

Ashtabula County Airport Authority  
**REGULAR BOARD MEETING**  
 Thursday, February 13, 2025 08:00AM EST

Board Members Present

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

Others Present

JP Ducro, Ashtabula County Commissioner  
 Nicole Bryan, Michael Baker International  
 Richard Morrison, Molded Fiber Glass  
 Doug Powell, Tenant (T)  
 Christine Zalar, University Hospitals (T)  
 Adam Bowden, Public (T)  
 Kate Burke-Rosales, NEORA

\*(T) Teleconference Participant

The meeting was called to order at 8:02AM EST by Vice President Bushweiler. At the request of the Vice President, the Secretary confirmed a quorum.

**Consent Agenda**

Meeting Minutes: January 09, 2025, Regular Meeting

Fuel Sales	100LL	Jet A
January	(gallons)	(gallons)
2025	89.20	3,172.00
2024	28.47	1,791.00
2023	186.95	1,076.00

Bank Account Balances: \$311,587.12

Cash Reconciliation Book Balance: \$311,328.28

**Profit & Loss Report:**

Net Ordinary Income -\$40,768.91  
 Net Income -\$3,634.64

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

Net Ordinary Income -\$40,768.91  
 Net Income -\$3,634.64

Bond Payment: None

Ashtabula County Appropriation: \$82,500.00

Accounts Payable / Bills: \$6,503.78

**Gifts and Donations:**

Robert S. Morrison Foundation  
 \$50,000.00 Wildlife Fence Local Match Grant

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

NOTAM Summary						Rows: 50	Page: 1	Go
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
CND	On Airport - see Closure/Restriction Graphic	N/A	N/A		Active			
Taxiway	HZY TWY ALL WIP SN REMOVAL 2502101323-2502102200...	02/010	02/10/2025 1323	02/10/2025 2200	Active			
Runway	HZY RWY 09/27 WIP SN REMOVAL 2502101323-2502102200...	02/009	02/10/2025 1323	02/10/2025 2200	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1325274) 413727.03N0803838.96W (9.5NM SSE HZY) 130...	01/040	01/23/2025 1334	03/09/2025 1333	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1023664) 415114.00N0804120.00W (4.6NM NE HZY) 1159...	02/007	02/08/2025 2336	03/25/2025 2336	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1058984) 414955.00N0804515.40W (4.1NM NW HZY) 1202...	02/008	02/09/2025 1250	05/10/2025 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1019588) 414320.00N0804525.00W (4.3NM SW HZY) 1279...	02/003	02/03/2025 1508	06/03/2025 1508	Active			

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

Commissioner Ducro entered the meeting, and George Toth entered the meeting via teleconference at 8:04AM.

The Secretary/Treasurer reported that a tenant still owes January hangar rent, but the payment is on its way. Appreciation was extended to the Robert S. Morrison Foundation for awarding the airport a \$50,000 grant to cover the local match for the Wildlife Fence. Monthly, quarterly, and annual taxes have been filed. The Commissioners approved \$330,000 in funding for the airport for FY25, with the first appropriation of \$82,500 already received. Property taxes totaling \$15,557.10 have been paid. The 2024 USDA 1098 statement has been received, and the 2025 USDA payment of \$78,822.71 is due on October 1st. The IRS has increased the mileage allowance to \$0.70 per mile. The Sophos firewall, which reaches its end-of-life in March, has been ordered from Ashton Tech for replacement at an estimated cost of \$3,000—an expense included in the 2025 budget. AOS Certified Public Records Training has been completed for the year, and the SAMS annual registration has been successfully submitted and accepted. Additionally, the Secretary/Treasurer represented the airport at the OAA-YNG Legislative Briefing on the 23rd, expressing gratitude to the Commissioners and Growth Partnership for their support and attendance.

### **Safety & Equipment**

Part 1 Safety Training with Jerry Palfy completed.

Fire extinguisher training with Pierpont Fire Department and Stop the Bleed, first aid, and CPR with South Central Ambulance District being scheduled.

Hangar F Row electric conversion is underway.

Summer equipment repairs are in progress.

### **Commissioner's Report**

Commissioner Ducro announced that the airport will receive \$330,000 in appropriations this year, matching the amount allocated in 2024. However, there is no assurance that this funding level will continue in future years. The Commissioners utilized \$2.2 million in carryover funds, but there is a possibility that revenues in 2025 may not match expenditures. While interest income has been strong, it is anticipated to decline this year. Additionally, sales tax revenue has decreased by 13% compared to last year. In recent years, the county's ability to save was bolstered by funds from the CARES Act and ARPA.

Richard Morrison asked about the relationship between the airport and the county. In response, Dwight Bowden explained that the Ashtabula County Airport Authority was established in 1965 under O.R.C. Section 308. The County Commissioners are responsible for appointing the Trustees. The Board holds fiduciary responsibility for managing the airport and possesses broad authority. He also emphasized the advantage of being an Ohio Regional Airport Authority and the importance of having well-qualified appointees on the Board. In response to an inquiry from Richard Morrison, Commissioner Ducro remarked that he would divest the airport if he controlled the ACAA.

A discussion was held about the history of the Commissioners' obligation to support the airport as a county entity and the importance of the airport operating within a balanced budget. Over the years, the Commissioners have made several suggestions, including reducing consultant and legal expenses. There was also a conversation about how the consultant's task-order contracts function. It was agreed that the financial impact of having the consultant and legal counsel attend meetings would be minimal, and their presence was deemed more valuable to the board.

Commissioner Ducro remarked that the airport's existence and current condition are largely due to the generosity of charitable donors. Lance Bushweiler explained that the airport's vision has evolved over the years, and it is now operating as a jet-capable facility. He emphasized that certain standards must be maintained in accordance with FAA grant assurances. Eric Cornelius expressed his concerns about safe winter operations, which is important as snow and ice conditions impact the airport's ability to remain a 24/7/365 facility. Commissioner Ducro expressed his view that, while the Board is executing its vision, the county cannot afford to fund the airport at the same level as charitable contributions. He inquired if there was ever a conversation between the Commissioners and the airport where the County would be a partner with the expectations of increased funding each year. The Board maintained that their goal is to be self-sustaining and that to date all grant local matches have come from private donors and not the county. Dwight Bowden commented that the long-term goals and objectives of the ACAA were part of the 2012 Business and Marketing Plan crafted by R.A. Wiedemann & Associates, funded by a private donation, and communicated to stakeholders, including the Commissioners. The documents include the goal of being a self-

sustaining business entity. Following the meeting, both documents and a listing of the 2012 stakeholders were distributed to the Commissioners.

Dwight Bowden informed that there are two trusts that have been created for the airport that still exist. They were created to supplement county funding but require the county's participation. There was further debate about the unsustainability of relying on donations and county funding in the long term and the need to place greater emphasis on covering maintenance costs. The significance of having the airport in the county as a vital element of economic development was also discussed.

Mark Stackhouse exited the meeting at 8:46AM.

### **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.

**MOTION** to approve the 2025 Yuhasz Land Management Lease moved by Dwight Bowden, seconded by Eric Cornelius; discussion: This is the second lease extension for 2025. Acreage may change for 2026 once the fence is installed. Roll-call: Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

**MOTION** to approve 2025 Hangar Leases for: Heidinger in D-2, McDowell in B-5, Kovach in F-4, Makee in B-2 & E-2, Kipp in E-4, Fergany in F-5, Frankel in D-9, Powell in D-1, and Liljenberg in D-5, moved by Eric Cornelius, seconded by Dwight Bowden, discussion: none; roll-call: Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bowden "yes", Bushweiler "yes", motion carried.

**MOTION** to extend the current commercial lease for William Koleno, for the updated monthly rate of \$2,027.51, retroactive from 01/01/2025, with the additional stored aircraft N829CB, through the next regularly scheduled board meeting, moved by Eric Cornelius, seconded by Lance Bushweiler; discussion: Some changes were made such as added based aircraft. A&P provisions are on hold at the moment. Roll-call: Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

Wildlife Committee – Bushweiler: A notice regarding a bird flu outbreak was forwarded to staff.

Marketing – Bowden, Bushweiler: Dwight Bowden purchased a sponsorship for the OAA Annual Conference on behalf of the airport.

Financial Oversight – Ambrose: Dwight Bowden reported that he sent the Board an Auditor of State Notice concerning the issue of fraud.

HR Working Group – Bushweiler, Cornelius, Toth, Ford: A 90-day review is to be scheduled for Angel Baez.

Airport Operations Manager Resume Review – Bowden, Bushweiler, Cornelius, Ambrose, Ford: This topic is currently on hold. No decisions are being made without Board input and consideration.

Growth Partnership Trustee Report – Reedy: The Executive Committee extended their thanks to the airport for assisting potential investors in getting up in the air. The organization's website is currently being updated.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: The AOPA inquired if the airport would like to cosponsor a Rusty Pilot Seminar with Kettunen Aeronautical on Saturday, May 17<sup>th</sup>. It was decided that this event would be considered at a later date.

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: Lance Bushweiler emailed the Board with details about the FAA's grant obligations, specifically concerning the non-aeronautical use of hangars. The FAA may approve such use in three scenarios, two of which might apply and would require a 30-day public comment period. The third option is not relevant. The airport's consultant recommended submitting the complete helicopter and ambulance lease to the FAA, as they are unlikely to challenge the lease's wording and including the helicopter would strengthen the case. There is a possibility of relocating the housing unit if the FAA identifies any conflicts within the Airport Layout Plan.

**MOTION** to rescind the previously approved motion from the meeting held on 01/09/2025 to issue a standard hangar lease for Hangar G, for nonaeronautical 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 John Ambrose, seconded by Bill Koleno; discussion: The was concern that the language of the previously approved motion was not applicable and that UH legal would be forced to delay the execution of the agreement further. Roll-call: Koleno "yes", Morrison "yes", Reedy "yes", Toth "did not vote", Ambrose "yes", Bowden "yes", Cornelius "yes", Ford "yes", Bushweiler "yes", motion carried.

Kate Reedy exited the meeting at 9:29AM.

**MOTION** to send the current the lease agreement to UH legal, subject to the FAA approval, moved by John Ambrose, seconded by Dwight Bowden; discussion: Christine Zalar, UH's representative, stated that the current lease is consistent on both sides with the latest set of changes and does not anticipate any issues. The official copy of the lease will be sent to her and Dan Ellenberger after the meeting. Roll-call: Morrison "yes", Toth "yes", Ambrose "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Bushweiler "yes", motion carried.

**MOTION** to authorize Michael Baker to acquire the necessary documents and information to approach the FAA ADO for review and comment, moved by Bill Koleno, seconded by Dwight Bowden; discussion: The consultant verified that the most current version of the lease is dated 12/30/2024. Roll-call: Toth "yes", Ambrose "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

#### **Inventory Report (02/10/2025)**

100LL Avgas: 1,009 gallons

Jet A w/Prist: Truck 1,742 gallons / Tank 1,520 gallons / Total of 3,262 gallons

Diesel: 716 gallons

Unleaded Gas: 311 gallons

John Ambrose exited the meeting at 9:42AM.

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

##### **Task Orders**

TO #16 ASOS Relocation: The FAA sent the Q1FY25 Statement of Account for Reimbursable Agreement #5663. She will coordinate a call for a status update.

TO #01 Fence Design: The project will be ready to bid before the next board meeting. Additionally, the Stream & Wetlands Foundation acknowledged the receipt of the deposit payment to reserve 0.7 acres of forested wetland mitigation credits and 0.3 acres of non-forested wetland mitigation credits from the Grand River UMBI, Hemlock Swamp Mitigation Bank.

**MOTION** to authorize the Vice President to sign the revised DBE program, which has been updated to reflect the FAA 2024-08-28 template, moved by Dwight Bowden, seconded by Bill Koleno; discussion: none; roll-call: Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Toth "yes", "yes", motion carried.

**MOTION** to for the Vice President to sign the Nationwide Permit 39 Application for submission to the U.S. Army Corps of Engineers, moved by Dwight Bowden, seconded by Bill Koleno; discussion: none; roll-call: Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Toth "yes", Bowden "yes", Bushweiler "yes", motion carried.

TO #03 Airfield Remarking: The airport is on the schedule for spring.

TO #07 2025 Grant Administration:

FAA Annual Planning Meeting: The updated ACIP and Pre-application have been submitted to the FAA. This includes the updated 95/5 share.

##### **Grant Funding:**

Bipartisan Infrastructure Law (BIL) Funding: RS&H was contracted to handle the deicing truck project. Reminder that the final grant application with bid is due to the FAA on 05/01/2025.

**MOTION** to approve Michael Baker Invoice #1238496 for TO#5 Obstacle Analysis, Billing NO. 2, in the local share amount of \$3,731.99, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: This project was fully funded by a private donation. Roll-call: Ford "yes", Koleno "yes", Morrison "yes", Toth "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

The Consultant also reported that there was some concern throughout the industry that a U.S. Executive Order could impede federally funded airport projects. A Notice of Court Order was released which addressed this issue. It stated that Federal agencies cannot pause, freeze, impede, block, cancel, or terminate any awards or obligations based on a U.S. Office of Management and Budget Memo or the President's recently issued Executive Orders. The order to freeze funding was directed toward climate change project funding. She also reported that she spoke with the EPA about the airport's stormwater permit and confirmed that the use of deicing solutions on the runway was approved. The EPA does not intervene in a facility's safety operations. Dwight Bowden reported that the airport was closed due to snow and ice. It should be noted that at that time, the ACAA Storm Water Permit did not allow the use of deicing chemicals on pavements. At his request, she contacted agencies on issuing permits and had the permit revised to allow the use of chemicals.

### **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 need attention from the airport's 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.

### **Vice President's Report**

Lance Bushweiler reported that there has been a utility helicopter using the transient hangar. Jim Duhon has been very successful in repairing and maintaining the snow equipment. The USPTO determined that the trademark application filed last June for the Ashtabula County Aviation Education Initiative was refused for being "primarily geographically descriptive." It was recommended to withdraw the application. Lastly, it was decided that Ashton Technology would remain as the IT administrator.

### **Public Comments**

Adam Bowden commented that he appreciated the invitation to attend the meeting.

### **Old Business**

Deice Truck Acquisition **MOTION** to approve the specifications for the Global Ultimate 1200 Deicing (Truck) \$405K and Ground Support Specialists (GSS) Hawk (Truck) \$225K for the Deicing Truck Acquisition, moved by Dwight Bowden, seconded by Bill Koleno; discussion: Equipment recommendations were provided by RS&H. Roll-call: Koleno "yes", Morrison "no", Toth "yes", Bowden "yes", Cornelius "yes", Ford "yes", Bushweiler "yes", motion carried.

**Executive Session** – None to report.

### **New Business**

Dwight and Sue Bowden have decided not to make charitable contributions for the remainder of this year. Several guests involved in the Bowden's succession planning were invited to the meeting. Dwight extended his heartfelt appreciation to the Robert S. Morrison Foundation, MFG Foundation, and the Richard Morrison Foundation for their generous contributions of \$585,748 to the airport over the past twelve years, and he remarked that Ashtabula County would be a vastly different place without the airport's presence. He kindly requested that Richard Morrison convey his gratitude to Louise and Alec Raffa as well. Richard Morrison thanked the Board for the opportunity to attend and take part in the meeting. He reaffirmed his belief in the airport's importance to the county and his ongoing support for it, also acknowledging that the airport's success wouldn't have been possible without Dwight Bowden's vision.

**MOTION** to revise Page 29, Appendix A of the Standards for Commercial Aeronautical Activities, Section: Registered Aircraft in Hangar, to add the Aircraft Owner, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: none; roll-call: Morrison "yes", Toth "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Bushweiler "yes", motion carried.

**Adjournment**

The next Regular Meeting is scheduled for 03/13/2025 at 8:00AM EST. Meeting adjourned at 10:09AM, moved by Lance Bushweiler, seconded by Dwight Bowden.

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

