

Ashtabula County Airport Authority
SPECIAL BOARD MEETING
Wednesday, December 31, 2025, at 09:30AM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius
Derek Maple, NEORA (T)
Christine Zalar, Fitch & Associates (T)
Jon McKenzie, Tenant
Kate Burke-Rosales, NEORA
Doug Powell, Tenant (T)

*(T) Teleconference Participant

The special meeting was called to order by President Bushweiler at 9:30AM EST for the purpose of discussing the FY26 budget and other business that might properly come before the Board. At the President's request, the Secretary confirmed that a quorum was present.

FY2026 Budget

The Board discussed the proposed FY 2026 budget, noting it had been delayed from the prior meeting to address two outstanding issues. First, discussions with PHI's fuel vendor (XFINITY Air Group) regarding fuel pricing and flowage expectations were completed on December 18. While final pricing is not yet set, management is comfortable that the assumptions included in the FY 2026 budget are reasonable based on those discussions. Second, the Board discussed whether a potential contingent liability related to the UH housing unit lease, specifically the early termination fee of up to \$155,400 during the first 12 months. As UH has not furnished the written statement requested by motion of the board stating UH does not deem the Authority in default for failing to obtain the FAA Form 7460 Pre-construction approval permit, a potential contingent liability may exist and may need to be disclosed in the budget or financial statements. It was agreed that best practice is to seek guidance from the State Auditor on whether and how this contingent liability should be noted (e.g., as a footnote), rather than adding it as a budget line item. President Bushweiler reported that an update was also provided that the FAA Form 7460 is now actively under review in the FAA system, indicating progress. The Board reviewed staffing and wage assumptions, confirming previously approved 3% wage increases, salaried employee status with time tracking, and budgeted positions.

MOTION to approve FY26 budget and to request guidance from the Auditor of State regarding potential contingency liability with the UH, moved by John Ambrose, seconded by John Morrison; discussion: none; roll-call: Ambrose "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Public Comments

Tenant Jon McKenzie expressed concern about hunting activity on airport property, noting discomfort with reports of gunfire and uncertainty about how hunting is managed alongside active flight operations. He sought clarification on who is permitted to hunt, what procedures are in place, and how safety for pilots and tenants is ensured. President Bushweiler explained that wildlife management, including deer control, has historically been used to address runway safety concerns, and that efforts are made to restrict hunting away from runway areas. It was also noted that some surrounding properties are outside the airport's control. The Board acknowledged the concerns and stated that hunting practices at the airport are being reevaluated. Staff reported that the Ohio Department of Natural Resources has been notified and is increasing its oversight. Per a previous motion, hunting for the 2026 season is currently banned on airport property.

Adjournment

The next Regular Meeting is scheduled for 01/08/2026 at 8:00AM EST. Meeting adjourned at 09:56PM, moved by John Ambrose, seconded by Bill Koleno.


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

