

Ashtabula County Airport Authority  
**ANNUAL & REGULAR BOARD MEETING**  
 Thursday, April 10, 2025 08:00AM EST

Board Members Present

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

Others Present

JP Ducro, Ashtabula County Commissioner  
 Dave Pontius, Andrews & Pontius  
 Nicole Bryan, Michael Baker International  
 Doug Powell, Tenant (T)  
 Zahava Cohn, Michael Baker International  
 Dan Ellenberger, University Hospitals  
 Paul Strack, RS&H  
 Christine Zalar, Fitch & Associates (T)  
 Brett Clutter, Public  
 George Toth  
 Kate Burke-Rosales, NEORA  
 Derek Maple, NEORA  
 \*(T) Teleconference Participant

The meeting was called to order at 8:01AM EST by Lance Bushweiler. As requested, the Secretary confirmed a quorum. Lance Bushweiler welcomed everyone to the Annual Meeting. He requested that signed receipts of the Acknowledgement of No Conflict of Interest and Ohio Ethics Law be forwarded to the Secretary/Treasurer for ACAA records. Copies of the forms are available if needed.

**MOTION** to change the agenda and merge the President and Vice President nominations, moved by John Ambrose, seconded by Lance Bushweiler; discussion: none; rollcall: Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Bushweiler "yes", motion carried.

The request for nominations from the floor for President and Vice President was made. Nominations were made as follows:

- President: Lance Bushweiler & Vice President: Eric Cornelius
- President: Don Ballard & Vice President: Lance Bushweiler

**MOTION** to close nominations for President and Vice President, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: none; rollcall: Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

The Election of Officers votes were as follows:

Ambrose: Bushweiler/Cornelius	Koleno: Bushweiler/Cornelius
Ballard: Ballard/Bushweiler	Morrison: Ballard/Bushweiler
Bowden: Bushweiler/Cornelius	Reedy: Ballard/Bushweiler
Cornelius: Bushweiler/Cornelius	Toth: Bushweiler/Cornelius
Ford: Bushweiler/Cornelius	Bushweiler: Bushweiler/Cornelius

Lance Bushweiler expressed his appreciation to Dwight Bowden for his leadership and generosity, stating it had been a pleasure to serve as Vice President under his tenure. Dwight Bowden reflected on the challenges of the past twelve months, which included navigating two search warrants and addressing past-due rents. He noted that his primary goals were to update the Bylaws and bring the USDA project to an orderly closure, which did not happen. With approximately \$2.5 million in ongoing projects, he emphasized that significant work remains ahead for the Board.

**Consent Agenda**

Meeting Minutes: March 13, 2025 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
March	(gallons)	(gallons)	Jan-Mar	(gallons)	(gallons)
2025	691.16	4,456.00	2025	1,258.13	11,387.00
2024	365.71	2,702.00	2024	596.27	5,432.00
2023	193.64	1,309.00	2023	604.07	3,158.00

Bank Account Balances: \$591,900.92  
 Cash Book Balance: \$589,157.06

## Profit & Loss Report

Net Ordinary Income: -\$3,114.07

Net Income: \$244,450.49

## Profit & Loss Budget vs. Actual Report YTD

Net Ordinary Income: -\$71,596.32

Net Income: \$284,917.27

Bond Payment: None

Ashtabula County Appropriation: \$247,500.00

Accounts Payable / Bills: \$16,655.57

Gifts and Donations: None

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

Feature	Condition	Number	Start Date UTC	End Date UTC	Status
Obstruction	HZY OBST TOWER LGT (ASR 1058984) 414955.00N0804515.40W (4.1NM NW HZY) 1202...	02/022	02/18/2025 1225	05/19/2025 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: Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer reported one outstanding aged receivable in the amount of \$109 from Donald McDowell. A late payment notice has been sent via both email and regular mail. Monthly and quarterly tax withholdings have been filed. The remaining balance of county appropriations was received in the amount of \$247,500. An audit kickoff meeting was held with the Auditor of State. Board members were advised to expect fraud questionnaires via email. The current budget was reviewed with the Working Group. A Special Meeting will be scheduled to continue discussion and planning. A 5% increase in Microsoft 365 license costs was noted. These are direct costs passed through by the provider and are not subject to a markup by Ashton.

## Safety & Equipment

- Safety Training with various departments are still being scheduled.
- Hangar roof inspections will be scheduled as soon as the weather cooperates.
- Spring well testing and annual gas line inspections to be scheduled.
- The County Water Department and EPA have been on site at the WWTP. A recently installed flow meter detected 2-3,000 gallons a day, indicating a potential ground water leak.

## Commissioner's Report

Commissioner Ducro reported that the request for funding, including the airport water line extension project, has been submitted to federal representatives. He requested to be notified once the budget meeting is scheduled, as he would like to attend. He also noted that the Commissioners are currently in negotiations with a provider for the POWER Broadband grant. Dwight Bowden, as ACAA Trustee, shared that he drafted and submitted a support letter to the Department of Environmental Services, with approval from Lance Bushweiler as he was out of country on business and the letter was requested to be returned on the day of the request. The letter was copied to ACAA Board members. The Secretary/Treasurer was directed to distribute a copy of the letter to the Board via email.

## Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford: Dwight Bowden asked that his lease be revised to include the maintenance of the heating system. The electricity changes need to be updated as well.

Wildlife Committee – Bushweiler: Birds are back in full force at the airport.

Marketing – Bowden, Bushweiler: The Board extended its gratitude to Dwight Bowden for generously providing the airport with a Gold Sponsorship at the OAA Conference. The Secretary/Treasurer extended an invitation to the Commissioners to attend the OAA conference.

**MOTION** to authorize the Secretary/Treasurer to attend the OAA conference and use one of the available sponsorship registration slots, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: Please let the Secretary/Treasurer know if other Trustees plan on attending. Rollcall: Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Koleno "yes", Bushweiler "yes", motion carried.

Financial Oversight Working Group – Ambrose, Bushweiler, Reedy: Budget review meeting was held 04/08/2025.

HR Working Group – Bushweiler, Cornelius, Toth, Ford: Jim Duhon will be out for surgery beginning 04/15/25 for approximately 6-weeks. He has been instrumental in getting the summer equipment ready to go.

Growth Partnership Trustee Report – Reedy: There is serious interest near I-90 and Conneaut that could be a big project. The format might be changed for the Best of County.

Paul Strack entered the meeting at 8:22AM via teleconference.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Dwight Bowden reported that he has not yet received a response from AOPA regarding the scholarship awards but will follow up. John Ambrose emphasized the ongoing need for a flight school at the airport. He contacted ATP Flight School and spoke with the Vice President, who expressed interest in the area. However, the lack of a control tower was noted as a potential drawback. Ambrose also praised the quality of the facility, crediting Dwight Bowden for its excellent condition. He stated that establishing a flight school—especially in conjunction with the planned medevac operation, would significantly strengthen the airport's value to the community.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30.

HAA – Bushweiler, Morrison, Ambrose, Stackhouse, Pontius: The County Engineer has completed the site survey, which has been forwarded to University Hospitals (UH) and Dave Pontius. The Board expressed appreciation to the County Engineer's team for their efforts. Dan Ellenberger of UH provided an updated lease draft with minor revisions and updated that the EnerStar lease is now in its final phase. UH has met with PHI and identified a helicopter. Their goal is to have an ambulance based at the airport by June, with the helicopter operational by fall. Pilots can be floated in as needed. Lance Bushweiler noted the need to rally charitable support to help cover site preparation costs. It was also noted that the airport is currently underfunded by approximately \$200,000. The updated lease will be emailed to all parties involved. A joint meeting with UH and the airport's legal teams may be necessary. Board members emphasized the importance of strong community support and careful attention to detail to ensure the project's success.

Eric Cornelius exited the meeting at 8:47AM.

#### **Inventory Report (04/08/2025)**

100LL Avgas: 2,171 gallons

Jet A w/Prist: Truck 2,186 gallons / Tank 9,145 gallons / Total of 11,331 gallons

Diesel: 511 gallons

Unleaded Gas: 273 gallons

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

##### **Task Orders**

TO #16 ASOS Relocation: ODOT Grant 23-01 ASOS Phase 2 closeout has been submitted to BlackCat. The final retainage will be released pending the final approval.

TO #01 Fence Design: The bid opening was 04/02/2025, with G.B Hastie coming in with the lowest bid of approximately 1.8 million. There was a total of four bidders. The local share for this project is covered by a Robert S. Morrison Foundation grant and the balance of the FAA/OSOT Local Share account.

**MOTION** to accept the Michael Baker recommendation of award for the fence project and sign the final grant application when available, moved by Dwight Bowden, seconded by George Toth; discussion: none; rollcall: Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Bushweiler "yes", motion carried.

TO #03 Airfield Remarking: The pre-construction meeting will be held later today. The runway and taxiways will be closed for 1-2 days. Tenants will be notified, and applicable NOTAMs will be posted.

TO #07 2025 Grant Administration:

HAA: The county engineer provided the requested site survey sketch. There are no anticipated issues from the FAA for nonaeronautical use of the hangar if the helicopter arrives within six months of an executed lease. It was requested that the FAA ADO send a statement regarding this matter.

ODOT FY26 Grants: No application will be submitted this year.

ARC FY26 Grants: An in-person workshop is scheduled for 04/25/2025 at 10:30AM. The Secretary/Treasurer will attend on behalf of the Board. A project that will score well enough has not been identified at this time.

OAA: The annual conference is May 6-8<sup>th</sup> in Columbus. The FAA will not be attending due to governmental restraints and travel suspensions.

Grant Funding:

FAA Reports: The Q2-FY25 report for the fence design project will be submitted to the FAA this month.

RS&H Paul Strack reported that the grant pre-application was submitted. The front end and specifications are ready to be put to bid pending the FAA's approval.

**MOTION** to approve Lance Bushweiler to sign the grant pre-application, moved by John Ambrose, seconded by George Toth; discussion: none; rollcall: Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

Lance Bushweiler and Nicole Bryan are registered in BlackCat as the contacts for the PCI inspection. A workshop is being scheduled. The FAA and ODOT are to be informed of the airport's leadership change.

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

Report has been uploaded to SharePoint and noted below:

UHHS: Legal Counsel is awaiting further direction as how to next proceed following the Board's approval to send the lease to the UH legal department at the 02/13/2025 meeting. He has not been contacted by UH legal with comments or revisions to the lease.

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

Miscellaneous: A draft lease for Bill Koleno was prepared and placed on hold. 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**

Lance Bushweiler reported that the items in his report have been addressed during the meeting.

### **Public Comments**

Brett Clutter introduced himself as a recently retired U.S. Air Force pilot who has returned to the area. He expressed interest in reconnecting with the local aviation community.

**Old Business** – Dwight Bowden reported that M-B Company is working on obtaining the parts needed to finish repairs on the broom. The routine maintenance was completed. Jet A truck brakes were repaired for approximately \$2,000. The Cleveland Foundation grant may cover the expense.

Don Ballard provided an update on Project Lift. The Cleveland Soaring Society (CSS) has expressed interest in renting Hangar L-South for the month of June and anticipates approximately 25 students participating in the program. Weekend flights are planned as part of the curriculum. He asked that the Board consider donating the hangar rental in support of the program. Daily classroom instruction will be held at A-Tech. CSS is currently updating their safety plan, which will be submitted to the airport, and a designated spectator area will be included as part of the operational layout.

**Executive Session** – None to report.

### **New Business**

Dwight Bowden reported that effective 04/09/2025, a derelict aircraft policy was added to the Ohio Revised Code. This new provision establishes criteria allowing airports to remove derelict aircraft from their premises. The OAA advocated for several years to secure the policy's approval.

Barbara Ford reported that she reviewed the credit card statements and they were in order.

### **Adjournment**

**MOTION** to move the next Regular Meeting to 05/15/2025 at 8:00AM EST, moved by Lance Bushweiler, seconded by Dwight Bowden; discussion: The regular meeting day falls during the OAA conference. Rollcall: Reedy "yes", Toth

"yes", Ambrose "yes", Ballard "yes", Bowden "yes", Ford "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried. Meeting adjourned at 09:14AM, moved by Dwight Bowden, seconded by Bill Koleno.



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

