

**Lunken Airport Oversight Advisory Board Meeting Minutes**  
**August 12, 2024**

Present: Anne Sesler, Jeff McClean, Todd Pease, Elissa Pogue, Pete Riddle, Robert Roark, Neil Tilow  
Also: Bob Vickrey, Jaime Edrosa, Mike Brenner, Dave Crockett, Mike Driller, Chris McIntyre, Ursula Miller, Tim Sykes, Elaine Luchi

I. Roll Call

II. Approval of Minutes

The Minutes of the June 10, 2024 meeting were unanimously approved. Board members may request specific items be included in the minutes. Minutes are available at <https://www.cincinnati-oh.gov/dote/luken-airport/luken-airport-boards/>

III. Hotel Development Update

The Airport has not been advised of any further action on the project. Community and Economic Development did not have a representative at the meeting. Anne asked Jaime to request an update to be shared with the Board by e-mail. Jaime agreed and said he will try to get written updates prior to meetings.

IV. Operations Report

Operations increased in June 2024 over June 2023. July 2024 operations were down from July 2023, which may be attributed to the closure of Runway 3L/21R.

Runway 3L/21 R was closed on July 11. It no longer appears on official maps or charts. A lighted X was placed at each end and flagged barricades are positioned at all taxiway intersections and Runway 7/25. To date (two weeks after closure), the traffic count has decreased and minimal delays have occurred. All information will be evaluated after 30 days. Anne reported that she received feedback from the Cincinnati Chamber of Commerce opposing the closure citing delays and safety issues among other concerns.

V. Financial Report

Revenues are rising even though Expenses (mainly personnel) have increased. Overall Lunken's net operating income was up 22% in Fiscal Year 2024.

VI. Customs Facility Update

The City will select a consultant to perform a Feasibility Study regarding potential locations for a permanent Customs and Border Protection (CBP) facility. One possible site is under lease until January 2025 at which time the City may decide not to enter into a new lease. The location chosen must meet CBP's specifications, and the City would like the site to also have adequate space for Lunken's Administration Offices and snow removal equipment. The deadline for completion is May 2027.

VII. Landing Fee Request for Proposals (RFP) Status

The contract is nearing finalization, and a Bulletin will be sent informing tenants and operators of the resumption of Landing Fee collection. Lunken-based aircraft are exempt. A September 1 start date is planned. It is estimated that this will generate \$70,000.00 in the first 12 months.

VIII. Strategic Business Plan

The Strategic Business Plan will consider all operating revenues and expenses. A consultant's experience in airport business plans will be one of the primary factors in the selection process. An early draft of the City's FY 2025 budget included \$100,000.00 from the General Fund for this plan; however, it was not included in the final budget. Other revenue sources in the Airport's budget have been identified.

IX. Futures Commission Report

DOTe has not been given any direction regarding the recommendations in the Report. This item will not be included on the LAOAB agenda until there is an update.

X. Miscellaneous

Airports must have an FAA-approved Airport Layout Plan (ALP) to receive Federal grant money. An ALP shows both existing facilities and planned development for an airport. It is meant to be updated as situations change. Lunken's most recent ALP, which is in the approval process, calls for decreasing the length of Runway 7/25 by approximately 600 feet. This will eliminate a hotspot and allow the Airport to meet the FAA's current standards for intersections of runways and taxiways. Runway 7/25 is a crosswind runway that is used under certain wind conditions and when Runway 3/21 is unavailable. Dave Crockett, President of Onflight Inc., expressed concerns that the potential shortening will make the Runway 7/25 unusable for some jet traffic. Anne suggested that Jaime, Jeff, and Robert meet to further discuss the issue.

Jerry Kramer, Air Traffic Control Tower Manager, holds meetings at 9:00 am on the first Friday of every month. Pilots and other stakeholders are encouraged to attend.

XI. New Business

Tony Covatta is stepping down from his unexpired term as the Community Representative for Columbia Tusculum, East End, Hyde Park, Madisonville, and Oakley. Anyone who is interested or knows of someone who is interested in any of the vacant positions should contact Anne.

Submitted by Elaine Luchi  
Lunken Airport Administration

Next meeting: Monday, October 14, 2024, 4:00 p.m.- 5:00 p.m.