

**Lunken Airport Oversight Advisory Board Meeting Minutes  
December 9, 2024**

Present: Neil Tilow, Jeff McClean, Todd Pease, Elissa Pogue, Pete Riddle, Robert Roark  
Also: Bob Vickrey, Jaime Edrosa, Anthony Cadle, Mike Driller, Elaine Luchi

I. Roll Call

II. Approval of Minutes

The Minutes of the October 14, 2024 meeting were approved as written. Minutes are available at <https://www.cincinnati-oh.gov/dote/luken-airport/luken-airport-boards/>

III. Hotel Development Update

The development group resubmitted the plans to the Federal Aviation Administration (FAA) in October. The FAA gave approval with conditions including fine-tuning the boundaries of the lease areas. A list of terms was signed by the developer, but it has not yet been signed by the City Manager. There are more details to settle before a Lease Agreement will be prepared.

IV. Operations Report

Operations through November are 114,345. Total operations were down in November while Runway 3/21 was intermittently closed for the following improvements related to the closure of the former 3L/21R:

- Repainting of the centerline and edge lines
- Removal of the “R” and “L” designation from the pavement since the parallel runway no longer exists
- Replacement of signs to eliminate the “R” and “L” distinction
- The Airport took advantage of the closures to perform necessary crack sealing on both the runway and intersecting taxiway

The FAA paid 90% of the project costs, and the City contributed 10%. The City has applied for reimbursement from the Ohio Department of Transportation for 5%. The Airport paid for the crack sealing from available funds in its Capital Budget.

V. Financial Report

The Airport’s Net Operating Income for Fiscal Year 2025 is \$192,916.00. Expenses were higher due to one-time charges for Workers’ Compensation Insurance and General Fund Overhead. These expenditures were anticipated and were included in the Airport’s budget.

City Council recently approved a new Lease Agreement with 39<sup>th</sup> Parallel Leasing, LLC that increased the rent and allows for further adjustments at the beginning of each renewal period.

VI. Customs Facility Update

The temporary Customs and Border Protection (CBP) facility at Procter & Gamble has processed 184 flights since January 2024.

The City is negotiating a month-to-month lease with a corporate tenant whose facility satisfies the CBP requirements for a permanent facility (office space, ramp space, etc.). A Request for

Proposals, including a scope of work, is being prepared to select a contractor to perform a site assessment.

VII. Strategic Business Plan

The Strategic Business Plan will take into consideration current and future expenditures. It will likely include a 5- to 10-year forecast. A “Mission” and/or “Vision” Statement will be created, and stakeholder outreach, interviews, and feedback will be sought. The Board will have a role in the process.

VIII. New Business

Lunken’s Airport Layout Plan (ALP) is now fully executed and signed by the FAA. The ALP is available on Lunken’s page on the City’s website:

<https://www.cincinnati-oh.gov/dote/lunken-airport/master-plan/lunken-airport-layout-plan-2024>

Jaime attended a meeting of the East End Community Council at their invitation. He is available for any organizations that have questions or would like information regarding Lunken Airport. He encouraged the board to inform their constituents that the LAOAB is active and Board meetings are open to the public.

The Department of Transportation and Engineering will be giving a Lunken update presentation to City Council’s Budget and Finance Committee in late January. Board members may also address the Committee during the Public Comment period.

Submitted by Elaine Luchi  
Lunken Airport Administration

Next meeting: Monday, February 10, 4:00 p.m.- 5:00 p.m.