

Ashtabula County Airport Authority  
**SPECIAL BOARD MEETING**  
Friday, June 06, 2025 08:00AM EST

Board Members Present

Lance Bushweiler, President  
John Ambrose (T)  
Dwight Bowden  
Don Ballard (T)  
Bill Koleno (T)  
John Morrison (T)  
Kate Reedy (T)  
Mark Stackhouse  
George Toth

\*(T) Teleconference Participant

Others Present

Dave Pontius, Andrews & Pontius  
Nicole Bryan, Michael Baker International  
JP Ducro, Ashtabula County Commissioner  
Paul Strack, RS&H Don Ballard  
Christine Zalar, Fitch & Associates (T)  
Dan Ellenberger, University Hospitals (T)  
Doug Powell, Tenant  
Jay Williams, Tenant  
Mark Makee, Tenant  
Najani Palomino, CFII/Public  
Kate Burke-Rosales, NEORA

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

President Bushweiler addressed the Board emphasizing the importance of maintaining professional conduct and order during meetings and adherence to Robert's Rules of Order. He acknowledged the recent loss of longtime tenant and FAA Safety Rep Al Kettunen. The Board discussed the request to host a Celebration of Life at the airport. Commissioner Ducro offered to coordinate options with the family, with the event tentatively planned for July 6th.

**MOTION** to offer the Kettunen Family access to L-South for a memorial service, moved by John Ambrose, seconded by Mark Stackhouse; discussion: The service will most likely be scheduled around the 4<sup>th</sup> of July weekend. Ducro Funeral Services will have staff on hand to assist with parking and logistics. Rollcall: Ambrose "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

Paul Strack from RS&H presented the bid results for the Deicing Truck Acquisition. One bid was received from Ground Support Specialist, LLC (GSS) at \$252,505 (35% under budget). RS&H recommended awarding the bid to GSS and proceeding with FAA grant submission.

**MOTION** passed to accept the bid, authorize submission to FAA, and permit the President to sign the final grant application; moved by Dwight Bowden, seconded by George Toth; discussion: The application amount is a total of \$299,755 which including administrative allowance. Rollcall: Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

**MOTION** to authorize the Secretary-Treasurer to file a Not-To-Exceed local match grant in the amount of \$29,980 from the Cleveland Foundation Capital Expenditure Trust; moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: The Board discussed the possibility of appraising and selling the old deicing truck. Rollcall: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", Bushweiler "yes", motion carried.

Legal language in the UH lease was finalized with minor revisions. The FAA has completed a review of submitted documents and is now processing the Categorical Exclusion (CATEX) for mixed-use approval.

**MOTION** to approve the UH lease pending FAA mixed-use approval and zoning approval from Denmark Township; moved by John Ambrose, seconded by Mark Stackhouse; discussion: Dwight Bowden expressed concern about financial risk based on a past lease failure with Lakeside Aviation in 2007. Specifically, Bowden referenced the 12/31/2007 ACAA Ohio Auditor of State Report which captured the Lakeside lease agreement being abandoned by the lessee fourteen months into the twenty-year term and resulted in default and mitigation. Bowden noted that the UH agreement has an eighteen-month period in which the ACAA has a significant unfunded liability if the agreement were to terminate early. He raised a governance issue regarding the proper role of legal oversight. Bowden noted that legal advice for contractual form of an agreement is unlike legal advice related to the liability attached to executing a legal agreement. Bowden noted that the ACAA seeks and obtains legal advice that identifies risks attached to the execution of an agreement. Bowden noted that UH clearly stated in the last two meetings that they have no control of the purchase of fuel by their HAA operator. Bowden noted that fuel sales are critical for the ACAA to be profitable and self-sustaining. Additional Board discussion focused on the potential benefits of the lease, including fuel sales, expected operational support, and the positive impact of having an air ambulance based in the community. Rollcall: Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "no", Koleno "yes", Bushweiler "yes", motion carried.

**Consent Agenda**

Meeting Minutes: May 15, 2025, Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
May	(gallons)	(gallons)	Jan-May	(gallons)	(gallons)
2025	880.22	3,707.00	2025	2,982.13	16,135.00
2024	903.05	5,948.00	2024	1,989.48	14,163.00
2023	372.16	947.00	2023	1,212.2	5,324.00

Bank Account Balances: \$547,334.35  
 Cash Book Balance: \$544,574.00

Profit & Loss Report:  
 Net Ordinary Income -\$16,909.18  
 Net Income -\$25,581.14

Profit & Loss Budget vs. Actual Report YTD:  
 Net Ordinary Income -\$99,494.72  
 Net Income \$250,971.41

Bond Payment: None  
 Ashtabula County Appropriation: None  
 Accounts Payable / Bills: \$3,923.80  
 Gifts and Donations: None

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

NOTAM Summary						Rows: 50	Page: 1
Feature	Condition	Number	Start Date UTC	End Date UTC	Status		
<b>CND</b>	<b>On Airport - see Closure/Restriction Graphic</b>	N/A	N/A		Active		
Taxiway	HZY TWY ALL WIP GRASS CUTTING ADJ 2508031205-2506032200...	06/006	06/03/2025 1205	06/03/2025 2200	Active		
Runway	HZY RWY 09/27 WIP GRASS CUTTING ADJ 2508031202-2506032200...	06/005	06/03/2025 1202	06/03/2025 2200	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 1023864) 415114.00N0804120.00W (4.6NM NE HZY) 1159	05/024	05/24/2025 1122	07/08/2025 1121	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 1068984) 414955.00N0804515.40W (4.1NM NW HZY) 1202.	05/019	05/18/2025 1458	08/17/2025 0400	Active		
Obstruction	HZY OBST TOWER LGT (ASR 1263610) 413206.70N0804156.40W (14.7NM S HZY) 1411 ..	06/001	06/02/2025 0355	09/30/2025 0355	Active		
Obstruction	HZY OBST TOWER LGT (ASR 1019588) 414320.00N0804525.00W (4.3NM SW HZY) 1279	06/002	06/02/2025 1254	09/30/2025 1254	Active		

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Dwight Bowden, seconded by Kate Reedy; discussion: Dwight Bowden requested the minutes be produced earlier than three to four days before the meeting. Roll call: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bowden "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer reported there are no outstanding aged receivables and monthly tax filings were completed. There was a fraudulent credit card charge that was resolved, and a new card has been issued. A flight traffic report from January–June was distributed. Bowden noted that the dataset should have a NOTAM runway closed overlay in order establish a correlation to traffic counts and runway closures. Bowden noted the importance of deicing procedures, especially pretreats, in keeping the runway in operation. It was noted that the ACAA received a Snow and Ice Plan from CGF, a recommendation for equipment and deice materials including a revised environmental permit to allow use of same. Bowden stated there are funds available to acquire what is needed to perform this winter operation.

**Safety & Equipment**

The County Water Department generously offered to cover the water line repair.  
**MOTION** to send a thank-you letter to County Engineer for replacing the water break and for the site survey for the emergency response housing project; moved by Mark Stackhouse, seconded by Dwight Bowden; discussion: They are repairing at no-cost to the airport. Rollcall: Toth "yes", Ambrose "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Don Ballard joined the meeting via teleconference at 8:52AM.

Mowing operations are underway; weather delays noted. Fuel filter replacements are scheduled for this month. The airport truck was rear-ended, and repairs are underway through at-fault party's insurance. An incident report was filed, a drug test conducted, and the HR Committee met on the matter. The Yuhasz Brothers have planted their crops

for the season. The Water Department is coordinating EPA-approved temporary discharge solutions since they are now unable to release water into the fields.

There was mixed survey feedback from tenants on removal of ramp porta potty. The survey was uploaded to SharePoint.

**MOTION** to reinstall the ramp porta potty by Dwight Bowden, seconded by Mark Stackhouse; discussion: Previously, the cost of the porta potty was approximately \$150/per month. Rollcall: Ambrose "yes", Ballard "no", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "abstain", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

**Commissioner's Report** – Commissioner Ducro reported the Broadband expansion project was finally awarded and will impact 1,200 addresses mostly located in Williamsfield, Lenox, Cherry Valley, New Lyme, Richmond Township, etc. The project will take approximately two years to complete. The County was awarded \$15 million from the state for the jail project, the largest in Ohio. He expressed concern over proposed state legislation to eliminate inside millage, which would significantly impact local government revenues.

### **Committee Reports**

Hangar Leases – Bushweiler, Morrison, Toth, Ford: Reminder to initiate MFG lease renewal discussions by Q3.

Wildlife Committee – Bushweiler: None to report.

Marketing – Bowden, Bushweiler: None to report.

HR Working Group – Bushweiler, Cornelius, Toth, Ford: Jim Duhon has returned to work and is able to perform his work duties.

Growth Partnership Trustee Report – Reedy: Kate Reedy spoke with leadership and shared the Board's concerns regarding timely and transparent communication. The quarterly meeting is scheduled for 06/11/2025.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Six out of ten AOPA scholarships were awarded locally in the amount of \$5,000 each. The remaining four scholarships will be available for application for the next cycle.

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

OAA – Bowden: An email was shared indicating open committee positions that are available, as well as other opportunities for member to participate. Dwight Bowden registered the entire Board for access to the OAA website and materials. The current newsletter highlighted a call for action alerting members that the State Senate has removed all House-approved funding increases for airports from the state budget.

D-Day Planning – Ballard, Cornelius, Koleno: Planning is underway, and financial sponsorship is being sought after. Like last year, an FAA representative will be present for jump activities. It was requested that all Memorandums of Understanding, Certificates of Insurance, etc. are presented to the Board for legal review. A safety plan is expected to be available for the July meeting.

### **Inventory Report (06/03/2025)**

100LL Avgas: 4,443 gallons

Jet A w/Prist: Truck 1,517 gallons / Tank 5,009 gallons / Total of 6,526 gallons

Diesel: 345 gallons

Unleaded Gas: 219 gallons

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

#### **Task Orders**

TO #01 Fence Design: Exhibit A, which included information regarding the Berry Pond purchase and the consolidation of parcels, is updated and ready to submit to the FAA for review. The

TO #03 Airfield Remarketing: Pay application #1 from Hi-Lite has been uploaded to BlackCat for processing, and the request for final inspection has been submitted to ODOT.

**MOTION** to authorize President Bushweiler to the sign the close-out letter request when available for remarketing grant, moved by Dwight Bowden, seconded by George Toth; discussion: none; rollcall: Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

**TO #07 2025 Grant Administration:**

HAA: The additional information requested by the FAA was submitted on 05/19/2025. A CATEX for NEPA was also requested and submitted on 06/04/2025. All FAA correspondence will be forwarded as received. A 7460 submission will likely be required for the construction phase.

**MOTION** to authorize the Consultant to submit a 7460 associated with the HAA housing construction, moved by John Ambrose, seconded by John Morrison; discussion: She will identify where their lay down and staging areas will be. Rollcall: Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Koleno "yes", Bushweiler "yes", motion carried.

2024 Audit: The auditor confirmed that all required information has been received.

ODOT PCI: The requested documents were uploaded to BlackCat and emailed to Kimley-Horn, who will be conducting the inspection. Additionally, the As-Built drawings are also available on BlackCat.

First Energy: Coordination is ongoing with First Energy regarding a request for updated pricing to install a new commercial 480V 3-phase service at the airport. Point of contact Wendy Zele responded promptly, but the engineer originally assigned to the project has since left the company. A new engineer will be assigned and provide an updated estimate.

T-Hangars: Concerns were raised about the condition of the concrete surrounding the T-Hangars. Koski previously sealed a portion of the concrete apron in July 2022 and will inspect the area following the meeting. It may require only minor maintenance and deferring major repairs until the scheduled apron rehabilitation in 2026 and 2027 could be more cost-effective.

**TO #05 Obstacle Analysis:** A meeting is due to be scheduled to discuss the project.

**TO #06 Fence CA:** The balance of the required wetland mitigation credits is now due to the Stream & Wetland Foundation in the amount of \$55,250. This is required to obtain the permit for mitigation credits from the Army Corps of Engineers and is not in addition to the Local Match.

**MOTION** to pay the balance due to the Stream & Wetland Foundation in the amount of \$55,250, moved by Dwight Bowden, seconded by Kate Reedy; discussion: Payment will be made using funds from the FAA/ODOT Local Match Account, to be reimbursed with the grant payment. Rollcall: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

**Grant Funding:**

FAA FY25 Fence (Construction) Grant: The mitigation cost is eligible for reimbursement under this grant; waiting to receive the grant contract from the FAA.

**MOTION** to approve Michael Baker Invoice #1249313 for TO#3 2025 Airfield Remarketing, Billing No. 3 – Final, in the local share amount of \$1,564.89, ODOT Share of \$5,886.93, for a total of \$7,451.82, moved by George Toth, seconded by John Ambrose; discussion: This is a 79/21% split. Rollcall: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Bushweiler "yes", motion carried.

**MOTION** to approve Michael Baker Invoice #1248419 for TO#7 2025 Grant Administration, Billing No. 1, in the local share amount of \$6,724.76, moved by John Ambrose, seconded by George Toth; discussion: none; rollcall: Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

**Legal Counsel's Report**

Report has been uploaded to SharePoint and noted below:

UHHS: Reviewed and revised multiple drafts of the UH lease. The matter is under FAA review.

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

Miscellaneous: Conducted research and responded to multiple issues and questions raised by Don Ballard regarding the Worksite Agreement with A-Tech, the ability of the airport to enter into indemnification agreements and the ability of the airport to employ private legal counsel. 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.

Dwight Bowden addressed an email from another Board member that questioned the value of having dedicated legal counsel. In response, attorney Jason Fairchild called the remarks offensive, a sentiment Bowden agreed with. He noted that the airport has successfully managed millions of dollars in projects, all in compliance with legal and regulatory requirements. In his view, the airport's consistent record of clean state audits with no findings or

recommendations reflects strong operations and effective legal guidance. He felt the tone of the original comment was inappropriate.

### **President's Report**

Lance Bushweiler reported that Ashton Tech assisted Barbara Ford with computer connectivity issues. Eric Cornelius received another email from the Civil Air Patrol (CAP) on how to proceed, which included the possibility of hosting an open house at the airport to engage the community and showcase the CAP program. The possibility of acquiring an aircraft was noted, but would depend on funding and pilot qualifications, which involved coordination with CAP's Director of Operations.

### **Old Business**

**MOTION** to send thank-you letter to True North Energy for generator donation, moved by Mark Stackhouse, seconded by Lance Bushweiler; discussion: There is a switch included. The generator is valued at approximately \$70,000. Rollcall: Ambrose "yes", Ballard "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

**MOTION** to authorize Dwight Bowden to represent the ACAA in seeking resolution and closure to the USDA revenue bond obligation to include obtaining legal assistance from Andrews & Pontius in drafting a legal overview and timeline attached to the obligation, moved by John Ambrose, seconded by George Toth; discussion: Dwight Bowden believes there may be an opportunity to take the USDA Revenue Bond to closure and will need counsel to provide a legal overview, including a timeline as to where we've been over the years to ensure what is presented is accurate. The Treasurer reminded that the balance for the current budget for legal expenses is around \$13,000. A specific plan was not provided. Rollcall: Ballard "no", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

**MOTION** to rescind prior approval of Youth Opportunities program due to unresolved legal concerns; moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: Concerns were raised about an indemnification clause in the contract that could potentially conflict with Ohio law, as political subdivisions cannot enter into open-ended indemnity agreements. Don Ballard believes that legal counsel had found no insurmountable issues—just that the clause was unenforceable and would have no effect if signed. Rollcall: Koleno "abstains", Morrison "abstains", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "abstains", Ballard "no", Bowden "yes", Bushweiler "yes", motion carried.

Don Ballard provided an update on Project Lift mentioning the start of classes and the arrival of a glider. He noted the presence of dignitaries for the graduation scheduled on 06/28/2025.

**Executive Session:** None to report.

### **Public Comments**

CFI/CFII Najani Palomino introduced himself. He is currently flight-training out of the airport with several students. The Board and Commissioner Ducro discussed additional planning for the Kettunen memorial and questions about facility use.

### **New Business**

There was an inquiry regarding an Ohio Department of Development Roadwork Grant Program and if placing a cul-de-sac at the end of the Airport Road would be a possibility. Since Airport Rd is County owned, this type of project would need to be led by the County. Bowden agreed to contact the County Engineer about this grant opportunity.

Dwight Bowden reported that Kathy Zook from Eastgate may have a contact who could be a potential funding source for the 100LL Relocation Project.

### **Adjournment**

The next Regular Meeting is scheduled for 06/12/2025 at 8:00AM EST. Meeting adjourned at 10:03AM, moved by Lance Bushweiler, seconded by John Ambrose.



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

