

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, March 13, 2025 08:00AM EST

Board Members Present

Lance Bushweiler, Vice President
 John Ambrose (T)
 Don Ballard
 Barbara Ford (T)
 Kate Reedy
 Mark Stackhouse (T)
 George Toth (T)

Others Present

JP Ducro, Ashtabula County Commissioner
 Nicole Bryan, Michael Baker International
 Kevin Graf, Tenant (T)
 Dan Ellenberger, University Hospitals (T)
 Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

The meeting was called to order at 8:00AM EST by Vice President Bushweiler. At the request of the Vice President, the Secretary confirmed a quorum.

Consent Agenda

Meeting Minutes: February 13, 2025 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
February	(gallons)	(gallons)	Jan-Feb	(gallons)	(gallons)
2025	477.77	3,909.00	2025	566.97	6,931.00
2024	202.09	939.00	2024	230.56	2,730.00
2023	223.48	773.00	2023	410.43	1,849.00

Bank Account Balances: \$381,898.02

Cash Book Balance: \$363,618.49

Profit & Loss Report:

Net Ordinary Income -\$27,713.34
 Net Income \$44,101.42

Profit & Loss Budget vs. Actual Report YTD:

Net Ordinary Income -\$68,482.25
 Net Income \$40,466.78

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$14,162.91

Gifts and Donations: None

Obstructions: All tower owners are in the process of correcting issues.

NOTAM Summary						Rows: 50	Page: 1	Go Pa
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
Obstruction	HZY OBST TOWER LGT (ASR 1325274) 413727.03N0803838.96W (9.5NM SSE HZY) 130...	01/040	01/23/2025 1334	03/09/2025 1333	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1058984) 414955.00N0804515.40W (4.1NM NW HZY) 1202...	02/022	02/18/2025 1225	05/19/2025 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1210181) 414425.90N0804333.20W (2.6NM SSW HZY) 119...	03/002	03/03/2025 1338	06/01/2025 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1019588) 414320.00N0804525.00W (4.3NM SW HZY) 1279...	02/003	02/03/2025 1508	06/03/2025 1508	Active			

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Lance Bushweiler, seconded by Don Ballard; discussion: none; rollcall: Ambrose "yes", Ballard "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer reported no outstanding aged receivables and confirmed that monthly taxes have been filed. A request for the remaining county appropriations, totaling \$247,500, has been submitted. A payment of \$16,187.49 was received from Yuhasz Brothers for land management. Canter received the initial documentation requested for the GAAP conversion. Fully executed lease copies have been distributed to all tenants. A records request was

received and fulfilled, covering operational and capital budgets as well as fuel contracts. Additionally, a revised draft budget was submitted to the Vice President for review and preliminary discussion.

Safety & Equipment

Safety Training with various departments are still being scheduled.

Aircraft Accident Training for First Responders is available 4/16/25 and 5/14/2025. Information was forwarded to local emergency rescue departments.

Boom on the deicing truck received its annual certification through Norther Ohio Equipment Services.

Several wireless access points on the ramp broke over the winter and are scheduled to be replaced.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford:

MOTION to approve Bill Koleno's 2024 commercial lease for the year 2025, with modifications for the current 2025 rental rate increase and updated aircraft, moved by Don Ballard, seconded by John Ambrose; discussion: Commercial lease specifications will be updated when applicable. Rollcall: Ballard "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

MOTION to approve new tenant Derek Maple in hangar D-10, moved by Don Ballard, seconded by Kate Reedy; discussion: There was no employee discount given. Rollcall: Ford "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

Tenant Amr Fergany provided notice to vacate F-5 because of repairs expected to take some time, but he may return at a later date.

Wildlife Committee – Bushweiler: Seagulls have returned for the spring and a large population of turkey have been spotted.

Marketing – Bowden, Bushweiler: The airport is a sponsor at the OAA Annual Conference in May. The Vice President thanked Dwight Bowden for the sponsorship.

Financial Oversight Working Group – Ambrose: Kate Reedy requested to be part of the budget review.

HR Working Group – Bushweiler, Cornelius, Toth, Ford: Angel Baez had his 90-day review, and his probationary period has been extended thirty days.

Airport Operations Manager Resume Review – Bowden, Bushweiler, Cornelius, Ambrose, Ford: No action has taken place as the budget is under review.

Growth Partnership Trustee Report – Reedy: The Executive Committed held their Quarterly Meeting. Lake-To-River attended the meeting and clarified that Youngstown is not their primary focus, emphasizing that all four counties hold equal priority and that they advocate for the region as a whole.

Commissioner Ducro entered the meeting at 8:12AM via teleconference.

Greg Myers was recognized for his effective management of Ashtabula County's initiatives. Additionally, they discussed grants available for interior building improvements.

Commissioner's Report

Commissioner Ducro reported the successful submission of a state grant for the jail, marking the county's largest capital project in decades, with the local match already secured. Additionally, the Commissioners received three responses for the POWER grant, aimed at bringing broadband to over 1,200 addresses in the county's southern region. The Department of Environmental Services continues its efforts on the water line projects.

Committee Report's Continued:

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: John Ambrose inquired about the new Spire Director, who is a helicopter pilot, and suggested that Spire's diverse student body could make it a valuable gateway to flight training in the county. Don Ballard shared that the Cleveland Soaring Society, in partnership with Atech, will once again host Project Lift, a glider aviation camp, this summer. The three-week ground school runs from

June 9th to 26th and includes two glider rides and one EAA Young Eagle ride. The program is funded through GRIT, with a participation fee of \$1,700 for students who may not qualify for the grant.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30. The committee believes the airport's fuel is properly priced at this time.

HAA – Bushweiler, Morrison, Ambrose, Stackhouse, Pontius: The County Engineer's Department met with the working group to review the site plan and conducted a survey on-site yesterday, which will be completed today. Drawings will be made available as soon as possible. Additionally, the airport's Consulting Engineer provided CAD drawings featuring the future fence overlay. The working group has not heard back from UH or its representatives regarding the status of the lease which was forwarded to it after the February meeting.

Commissioner Ducro entered the meeting in-person at 8:28AM.

Inventory Report (03/09/2025)

100LL Avgas: 2,636 gallons

Jet A w/Prist: Truck 1,848 gallons / Tank 5,824 gallons / Total of 7,672 gallons

Diesel: 521 gallons

Unleaded Gas: 308 gallons

Engineer/Consultant's Report

Task Orders

TO #16 ASOS Relocation: The Consultant and Secretary/Treasurer met to review the financial statement for the project.

TO #01 Fence Design: The pre-bid meeting is scheduled for 2PM today and the bid-opening is scheduled for 03/26/25 at 2PM. A recommendation will be provided at the next Board meeting. Several contractors have shown interest in the project.

TO #03 Airfield Remarketing: Hi-Lite anticipates work to begin at the end of April or early May as temperatures need to be 50 degrees for proper adhesion.

TO #07 2025 Grant Administration:

HAA: CAD files were sent to the County Engineer, and the CAD Release was signed. The Consultant contacted FAA ADO Project Manager Evonne McBurrows regarding the UH lease and will forward Evonne's written response upon receipt for approval of the hangar's temporary non-aeronautical use.

ODOT FY26 Grants: Applications are due by May 1, 2025. ODOT grants are more structured than FAA grants and typically require a 21% local share to achieve a competitive score. While pavement projects usually score well, the airport's pavement is currently in good condition and does not qualify. The maximum funding threshold is \$500,000. To move forward, potential projects must score highly and have local match funding secured. The Board needs to determine its priorities before proceeding.

Grant Funding:

IJA Funding: BIL AIG is now called IJA (Infrastructure Investment and Jobs Act). The final grant application with bid is due to the FAA by 04/28/2025.

MOTION to approve Michael Baker Invoice #1241409 for TO#3 Airfield Remarketing, Billing No. 2, in the local share amount of \$955.12 and ODOT share of \$3,593.06, for a total due of \$4,548.18D, moved by Don Ballard, seconded by Kate Reedy; discussion: none; rollcall: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Ford "yes", Bushweiler "yes", motion carried.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: Legal Counsel is awaiting further direction as how to next proceed following the Board's approval to send the lease to the UH legal department at the 02/13/2025 meeting. He has not been contacted by UH legal with comments or revisions to the lease.

Bylaws Working Group: No meeting was held, and therefore no update.

Land Management Agreement: The extension to the Land Management Agreement with Yuhasz Brothers LLC for the period beginning 01/01/2025 and ending 12/31/2025 was signed and executed.

Miscellaneous: A draft lease for Bill Koleno was prepared and placed on hold. 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.

Vice President's Report

Lance Bushweiler reported that he and several Board members visited Cuyahoga County Airport to observe their deicing process, which involves using both deicing fluid and granular applications. They also toured the airport's storage units, making for an informative visit. Additionally, Concord Equipment inspected the airport's equipment and is preparing proposals for potential modifications. It was noted that potassium acetate is neutral to aluminum but can be harsh on steel. Don Ballard raised concerns about the potential corrosive effects of these applications on aircraft, suggesting the Board might need to consider plane washing options for aircraft on the field. In other updates, the fuel truck's brakes were repaired for the first time, with funding provided through a Cleveland Foundation grant. Electrical schematics for the truck were also located, which will assist in troubleshooting other issues.

Public Comments

Barbara Ford reported that she reviewed the credit card statement and found no issues of concern. Kevin Graf attended the meeting to observe the proceedings and learn more about airport activities. Commissioner Ducro exited the room and called Dan Ellenberger about the status of the lease. Commissioner Ducro reported that Mr. Ellenberger stated that it was being reviewed by UHHS's legal department, that there were no substantial issues, and that it should be returned within the next several days. He also mentioned that UH aims to have a helicopter on-site by June, rather than in the fall.

Old Business

ARC research project "Preparing Appalachia for Sustainable Electric Aviation" provided a status update. A link to the recorded video is available on SharePoint.

New Business

MOTION to approve a lease addendum for F-Row tenants for \$20 per month electrical utility fee, with the exception of Dwight Bowden in hangar F-6 at \$100 per month, for a period of 6-months, to be reviewed at that time, moved by Don Ballard, seconded by Kate Reedy; discussion: There are four hangars available for rent in F-Row, two of which are currently leased. All the hangars have the same electrical capacity. Dwight Bowden, who operates a water heater, has offered to pay \$100 per month for his electrical usage. An invoice for the F-Row Hangars electrical usage has not been received yet, as the electrical conversion was just completed. Rollcall: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Ford "yes", Reedy "yes", Bushweiler "yes", motion carried.

OAA Annual Conference is scheduled for May 6-8th. There is an opportunity to schedule individual meetings with the FAA ADO. Board members should let the Secretary/Treasurer know if they plan on attending the conference.

MOTION to terminate the Aris contract and remove the portable restroom, moved by Don Ballard, seconded by Kate Reedy; discussion: Don Ballard inquired about the history of how the portable restroom was acquired. Lance Bushweiler explained that the decision was made as the pandemic began, with the goal of reducing the number of people entering the terminal. The restroom was also requested by several tenants at the time. A discussion followed regarding whether it is still needed given that the pandemic is over, it appears to be infrequently used, and the funds could be allocated elsewhere. Tenant Kevin Graf commented that he has never used it. Rollcall: Toth "yes", Ambrose "yes", Ballard "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Adjournment

The next Regular & Annual Meeting is scheduled for 04/10/2025 at 8:00AM EST. Meeting adjourned at 09:03AM, moved by Lance Bushweiler, seconded by Don Ballard.


Kate Burke-Rosales

Ashtabula County Airport Authority, Secretary/Treasurer