

Ashtabula County Airport Authority  
**SPECIAL BOARD MEETING**  
Thursday, April 21, 2025 08:30AM EST

Board Members Present

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

Others Present

JP Ducro, Ashtabula County Commissioner  
Dave Pontius, Andrews & Pontius  
Kate Burke-Rosales, NEORA  
Doug Powell, Tenant (T)  
Jon McKenzie, Tenant (T)  
Dan Ellenberger, University Hospitals  
Christine Zalar, Fitch & Associates (T)  
Derek Maple, NEORA (T)

\*(T) Teleconference Participant

The meeting was called to order at 8:30 AM EST by President Bushweiler for the purpose of discussing potential leases and the FY25 budget. At the request of the Vice President, the Secretary confirmed that a quorum was present. President Bushweiler noted that this meeting served as a follow-up to the Annual Meeting. He informed the Board that University Hospitals (UH) had submitted a redlined lease agreement and that this meeting would provide an opportunity for Board discussion and input.

**Budget**

The Secretary/Treasurer presented a revised budget to the Board, which included detailed expense reductions aimed at achieving a closer break-even position by year-end. Funding allocations for Training, Events, and Travel & Conference were fully eliminated. Significant reductions were also made to Administrative Supplies—most notably by deferring a planned server upgrade—and a modest reduction was applied to Professional Fees. The Board discussed the potential operational impacts of the proposed cutbacks, including concerns over the absence of a maintenance reserve account for equipment repairs or replacement. It was noted that grant opportunities are available through the Cleveland Foundation; however, access to these funds is contingent upon the County Commissioners' continued financial support of the airport and the airport remain safety compliant. Payroll-related matters will be discussed in Executive Session.

**Executive Session**

**MOTION** to move into Executive Session at 9:04AM, per O.R.C. Section 121.22, to consider the employment, dismissal, promotion, and compensation of public employees, moved by Dwight Bowden, seconded by Don Ballard; 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.

Regular session was reconvened at 9:35AM.

**MOTION** to move Derek Maple to a salaried employee at \$56,500 annually, effective next pay cycle, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: The salary adjustment is intended to account for regularly earned overtime and to provide consistent compensation moving forward. Rollcall: Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

**MOTION** to eliminate the third Line Service Technician position held by Angel Baez, effective immediately with two-week severance pay, moved by Don Ballard, seconded by Dwight Bowden; discussion: While the position was originally approved in the FY2025 budget, current financial constraints no longer support its continuation. Rollcall: Cornelius "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

Commissioner Ducro exited the meeting at 9:43 AM. The Board recessed for five minutes and reconvened at 9:48AM.

**Leases**

Lance Bushweiler reported that he received the redlined lease from UH, which was subsequently reviewed by legal counsel Dave Pontius. Notable changes included the removal of specific dates and the addition of generator requirements. Bushweiler emphasized his commitment to moving the project forward, acknowledging that it has been pending for some time and needs to reach closure. A clarification list was created to facilitate progress, including: the

addition of lease dates, a definition of the operational services UH will require from the airport, clarification of UH's video policy, specifications for generator power and broadband requirements, and a description of the on-site oxygen and medication unit. Additionally, further detail is needed in Exhibit A to address parking needs. UH confirmed that fuel purchases must be negotiated directly with their air provider, PHI, as UH has no operational control over the helicopter service provider. The Board expressed a desire to understand how site development costs will be funded, particularly considering recent budget reductions. Additionally, airport consultant Nicole Bryan was tasked with obtaining a determination from the FAA regarding the permissibility of non-aeronautical use of the hangar in writing. There was a suggestion to request an in-person meeting with the FAA ADO.

**Public Comments** – None to report.

**New Business**

**MOTION** to adopt the revised budget as presented by the Secretary/Treasurer, moved by John Morrison, seconded by John Ambrose; discussion: A copy of the approved budget will be provided to County Administrator Janet Discher. Don Ballard noted that a county youth organization program may be available to assist with manpower needs. Rollcall: Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

Dwight Bowden requested that the draft meeting minutes be completed within 7 to 10 days following each meeting to ensure timely review. He also reported that the Ohio Aviation Association (OAA) is expanding its Board by six seats, which will represent JobsOhio the three economic development districts without OAA airport representation and increase exposure for General Aviation airports. Dwight informed the Board that he has submitted an application for the three-year term.

**Adjournment**

The next Regular Meeting is scheduled for 05/15/2025 at 8:00AM EST. Meeting adjourned at 10:39AM, moved by John Ambrose, seconded by Lance Bushweiler.



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