

Ashtabula County Airport Authority  
**REGULAR BOARD MEETING**  
 Thursday, July 11, 2024 08:15AM EST

Board Members Present

Dwight Bowden, President  
 Lance Bushweiler, Vice President  
 John Ambrose  
 Don Ballard  
 Eric Cornelius (T)  
 Barbara Ford (T)  
 Bill Koleno (T)  
 Kate Reedy (T)  
 Mark Stackhouse (T)  
 George Toth

Others Present

Jason Fairchild, Andrews & Pontius LLC  
 JP Ducro, Ashtabula County Commissioner (T)  
 Nicole Bryan, Michael Baker International  
 Bryce Kujat, Cleveland Soaring Society (T)  
 Kate Burke-Rosales, NEORA

\*(T) Teleconference Participant

The meeting was called to order at 8:15AM EST by President Bowden. At the request of the President, Secretary confirmed a quorum.

**MOTION** to approve the aeronautical use of the Northeast Ohio Regional Airport by the Cleveland Soaring Society (CSS) for the purpose of advancing the education of Ashtabula County students. Activities will include the launching and retrieval of CSS gliders on Runways 9-27 on mutually agreed dates/times. These activities will be governed by written safety procedures agreed to by Lance Bushweiler, ACAA Interim Airport Manager, and Bryce Kujat representing the Cleveland Soaring Society. The safety procedures are part of this approval and attached.

Additional Terms and Conditions:

- The CSS will provide the required staffing to conduct safe glider operations.
- Runways will remain open to all aeronautical traffic during operations.
- A copy of the ACAA Rules and Regulations will be provided to the CSS. Compliance by the CSS is required.
- The ACAA will be named as additional insured on Certificate(s) of Insurance.
- The CSS is responsible for compliance with Ohio law and/or regulations for the protection of minors under the supervision of an adult.
- Upon completion of the event, Runways, Runway Safety Areas, and Lighting System must be in the same condition as at the start of the event.

Moved by Dwight Bowden, seconded by John Ambrose; discussion: Don Ballard thanked Derek Maple for putting the planning map together. Atech will be hosting the classroom portion and staging a glider. Roll-call: Ambrose "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes" Toth "yes", motion carried.

**June Consent Agenda:**

4-A Meeting Minutes:  
 June 13, 2024 Regular Meeting

4-B	Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
	June	(gallons)	(gallons)	Jan-June	(gallons)	(gallons)
	2024	793.41	1,542.00	2024	3,032.46	18,762.00
	2023	240.93	1,510.00	2023	1,543.13	6,834.00
	2022	1,089.01	3,282.00	2022	915.77	1,867.12

4-C Bank Account Balances: \$487,889.72

4-D Cash Reconciliation Book Balance: \$483,689.75

4-E Profit & Loss Report:  
 Net Ordinary Income -\$14,326.49  
 Net Income -\$12,034.03

4-F Profit & Loss Budget vs. Actual Report YTD:  
 Net Ordinary Income -\$147,037.87  
 Net Income \$224,730.67

- 4-G Bond Payment: None
- 4-H Ashtabula County Appropriation: None
- 4-I Accounts Payable / Bills: \$58,019.49 (\$44,942.70 Michael Baker: FAA/ODOT)
- 4-J Aged Receivables:
 

30	60	90
\$2,079	\$0.00	\$0.00
- 4-K Gifts and Donations:
  - Dwight & Susan Bowden
  - \$750.00 Fidelity Charitable – Barnes & Wendling #260074
  - \$1,405.83 Fidelity Charitable –R.A. Wiedemann #20240531 Balance
  - \$45.00 Andrews & Pontius #91767 / UH Expenses
  
  - Stasny
  - \$20.00 FY24 5K race
- 4-L Obstructions: All tower owners are in the process of correcting issues.

NOTAM Summary						Rows: 50	Page: 1	<a href="#">Go f</a>
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
Obstruction	HZY OBST TOWER LGT (ASR 1043570) 413750.00N0804535.00W (9.4NM SSW HZY) 162...	06/006	06/06/2024 0305	07/05/2024 2359	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1220963) 413623.40N0803334.20W (12.0NM SSE HZY) 13...	04/012	04/29/2024 0035	07/27/2024 0400	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1218279) 415229.00N0804745.70W (7.3NM NW HZY) 877....	06/038	06/26/2024 0745	09/24/2024 0400	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413616.20N0804244.00W (10.5NM S HZY) 1380...	06/043	06/27/2024 2255	09/25/2024 0400	Active			

President Bowden requested Aged Receivables report be discussed and requested details on Accounts Receivables 30-days old. The Secretary/Treasurer reported the outstanding amount was past due payment form William Koleno. President Bowden shared that he will not seek charitable support of the Authority if the Bard is unwilling to collect monies due to it. This certainly applied to Trustee/Tenants. Commissioner Ducro concurred with this position. It was suggested to give lessees until the 15<sup>th</sup> of the month to remit hangar rent. If no payment is received by then, the Secretary/Treasurer should issue a notification letter, per the terms and conditions of the standard lease agreement. When the letter is sent, the lessee will have 10-days to remit payment. During the next regular meeting of the Board, lessee may be declared in default and eviction process begin via Board vote. The next step would be legal action with the court. The Secretary/Treasurer and Dave Pontius will draft a late payment form letter.

**MOTION** to approve the June Consent Agenda moved by Lance Bushweiler, seconded by George Toth; discussion: none. Roll-call: Ballard “yes”, Bushweiler “yes”, Bowden “yes”, Cornelius “yes”, Ford “yes”, Reedy “yes”, Stackhouse “yes” Toth “yes”, Ambrose “yes”, motion carried.

**MOTION** to approve the July 5, 2024, Special Meeting Minutes moved by Don Ballard, seconded by Lance Bushweiler, discussion: Consent agenda will not have a specific month attached to it moving forward; roll-call: Bowden “yes”, Cornelius “yes”, Ford “yes”, Reedy “yes”, Stackhouse “yes” Toth “yes”, Ambrose “yes”, Ballard “yes”, Bushweiler “yes”, motion carried.

**Safety & Equipment**

Deicing Truck training is in process. There has not been an opportunity to deice an aircraft this season.

M-B Company provided a report for the broom truck audit and repairs. A quotation for the repair of reported items to follow.

Trinity Door Systems is scheduled to repair the east Terminal door today.

Hudson Communication’s radio system repair is being scheduled as soon as parts are received.

**Committee Reports**

Hangar Leases – Bushweiler, Ford, Morrison, Toth:

**MOTION** accept a tenant’s Bill of Sale or legally accepted document of ownership if ownership is not yet updated in the FAA Registry for Aircraft Inquiry, moved by Dwight Bowden, seconded by Don Ballard; discussion: Both

new tenants have recently purchased aircraft. The FAA is slow to update ownership on the website. It is important for the Board to verify ownership. The FAA Reauthorization Bill should help address the delay in the future. Roll-call: Bushweiler "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes" Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", motion carried.

**MOTION** to approve hangar leases for new tenants Jim McVey in A-10 and Morgan McIntosh in E-6 moved by Lance Bushweiler, seconded by George Toth; discussion: none; roll-call: Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes" Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", motion carried.

Wildlife Committee – Bushweiler: Derek Maple completed annual USDA Wildlife training. Building M covered overhang has bird issues. It was determined that the best course of action is to insert chicken wire into the openings to prevent more birds nesting.

Marketing Working Group – Bushweiler: Direct Mailer has been finalized and is being sent to print.

Financial Oversight Working Group – Ambrose:

Andover Bank Corporate Resolution has been sent to Trustee emails for digital signature.

State audit is in process. The Auditor emailed fraud questionnaires to all Board members. These must be completed and returned.

Fraud Training is now required by the Auditor of State and due by 10/01/2024. Copies of the form were provided to the Board and an email was sent with a link to the 8-minute video. Certificate copies should be given to the Secretary/Treasurer for airport records.

July Board meeting notices have been posted inside the terminal, visible from the outside should the door be locked and at a minimum of 24-hours in advance of each meeting, whether it is a regular or special meeting.

Barbara Ford checked over the bank statements and reported no issues.

HR Working Group – Bushweiler, Toth: There was a Coast Guard search and rescue recently. Line Service Aaron Ashely was On-Call at that time and was able to handle their needs. The Commander of the coast Guard Air Station Detroit complimented the airport via email and in an article published in the Gazette.

Growth Partnership Trustee Report – Reedy: Best of County is scheduled for 09/17/2024 at Spire. The County is dealing with a lot of water and paving projects. Kate Reedy informed the Executive Committee about the GRIT Glider Program, which received positive feedback.

Aviation Education Initiative Working Group – Ambrose, Bowden, Bushweiler, Cornelius, Ford:

5K race was successful even with a lightning delay. The FAA post event report was submitted.

North Coast Flight School has hired an instructor and is waiting to start teaching out of HZY. President Bowden reported that the Ashtabula County Aviation Education Initiative (ACAEI) has been trademarked and is establishing a scholarship through the AOPA to provide ten scholarships for flight training. This may help see what the demand for flight training in the area is. Kate Reedy suggested looking into the GRIT program as well.

Fuel Working Group – Anderson, Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30. Fuel prices are under review.

Critical Care Transportation Hub – Ambrose, Bushweiler, Morrison, Stackhouse, Pontius – No updated provided.

Eric Cornelius exited the meeting at 8:58AM.

**Commissioner's Report** – Commissioner Ducro reported that there may be a plea deal in the works with Chicken Math Sanctuary. If not accepted, it will go to trial. Mid-year budget review is in process and meetings are anticipated to be scheduled in early August. Commissioner Ducro explained the board member vetting process; discussing the level of interest with a potential candidate, verifying no unpaid taxes, and doing their best to ensure a good fit. President Bowden invited all three commissioners to attend the airport's meetings and suggested a rotation of ACAA liaisons among the Board of Commissioners.

## **Inventory Report (07/10/20204)**

100LL Avgas: 3,963 gallons

Jet A w/Prist: Truck 2,214 gallons / Tank 8,295 gallons / Total of 10,509 gallons

Diesel: 170 gallons

Unleaded Gas: 86 gallons

## **Engineer/Consultant's Report**

### **Task Orders**

TO #16 ASOS Relocation: The consultant is working with ODOT to close out ODOT FY23 Grant No. 21-01-ASOS Phase 1.

TO #01 Fence Design: The FAA will be providing review comments for the 90% submission.

TO #03 Airfield Remarking: **MOTION** to approve quote #24-19135 in the amount of \$5,975.55 from Hi-Lite to remark Taxiway A East moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: The quote may fluctuate some between now and the time the work would be done. The cost of the project would come out of the airport's general fund. This portion of the taxiway was marked approximately a year ago by Koski during the rehabilitation project. Roll-call: Ford "yes", Reedy "no", Stackhouse "no", Toth "no", Ambrose "no", Ballard "no", Bowden "yes", Bushweiler "no", motion did not carry.

### **TO #04 2042 Grant Administration**

7460-1 for June 29<sup>th</sup> 5K: Secretary/Treasurer submitted the post event report to the FAA.

2024 OAA Conference: Title VI Checklist is complete and will be submitted to the FAA with eh FY25 Fence Construction Grant Application. The template for the checklist is available in SharePoint. It is anticipated that the FAA will roll the program out during the annual planning meeting.

Ohio Airport System Plan Update: The request for information for the survey was provided on 06/18/2024.

TO#05 Obstruction Analysis: The report is being finalized with Woolpert. A meeting will be scheduled in August for review with the Board. It was suggested that President Bowden may wish to meet with Phil Johko of the Michael Baker International Tampa office while in Florida to review the Woolpert LiDar data.

### **Grant Funding**

FAA Reports: **MOTION** to approve the President to sign the FY25 3<sup>rd</sup> Quarter Report for the Fence Design Grant to the FAA moved by Dwight Bowden, seconded by George Toth; discussion: The FY24 Carryover Letter was submitted to the FAA on 06/25/2024. Roll-call: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", motion carried.

## **Legal Counsel's Report**

Report has been uploaded to SharePoint and noted below:

UHHS: No update to report.

USDA: Funds previously being held in the IOLTA account to accompany an offer to compromise the USDA debt has been returned at the requests of the donors.

Incident Involving B. Koleno's Hangars: No updated to report.

Bylaws Working Group: Jason Fairchild and Dave Pontius participated in two phone conferences with the working group. After discussion, the proposed changes to the Bylaws were put on hold.

Legal Opinion: A legal opinion was authored regarding in impropriety of the method by which the President and Vice President were elected on 04/11/2024 and offered an opinion as to how the Board should proceed to correct the issue.

Miscellaneous: Reviewed numerous emails, correspondence, reports, and other documents; participated in numerous email exchanges and telephone conferences with Board Members; and monitored other matters as presented by the Board and/or Secretary/Treasurer.

## **President's Report**

President Bowden reported that there were two Interim Approvals sent to the Board for approval which were rescinded based on the advice of legal counsel. One was allowing the trademark of the ACAEI in the name of the Ashtabula County Airport Authority dba the Northeast Ohio Regional Airport, funded by a private donation. The second was for the approval of purchasing the marketing services of R.A. Wiedemann & Associates to drive 100LL sales for the D-Day Event, to be funded by a private donation. R.A. Wiedemann & Associates also created a page

on the airport's website that shows the various organizations the ACAA is a part of. Both projects were completed and funded as private gifts by Dwight and Susan Bowden.

The USDA offer of settlement was withdrawn.

The ODOT 5010 Inspection is being scheduled.

**Public Comments** – None to report.

**Old Business** – The D-Day event needs a safety plan completed and certificates of insurance collected from the National Warplane Museum, W & R Vets, and the Champaign Aviation Museum. A Memorandum of Understanding is also needed from W & R Vets.

George Toth exited the meeting at 9:10AM.

**Executive Session**

**MOTION** to move into Executive Session per O.R.C. Section 121.22 | Public meetings – exceptions:

To consider the promotion and compensation of a public employee at 9:16AM moved by Lance Bushweiler, seconded by John Ambrose; discussion: none; roll-call: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", Ford "yes", Reedy "yes", motion carried.

**MOTION** to move out of Executive Session at 9:48AM moved by Dwight Bowden, seconded by Lance Bushweiler.

**New Business**

**MOTION** to promote Derek Maple to Lead Line Service Technician, \$0.75 raise effective 7/15/2024, review to be conducted in 90 days or as determined by the H.R. Working Group, moved by Lance Bushweiler, seconded by John Ambrose, discussion: none; roll-call: Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", Ford "yes", Reedy "yes", Stackhouse "yes", motion carried.

Dwight Bowden reported that he ran for President to take the USDA matter to closure and to finish fence project. He would like to see a succession plan with qualified people at the table.

**Adjournment**

The next Regular Board Meeting is scheduled for Thursday, August 8, 2024, at 08:00AM EST. Meeting adjourned at 09:53AM, moved by Dwight Bowden, seconded by Don Ballard.



Kate Burke-Rosales  
Ashtabula County Airport Authority, Secretary/Treasurer

