

Ashtabula County Airport Authority  
**REGULAR BOARD MEETING**  
Thursday, May 15, 2025 08:00AM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius  
Nicole Bryan, Michael Baker International  
Paul Strack, RS&H Don Ballard  
Christine Zalar, Fitch & Associates  
Dan Ellenberger, University Hospitals (T)  
Doug Powell, Tenant  
Jon McKenzie, Tenant  
Kevin Graf, Tenant  
Sujit Pal, Public Access  
Kristi Lynn Pal, airOHspace Labs  
Derek Maple, NEORA  
Kate Burke-Rosales, NEORA  
\*(T) Teleconference Participant

The meeting was called to order at 8:04AM EST by President Bushweiler. At the request of the President, the Secretary confirmed a quorum.

**Public Access LLC Presentation**

Lance Bushweiler welcomed and introduced Sujit Pal of Public Access. Dwight Bowden explained that he spoke with Mr. Pal during the OAA Conference, where Mr. Pal expressed an interest in making a connection between the airport and Advanced Air Mobility (AAM). Mr. Bowden explained the airport currently has limited finances and thin staffing, but he encouraged him to speak to the Board. The presentation by Public Access LLC outlines a strategic vision to transform the airport into a hub for AAM and sustainable aviation infrastructure. Public Access LLC is an Ohio benefit company that specializes in advanced transportation, renewable energy, and microgrid integration. Their proposal focuses on implementing electric charging infrastructure for eVTOLs, electric aircraft, and drones, with future plans for hydrogen fueling stations. Additionally, a microgrid powered by solar and wind energy, paired with battery storage and green hydrogen generation, would support the airport's energy needs and enable surplus energy sales back to the grid. The airport would serve as the central hub in a regional "hub-and-spoke" model, extending electrification capabilities to other local general aviation airports. The airport's involvement is seen as essential in providing space, attracting investment, and facilitating regulatory and utility partnerships. Funding opportunities from the FAA, ODOT, and the Department of Energy, along with workforce development programs, including flight training, are central to the project's success. These efforts aim to create local jobs, position Ashtabula County as a leader in AAM innovation, and establish the airport as a model for next-generation aviation infrastructure. Dwight Bowden reported that electric infrastructure was a major topic of discussion at the OAA Conference. A key takeaway was that installing 480-volt, 3-phase electric service at the airport is considered the critical first step toward preparing for AAM integration. This level of electrical capacity is essential to support the charging requirements of emerging electric aircraft and other supporting ground infrastructure. Upgrading to 3-phase power will also position the airport to accommodate future technologies and users as the industry continues to evolve.

Barbara Ford lost connection and exited the meeting at 8:13AM.

**UH HAA Lease Update**

President Bushweiler met with Commissioner Ducro and UH representative Dan Ellenberger to address outstanding questions related to the most recent lease revisions. These revisions included the addition of specific operational dates, clarification of the services UH requires from the airport, details regarding UH's video policy, specifications for generator power and broadband capacity, a description of the on-site oxygen and medication unit, and further detail in Exhibit A to address parking requirements. UH returned the lease with these revisions incorporated, and the updated version was forwarded to legal counsel Dave Pontius for review. His review resulted in additional recommended changes, which have not yet been shared with UH. Separately, the FAA responded confirming that it has reviewed the proposal and determined the helicopter air ambulance operation would constitute a mixed-use change to the Airport Layout Plan. As such, formal approval must be issued by the Airport District Office, and additional documentation will likely be required to complete the process. Consulting Engineer Nicole Bryan noted that the FAA is aware of the urgency of the airport's request but cannot estimate when the FAA's response will be received. Dan Ellenberger stated that UH is prepared to move forward and already has agreements in place with both PHI and EnerStar; however, progress is stalled pending finalization of the lease with the airport. Christine Zalar

of Fitch & Associates emphasized that each month of delay risks pushing the launch into lower-volume operational months and that a signed lease is essential to locking in firm deployment dates for the helicopter service.

John Ambrose exited the meeting at 8:26AM.

**MOTION** to move forward with the last change of edits of the UH lease and to send to UH legal this morning; moved by Don Ballard, seconded by Kate Reedy; discussion: Dan Ellenberger noted that UH can deploy backup helicopters during the interim period while awaiting the arrival of the based aircraft. Roll call: Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

**Consent Agenda**

Meeting Minutes:

April 10, 2025 Annual & Regular Meeting

April 21, 2025 Special Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
April	(gallons)	(gallons)	Jan-Apr	(gallons)	(gallons)
2025	843.78	1,041.00	2025	2,101.91	12,428.00
2024	490.16	2,783.00	2024	1,086.43	8,215.00
2023	235.97	1,219.00	2023	840.04	4,377.00

Bank Account Balances: \$583,019.87  
 Cash Book Balance: \$574,103.93

Profit & Loss Report:  
 Net Ordinary Income -\$10,978.38  
 Net Income -\$8,353.88

Profit & Loss Budget vs. Actual Report YTD:  
 Net Ordinary Income -\$82,585.54  
 Net Income \$276,552.55

Bond Payment: None  
 Ashtabula County Appropriation: None  
 Accounts Payable / Bills: \$5,191.58

Gifts and Donations:  
*The Cleveland Foundation*  
 \$2,007.43 NAPA - Fuel Truck Brakes  
 \$1,500.00 Hi-Lite - Parking Lot Striping

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

NOTAM Summary							Rows: 50	Page: 1	Go P
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 1023564) 415114.00N0804120.00W (4.6NM NE HZY) 1159...	04/008	04/10/2025 2220	05/25/2025 2220	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				
Obstruction	HZY OBST TOWER LGT (ASR 1210181) 414425.90N0804333.20W (2.6NM SSW HZY) 119...	04/004	04/04/2025 0646	07/03/2025 0400	Active				
Obstruction	HZY OBST TOWER LGT (ASR 1218279) 415229.00N0804745.70W (7.3NM NW HZY) 877...	04/017	04/19/2025 0410	07/18/2025 0400	Active				
Obstruction	HZY OBST TOWER LGT (ASR 1203330) 413907.40N0804225.90W (7.6NM S HZY) 1270....	05/005	05/05/2025 0100	08/02/2025 0400	Active				

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Bill Koleno, seconded by Eric Cornelius; discussion: Dwight Bowden submitted edits to the Minutes to the Secretary for consideration, which she accepted and included as part of the Consent Agenda. Roll call: Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer reported that there are no outstanding aged receivables and that all monthly withholdings have been filed. The updated budget was emailed to Janet Discher, and the annual audit is progressing smoothly, with initial receipt testing completed successfully. Canter has uploaded the GAAP conversion into Hinkley. Several Trustees still need to complete their fraud questionnaires; copies were made available at the meeting for their convenience. To enhance financial transparency in the absence of a compliance officer on the Board, bank statements were uploaded with the meeting materials. The Auditor recommended the addition of a Gratuity Policy to the Employee Handbook, and a motion was presented for its adoption.

**MOTION** to approve the Gratuity Policy as presented by the Secretary/Treasurer for inclusion into the Employee Handbook, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: the Auditor recommended added a gratuity policy related to tipping. Roll call: Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

The current AEP contract for electricity services expires in June. An Energy Choice "Apples to Apples" comparison showed that a 24-month term with AEP at \$0.07879 per kWh is the most cost-effective option, and a motion was introduced to proceed with this contract.

**MOTION** to approve the 24-month term contract with electric supplier AEP at \$0.07879 per kWh, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: A evaluation was done using the First Energy Apples-to-Apples Comparison Chart. Roll call: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer also attended the ARC Pre-Application Workshop virtually on 04/25/2025. In technology updates, QuickBooks is discontinuing support for the desktop version currently in use. The server hosting the application is nearing the end of its useful life, though it is expected to remain operational through year-end. Transition options include migrating the active directory to a cloud-based system at an estimated cost of \$8,500 or purchasing a new server for approximately \$17,000, with an expected lifespan of seven to nine years. QuickBooks Online is more cost-effective than the desktop version, and Barnes & Wendling raised no concern regarding the move. A transition to a serverless system would reduce liability and lower ongoing IT costs. Finally, the Secretary/Treasurer noted that she will be on vacation from June 8 to June 15, 2025, which coincides with the next regularly scheduled Board meeting.

### **Safety & Equipment**

ACAA Directory was shared with EMS, FAA & ODOT. Annual registration of UST (OTTER) with the State Fire Marshall was accepted. The County Water Department located the ground water leak into the WWTP at a clean out between Hangar D & E, quoted to repair for \$8,350. Mark Stackhouse offered to speak with County Engineer Tim Martin to see if the Building Department can provide assistance with the repair.

**Commissioner's Report** – None to report.

### **Committee Reports**

Hangar Leases – Bushweiler, Morrison, Toth, Ford: **MOTION** to approve new tenants John Williams in A10 and Cleveland Soaring Society in B6, and current tenant Thomas Kipp to move from E4 to B1, moved by Bill Koleno, seconded by Don Ballard; discussion: none; roll call: Morrison "yes", Reedy "yes", Stackhouse "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Bushweiler "yes", motion carried.

Wildlife Committee – Bushweiler: The airport will not be sending staff to the USDA Wildlife training this year as current staff have attended in the past. The training is not required by the FAA unless the airport is a Part 139 airport.

Marketing – Bowden, Bushweiler: Thank you to Dwight Bowden for NCAA membership renewal.

HR Working Group – Bushweiler, Cornelius, Toth, Ford: None to report.

Growth Partnership Trustee Report – Reedy: Kate Reedy reported that the Quarterly Membership Meeting is scheduled for June 11, 2025. She also noted that Lake-to-River held its first Annual Meeting on 05/08/2025, during which Greg Myers was recognized as an outstanding leader and received the Lake-to-River Champion Award. There was discussion about how the airport can ensure it receives timely notice of future engagements and the importance of connecting with local representatives.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Dwight Bowden reported that there have been no updates regarding the AOPA-Ashtabula County Aviation Education Initiative scholarships. Scholarship recipients are expected to be notified by the end of May.

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

OAA – Bowden: **MOTION** to formally accept Dwight Bowden for the position of OAA Director representing the ACAA, moved by Lance Bushweiler, seconded by Kate Reedy; discussion: Dwight Bowden received an OAA award for Airport Sponsor of the Year. Roll call: Reedy "yes", Stackhouse "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

### **Inventory Report (05/13/2025)**

100LL Avgas: 1,137 gallons  
Jet A w/Prist: Truck 1,689 gallons / Tank 6,837 gallons / Total of 8,526 gallons  
Diesel: 447 gallons  
Unleaded Gas: 250 gallons  
100LL will need to be ordered soon.

### Engineer/Consultant's Report

#### Task Orders

TO #16 ASOS Relocation: ODOT Grant 23-01 ASOS Phase 2 is closed, and the final payment was received.

TO #01 Fence Design: Contractor G.B. Hastie is familiar with the federal grant process and is aware that the ACAA is currently awaiting the grant contract from the FAA and that an Administrative Notice to Proceed will be issued with the contract for signing once the grant is executed.

TO #03 Airfield Remarking: The project was a success! The August 7<sup>th</sup> publication of the Master Record will reflect the change in the marking conditions from "fair" to "good". Hi-Lite's pay application is under review and will be submitted to ODOT. Thank you to Derek Maple for sending photos of the finished project.

TO #07 2025 Grant Administration:

HAA: Coordination continues with the FAA to determine the applicability of the 14 CFR Chapter 1 Policy on the Non-Aeronautical Use of Airport Hangars. It is anticipated that mixed use approval is forthcoming.

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

OAA: The conference offered a wealth of valuable information, with presentations expected to be available soon and uploaded to SharePoint for reference. A key topic of discussion was airport readiness for AAM. The first step identified in preparing for AAM is bringing 480V three-phase power to the airport. A previous estimate from FirstEnergy indicated a cost-sharing model, with 60% of the cost covered by the utility and 40%—including trenching and earthwork—done by the airport. In addition to infrastructure, airports must also begin identifying potential AAM users.

**MOTION** to authorize the Consultant to get a formal quote from First Energy to bring 480 3-phase electric to the airport; moved by Dwight Bowden, seconded by Kate Reedy; discussion: Consultant Nicole Bryan noted that there is currently no industry standardization for electric aircraft chargers. Dwight Bowden suggested there may be funding opportunities through the Cleveland Foundation, which could cover the cost of electrical upgrades. Roll call: Stackhouse "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Bushweiler "yes", motion carried.

2024 Audit: The project tracking template was submitted to the ODOT auditor for review on 05/09/2025 and are actively collaborating with the state on the audit, ensuring that all required information is provided promptly.

ODOCT PCI: The inspection is scheduled for 09/08 – 09/09/2025. The requested record drawings are being prepared for submission. Kimly-Horn will be conducting the inspection.

TO #05 Obstacle Analysis: To ensure the final Obstacle Mitigation Plan meets expectations, a meeting to discuss will be scheduled.

#### Grant Funding:

FAA Reports: Q2-FY25 was submitted to the FAA.

**MOTION** to approve Michael Baker Invoice # 1248418 for TO#4 2025 Grant Administration, Billing No. 3 – Final, in the local share amount of \$11,894.16, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: none; rollcall: Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Paul Strack of RS&H informed the Board that the FAA no longer reviews pre-applications and has granted the airport an extension to submit the final application for the Infrastructure Investment and Jobs Act (IIJA)-funded Deice Truck Acquisition Project. The bid opening is scheduled for 06/05/2025, with the final grant application due the following day. Legal notice advertisements are scheduled for the weeks of 05/21/2025 & 05/28/2025. A special meeting may be required for the Board to receive the recommendation of an award and formally approve the project.

### Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: Legal Counsel is awaiting further direction as how to proceed following the Board's receipt of the redlined draft lease from UH's legal department and the Special Board meeting of 04/21/2025.

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

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.

Kate Reedy exited the meeting at 9:36AM.

### **President's Report**

Lance Bushweiler reported that the High School Aviation Career Day will not be held this year due to budget constraints. He expressed appreciation to Nicole Bryan for her oversight of the airfield re-marking project and noted that the parking lots were also restriped as part of the work, funded through a grant from the Cleveland Foundation. Additionally, he mentioned that the Ohio Department of Weights & Measures permit is due for renewal.

### **Public Comments**

Lance Bushweiler confirmed tenant Doug Powell inquiry if a scheduled AOPA Rusty Pilot's seminar was to be held at the airport on 05/17/2025 from 8:30AM to 12:30PM in the L-South hangar and commented that both staff members were attending the seminar.

### **Old Business**

Don Ballard proposed utilizing Youth Opportunities workers to assist with basic tasks such as lawn care, cleaning the terminal and restrooms, and sweeping the maintenance shop. He clarified that these workers would not be permitted on the flight line or allowed to operate any heavy equipment. He assured the Board that participation in the program would come at no cost to the airport.

**MOTION** to sign the YO! Worksite Agreement and bring up to two workers pending legal review, moved by Don Ballard, seconded by Bill Koleno; discussion: A case manager will be assigned to assist in navigating the formal processes and requirements. Roll call: Bowden "yes", Cornelius "no", Koleno "yes", Morrison "yes", Stackhouse "yes", Ballard "yes", Bushweiler "yes", motion carried.

W&R Vets would like to host a jump school prior to the Conneaut D-Day Event. Jump school is scheduled 08/11-08/14/2025 with the D-Day event scheduled 8/15-8/16/2025. D-Day jump times are 8AM, 12PM, and 4PM.

**MOTION** to decline the D-Day event, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: There was a discussion regarding event safety, along with concerns about the current lack of staffing and funding to support the event as previous years were funded by private donations. Comments were made suggesting that events of this nature could potentially be coordinated at no cost to the airport by leveraging volunteers from organizations such as the Civil Air Patrol (CAP), Boy Scouts, or Youth Leadership programs. It was also noted that W&R Vets is not charging the airport to have the Placid Lassie aircraft on display. August remains the airport's highest month for 100LL fuel sales, largely due to the Conneaut D-Day Event. Roll call: Koleno "no", Morrison "no", Stackhouse "no", Ballard "no", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion failed.

**MOTION** to form a subcommittee for the purpose of organizing the D-Day event, moved by Don Ballard, seconded by Eric Cornelius; discussion: The committee will be comprised of Don Ballard, Bill Koleno, Eric Cornelius, and the Secretary/Treasurer. Roll call: Morrison "yes", Stackhouse "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Bushweiler "yes", motion carried.

### **New Business**

**MOTION** to adopt the AC150/5190 Airport Safety Self-Inspection Checklist as part of the Operations Manual, moved by Dwight Bowden, seconded by Don Ballard; discussion: The Secretary/Treasurer confirmed that the inspection was already part of the manual, being completed daily and is recorded in a digital format as opposed to a paper document. Trustees want it recorded on paper moving forward. Roll call: Stackhouse "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

**MOTION** to obligate the current balance of \$59,760 in the FAA/ODOT Local Match for the Wildlife Fence Construction local match, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: none; roll call: Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Dwight Bowden suggested conducting a survey of hangar tenants to gather feedback regarding the removal of the portable restroom on the ramp. The Secretary/Treasurer will distribute an email to tenants to collect their input.

Eric Cornelius reported that he spoke with a Civil Air Patrol member during the OAA conference and later had a phone conversation with the Youngstown Wing Commander. They discussed how the airport could serve as an ideal location for basing a CAP aircraft, offering the necessary resources and support.

Bill Koleno reported that the legal case involving John Williams was dismissed due to fraudulent reports.

**Adjournment**

The next Regular Meeting is scheduled for 06/12/2025 at 8:00AM EST. The President will inform the Board if the meeting will be rescheduled for 06/06/2025. Meeting adjourned at 10:11AM, moved by Lance Bushweiler, seconded by Dwight Bowden.



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