

Ashtabula County Airport Authority
REGULAR BOARD MEETING
Thursday, October 9, 2025, at 08:00AM EST

Board Members Present

Lance Bushweiler, President (T)
John Ambrose
Dwight Bowden
Bill Koleno
John Morrison (T)
Kate Reedy (T)
Mark Stackhouse
George Toth (T)

*(T) Teleconference Participant

Others Present

Dave Pontius, Andrews & Pontius
Nicole Bryan, Michael Baker International
Paul Strack, RS&H (T)
JP Ducro, Ashtabula County Commissioner
Derek Maple, NEORA (T)
Christine Zalar, Fitch & Associates (T)
Dan Ellenberger, University Hospitals
Jon McKenzie, Tenant
Sujit Pal, Public Access
Kristi Pal, Public Access
Najani Palomino, CFII/Public
Garrett Demshar, Public (T)
Kate Burke-Rosales, NEORA

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

Consent Agenda

Meeting Minutes: September 11, 2025 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
September	(gallons)	(gallons)	Jan - Sep	(gallons)	(gallons)
2025	1,221.95	8,867.00	2025	9,497.09	39,574.00
2024	814.42	4,315.00	2024	6,583.34	30,790.00
2023	468.82	1,297.00	2023	4,569.07	15,594.00

Bank Account Balances \$469,730.61
Cash Book Balance \$426,744.06

Profit & Loss Report
Net Ordinary Income -\$53,986.77
Net Income -\$62,777.72

Profit & Loss Budget vs. Actual Report YTD
Net Ordinary Income -\$182,638.35
Net Income \$78,025.79

Bond Payment: None
Ashtabula County Appropriation: None
Accounts Payable / Bills: \$413.63

Gifts and Donations:
\$420.12 Dwight & Susan Bowden Fidelity Charitable: Lowe's - Air Conditioner
\$700.00 Dwight & Susan Bowden Severe's Towing Recovery: International Truck to Concord Road
Equipment

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

NOTAM Summary						Rows: 50	Page: 1	Go Page 1 of 1
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
Obstruction	HZY OBST TOWER LGT (ASR 1259383) 414554 40N0803433.50W (5.4NM E HZY) 1251...	08/022	08/21/2025 0037	10/05/2025 0037	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1294091) 414853.70N0804456.00W (3.2NM NW HZY) 1102...	09/024	09/25/2025 1650	11/09/2025 1648	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1211492) 414319.70N0804213.40W (3.4NM S HZY) 1276...	08/011	08/12/2025 1132	11/10/2025 0400	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413616 20N0804244.00W (10.5NM S HZY) 1380...	08/023	08/22/2025 1610	11/20/2025 0400	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1263610) 413206 70N0804156.40W (14.7NM S HZY) 1411...	09/021	09/17/2025 0130	01/15/2026 0130	Active			

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Dwight Bowden, seconded by John Ambrose; discussion: None; roll call: Ambrose "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer reported all financial filings are current, with no outstanding receivables. Audit is pending the exit interview. A cyber insurance quote is forthcoming, with a draft policy available on SharePoint. The forced USDA payment was processed on 10/01/2025, and work is underway on the FY26 budget for next week's hearing. Health insurance renewal is expected by the end of October. Positive Pay has been implemented to strengthen internal controls and prevent fraud. An incident report was filed on 09/23/2025 that involved a runaway minor.

Safety & Equipment

Maintenance and safety updates included repairing the broom truck's steering pump in-house, completing 75% of hangar door inspections, and planning to replace Hangar G's deteriorated weather seal once the lift is available. Fire extinguisher inspections were completed on 10/07/2025, with six units requiring hydrotesting. The Illuminating Company will raise the power line between Hangars A & G. EPA facility and stormwater inspections are complete. New fuel filters, security lights, and vehicle light bars are being ordered to improve visibility and safety. Wildlife management included removal of groundhogs and reduction of hazardous killdeer populations, with thirty registered hunters active during bow season (Sept. 27–Feb. 1).

Commissioner's Report

Commissioner Ducro reported that the county is transitioning to a new health insurance provider due to a 17.9% renewal increase under the current contract. The new plan will maintain similar benefits, with added features such as a Nurse Navigator Program to help employees make informed healthcare decisions. Some transition challenges are expected, but the change aims to improve service and control costs long-term. On infrastructure and development, the county continues pursuing the Route 193/I-90 water source project, though recent congressional funding requests were unsuccessful. Efforts will continue to seek additional funding for water, sewer, and broadband projects. The Ohio Broadband Office has recommended funding for 2,400 underserved locations, about 23% using Starlink, which has raised concerns over long-term reliability compared to fiber. The county jail project is progressing toward bid readiness in early 2026, though more funding will be needed due to high projected costs. Early FY26 budget hearings show expenditures exceeding revenues by about \$3.5 million, prompting adjustments. The Building Department has assumed responsibility for plumbing inspections from the Health Department, digitizing records and hiring two new inspectors, marking full in-house staffing for the first time in years. This change is expected to improve efficiency and support economic development. Commissioners also discussed the potential statewide ballot initiative to eliminate property taxes, which could significantly impact local entities, including schools and public services. While reforms to stabilize property tax spikes are being explored, the board has not taken action on proposals like doubling homestead and owner-occupied exemptions, preferring to consult with school districts first.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford: An upcoming hangar inspection will be conducted jointly with the fire department and will include checks for non-aeronautical items or other undisclosed uses not previously reported to the Board. A representative from Public Access proposed establishing an electric aircraft flight school at the airport, supported by solar and battery storage facilities to reduce energy demand and costs. The project would include research and impact assessment, with potential grant funding available. The board reported that it is pursuing 480V three-phase power upgrades to support future Beta Technologies electric aircraft chargers, with possible funding through ODOT discretionary or state capital budget programs. The airport has a state nexus through participation in the Ohio University-led Appalachian Advanced Air Mobility (AAM) initiative, which strengthens eligibility for state capital funding. The board expressed openness to exploring solar power options if compliant with FAA regulations and supported by feasibility studies. The discussion included questions about electric flight training practicality, cost savings and infrastructure given local climate conditions. The board agreed to continue dialogue as related funding and feasibility details develop into early 2026.

Wildlife Committee – Bushweiler: Previously reported under Safety & Equipment.

Marketing – Bowden, Bushweiler: None to report.

HR Working Group – Bushweiler, Ambrose, Toth: None to report.

Growth Partnership Trustee Report – Reedy: The recent Best of the County event was smaller but smoother to manage, with good attendance and participation from the airport. Commissioner Ducro reported on the recent in-person meeting held at A-Tech, where members toured the newly expanded and fully occupied facility supporting strong workforce growth. It was noted that six active company expansion projects and five potential data center

projects under review in the county. Growth Partnership's new website is about 95% complete, though progress has been slowed by issues with the low-cost developer.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Four remaining scholarships have rolled over to the 2026 cycle and were posted on the AOPA Foundation website on 10/06/2025, marking the start of the new application period.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30: Fuel pricing was reviewed and is current.

OAA Representative – Bowden: The OAA golf outing was held 09/26/2025 and will hold its next board meeting on 10/30/2025 in Cambridge, with a Legislative Day scheduled for 12/03/2025. Mr. Bowden attended the Great Lakes AAAE Airports Conference in Chicago, where updates were shared on FAA organizational changes, specifically the agency's division between Air Traffic Control and Airports and the absence of a newly appointed Airports Manager. Shifts within the FAA are underway, particularly in DEI, environmental, and forecasting areas. AAAE Headquarters summary from the conference is available on SharePoint.

Inventory Report (10/06/2025)

100LL Avgas: 1,928 gallons

Jet A w/Prist: Truck 1,530 gallons / Tank 4,149 gallons / Total of 5,679 gallons

Diesel: 630 gallons

Unleaded Gas: 390 gallons

Engineer/Consultant's Report

MOTION to approve RS&H invoices #10180060000-2 for \$9,526.15, #10180060000-3 for \$4,316.13, and #10180060000-4 for \$2,605.32, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: The invoices will be BIL funded with 5% local match. Rollcall: Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

Michael Baker International Nicole Bryan's monthly report is available on SharePoint and noted below.

Task Orders

TO#1 Fence Design: No new updates on the fence design; Exhibit A remains under FAA review and is confirmed to be in the queue. An update on its completion timeline is expected at the upcoming planning meeting.

TO #07 2025 Grant Administration:

- HAA: All required FAA submissions have been completed and are under review.
- First Energy: The FirstEnergy design and billing proposal has been reviewed, with follow-up questions submitted. The team is awaiting supplemental funding guidance on October 22 to finalize cost estimates and transformer sizing, which will also account for the planned 480V connection and potential low-lead fuel farm integration. All preparations are complete pending that information.
- FAA Planning Meeting: The draft ACIP has been updated to reflect two fully funded grants, and board feedback is requested before next week's FAA planning meeting. Current focus is on the fence construction project, followed by apron and Taxiway A4 design. With entitlements fully used, new projects will resume once the next \$150,000 allocation is received next year. Updated documents are available on SharePoint for review.
- ODOT FY26 Funding: **MOTION** to authorize President Bushweiler to sign the updated User Access Request form for BlackCat, moved by Bill Koleno, seconded by John Ambrose; discussion: Grant processing documents are on SharePoint. Updates are being made to the ODOT Black Cat system to add current Michael Baker staff and remove former employees. President Bushweiler will sign the updated access form digitally. Rollcall: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", Bushweiler "yes", motion carried.

TO #05 Obstacle Analysis: A follow-up meeting will be scheduled to review the obstruction analysis report and discuss potential removal projects. Materials will be placed on a thumb drive for review, and any revisions will require board approval.

TO #6 Fence CA: **MOTION** to authorize President Bushweiler to sign the administrative notice to proceed for contractor G.B. Hastie, moved by George Toth, seconded by John Ambrose; discussion: Grant funding for the fence construction project has been secured, and TO #6 is now fully executed. The agreement with contractor and the administrative notice to proceed are on SharePoint for signature. The contractor will begin with tree removal before March 31 per ODNR bat regulations. A pre-construction meeting will be scheduled once shop

drawings and schedules are received. Rollcall: Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", Koleno "yes", Bushweiler "yes", motion carried.

Grant Funding:

- FAA FY25 Fence CA #024-2025: The grant has been executed.
- FAA Reports: The Q4FY25 quarterly reports are due 10/31/2025 for the Fence CA and Deicing projects.
- ODOT FY26 Match:
 - **RESOLUTION 2025-73** whereas, the Northeast Ohio Regional Airport is in need of improvements and those improvements will be accomplished through the Install Wildlife Fence - Construction (Phase 2 of 2) project. The Ohio Department of Transportation, Office of Aviation, is accepting applications for FY 2026 Match Grants offered through the Ohio Airport Match Grant Program, and whereas, the Authority desires to submit an application for funding and execute the grant contract and any related documents for the FY 2026 Ohio Airport Match Grant Program, now therefore, be it resolved, that an application be submitted to the Ohio Department of Transportation in the amount of one hundred seven thousand and nine hundred forty-two dollars (\$107,942.00) for the Install Wildlife Fence - Construction (Phase 2 of 2) project and once a Grant offer is received from the Ohio Department of Transportation, this Board authorizes the President of the Ashtabula County Airport Authority to execute the Grant contract and all related documents and to manage the grant as necessary inclusive of submission of applications for payment associated with the Grant as required by the Ohio Department of Transportation, moved by Lance Bushweiler, seconded by Dwight Bowden, discussion: These resolutions authorize the Board to submit the application and execute the match grant once it becomes available. Rollcall: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.
 - **RESOLUTION 2025-74** whereas, the Northeast Ohio Regional Airport is in need of improvements and those improvements will be accomplished through the Acquire Aircraft Deicing Truck project. The Ohio Department of Transportation, Office of Aviation, is accepting applications for FY 2026 Match Grants offered through the Ohio Airport Match Grant Program, and whereas, the Authority desires to submit an application for funding and execute the grant contract and any related documents for the FY 2026 Ohio Airport Match Grant Program, now therefore, be it resolved, that an application be submitted to the Ohio Department of Transportation in the amount of fourteen thousand and one hundred twenty-six dollars (\$14,126.00) for the Acquire Aircraft Deicing Truck project and once a Grant offer is received from the Ohio Department of Transportation, this Board authorizes the President of the Ashtabula County Airport Authority to execute the Grant contract and all related documents and to manage the grant as necessary inclusive of submission of applications for payment associated with the Grant as required by the Ohio Department of Transportation, moved by Lance Bushweiler, seconded by Don Ballard, discussion: none. Rollcall: Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Bushweiler "yes", motion carried.
 - **MOTION** to authorize President Bushweiler to sign the revised match grant applications when available, moved by Dwight Bowden, seconded by John Ambrose, discussion: ODOT made slight revisions to the application, requiring the documents to be completely redone. Rollcall: Toth "yes", Ambrose "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.
- ODOT FY26 Supplemental: ODOT's guidance on supplemental grant funding has been delayed as the agency finalizes its scoring criteria, expected after 10/22/2025. Once released, projects will be aligned with the new funding priorities. A procurement question was raised regarding the use of the Ohio DAS cooperative purchasing program, specifically whether the board can utilize the Collins Equipment state contract for the underground tank project to bypass formal bidding.

MOTION for President Bushweiler to sign the notice to proceed, notice of award, and the grant execution for the deicing truck acquisition, moved by John Ambrose, seconded by Mark Stackhouse; discussion: The contractor is ready to begin work once the signed contract is returned. After that, a final notice to proceed will be issued to start equipment production. A kickoff meeting will be scheduled so the contractor can present optional equipment features for the committee's consideration. Rollcall: Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: The final lease document was signed by all parties.

USDA Loan Obligation: A detailed timeline of the status of the loan was submitted to USDA Secretary Rollins, US Senators Husted and Moreno, and Congressman Joyce, requesting a meeting to discuss the matter. Members of the airport board and staff met with legal counsel and Lake-To-River Economic Development representatives Jason Neal and Michael McGiffen who pledged to assist the ACAA in moving the ball forward in an attempt to resolve the USDA issue.

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

Miscellaneous: Two FAA grant documents were executed. 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

Updates were discussed regarding the UH project. The lease agreement that has been fully executed and coordination is underway to prepare the site for the medevac housing unit and operations setup. Recent work focused on determining permitting authority, contractor responsibilities, and utility connections for the temporary housing unit to ensure proper installation and site conditions. UH has paid the first two months' rent and expects Pharmacy Board licensing for the hangar on 10/15/2025, verifying secure storage for medications and oxygen. Fiber installation and phone service setup are in progress, with an ambulance expected within weeks and an aircraft targeted for arrival in December. Pilots are hired and undergoing training, with some relocating to Ashtabula County. A press release is planned once the helicopter arrives to highlight the life-saving benefits of the new base. Coordination continues on utility tie-ins, which will be locally inspected (electrical, water, sewer) through the county due to the temporary nature of the unit. Contractors are licensed for their respective scopes, and a kickoff meeting will be held with all parties to ensure timely installation and coordination.

A camera system proposal with Security Technologies remains on hold until the new fence installation expands coverage. The draft budget will be reviewed with the commissioners next week, to include an additional line service employee required to support increased activity with UH operations. The upcoming FAA ADO Detroit visit for the annual planning meeting will likely be handled remotely, as key participants are unable to attend in person.

Old Business

Dwight Bowden reported that at the Chicago AAAE meeting, it was noted that AAAE and AOPA disagree on using ADSB data for landing fees. AAAE supports it as a modernized "aviation E-ZPass" approach, while AOPA opposes it. Regarding the USDA loan resolution, efforts continue along two tracks: securing a meeting in Washington, D.C. through federal contacts and seeking grant support via JobsOhio and the Lake-to-River District. Representatives from JobsOhio (Jason Neal and Michael McGiffen) visited the airport on 09/29/2025 to discuss strategy and offered to personally accompany ACAA representatives to D.C. to advocate for relief. A proposed \$300,000 airport contribution would serve as local match funding toward the \$684,000 USDA balance, with JobsOhio potentially advocating for the remaining portion through the federal budget process. It was also clarified that U.S. senators are unlikely to engage, and advocacy will proceed primarily through Congressman Dave Joyce's office. Dwight Bowden shared a call from Richard Morrison requesting broader participation of charitable support of the ACAA. Bowden agreed with his position. If the Offer of Settlement is accepted by the USDA, Bowden will be asking the ACAA Board members and others to donate to the \$300,000 settlement.

Public Comments - None to report.

Executive Session

MOTION to move into Executive Session at 9:26AM, per O.R.C. Section 121.22 (G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action, moved by Lance Bushweiler, seconded by Dwight Bowden; discussion: none. Rollcall: Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

The Board moved out of Executive Session at 9:49AM.

New Business

MOTION to reject the commercial lease application from Mark Makee and to authorize President Bushweiler to send a notice to immediately discontinue operations as Blue Skies Flying Club until compliance is approved, moved by Dwight Bowden, seconded by John Ambrose; discussion: The notification that will be sent to Mr. Makee noted that the board reviewed the Blue Skies Flying Club's application and insurance materials and found them noncompliant with FAA standards (Order 5190.6B, Section 10.6). As a result, the club must cease operations immediately at HZY. The organization may reapply once fully compliant or submit a new lease application if operating under a different

model, such as a flight school no later than 12/31/2025 Rollcall: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", Bushweiler "yes", motion carried. The Secretary/Treasurer reported that she supplied Barbara Ford with the current credit card statements and that Ms. Ford asked her to comment in the meeting that everything was in order.

Adjournment

The next Regular Meeting is scheduled for 11/13/2025 at 8:00AM EST. Meeting adjourned at 09:54AM, moved by Lance Bushweiler, seconded by Dwight Bowden.



Kate Burke-Rosales

Ashtabula County Airport Authority, Secretary/Treasurer