

**Ashtabula County Airport Authority
EMERGENCY BOARD MEETING**
Tuesday, November 04, 2025 at 03:15PM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius
Doug Powell, Tenant (T)
Derek Maple, NEORA (T)
Christine Zalar, Fitch & Associates (T)
Kate Burke-Rosales, NEORA
Dan Ellenberger, University Hospitals
Warren Dillaway, Star Beacon
Kevin Graf, Tenant (T)
Lance Wannamaker, Michael Baker Int (T)
Najani Palomino, CFII (T)

***(T) Teleconference Participant**

The emergency meeting was called to order by President Bushweiler at 3:15PM EST for the purpose of discussing UH lease status and necessary facility improvements. At the President's request, the Secretary confirmed that a quorum was present. President Bushweiler remarked that these items were important to come together as a Board to discuss.

MOTION to move to Executive Session at 3:17PM 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 subject of pending or imminent court action, moved by John Ambrose, seconded by George Toth; discussion: none; roll-call: Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

Kate Reedy entered the meeting via teleconference at 3:18PM.

Lance Wannamaker entered the meeting via teleconference at 3:38PM.

The Board returned to open session at 4:06PM with no action taken during Executive Session.

President Bushweiler reported that the Board received an update on the FAA Form 7460 approval, which is required before construction can begin on the crew housing pad needed for the University Hospitals (UH) air ambulance operations. Contractors are ready to begin work on the pad installation, but construction cannot legally start until the FAA Form 7460 Pre-construction Application is approved. The initial form was submitted July 2, 2025, by ACAA Engineering Consultant, Nicole Bryan of Michael Baker International immediately after the receipt of mixed-use approval. The form contained an error in the height of the crew quarters unit. A new 7460 must be submitted, however, that cannot be done at the present time due to the government shutdown. The FAA Detroit Airports District Office indications are that 7460 reviews typically take 45–120 days. The FAA will have a widespread backlog of 7460's to review when the government opens and processing of the second 7460 application could take longer than anticipated. UH representatives emphasized urgency as the primary aircraft is undergoing a retrofit and a backup helicopter is being relocated to the airport. Pilots have already moved to Ashtabula County and operations are expected to begin around December 1. Crew quarters must meet regulatory and contractual requirements, including rest facilities and showers, and female and male pilots/mechanics cannot co-mingle sleeping areas. UH also noted it is already incurring monthly costs for the housing unit despite being unable to place it. Because construction cannot proceed without FAA approval of the new 7460 which cannot now be submitted with the government closure, the group discussed contingency options for temporary crew rest facilities. Ideas included utilizing space in other hangars, evaluating whether the terminal could be adapted, or using large RV units if they remain on airport property. All options must meet FAA operational rules, union contract requirements, and safety standards. UH expressed willingness to explore alternatives but cautioned that any solutions must still meet compliance obligations and stressed the need to avoid unsafe scenarios, especially after a recent air-miss incident in Cleveland. The Board and UH agreed to begin evaluating all possibilities immediately. The Board also acknowledged that considerations around possible rent adjustments may be appropriate since UH is already paying for housing it cannot yet use. The Board reaffirmed its intent to support all necessary reasonable steps to keep the project moving forward in a safe and compliant manner.

MOTION to accept the offer from Broadstreet Electric for the in-kind exchange of the used 480-3 phase generator for a new 26kw 120/240volt generator, moved by Don Ballard, seconded by John Morrison; discussion: The housing units and hangar power only require 120/240 volts single phase. To get First Energy to rework their engineering and add transformers for 480 volts would delay the project for several months. Roll-call: Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

MOTION to train the PHI pilots to use airport equipment to fuel their helicopter, moved by Bill Koleno, seconded by Dwight Bowden, discussion: The Board discussed how to ensure 24/7 fueling for the air ambulance operations. PHI cannot rely on on-call fueling due to frequent back-to-back emergency flights and requires constant access to quality fuel. At many airports, PHI pilots are trained to use airport fueling equipment, so the short-term proposal is to train PHI crew to fuel using the airport's truck until a long-term staffing or fueling plan is in place. A longer-term option is for PHI to bring in a 1,000–1,500 gallon portable tank, though this is more expensive and slower to obtain. The Board discussed training needs, insurance considerations, and certification processes, noting these details can be worked out. Roll-call: Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

Public Comments

Najani Palomino reported that all recipients of the AOPA Ashtabula County Flight Training Scholarship have soloed.

Adjournment

The next Regular Meeting is scheduled for 11/13/2025 at 8:00AM EST. Meeting adjourned at 4:38PM, moved by John Ambrose, seconded by George Toth.


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