

**Lunken Airport Oversight Advisory Board Meeting Minutes
February 10, 2025**

Present: Anne Sesler, Neil Tilow, Jeff McClean, Todd Pease, Elissa Pogue, Pete Riddle, Robert Roark
Also: Bob Vickrey, Jaime Edrosa, Mike Brenner, Anthony Cadle, Dave Crockett, Chris McIntyre, Jane Sites, Tim Zeis, Elaine Luchi

I. Roll Call

II. Approval of Minutes

The Minutes of the December 9, 2024 meeting were approved as written. The Board discussed approving Minutes in advance of the next scheduled meeting so that they are posted in advance of the meeting. The Board agreed to get the minutes two weeks after the meeting but wait until the meeting to approve them prior to posting online. Minutes are available at <https://www.cincinnati-oh.gov/dote/lunken-airport/lunken-airport-boards/>

III. Hotel Development Update

The City and the developer are working on a timeline and financial details. The developer is committed to the project and is continuing to identify funding options including Federal historic tax credits. City staff meet weekly to discuss the project. Board members may relay to constituents that the Federal Aviation Administration (FAA) has accepted the developer's written plans, and the project continues to move forward.

IV. Operations Report

Total operations for 2024 were 122,131 which is a slight decrease from 2023. Operations in December 2024 and January 2025 increased when compared to those months of the previous years.

V. Financial Report

Revenues from rent have risen as leases are renewed. Other sources of income such as 1% Gross Income and Landing Fees have also increased, although Fuel Fees have decreased. Net Operating income for Fiscal Year 2025 through January 31, 2025 stands at \$445,534.38.

VI. Customs Facility Update

The City is actively working to identify a site for a permanent Customs and Border Protection (CBP) facility which includes office and ramp space. One possible location is Lease Area 32 which is now under a month-to-month lease with the corporate tenant. The lease may be terminated with 90 days' notice from the City after July 1, 2025. This lease also grants right-of-entry related to evaluation and planning of the permanent CBP facility. Jaime and Bob are creating a Scope of Work for a Request for Proposals (RFP) for the CBP site assessment.

Lease Area 32 may be able to accommodate CBP, Lunken Snow Removal Equipment, and Airport Administrative staff. CBP is agreeable to the Airport personnel and equipment occupying a portion of the Lease Area, but it will not permit private corporate flight operations at their location.

There is not currently a charge for clearing CBP at Lunken, although a fee may eventually be instituted if CBP requests reimbursement of its costs and/or if there is a need for a permanent officer. It has not been determined if based operators will be exempt from this charge.

VII. Strategic Business Plan

An RFP for the Strategic Business Plan (SBP) is planned to be released as soon as possible to have a firm selected by June. The SBP will detail all revenues and expenses and provide recommendations. As an Enterprise Fund that rarely receives General Fund money, Lunken must generate income to cover operating expenses as well as maintain a reserve for local matches for Federal and State grants and projects not eligible for grant funding. Various stakeholders will provide input in the preparation of the SBP.

VIII. Airport User Fee Changes

The Cincinnati Municipal Code Section 402-24, Lunken Use Fees, has not been updated since 1999. An ordinance has been prepared for City Council's approval that increases the Airport's Landing Fees, Special Event Fees, Parking Fees, and Mooring Fees. The adjustments simplify the calculation of the charges and are based on information gathered from comparable airports. Lunken-based aircraft, and aircraft weighing under 9,000 pounds, will be exempt from Landing Fees. The exemption does not apply to aircraft that arrive at the Airport for services provided by Lunken operators. The Ordinance has been referred to City Council's Budget and Finance Committee.

IX. New Business

An RFP is being written for Lease Area 58 between Executive Jet Management and the AeroTco T-Hangars. The RFP will be advertised on the City's website and a Tenant Bulletin will be sent. In addition, the Airport has an ongoing list of interested parties that will receive the RFP information.

The Airport has compiled a list of emergency contacts of all permit holders. This information will be supplied to the "Cincy Alert" program to quickly send updates in the event of an emergency affecting the Airport.

Because Vice-President J.D. Vance is a Cincinnati resident, Temporary Flight Restrictions (TFR) will be in effect occasionally. Cincinnati/Northern Kentucky International Airport (CVG) is better equipped to receive Air Force Two; however, there may be instances when the aircraft is at Lunken. There will still be flight restrictions when he is at CVG, but these will have less of an impact to Lunken operations.

Jeff thanked Airport Maintenance Staff for snow removal during the recent snow event. He reported that no P&G operations were affected by the poor weather conditions.

The Board will be added to the email list receiving Tenant Bulletins.

Lunken was opened as a "Field" in 1925 and dedicated as an "Airport" in 1930. The City is considering options for recognizing the 100th anniversary. It was noted that Embry Riddle is celebrating its 90th anniversary in 2025, and the aeronautical university may wish to collaborate with the City.

Anne and Neil recently met with Mayor Pureval to discuss Board appointments.

Submitted by Elaine Luchi
Lunken Airport Administration

Next meeting: Monday, April 14 4:00 p.m. - 5:00 p.m.