

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

Board Members Present

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

Others Present

JP Ducro, Ashtabula County Commissioner  
 Nicole Bryan, Michael Baker International  
 Paul Strack, RS&H (T)  
 Doug Powell, Tenant (T)  
 Kevin Graf, Tenant  
 Dan Ellenberger, University Hospitals (T)  
 Kate Burke-Rosales, NEORA

\*(T) Teleconference Participant

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

Commissioner Ducro and John Morrison entered the meeting at 8:03AM.

RS&H Paul Strack provided a review of the options using specifications provided by the Board for the deicing truck acquisition. RS&H researched the manufacturer and general availability of equipment that will meet the airport's needs. A report was provided on alternatives that include truck, vehicle, and trailer system choices that meet the necessary criteria. Additionally, solutions for fulfilling the Buy American Build American (BABA) requirements were compared. The pre-application with the FAA is based on what piece of equipment is anticipated, so the Board can go apply for a more expensive option and change their minds later.

**MOTION** to approve RS&H Invoice #10180060000-1, in the amount of \$1,073.00 for Professional Services through December 27, 2024, for the Acquisition of a Deicing Truck, to be paid as soon as funds become available, moved by Eric Cornelius, seconded by Kate Reedy; discussion: Funds for the invoice are part of the BIL grant. Rollcall: Ballard "yes", Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bowden "yes", motion carried.

**Consent Agenda**

Meeting Minutes: January 09, 2025 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
December	(gallons)	(gallons)	Jan-Dec	(gallons)	(gallons)
2024	217.02	4,548.00	2024	8,085.90	45,807.00
2023	123.19	3,607.00	2023	5,479.40	25,018.00
2022	200.82	811.00	2022	7,936.80	28,636.00

Bank Account Balances: \$319,963.47

Cash Book Balance: \$319,109.93

**Profit & Loss Report:**

Net Ordinary Income -\$28,497.54  
 Net Income -\$38,783.39

**Profit & Loss Budget vs. Actual Report YTD:**

Net Ordinary Income -\$399,671.39  
 Net Income \$141,886.33

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$1,219.87

Gifts and Donations:

**Dwight & Susan Bowden**

- \$2,700.00 Fidelity Charitable – R.A. Wiedemann & Associates: Marketing #20241109
- \$298.90 Severe's Towing & Recovery: Crew Car Tow
- \$825.44 Heisley Tire & Brake: Crew Car Repair
- \$234.80 Amazon: CyberPower CP
- OH Technologies**
- \$88.27 McMaster-Carr: Time-Delay Midget Fuse

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

NOTAM Summary		Number	Start Date UTC	End Date UTC	Status
Runway	HZY RWY 09 FICOM 11/1 90 PCT ICE OBS AT 2501072159 2501072159-2501002159	01014	01/07/2025 2159	01/06/2025 2159	Active
Obstruction	HZY OBST TOWER LGT (ASR 1232429) 415304.20N0803827.20W (8.9NM NNE HZY) 123..	12017	12/08/2024 1024	01/22/2025 1023	Active
Obstruction	HZY OBST TOWER LGT (ASR 1232740) 413727.00N0803838.90W (9.5NM SSE HZY) 130	12020	12/11/2024 0132	01/25/2025 0131	Active
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413516.20N0804244.00W (10.5NM S HZY) 1390	11001	11/01/2024 0000	01/29/2025 0400	Active
Obstruction	HZY OBST TOWER LGT (ASR 1043576) 413752.00N0804535.00W (8.4NM SSW HZY) 162	12033	12/30/2024 0246	01/28/2025 2359	Active
Obstruction	HZY OBST TOWER LGT (ASR 1023884) 415114.00N0804120.00W (4.8NM NE HZY) 1159..	12030	12/29/2024 1941	02/12/2025 1941	Active
Obstruction	HZY OBST TOWER LGT (ASR 1204091) 414853.79N0804456.00W (3.2NM NW HZY) 1102..	01011	01/06/2025 1431	02/28/2025 1431	Active
Obstruction	HZY OBST TOWER LGT (ASR 1018482) 415511.30N0802715.40W (13.8NM NE HZY) 116..	12025	12/16/2024 2210	03/16/2025 0500	Active
Obstruction	HZY OBST TOWER LGT (ASR 1210181) 414425.90N0804333.20W (2.6NM SSW HZY) 119..	12032	12/30/2024 0245	03/28/2025 0500	Active

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Eric Cornelius, seconded by Kate Reedy; discussion: none; rollcall: Bushweiler "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bowden "yes", motion carried.

Secretary/Treasurer reported there were no outstanding Aged Receivables. FY2024 has been closed out and monthly, quarterly, and annual tax filing are in progress. Updates to the webpage are in the works. The final FY25 budget was submitted to the Commissioners.

**Safety & Equipment**

Annual safety training is being scheduled with Jerry Palfy. Fire extinguisher training to be scheduled with Pierpont Fire Department, and Stop the Bleed, first aid, and CPR is being scheduled with South Central Ambulance District.

The Employee Handbook and Operations Manual review with staff has begun.

Minor repairs are being made to the snow equipment.

**Commissioner's Report**

Commissioner Ducro reported that the Commissioners are having a meeting next week to potentially finalize the budget. They should have figures available for February, though they have until the end of March. There is a deficit of approximately three million for requested funding.

Barbara Ford exited the meeting at 8:38AM.

**Committee Reports**

Hangar Leases – Bushweiler, Morrison, Toth, Ford: The draft lease for UH was distributed to the Board at noon the day before the meeting. It was President Bowden's position that there was inadequate time for all members to review the document prior to Board discussion. In December 2024, ACAA legal counsel David Pontius informed President Bowden that he would be unable to attend the 01/09/2025 meeting. President Bowden noted that the HAA Working Group, of which Mr. Pontius is a member, was created by a Motion of the Board. His absence did not allow for his comments on the draft lease before the Board. President Bowden offered to schedule a Special Meeting the week of January 26<sup>th</sup> with the UH lease agreement as the sole agenda item.

**MOTION** to issue a standard hangar lease for Hangar G, for non-aeronautical use to UH to house an ambulance at the current rental rate for the duration of six months or to be superseded by a helicopter lease, moved by Bill Koleno, seconded by John Morrison; discussion: Dan Ellenberger relayed that it could be possible to have an ambulance on site by the 1<sup>st</sup> of February, pending legal approval, the installation of equipment to include video/security surveillance, refrigeration, etc. Ideally, they would like to have both the ambulance and helicopter at the airport by the beginning of June. It could take longer if there is a delay in finding pilots. The pharmacy board and other entities will also need to license the hangar. There was concern from some Board members that a standard lease would violate FAA grant assurances without written ADO approval. With the main lease so close to being completed, offering an alternative may cause confusion and unnecessary legal expenses. Additional comments included the need for emergency response throughout Ashtabula County. President Bowden reminded the Board that the previous lease issued to UH was an emergency accommodation during the COVID pandemic and violated local zoning and FAA grant assurances. It was not intended to be a template for future lease agreements. In addition, President Bowden

questioned Commissioner Ducro why he would encourage the ACAA Board to enter into any agreement with UH without sufficient and sustainable operational funding of the facility. Rollcall: Cornelius "no", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bushweiler "no", Bowden "no", motion carried.

President Bowden stated he is resigning as President effective when the meeting ends.

**MOTION** to extend Bill Koleno's current commercial lease until the next Regular Board meeting scheduled for February, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: It requires legal counsel involvement to craft a commercial lease. Bill Koleno did not think it was necessary to hold a Special Meeting for this. Rollcall: Rollcall: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Bowden "yes", motion carried.

**MOTION** to approve 2025 hangar leases for: M2 Aviation LLC in E6, Sky Lake Adventures LLC in B7, Dunne in E5, Shaw in D8, McKenzie in D7, Bagpiper Aviation LLC in B4, Rich in B3 & E7, Miller in E9, Curtis in D3, Marinko in E3, and McVey in D6, moved by Dwight Bowden, seconded by Don Ballard; discussion: none; rollcall: Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Koleno "yes", Bowden "yes", motion carried.

**MOTION** to approve the 2025 hangar lease for OH Air LLC in F6, moved by Lance Bushweiler, seconded by Don Ballard; discussion: Dwight Bowden recused himself from the vote. Rollcall: Reedy "yes", Stackhouse "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Koleno "yes", Morrison "yes", motion carried.

**MOTION** to approve the 2025 hangar lease for Don Ballard in B8; moved by Dwight Bowden, seconded by Eric Cornelius; discussion: Don Ballard recused himself from the vote. Rollcall: Stackhouse "yes", Ballard "yes", Bushweiler "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", motion carried.

Wildlife Committee – Bushweiler: Annual deer and migratory bird permits are being renewed.

Marketing – Bowden, Bushweiler: The direct mailer was sent out.

Financial Oversight Working Group – Ambrose: None to report.

HR Working Group – Bushweiler, Cornelius, Toth, Ford:

**MOTION** to rescind the approved motion on 12/19/2024 to allow for a 90% cashout for unused vacation time at the end of the calendar year and to rollover 10% to be used in 2025, moved by Dwight Bowden, seconded by Kate Reedy; discussion: It is the Board's responsibility to ensure adequate staffing so staff can use their personal time off when needed. Rollcall: Ballard "yes", Bushweiler "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bowden "yes", motion carried.

**MOTION** that staff be given a one-time payout for unused 2024 vacation and reset the ACAA vacation policy of use it or lose it, moved by Dwight Bowden, seconded by Kate Reedy; discussion: The total payout amount is less than \$1,500. A one-time payout will not create a new precedent or another obligation to future boards. Rollcall: Bushweiler "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bowden "yes", motion carried.

Barbara Ford reentered the meeting at 8:51AM via teleconference.

Airport Operations Manager Resume Review – Bowden, Bushweiler, Cornelius, Ambrose, Ford: Applications have been received and are being reviewed. JobsOhio and other potential platforms are being considered since Indeed is expensive.

Growth Partnership Trustee Report – Reedy: The Executive Committee meeting was held yesterday, though there was not much to report on following the holiday season. There was discussion about where and when to host the next Best of County event and the potential for opportunity when smaller businesses transition to new ownership when an owner retires. Kate Reedy is trying to learn how funding JobsOhio granted general aviation airports.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: There has been one applicant for the AOPA Ashtabula County Flight Training Scholarship. The deadline is the beginning of February. Eric Cornelius is trying to find a speaker willing to talk to students about pilot careers.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30. Fees have been adjusted for 2025.

HAA – Bushweiler, Morrison, Ambrose, Stackhouse, Pontius: Previously discussed.

### **Inventory Report (01/08/2025)**

100LL Avgas: 1,289 gallons

Jet A w/Prist: Truck 1,360 gallons / Tank 6,248 gallons / Total of 7,608 gallons

Diesel: 669 gallons

Unleaded Gas: 87 gallons

### **Engineer/Consultant's Report**

#### **Task Orders**

TO #16 ASOS Relocation: ODOT FY23 Grant No. 21-01 ASOS Phase 1 is closed out. The FAA still needs to close out the reimbursable agreement, expected in June or July.

TO #01 Fence Design: It was recommended to coordinate a meeting with Pierpont Fire Department to discuss fence design when the fire extinguisher training is conducted.

TO #03 Airfield Remarketing: Work will occur this spring.

TO #04 2024 Grant Administration:

FAA Annual Planning Meeting: The revised documents are ready for signature. The updated version removed the 5% ODOT grant match.

TO #05 Obstruction Analysis: The draft plan is available on SharePoint for review. It was recommended to prioritize the east and south end of RWY 27. The purpose of this plan is to serve as a tool for planning and budgeting.

TO #07 2025 Grant Administration Task Order: **MOTION** to approve Michael Baker Task Order #07 2025 Grant Administration Services in the do-not-exceed amount of \$48,900.00, engagement of the consultant will be at the discretion of the Board President and/or by the direction of the Board via rollcall vote, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: The contract has the same hours listed as last year but with updated rates and overhead. Approval of engagement is voted on during board meetings. Rollcall: Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bushweiler "yes", Bowden "yes", motion carried.

#### **Grant Funding:**

FAA FY25 Fence (Construction) Grant: The revised ACIP and Pre-App will be submitted to the FAA.

FAA Reports: The FAA acknowledged receipt of the annual financial reports on 01/08/2025.

### **Legal Counsel's Report**

Report has been uploaded to SharePoint and noted below:

UHHS: The latest draft lease and exhibit A were reviewed, and an updated redlined lease was provided on 09/19/2024. Neither document is complete and needs attention from the airport's working group. Comments have not been provided. Commissioner Ducro requested a copy of the relined lease on 11/14/2024. Upon receipt of that request, the email was forwarded to the working group, and guidance was requested as to whether the group would authorize the release of the draft to him. As of this date, the lease has not been provided because no response was received from the working group. On 12/24/24, an email was received from the Secretary/Treasurer with changes from the working group to the UHHS lease and Exhibit A. Those changes were made and returned to her for transmittal to the working group on 12/30/2024, waiting for further direction from the group as to how next to proceed.

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

Personnel Matter: There has been continued involvement regarding a personnel matter involving an ACAA employee.

Miscellaneous: Reviewed and commented on Bill Koleno's current lease considering his extended business operations. 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**

Dwight Bowden reported that the UH Working Group was concerned that Dave Pontius may have a conflict of interest since he works with the ACAA Board. Dave conveyed to Mr. Bowden that he does not have a conflict and offered to

resign if the working group wished. Kate Reedy relayed that it was her understanding that boards can have outside members as advisors. Mark Stackhouse, Dwight Bowden and Dave Pontius had a conference call to discuss this topic. Mr. Bowden requested that the working group confirm if they would like Dave to remain in the working group.

The Bylaw Working Group reconvened on 12/12/2024. Members include Dwight Bowden, Mark Stackhouse, Eric Cornelius, Barbar Ford, Dave Pontius, and Jason Fairchild. The goal is to provide the Board with a single, comprehensive recommendation to the Board not later than the 02/13/2025 Regular Meeting.

Confirmation was received that Champaign Aviation Museum B-25 will participate in the D-Day event this year. The National Warplane Museum provided a quote for W-7's participation as well.

**Public Comments** – None to report.

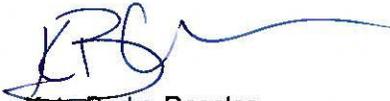
**Old Business** – None to report.

**Executive Session** – None to report.

**New Business** – None to report.

**Adjournment**

The next Regular Meeting is scheduled for 02/13/2025 at 8:00AM EST. Meeting adjourned at 09:12AM, moved by Dwight Bowden, seconded by John Ambrose.



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

