be scheduled to approve a lease before year end.

MOTION to approve the inclusion of a hangar inspection form to be incorporated into the Minimum Standards as an Appendix, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: The Minimum Standards document states that a Commercial Activity Application shall be submitted by the hangar applicant. Rollcall: Reedy "yes", Stackhouse "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Bowden "yes", motion carried.

John Ambrose asked the Board to consider providing a short-term lease for a critical care ambulance in Hangar G since it would be a steppingstone to the helicopter lease and would improve care to residents of the county. President Bowden reminded the Board that the previous lease for an ambulance was an emergency response to the COVID pandemic and was not an aeronautical use of the facility and in violation of local zoning. The Secretary/Treasurer will forward current lease updates and Exhibit A to Dave Pontius for consideration.

Commissioner Ducro exited the meeting at 9:15AM.

Wildlife Committee – Bushweiler: None to report.

Marketing Working Group – Bushweiler: The direct mailer was disbursed. Rob Barber provided a slide for display during the evening reception at the Statehouse for the OAA Legislative Day. President Bowden was able to meet with Ohio Representative Sarah Fowler-Aurthur during the event. The OAA has a Regional Economic Development District Event scheduled for 01/23/2025 at YNG. Rob Barber crafted a five minute PowerPoint presentation about HZY for the event. President Bowden encouraged all board members to attend.

President Bowden has renewed the airport's OAA membership.

HR Working Group – Bushweiler, Toth:

MOTION to hire Jim Duhon part-time at \$20.00 per hour for 24-32 hours a week, starting 01/06/2025, moved by Lance Bushweiler, seconded by Dwight Bowden; discussion: Jim currently works as mechanic at Refuse and is familiar with our equipment. Rollcall: Stackhouse "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Bowden "yes", motion carried.

MOTION to increase staff wages by 3% beginning the first pay cycle of 2025, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; rollcall: Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Bowden "yes", motion carried.

MOTION to allow a 90% cashout for unused vacation time at the end of the calendar year and to rollover 10% to be used in 2025, moved by Lance Bushweiler, seconded by Eric Cornelius; discussion: It is the Board's duty to ensure adequate staffing so vacation can be used within the calendar year. Vacation was difficult to use this year due to being short-staffed, particularly for operations. Annual vacation payout is not standard practice. The Secretary/Treasurer will obtain a copy of the County's vacation policy. Rollcall: Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bowden "yes", motion carried.

Derek Maple's 90-day review as Lead Line Service is overdue and to be scheduled as soon as possible.

The Indeed job posting for Airport Operations Manager was taken down. Kate Reedy suggested reaching out to Jobs Ohio to have it posted there. John Ambrose suggested promoting Derek Maple as Operations Manager for a six-month trial. The working group will make a recommendation as applications are still being considered. Barbara Ford suggested creating a checklist for applicant comparison.

Financial Oversight Working Group – Ambrose: To be discussed further in the meeting.

Five-minute recess was taken at 9:31 – 9:36AM.

Growth Partnership (GP) Trustee Report – Reedy: Kate Reedy thanked Dwight Bowden for attending the meeting and relayed the group appreciated his willingness to participate. GP will be updating their website. President Bowden noted that JobsOhio provides fund to airports and wanted to know how much funding, if any, went specifically to general aviation airports. He expressed the importance of GP's advancement of Ashtabula County so as not to become secondary to the Youngstown-Warren Chamber's influence on the Lake-To-River JobsOhio endeavor. He requested full participation in the OAA's Regional Economic Development District Event on 01/23/2025. He noted there will be a holiday event held at the Riverbend Hotel on 12/18/2024.

Aviation Education Initiative Working Group – Ambrose, Bowden, Bushweiler, Cornelius, Ford: AOPA Scholarship applications are due in February. The ground school is postponed due to lack of enrollment, likely due to severe weather. The project has been postponed to spring. President Bowden thanked Avit Flight Academy Nick Belluardo for participating in the Jefferson Junior High Career Day held on 11/21/2024.

Fuel Working Group –Bushweiler, Cornelius, Koleno: Lance Bushweiler reported that the CAA partnership seems to be working, and fuel sales have seen growth this year because of it. The working group is continuously looking at 100LL and seems to be in a good place with sales and current pricing. Ramp Fees are being updated for 2025 with modifications to aircraft reclassifications and leveraging CAA sales.

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius: Discussed previously.

Inventory Report (12/18/20204)

100LL Avgas: 1,440 gallons

Jet A w/Prist: Truck 756 gallons / Tank 8,000 gallons / Total of 8,756 gallons

Diesel: 740 gallons

Unleaded Gas: 109 gallons

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: ODOT advised that the final pay request for Grant No. 21-01 has been processed and will be closed. The final 10% will be released.

TO #01 Fence Design: Credits will need to be purchased to mitigate the impacts of the wetlands for the installation of the fence. **MOTION** to authorize the President to sign the draft wetland mitigation agreement and remit the required 15% deposit in the amount of \$9,750 for submission to the U.S. Army Corp of Engineers for review, moved by John Ambrose, seconded by Eric Cornelius; discussion: The final reimbursement costs are FAA eligible. The County Recorder has the deed documentation and should be ready for pickup soon. Rollcall: Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bushweiler "yes", Bowden "yes", motion carried.

TO #04 2024 Grant Administration:

FAA Annual Planning Meeting: The ACIP and Pre-app will be revised to reflect the change in funding distribution in 2025 and 2026. ODOT will no longer cover 10% funding match. **MOTION** to authorize the President to sign the revised FAA and ODOT ACIP, moved by John Ambrose, seconded by Eric Cornelius; discussion: none; rollcall: Reedy "yes", Stackhouse "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Bowden "yes", motion carried.

TO #05 Obstruction Analysis: The obstacle mitigation plan for the Operations Manual is under development. The Lead Planner has been out of the office and will provide an update as soon as able.

TO #07 2025 Grant Administration Task Order: will be presented at the next meeting for approval.

Grant Funding:

FAA FY25 Fence (Construction) Grant: The pre-application will be revised and submitted to the President for signature. This was approved via motion at last month's meeting.

FAA Reports: Annual financial reports are due in December. **MOTION** to authorize the President to sign the FAA Annual Financial Reports moved by Dwight Bowden, seconded by Eric Cornelius; discussion: none; rollcall: Stackhouse "yes", Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Bowden "yes", motion carried.

MOTION to approve Michael Baker Invoice #1232145, for TO#4 2024 Grant Administration, Billing No. 2, in the Local Match amount of \$14,381.80, moved by Dwight Bowden, seconded by John Ambrose; discussion: The 2024 Grant Administration Task Order is 80% expended this year. Final invoice to be submitted. Rollcall: Ambrose "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Bowden "yes", motion carried.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: The latest draft lease and exhibit A were reviewed, and an updated redlined lease was provided on 09/19/2024. Neither document is complete and needs attention from the airport's working group. Comments have not been provided. Commissioner Ducro requested a copy of the relined lease on 11/14/2024. Upon receipt of that request, the email was forwarded to the working group, and guidance was requested as to whether the group would authorize the release of the draft to him. As of this date, the lease has not been provided because no response was received from the working group.

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

Personnel Matter: There has been continued 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.

President's Report

Commissioner Ducro provided sentencing judgement on Chicken Math Sanctuary, which has been posted to SharePoint.

The Robert S. Morrison Foundation awarded the airport with a grant in the amount of \$50,000 for the local match for the fence project. The grant and ACAA FAA/ODOT Local Match Account balance of approximately \$60,000 will nearly fund the entire local match! Alec Raffa of the Robert S. Morrison Foundation verbally shared with President Bowden that the airport will be eligible for additional grants in 2025. President Bowden conveyed the board's appreciation to the RSMF for their continued generous support of the airport.

President Bowden met with the Interim CEO of Lake-To-River, Alexa Sweeny Blackann and provided her with an update of airport projects. He also attended a virtual meeting with Jason Neal regarding site inventory, land exhibits, infrastructure and the airport layout plan.

Information regarding Appalachian Regional Commission (ARC) Student Summer STEM opportunities was distributed to interested parties.

The FAA Airport District Office (ADO) confirmed that the airport's deicing truck procurement documents were in order.

The Bylaw Review Working Group reconvened on 12/19/2024. Members include President Bowden, Mark Stackhouse, Eric Cornelius, Barbara Ford, Dave Pontius, and Jason Fairchild. The goal is to provide the Board with a single, comprehensive recommendation no later than the February Regular Meeting.

MOTION to approve the FY2025 budget, including updated rental rates and wages, moved by Eric Cornelius, seconded by Lance Bushweiler; discussion: The Commissioner's temporary budget has allocated \$82,000 for the first quarter of 2025. Final revision to be forwarded to the Commissioners. Rollcall: Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bowden "yes", motion carried.

Public Comments – None to report.

Old Business – None to report.

Executive Session – None to report.

New Business – None to report.

Adjournment

The next Regular Meeting is scheduled for 01/09/2025 at 8:00AM EST. Meeting adjourned at 09:58AM, moved by Dwight Bowden, seconded by John Ambrose.



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

