

Ashtabula County Airport Authority
SPECIAL BOARD MEETING
 Thursday, July 17 2025 08:00AM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius
 Nicole Bryan, Michael Baker International
 JP Ducro, Ashtabula County Commissioner
 Paul Strack, RS&H (T)
 Christine Zalar, Fitch & Associates (T)
 Dan Ellenberger, University Hospitals
 Najani Palomino, CFII/Public
 Sujit Pal, Public Access
 Warren Dillaway, Star Beacon
 Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

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

The President thanked those who volunteered and donated for the celebration of life for Al Kettunen. It was successful with approximately four hundred attendees and twelve attendees.

The UH lease Exhibit A was updated to include receiving the CATEX document, FAA mixed use conditional approval, and Denmark township zoning permit. Legal counsel Dave Pontius recommended including FAA clauses into the lease. The board discussed the urgency of finalizing the lease to accommodate the helicopter and ambulance. UH Dan Ellenberger reported that the CEO visited the airport and is in full support of the partnership.

Consent Agenda

Meeting Minutes: June 06, 2025, Special Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
June	(gallons)	(gallons)	Jan - Jun	(gallons)	(gallons)
2025	968.66	5,903.00	2025	3,950.79	21,738.00
2024	793.41	1,542.00	2024	2,782.89	15,705.00
2023	240.93	1,510.00	2023	1,453.13	6,834.00

Bank Account Balances: \$488,969.93

Cash Book Balance: \$478,388.64

Profit & Loss Report:

Net Ordinary Income -\$10,396.16
 Net Income -\$78,682.10

Profit & Loss Budget vs. Actual Report YTD:

Net Ordinary Income -\$110,147.49
 Net Income \$172,032.70

Bond Payment: \$752.00

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$9,335.27

Gifts and Donations:

Dwight & Sue Bowden
 \$459.00 Sam's Club: Pallet of Water Bottles
 \$157.50 Fidelity Charitable: Ashton Technologies Inv #71265
 \$459.00 Sam's Club: Pallet of Water Bottles (#2)

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

NOTAM Summary							Rows: 50	Page: 1	Go Page 1 of 1
Feature	Condition	Number	Start Date UTC	End Date UTC	Status				
Obstruction	HZY OBST TOWER LGT (ASR 1259383) 414554.40N0803433.50W (5.4NM E HZY) 1251...	06/033	06/23/2025 1448	06/07/2025 1448	Active				

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

The Secretary/Treasurer reported there are no outstanding aged receivables and monthly and quarterly tax filings were completed. There is no update regarding the state audit, just waiting for final closeout.

Safety & Equipment

The ramp Porta Potty was delivered this week and the damaged leak to the WWTP was repaired. The gas line was cut during the repair and had to be replaced. Security Technologies was on-site for service work and noted that our cameras and housing were very dirty. They will be returning to clean all camera boxes and housing. Oshkosh is scheduled for July 21–27, so an increase in 100LL traffic is expected. The air conditioner in the flight simulator building is failing and struggling to maintain proper temperatures.

MOTION to get two quotes to replace the air conditioner and allow the President to decide what unit to purchase, to be funded by a Cleveland Foundation grant, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; rollcall: Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bushweiler "yes", motion carried.

Another item on the repair list is the B Hangar door tracks, which are lifting out of the concrete. This has been an ongoing issue but are now receiving more frequent comments about the difficulty in opening and closing those doors. Contractors to be contacted in the future to evaluate the repairs, which will require resetting the tracks in new concrete. Additionally, in L-South, the epoxy floor has started to lift and is not holding up as expected. The company that installed it has offered to repair it under warranty.

Commissioner's Report – Commissioner Ducro thanked the Board for their support during the memorial service. He will forward information regarding donations for Alan's son. He just returned from the County Commissioners Association conference in Philadelphia. It covered several major issues at the federal and state level, many with potential impacts here in Ashtabula County. The biggest concern is proposed changes to SNAP funding. Ohio counties currently cover 50% of administrative costs, but that could rise to 75%, a \$40 million increase statewide. They are also monitoring efforts to overturn the governor's vetoes, which could further affect the budget. On broadband, they received their first progress report on engineering work for the Bright Speed project. The Commissioners have implemented a hiring freeze, only approving critical replacement hires, and may reduce staff through attrition.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford: **MOTION** to approve McVey A-6 & Williams A-8, moved by Dwight Bowden, seconded by Don Ballard; discussion: none; rollcall: Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

MOTION to approve Landlord Estoppel Certificate, moved by Don Ballard, seconded by John Ambrose; discussion: MFG's lease was scheduled to renew in February. The initial lease term expired 01/31/2025, and under the agreement, MFG had the right to renew by providing written notice which was due last fall. Unfortunately, this step was missed on both MFG's side and the airport's side. MFG's legal counsel sent Dave Pontius a written acknowledgment, which was forwarded to the President and Vice President confirming their intent to renew. The renewal includes a 5% increase in monthly rent, and MFG has already submitted payment reflecting that increase. Rollcall: Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

MOTION to acknowledge MFG's renewal lease for an additional term, moved by Dwight Bowden, seconded by Barbara Ford; discussion: none; rollcall: Ford "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

Public Access Sujit Pal submitted a letter requesting a commercial hangar lease to operate a Part 61 flight school using a Pipistrelle electric two-seat aircraft, which requires 480V power for charging. His request includes a waiver from the airport's minimum standards requiring a four-seat and IFR-capable aircraft. The Board discussed the lack of three-phase 480V power at the airport and the preliminary steps already taken with FirstEnergy to assess costs and demand. Current estimates are based on capacity for two electric aircraft chargers and two EV chargers, with further sizing dependent on the Board's long-term plan. Mr. Powell expressed interest in participating in planning to ensure the infrastructure is scalable for future electric aircraft growth and suggested exploring on-site power generation as a revenue source, citing grants and opportunities available to the county. The Board will proceed with obtaining preliminary load and cost information from FirstEnergy before determining next steps.

Wildlife Committee – Bushweiler: None to report.

Marketing – Bowden, Bushweiler: Don Ballard reported that during Project Lift, Cleveland 5 News broadcast live from the airport, reaching the entire Cleveland metro area.

HR Working Group – Bushweiler, Cornelius, Toth, Ford: The committee will schedule Jim Duhon's review.

Growth Partnership Trustee Report – Reedy: There are two dates to note: Best of the County scheduled for 09/19/2025 and the Lake to River Talent Summit scheduled for 09/25/2025. Growth Partnership updates included ongoing prep work for potential data mining sites and other industrial projects. A previously unnamed company has confirmed it will expand within Ashtabula County, adding jobs. Year-to-date, there have been 45 new business inquiries, with eight moving forward and several site visits completed. General Aluminum is also planning to expand and hire additional employees.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Dwight Bowden provided an update on the Aviation Education Initiative, including the creation of scholarships through the AOPA Foundation and current recipients. John Ambrose suggested offering a summer discount on the flight simulator to encourage increased usage.

MOTION to cut the hourly and block time purchase of flight simulator rental time by 50% through 10/01/2025, moved by Eric Cornelius, seconded by John Ambrose; discussion: The board considered the value of using the flight simulator. Rollcall: Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

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

OAA – Bowden: The state budget, signed by the Governor, includes \$21.65M for aviation in FY26 and \$19.65M in FY27, doubling available state grant funds to \$10M annually. Key uses include matching federal grants, TAP improvements, and potential funding for underground 100LL fuel tank replacement on a 50/50 cost share. FAA guidance confirms 100LL sales must continue until a suitable replacement is available. Letters of thanks were sent to state legislators for their support.

D-Day Planning – Ballard, Cornelius, Koleno: Don Ballard reported that the safety plan is close to complete and they expect to receive insurance certificates and other required paperwork, which typically these arrive the week prior. This year, they're making an effort to keep the event smaller and simpler to ensure smooth operations. Volunteers are lined up, plans are set, and participants are confirmed. At this stage, final preparations are underway. President Bushweiler requested the safety plan be forwarded, and Dwight Bowden noted that all related documents; MOUs, insurance certificates, and other attachments should be sent to legal counsel for review.

Inventory Report (07/16/2025)

100LL Avgas: 3,115 gallons

Jet A w/Prist: Truck 2,992 gallons / Tank 4,634 gallons / Total of 7,626 gallons

Diesel: 289 gallons

Unleaded Gas: 182 gallons

Engineer/Consultant's Report

RS&H Paul Strack reported the grant application and required documents for the deicing truck have been submitted to the FAA. The FAA is requesting Buy America documentation before issuing the grant. He has been in communication with the awarded contractor, who has expressed interest in receiving a letter from the Board confirming intent to proceed with the purchase once FAA funding is received. This letter would not be a binding

commitment but would provide the vendor reassurance. President Bushweiler requested Paul send the draft letter for signature, emphasizing the need to expedite the process to avoid jeopardizing the FAA grant.

Michael Baker International Nicole Bryan's monthly report is available on SharePoint and noted below.

Task Orders

TO #01 Fence Design: Exhibit A, update was submitted to the FAA for review on 06/16/2025.

TO #03 Airfield Remarketing: Pay application #3 has been requested from Hi-Lite. Receipt of the documents is necessary to finalize the project closeout letter.

TO #07 2025 Grant Administration:

HAA: FAA mixed-use approval was received, contingent on completing the nearly finished ALP update and an aeronautical study which is already submitted in OE/AAA. Rental rates, previously reviewed in depth in 2022 using ACRP reports and updated accordingly, were applied to the UH lease. Land value was compared to the Berry property appraisal, confirming alignment. A prepared letter documents this review to satisfy FAA requirements; signing it now or keeping it on file is optional. **MOTION** to sign the sponsor's statement of fair market value rates for the HAA tenant lease agreement, moved by John Ambrose, seconded by Eric Cornelius; discussion: Reedy "yes", Stackhouse "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Bushweiler "yes", motion carried.

First Energy: The preliminary load analysis, panel schedule, and single line diagram for the electrical system has been submitted to First Energy. First Energy is currently developing the design and billing proposal. Should the project proceed, an easement from Airport Rd the new pad mount transformer will be required. An easement will be required.

T-Hangars: The required maintenance will be coordinated in-house.

TO #05 Obstacle Analysis: Preparation is underway for a write-up for the Operations Manual, with a draft scheduled for completion and distribution at the 08/14/2025 Board Meeting.

TO #06 Fence CA: Stream & Wetland emailed the final payment verification letter 06/23/2025.

MOTION to approve Michael Baker Invoice #1254669 for TO#7 2025 Grant Administration, Billing No. 2, in the local share amount of \$12,923.55, paid from the general fund. Dwight Bowden, seconded by Eric Cornelius; discussion: none; rolcall: Stackhouse "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Bushweiler "yes", motion carried.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: The FAA issued a conditional approval letter on 07/02/2025, for UHHS's mixed-use request for a portion of Airport property. The approval includes specific requirements for the Airport to meet and terms to be added to any UHHS lease and subleases. General recommendations for compliance and lease amendments have been submitted to President Bushweiler. At this time, authorization has not been given to prepare a redlined draft of the UHHS lease for Board and UHHS review.

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

USDA Loan Obligation: Jason Fairchild and Dave Pontius worked with Dwight Bowden to prepare a detailed timeline of the status of the USDA loan obligation for submission by Dwight Bowden to appropriate state entities.

MFG Lease: The initial five-year MFG lease expired 01/31/2025. While both MFG and the Airport have continued the lease, MFG has not paid the required 5% rent increase for the first renewal term. Treasurer issued MFG an invoice for the unpaid increase covering February through July 2025.

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.

President's Report

Lance Bushweiler reported that the Pavement Condition Index inspection is scheduled for 09/10/2025. The Board discussed securing additional help for crack sealing this season, possibly using 1099 labor. A tenant incident was reported involving a jet parked on the taxiway and hooked to the airport tug for several days, obstructing ground operations. The tug will be removed and the aircraft secured in compliance with airport rules. Additional chocks were purchased for use.

Old Business

Don Ballard reported that Project Lift trained 24 students for the private pilot test; 13 took the UAS exam and 11 passed. Students logged two flight hours through glider and Young Eagles flights. Graduation drew 130 attendees. Outcomes include one student on a glider scholarship, two in active training, and expanded opportunities for cost-effective pilot certification.

Mark Stackhouse will deliver the generator to the airport for UH housing.

Dwight Bowden provided an update to the Board authorized regarding pursuing extinguishment of the USDA loan. A grant request was submitted 06/25/2025 to Lake to River JobsOhio, whose funding is not tax-based, making them a suitable source. Follow-up political advocacy included meetings with State Senator Jerry Cerino and outreach to Senator Sandy O'Brien. Topics discussed included opposition to marijuana in aviation, possible funding for 100LL tank replacement in the capital budget and expanding Ohio's 529 plan to cover pilot training.

Dwight Bowden also reported that ODOT 629 grants, discussed at the last meeting, are tied to road improvements that create additional employment opportunities. The proposed loop at the end of Airport Road does not meet eligibility criteria.

Executive Session: None to report.

Public Comments

Instructor Najani Palomino suggested placing a temporary roadside sign promoting flight training. The Board noted possible permit and regulatory issues and suggested routing the idea to the Aviation Education Initiative group for review. Alternatives discussed included a full-page ad highlighting flight training, simulator discounts, and scholarships, and adding flight training providers to the airport website with a disclaimer that listings are not endorsements. Dwight Bowden offered to obtain a quotation for the design and publication of the advertisement and provide a donation to fund same.

New Business

Barbara Ford reported that she received the credit card statements and found no issue.

Adjournment

The next Regular Meeting is scheduled for 08/11/2025 at 8:00AM EST. Meeting adjourned at 09:50AM, moved by Lance Bushweiler, seconded by Don Ballard.



Kate Burke Rosales
Ashtabula County Airport Authority, Secretary/Treasurer

