

Ashtabula County Airport Authority
SPECIAL BOARD MEETING
 Thursday, January 22, 2026, at 08:00AM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius
 Nicole Bryan, Michael Bake Int'l
 Christine Zalar, Fitch & Associates (T)
 Dan Ellenberger, UH
 Jeff Richmond, Tri-Quest Management
 Derek Maple, NEORA (T)
 Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

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

Airport neighbor Jeff Richmond was invited to speak at the beginning of the meeting. He thanked the Board for recent actions addressing hunting concerns, noting improved conditions reported by neighboring landowners. He outlined ongoing efforts to collect data on the number of hunters and deer taken to help establish a baseline for future planning.

Don Ballard entered the meeting at 8:03AM.

Mr. Richmond also described coordination with Farmers and Hunters Feeding the Hungry program to expand local processing options, enabling donated venison to be distributed through county food banks and charities. A program pamphlet was provided to the Board. He suggested designating representatives from each property to help coordinate hunter access and management moving forward. Board members discussed continuing collaboration, gathering survey data from hunters, and using the information to guide next steps.

Consent Agenda

Meeting Minutes:

- November 04, 2025 Emergency Meeting
- December 11, 2025 Regular Meeting

FUEL SALES	100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
DEC				
2025	141	16%	5,441	40%
2024	217	10%	4,548	22%
2023	123	15%	3,607	30%

	100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
JAN - DEC				
2025	10,823	14%	53,050	33%
2024	8,086	12%	45,807	28%
2023	5,479	20%	25,018	33%

Bank Account Balance: \$338,220.61

Cash Book Balance: \$337,312.64

Profit & Loss Report:

- Net Ordinary Income -\$10,157.07
- Net Income -\$11,732.14

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -\$234,690.34
- Net Income \$95,886.30

Bond Payment: None

Ashtabula County Appropriation: \$82,500.00

Accounts Payable / Bills: \$0.00

Gifts and Donations:

\$537.32 Fidelity Charitable: OAA Legislative Day- Travel Expense for Kate Burke-Rosales
 \$12,189.22 The Cleveland Foundation: Operational Expenses
 \$278.19 Dwight Bowden: Zoom Subscription
 \$12,000.00 Mark Stackhouse: Airport Expenses Related to UH Housing Project
 Obstructions: All tower owners are in the process of correcting issues.

NOTAM Summary						Rows: 50	Page: 1	Go To
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...	11/012	11/27/2025 0005	01/11/2026 0005	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1043570) 413750.00N0804535.00W (9.4NM SSW HZY) 162...	12/039	12/29/2025 1346	01/29/2026 2359	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413616.20N0804244.00W (10.5NM S HZY) 1380...	11/010	11/19/2025 1338	02/18/2026 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1019692) 413808.00N0803825.00W (8.9NM SSE HZY) 127...	12/038	12/28/2025 2325	04/27/2026 2325	Active			

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Don Ballard, seconded by Dwight Bowden; discussion: none; roll-call: Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried

The Secretary/Treasurer reported no outstanding aged receivables, noting that several tenant payments are pending receipt of signed leases, which are being actively followed up. All year-end tax filings and withholdings have been completed. Guidance from the Auditor of State was received recommending that potential UH-related liabilities be disclosed as a subsequent event in the 2025 audit. There is no update yet on finalization of the 2024 audit, and preparations for the next audit have begun. The USDA year-end statement shows a remaining principal balance of \$580,578. The Authority received the first-quarter appropriation of \$82,500 and confirmation of total 2026 funding of \$330,000. Annual SAM.gov registration was completed, including a required affirmative disclosure that may trigger additional screening.

The Board was reminded of increased phishing activity and the importance of reporting suspicious emails. Cybersecurity requirements were referenced, including the need to adopt a cybersecurity policy by July and the strong recommendation that trustees use airport-issued email accounts for all official business to ensure cybersecurity, public records compliance, and access to shared materials. Emphasis was placed on trustees reviewing posted materials in advance of meetings and avoiding the use of personal email or devices for official communications due to public records and legal risks.

John Morrison entered the meeting at 8:15AM.

MOTION for the Secretary/Treasurer to suspend using personal email addresses on any communications with Board members and Board members must use the airport issued email addresses to communicate Airport Authority business, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: The Board discussed concerns about long email chains and their impact on public records requests and advised disabling "conversation view" to reduce lengthy threads. Legal Counsel Dave Pontius emphasized that using personal email or text messages for airport business creates personal legal risk, reaffirming that all official business should be conducted through airport-issued email. Text messages were clarified to be public records, with phone calls suggested as an alternative. The importance of airport email access for SharePoint, where meeting materials and key documents are stored, was noted, along with appreciation for the organization and maintenance of those resources. Roll-call: Ballard "yes", Bowden "yes", Ford "yes", Koleno "yes", Morrison "no", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

Safety & Equipment

President Bushweiler reported repairs included a shop heater blower, a brake repair on the Jet A fuel truck, and mitigation of a water issue with the crew car, which is now stored in Hangar A. Snow removal operations continue, with expected RSA rut grading later in the season and plans to discuss longer-term RSA improvements in the future. A new ladder was ordered for the 100LL area, and doors were rekeyed by a locksmith. Tenants were reminded to avoid driving or parking on the ramp during fresh snow to reduce ice hazards and to use designated parking areas. Flight data was provided in SharePoint and a NOTAM manager training webinar is scheduled for this afternoon.

On wildlife management, migratory bird depredation reports and permits were submitted, deer damage permits for 2026 were filed, and an incident involving a trespassing hunter was reported to ODNR. A late-December flight diversion was confirmed to be weather-related, not due to runway or deicing capability. The deicing truck manufacturer reported the chassis is in production, with a tentative mid-March delivery.

Commissioner's Report – None to report.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford:

MOTION to approve 2026 leases for: Curtis D-3, Bagpiper Aviation B-4, McVey D-6, M2 Aviation E-8, Powell D-1, Shaw D-8, Miller, E-9, Marinko E-3, Maple D-10, Kettunen A-8, Rich E-7 & B-3, Victor E-4, McDowell B-5, McKenzie D-7, Williams E-8, Graf E-10, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: none. Roll-call: Bowden "yes", Ford "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

MOTION to approve OH Air LLC in F-6, moved by Goerge Toth, seconded by Lance Bushweiler; discussion: Dwight Bowden recused himself from voting. Roll-call: Ford "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

MOTION to approve Ballard in B-8, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: Don Ballard recused himself from voting. Roll-call: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Bushweiler "yes", motion carried.

MOTION to approve new tenant Neal Woodworth in E-1, moved by Don Ballard, seconded by Dwight Bowden; discussion: none. Roll-call: Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Bushweiler "yes", motion carried.

MOTION to extend Bill Koleno and Blue Skies Flying Club/Mark Makee's commercial leases for an additional month, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: President Bushweiler noted that two commercial leases for 2026 remain pending: Bill Koleno, who must provide updated insurance for proposed additional maintenance services and an updated aircraft list, and Blue Skies Aviation, which must resolve a discrepancy between flying club insurance and flight school operations. Roll-call: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Morrison "yes", Bushweiler "yes", motion carried.

Marketing – Bowden, Bushweiler: The Board discussed the upcoming April 24th deadline for ADA compliance of the airport website, noting that compliance involves more than minor fixes and may require a site rebuild. The original web designer, R.A. Wiedemann has been contacted to request a proposal for bringing the site into compliance. While a proposal has not yet been received and meeting the deadline may be challenging, the Board emphasized the importance of demonstrating active efforts toward compliance and taking interim steps to reduce risk and avoid potential legal challenges.

Dwight Bowden noted that while the Lumen internet upgrade costs were included in the approved budget, formal authorization to sign the contract had not been approved. **MOTION** to authorize President Bushweiler to sign the Lumen agreement, moved by Dwight Bowden, seconded by John Ambrose; discussion: none. Roll-call: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Morrison "yes", Reedy "yes", Bushweiler "yes", motion carried.

OAA Representative – Bowden: An OAA Board of Directors meeting will be held later that day and will be attended by Dwight Bowden. He reported that he has been invited to join the newly formed OAA Foundation Board. The OAA annual conference will take place April 6–8th, and as a Gold Sponsor, the airport has four complimentary registrations, which have been assigned to President Lance Bushweiler, Vice President Eric Cornelius, the Secretary/Treasurer, and Lead Line Service. **MOTION** to approve travel and lodging expenses for Secretary-Treasurer and Lead Line Service to attend the OAA Conference, moved by Lance Bushweiler, seconded by Mark Stackhouse; discussion: none. Roll-call: Stackhouse "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Bushweiler "yes", motion carried.

Mr Bowden reported that, with the support of Lake-To-River Michael McGiffin, is actively pursuing a resolution with USDA regarding the outstanding loan, beginning with outreach through Dave Joyce's office and, if needed, escalating to other congressional offices. The discussion clarified that this relates to the airport's proposed \$300,000 settlement offer, approximately 50% of the roughly \$600,000 outstanding USDA balance as of the December 31, 2025 statement, and that efforts to resolve the matter are still ongoing.

A request from After School Discovery to host a 3-6th grade student event at the airport was reviewed and declined, as the airport is not currently prepared to host such an activity. The Board also revisited budgeted software and

equipment items, clarifying that a proposal from Ashton related primarily to a required QuickBooks migration due to the obsolescence of the desktop version. The Secretary/Treasurer plans to defer any software purchases until after the current audits are completed.

HR Working Group – Bushweiler, Ambrose, Toth: President Bushweiler reported on an interview with James Britton, a local candidate who previously interviewed for the line service position. Mr. Britton has relevant mechanical and operator experience and agreed to a proposed wage of \$22 per hour.

MOTION to hire James Britton full-time at \$22/per hour was made by John Ambrose and seconded by Lance Bushweiler; but, after a discussion concerning the employment process including the need to contact references for Mr. Britton, a motion made by Don Ballard to table the motion and to go into executive session to discuss the matter further, which was seconded by Lance Bushweiler. Roll-call: Ambrose “yes”, Ballard “yes”, Bowden “yes”, Ford “yes”, Koleno “yes”, Morrison “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Bushweiler “yes”, motion carried.

Executive Session

MOTION to move to Executive Session at 8:46AM for the purpose of considering the employment of a public employee per O.R.C. Section 121.22, moved by Don Ballard, seconded by Lance Bushweiler; discussion: none. Roll-call: Ballard “yes”, Bowden “yes”, Ford “yes”, Koleno “yes”, Morrison “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Bushweiler “yes”, motion carried.

MOTION to move out of Executive Session at 8:52AM moved by Dwight Bowden, seconded by Mark Stackhouse.

Growth Partnership Trustee Report – Reedy: Dr. Reedy informed that there have been recent legislative changes affecting relocation incentive programs for individuals moving to Ohio for employment. Efforts are underway to better consolidate and communicate these incentives, which could benefit local employers and the airport in workforce recruitment. Growth Partnership is also working with local officials on potential rezoning initiatives to expand access to more affordable housing, supporting employee attraction and retention. Additional discussion highlighted increased engagement from Lake-To-River leadership in Ashtabula and continued collaboration on regional financial initiatives. While winter has slowed industrial expansion activity, several development projects are in progress and will be shared with the Board as they advance.

Aviation Education Initiative – Bowden, Bushweiler, Cornelius, Ambrose, Ford: Dwight Bowden relayed that all remaining AOPA scholarships from the prior cycle have been fully allocated, with four applicants pending final award announcements expected by late January or February. While additional scholarship funding is available, it will not be released until the flight training operator’s status is resolved. The operator must either secure a compliant commercial lease or qualify as a legitimate flying club under FAA standards. Board members emphasized the importance of maintaining a flight training operation at the airport and reaffirmed that all necessary avenues remain open for the operator to provide the required documentation, with responsibility resting on the operator to achieve compliance.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30: President Bushweiler informed the Board about a request from PHI’s fuel provider, XFINITY, which manages fuel purchasing and invoicing for PHI’s helicopter network. Under the proposed arrangement, fuel transactions would be consolidated and invoiced on a weekly basis rather than daily. XFINITY indicated that PHI’s average fuel usage across its network is approximately 30,000 gallons annually, with relatively small but frequent fuel purchases. Because the airport does not participate in a branded fuel contract program, XFINITY approached the airport seeking preferential Jet A+ pricing based on anticipated fuel volume. After discussion, the fuel working group recommended offering a single, non-tiered discount to recognize PHI as a significant and consistent airport user. The recommended discount range discussed was between \$0.10 and \$0.25 per gallon off the retail Jet A price.

MOTION to approve a \$0.10/gallon discount to PHI, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: The Board discussed the ability to review or adjust the discount over time. Members noted that XFINITY does not seek a specific price, only acknowledgment of PHI as a consistent, high-volume user. The Board also considered increased operational and staffing demands and recognized PHI as a strong community partner. Existing fuel pricing programs for other users were briefly referenced. Roll-call: Bowden “yes”, Ford “yes”, Koleno “yes”, Morrison “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Ballard “yes”, Bushweiler “yes”, motion carried.

100LL Avgas: 4,622 gallons
Jet A w/Prist: Truck 2,176 gallons / Tank 3,927 gallons / Total of 6,103 gallons
Diesel: 656 gallons
Unleaded Gas: 245 gallons

Engineer/Consultant's Report

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

Task Orders

TO#1 Fence Design: Still awaiting FAA comments on the Exhibit A before the grant can be closed out.

TO#5 Obstruction Analysis: The CATEX for the obstruction analysis has been completed and submitted as part of the pre-application process. The project involves removing trees at the Runway 27 end, all of which are located on airport property. This information has been provided to the FAA, which will advise if any additional actions are required. If no further issues are identified, staff will proceed with submitting the grant pre-application.

TO#6 Fence CA: Submittals and the baseline schedule have been requested from the contractor and are currently in development. Once received, they will be reviewed and returned. A more defined spring construction timeline will be available after fence material supplier information and scheduling are finalized.

TO #07 2025 Grant Administration:

- HAA: She remains in close coordination with the FAA and is still awaiting approval of the NRA letter.
- FAA Planning Meeting: The ACIP ten-year look-ahead to the FAA has been completed since the agenda was issued, and the full documentation is available on SharePoint
MOTION for President Bushweiler to sign the ACIP to be submitted to the FAA, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: none. Roll-call: Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.
- SWP3 Plan: Item to be kept on the agenda as a reminder until ready to proceed with the task order.

TO #8 2026 Grant Administration: The task order has been executed, and the fully executed version is available on SharePoint. An archived asbestos report for the old terminal was located and shared with the Board, confirming that no asbestos is present. This means the building is clear for potential renovation, including possible use for flight school activities or other purposes.

Grant Funding:

FAA FY25 Fence CA #024-2025: None to report.

IJJA-AIG Funding: None to report.

FAA Reports: Year-end FAA requirements were completed and submitted, including the annual financial report, carryover letter, and the quarterly report for the fence construction project. The supplemental direct grant application for the fuel farm project was also submitted

ODOT FY26 Match & Supplemental: ODOT award notifications for successful projects were expected last week but have been delayed. It was confirmed that recommendations were completed and forwarded, with the delay occurring at a higher level. The application was noted to be thorough and clean, with no follow-up questions received to date, which is viewed as a positive sign. Additionally, a grant request to the Robert S. Morrison Foundation for removal of the old 100LL tank was approved on December 24. With local match and ineligible costs already secured, the project is expected to be fully funded and well positioned for approval.

Dwight Bowden discussed preparing the old terminal conference room to better accommodate flight training, with the goal of shifting those activities out of the current meeting space. With asbestos ruled out, renovation is more straightforward, and funding options are available. President Bushweiler recently reviewed the space and determined it needs updates but is serviceable. Related cleanup work, including demolition of an unused office area in Hangar B, can be coordinated during the same effort. These improvements were framed as part of the broader effort to properly organize and formalize the flight training operations and related lease arrangements.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

Land Management Agreement: A one (1) year extension was prepared to the Land Management Agreement with Yuhasz Brothers LLC.

USDA Loan Obligation: There is nothing new to report. 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 to resolve the USDA issue. No meeting has been scheduled. A graphic to illustrate the waterfall bond repayment formula was created to facilitate any future discussion regarding the matter.

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

The president reviewed updates on the deicing truck, execution of the Lumen agreement, QuickBooks upgrades, ODOT submissions, and receipt of the USDA loan balance. Additional updates included receipt of a \$12,189 Ashtabula County Aviation Trust grant, progress on grants and appropriations, ADA website compliance, cybersecurity training, and ongoing bylaw revisions targeted for completion by the April annual meeting. Upcoming board vacancies and officer elections were noted, and the FAA 7460 for temporary housing remains under review.

Old Business – None to report.

Public Comments - None to report.

New Business

Dwight Bowden sponsored a table for the Leadership Ashtabula Mardi Gras fundraiser scheduled for February 7th. Don Ballard update was also provided on planning for the 2026 GRIT program, with plans for 20 students, expansion into a second county, and potential glider operations in June. The program is tentatively scheduled from mid-June through the end of the month. Board members discussed the need to plan for hangar and space accommodations if glider operations proceed, noting that any arrangements would require review through the Rents and Lease Committee and formal Board approval.

Adjournment

The next Regular Meeting is scheduled for 02/12/2026 at 8:00AM EST. Meeting adjourned at 9:24AM, moved by Dwight Bowden, seconded by Mark Stackhouse.



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