

Lunken Airport Oversight Advisory Board Meeting Minutes
April 14, 2025

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

Also: Bob Vickrey, Jaime Edrosa, Mike Brenner, Mike Driller, Jane Sites, Tim Zeis, Elaine Luchi

I. Roll Call

II. Approval of Minutes

The Minutes of the February 10, 2025 meeting were approved as written. Minutes are available at <https://www.cincinnati-oh.gov/dote/lunken-airport/lunken-airport-boards/>

III. LAOAB Members – Reappointments, New Members

Anne Sesler, Neil Tilow, Elissa Pogue, and Robert Roark were approved for reappointment to the Board at the April 2, 2025 City Council meeting.

New members Susan Brownknight and James Murray were also approved at the April 2, 2025 Council meeting. Susan serves as a member of the Mariemont City Council as well as Mariemont's Vice-Mayor. Additionally, she is CEO of Living Arrangements for the Developmentally Disabled (LADD). James is CEO of Reynolds Jet, a Lunken-based private aircraft management and on demand jet charter company. He has 25 years of experience in aviation. Susan will represent the North Communities of Columbia Township, Fairfax, Indian Hill, Madeira, and Mariemont. James will represent Airport Users.

Todd Pease was previously serving the North Communities and was unaware he would not be reappointed. Airport Administration will contact the Mayor's office for clarification on his status.

The West Communities of Columbia Tuscolum, East End, Hyde Park, Madisonville, and Oakley do not currently have a member on the Board. Elissa offered to keep them updated until an appointment is made to this position.

Neil reported that Mayor Pureval is considering adding more Airport Users representatives to the Board.

IV. Hotel Development Update

Anthony Cadle of the Department of Community and Economic Development provided an update to Jaime prior to the meeting. Meetings regarding the project are scheduled for this week. The project's lease area and scope have been defined. Once the agreements are amended, they will proceed through the execution process. City Administration had been concentrating resources on another City project, but the Lunken Terminal Building is slated to move into drafting priority. Anthony offered to answer any questions from the Board to be included in these Minutes:

Q: When will this project be prioritized by City Administration?

A: The City Administration is prioritizing the redevelopment of the Lunken Airport Terminal Building. The Department of Community and Economic Development and the Law Department at the direction of City Manager Long are presently collaborating on a drafted First

Amendment to the Development Agreement. This amendment will assist in re-establishing a project timeline, update the project budget, and provide direct support in the amount of \$2M.

Q: Will the project include a restaurant?

A: The current plans submitted to the City do include a restaurant.

Q: Will the agreement need to be voted on by Council?

A: This is to be determined as it is dependent on final form of the Lease Agreements, and the Amendment to the Development Agreement.

Q: Who is the intended audience?

A: Through informal conversation/meetings with the Development it is expected the future Hotel and event space will serve similar clientele of Lytel Park Hotel in Downtown Cincinnati and that of Hotel Covington in Covington, Kentucky.

V. Operations Report

February Operations were lower than last year and operations in March increased when compared to March 2024.

VI. Financial Report

Revenues have risen with the exception of 1% of Gross Income payments, Fuel Flowage fees, and Miscellaneous revenues (not otherwise classified). The final gross revenue payment was received on the day of the LAOAB meeting and isn't yet included in the totals. The decrease in fuel fees is reflected in fewer gallons pumped, but it still amounts to less than one percent of gallons pumped in the same period of CY24. The City is due to invoice a tenant for an annual \$70,000.00 payment that falls under the miscellaneous category. The updated User Fees (discussed in item IX below) will also generate increased revenue. In the Expenses section of the report, Contractual Services has decreased.

VII. Customs Facility Update

The Airport has been using a portion of P&G's hangar and ramp as a temporary Customs and Border Protection (CBP) facility. This agreement expires in May 2027. Lease Area 32/Hangar 28 may be a suitable location for a permanent CBP facility. The City is releasing a Request for Proposals (RFP) to identify a consultant to perform a site assessment. The contract will likely be executed by June.

VIII. Strategic Business Plan

The RFP for the Strategic Business Plan will be issued soon. The consultant will look at all revenues, expenses, land use, etc. Meetings will be conducted with Airport users, neighboring communities, and other stakeholders. The contract will likely be executed by June.

IX. Airport User Fee Changes

At its March 5, 2025 meeting, City Council approved an Ordinance that increased the Airport's Landing, Parking, Blimp Mooring, and Special Event fees. Lunken-based aircraft and government agencies are exempt from Landing fees. The new fee structure was calculated using information from comparable airports and fair market standards. Lunken is sometimes looked upon as a utility or break-even enterprise; however, the Airport must generate revenue to fund various projects, provide matching funds for grants, and day-to-day operating costs.

X. Land Development

Lease Area 58 is a new development site on Lunken that became available when Runway 3L/21R was decommissioned. This parcel is located off Airport Road between 4556 Airport Road (Executive Jet Management) and 4630 Airport Road (AeroTco T-Hangars). An RFP will be published, and a proposal will be chosen based on the value it brings to Lunken and the Cincinnati area as a whole.

XI. New Business

The Airport participated in an auction of snow equipment being sold by Cincinnati/Northern Kentucky International Airport. Lunken purchased two 2005 snow brooms to replace two older models in the Airport's fleet.

James inquired about the possibility of a full-length Taxiway B. The Airport recently submitted a grant request for a Drainage Study which is the next step to move forward with this potential project.

Mike and the Maintenance Staff were complimented on their performance during the recent flooding.

Submitted by Elaine Luchi
Lunken Airport Administration

Next meeting: Monday, June 9, 2025 4:00 p.m.- 5:00 p.m.