

**Lunken Airport Oversight Advisory Board Meeting Minutes  
June 9, 2025**

Present: Neil Tilow, Susan Brownknight, Jeff McClean, James Murray, Elissa Pogue, Pete Riddle

Also: Bob Vickrey, Jaime Edrosa, Mike Brenner, Chris McIntyre, Rick Miller, Patti Newberry, Jane Sites, Tim Zeis, Elaine Luchi

I. Roll Call

II. Approval of Minutes

The Minutes of the April 14, 2025 meeting were approved as written. Minutes are available at <https://www.cincinnati-oh.gov/dote/lunken-airport/lunken-airport-boards/>

III. Hotel Development Update

Anthony Cadle of the Department of Community and Economic Development provided an update to Jaime prior to the meeting. A minor modification to the lease requires formal approval by City Council. This amendment is on the agenda of the June 11 Council session. Both the Lease Agreement and Development Agreement have been substantially drafted and reviewed by both parties. Negotiations are ongoing and the project remains on track to execute agreements this summer.

Anthony offered to answer any questions from the Board to be included in these Minutes:

Q: When will the project be shovel-ready?

A: Per the current draft of the First Amendment to the Development Agreement the Commencement Deadline shall be January 15, 2026. Therefore, the project should be mobilized and beginning prior to this date.

Q: What is the construction schedule in terms of the timeline:

A: Per the current draft of the First Amendment to the Development Agreement the Completion Deadline shall be December 31, 2027. Effectively, the City is providing a two-year construction timeline.

The construction will have no impact on operations on the Terminal Ramp as the lease area is confined to non-aeronautical areas beyond the perimeter fence. The restaurant and bar will be open to the public and will include an observation area.

IV. Operations Report

The number of operations in April and May decreased in comparison to 2024. This is likely due to poor weather conditions. This is not an across-the-board trend, but adverse weather affects the flight schools more than jet traffic. The Airport is looking at new aircraft tracking technology that will provide data even when the Air Traffic Control Tower is closed (11:00 p.m.–7:00 a.m.).

Lunken has received 6 noise complaints since January. Two were from Mt. Washington involving a helicopter which was U.C. Air Care and unrelated to Lunken. Another two were from Ft. Thomas and were associated with the pattern used by the flight schools. The rest

were from a Mt. Washington resident and were also regarding student pilots. Airport staff uses <https://webtrak.emsbk.com/cvg2> to investigate complaints and inquiries.

Elissa was contacted by a resident of Mt. Washington who believes that all the training flights are directed to go east of the Airport. He asked that the training pattern be widened and lengthened. He also wants more operations to fly west of Lunken. There are multiple reasons why planes are in certain positions, including weather and other air traffic in the area.

V. Financial Report

Operating revenues have increased in all categories except Fuel Fees, which can be attributed to fewer operations. Landing Fees went from \$4,500 collected in March to \$13,994 collected in April after changes to the Municipal Code increased user fees. Expenses have risen, primarily Personnel, Employee Benefits, and Materials. Overall, Lunken's net operating income through May 2025 is \$132,373.19 more than FY24. Any revenue generated by the Airport must be used for Lunken in accordance with the terms of the government grants it receives. The Airport also has a capital budget for infrastructure and facilities improvements, and motorized equipment.

VI. Customs Facility Update

The City received two responses to the Request for Proposals (RFP) for a site assessment of Lease Area 32 for a U.S. Customs and Border Protection (CBP) facility. If possible, Lunken's Administrative staff and snow removal equipment will also be housed at this location. The contract should be executed later in June.

VII. Strategic Business Plan

The deadline for proposals to create a Strategic Business Plan (SBP) for Lunken is June 17. The RFP specified that the contractor is to conduct survey/focus meetings of key stakeholders, groups, and individuals including the Director/Deputy Director of Transportation and Engineering, Airport Manager, LAOAB, Airport Tenants, and Air Traffic Controllers.

VIII. Land Development

The decommissioning of Runway 3L/21R has resulted in a 6.2-acre parcel off Airport Road between 4556 Airport Road (Executive Jet Management) and 4630 Airport Road (AeroTco T-Hangars). The airport will revise the criteria for selection of a developer; however, the City's end of the year financial shut down will delay the RFP roll-out.

IX. New Business

Members of the Board verified that they are now receiving Tenant Bulletins. Jaime has been in touch with Embry-Riddle Aeronautical University regarding potential collaboration for a 100<sup>th</sup> anniversary celebration. The Airport's request for grant money to conduct a Drainage Study was approved.

Submitted by Elaine Luchi  
Lunken Airport Administration

Next meeting: Monday, August 11, 2025 4:00 p.m.- 5:00 p.m.