

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, August 14, 2025 at 08:00AM EST

Board Members Present

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

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
 Doug Powell (T)
 Najani Palomino, CFII/Public
 Derek Maple (T)
 Russ Battiatio, W&R Vets
 Dave Krasner, W&R Vets
 Maritza Krasner, W&R Vets
 Mike Millard, FAA Safety Inspector
 Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

The meeting was called to order at 8:01AM EST by President Bushweiler. At the request of the President, the Secretary confirmed a quorum.

President Bushweiler welcomed members of W&R Vets and thanked them for attending and sharing an update. Dave Krasner highlighted Airborne for Vets, a parachuting program designed to support veterans' healing, engagement, and mental health, which has grown from Pee Wee's Jump Fest into major commemorative events such as the D-Day Conneaut operation. He emphasized their mission to honor veterans and reduce suicide rates while building partnerships and community support. Russ Battiatio spoke about the event's significant impact, including honoring WWII veterans, stimulating the local economy, and gaining national sponsorship and recognition. The organization now participates in international commemorations and continues to grow its efforts to preserve history and serve veterans. Mike Millard, a veteran and 21-year FAA subject matter expert for balloons, gliders, ultralights, and other specialized aircraft, attended to observe and review W&R Vets' parachute operations for continued authorization. He praised the airport's professionalism and management, noting it as one of the best he has seen.

John Morrison joined the meeting at 8:13AM.

President Bushweiler discussed changes to the original safety plan including references to the Operations Manual Appendix A-Airport Emergency Plan. Other updates include the parachute rigging moving from Hangar N to Hangar G due to floor conditions. Insurance certificates have been submitted, and FAA oversight is in place with a NOTAM posted by Flight Standards. Jump school activities have begun, with safe parking areas confirmed. The warplanes and WWII D-Day Museum have displays set up for visitors, and WWII veterans are on site for the event.

Consent Agenda

Meeting Minutes: July 17, 2025, Special Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
July	(gallons)	(gallons)	Jan - Jul	(gallons)	(gallons)
2025	1,646.45	2,850.00	2025	5,597.24	24,588.00
2024	1,239.93	2,631.00	2024	4,022.82	18,336.00
2023	797.06	1,978.00	2023	2,250.19	8,812.00

Bank Account Balances: \$458,026.74
 Cash Book Balance: \$440,434.25

Profit & Loss Report:
 Net Ordinary Income -\$6,952.75
 Net Income -\$19,402.82

Profit & Loss Budget vs. Actual Report YTD:
 Net Ordinary Income -\$117,802.55
 Net Income \$151,927.57

Bond Payment: \$752.00
Ashtabula County Appropriation: None
Accounts Payable / Bills: \$1,310.40

Gifts and Donations:

Dwight & Sue Bowden
\$2,990.00 Fidelity Charitable: United Rentals Inv #249961147 Kettunen Memorial

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 1259303) 414554 40N003433.50W (5.4NM E HZY) 1251...	06033	06/23/2025 1448	08/07/2025 1448	Active

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: None; roll call: Ambrose “yes”, Ballard “yes”, Bowden “yes”, Ford “yes”, Morrison “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Bushweiler “yes”, motion carried.

The Secretary/Treasurer reported there are no outstanding aged receivables and monthly withholdings were filed. She is waiting for the exit interview for the annual audit and provided information regarding the FAA NOTAM system modernization. The FAA is hosting a monthly forum for users that has thus far been largely geared for the IT backend of the system. Presentations are available on SharePoint. The newly required cybersecurity policies for public entities have been extended through the end of the year, possibly next summer. It was recommended to look at what other airports’ policies are, discuss with Huntington Insurance, and review with Ashton. Dwight Bowden noted the required cyber policies became law as part of HB96, effective 09/30/2025.

Safety & Equipment

The Jet A truck and 100LL fuel tank successfully passed their annual county and state inspections. Crack sealing is scheduled for next week, and no outside assistance has been brought in at this time. ODOT’s Pavement Condition Index inspection is planned for 09/10/2025, weather permitting. Safety Consultant Jerry Palfy had been scheduled to provide forklift training for Jim Duhon; however, the forklift’s starter failed and has been difficult to source. Training will be rescheduled once repairs are complete.

Commissioner’s Report – Commissioner Ducro reported that Congressman Dave Joyce visited Tuesday and expressed ongoing support for federally funded projects, including the proposed airport water line. The project has passed the first round of appropriation reviews, a positive sign for potential funding.

President Bushweiler requested that the Hangar Lease Committee Reports be moved down to Old Business.

Committee Reports

Wildlife Committee – Bushweiler: There have been a high number of deer on airport property even with ongoing eradication permits in place. Current rules require airport staff to handle culling inside the Runway Safety Area and registered and permitted hunters on premises during regular hunting season. A new ODNR program may allow additional outside hunters under special permits. Staff will gather more information on this option.

Marketing – Bowden, Bushweiler: Nothing to report.

HR Working Group – Bushweiler, Toth: The working group met last month to discuss several items at the airport. Jim Duhon’s review is still to be scheduled.

Growth Partnership Trustee Report – Reedy: The annual meeting included discussions promoting D-Day events and flight activities at the airport, as well as opportunities to market weekend tourism and attract visiting aircraft. Greg Myers expressed support for industry-tourism partnerships. Updates were shared on Conneaut projects and regional development, along with Best of the County scheduled on 09/16/2024 at River Bend Hotel.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Plans were discussed for a Gazette ad promoting airport services, flight training, AOPA scholarships, and simulator discounts. A \$1,600 quote was received, but promotion was paused pending vetting of flight training operators. The group agreed to finalize vetting before releasing scholarship funds or advertising and suggested sharing a digital version of the ad to maximize outreach.

MOTION to extend the hourly and block time purchase of flight simulator rental time by 50% through 11/01/2025, moved by Dwight Bowden, seconded by John Ambrose; discussion: Several block times have been sold so far, mostly to current tenants and one of Najani Palomino's students. The group discussed running an ad to promote further sales but agreed to limit it to before 11/01/2025. Rollcall: Ballard "yes", Bowden "yes", Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30. Fuel costs will be reviewed after the D-Day event.

OAA – Bowden: Kent State's airport renovation is underway with plans to hold a reopening event in 2026. The OAA Legislative Day is set for 12/03/2025 for requested meetings with state representatives. There is a joint meeting scheduled with Representatives David Thomas and Sarah Fowler-Arthur at 9:00AM. An invitation has been extended to the Board if anyone would like to attend. Based on FAA travel restrictions being potentially lifted, Dwight Bowden issued an invitation to the ADO to visit the airport. Other highlights included information regarding a September scholarship golf outing as well as an airport compensation survey that will be sent out, which will be completed before the next board meeting. Trustees were encouraged to join OAA committees.

Inventory Report (08/12/2025)

100LL Avgas: 5,305 gallons

Jet A w/Prist: Truck 1,911 gallons / Tank 8,999 gallons / Total of 10,910 gallons

Diesel: 74 gallons

Unleaded Gas: 126 gallons

Engineer/Consultant's Report

RS&H Paul Strack reported he has been in contact with the deicing truck contractor, who is eager to begin work and is awaiting the official notice of award. He was responsive in providing the Buy American documentation, which was submitted to the FAA. However, he has yet to receive confirmation from the FAA that the submission was received, accepted, or is moving forward. It is not uncommon to experience a delay in receiving confirmation.

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

Task Orders

TO #01 Fence Design: Awaiting FAA feedback and comments.

TO #03 Airfield Remarketing: The final inspection letter, pay application, drawdown requests, and closeout letter have been submitted and are pending ODOT processing in BlackCat, after which the project will be officially closed out.

TO #07 2025 Grant Administration:

HAA: The requested Airport Layout Plan update and 7460 aeronautical study have been submitted to the FAA.

First Energy: Awaiting pricing from Gary Weir, who confirmed on 08/06/2025 that he is finalizing the design and billing proposal. A follow-up is planned.

TO #05 Obstacle Analysis: The final Obstacle Mitigation Plan has been completed and will be added to the Operations Manual as Appendix C. The manual has been updated to reference the plan, which will serve as a supplemental document. Due to file size, both the updated manual and supporting documents are available on SharePoint, and a link will be shared for review and feedback before finalization.

TO #06 Fence CA: Signing approval was granted at a previous meeting, so all that is needed now are the final grant documents. The contractor has been notified that tree removal must occur this fall before bat habitation begins.

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 letter was not an unconditional approval but rather contained certain requirements that the airport must meet and contained terms that needed to be inserted into any lease with UH and its subtenants. In response, UH proposed revisions to its lease. These were reviewed and additional changes were recommended, which were sent to the Board President in the form of a redlined lease.

USDA Loan Obligation: A detailed timeline of the status of the loan and grant request were submitted to JobsOhio by Dwight Bowden.

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

Miscellaneous: The estoppel and waiver agreement and lease extensions for MFG were completed. Research was conducted to determine the length of the Board's paid executive seat with Growth Partnership. 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 thanked Dwight Bowden for donating wheel chocks. He noted that after crack sealing is completed, winter equipment will be prepared for use, including a potential retrofit of the International truck for deicing fluid. The Board discussed previous quotes from M-B Co. and Concord Equipment, with approximately \$5,000 in donated funds available for the broom truck audit. Annual hangar maintenance, including lubrication and inspection of door cables, will be coordinated with fire inspections. Mark Stackhouse offered the use of his scissor lift for this work. Conversation returned to HB96 and cybersecurity policies, noting extensive compliance measures for all government entities with oversight expected in state audits. The board acknowledged the need for formal cybersecurity training. Additional operational updates included coordination with RS&H Paul Strack on Buy America documentation, temporary operations by the Cleveland Soaring Society, and additional aircraft due to Geauga County Airport's taxiway project. Current transient rates are being applied. Event planning procedures were also addressed, with consensus on creating a formal approval process, including timelines and requirements for different event types. Examples from other airports have been reviewed, and a draft policy will be prepared for inclusion in the Operations Manual.

The Board recessed at 8:56 for a 5-15 minute break and recessed again at 9:02AM.

Old Business

Hangar Leases – Bushweiler, Morrison, Toth, Ford: **MOTION** to approve Williams in E-8 and Frankel in D-4, moved by John Ambrose, seconded by Dwight Bowden; discussion: John Williams, who was renting two hangars in A Row, wishes to move one aircraft to E8, opening an A Row hangar for a new lease. Tenant Daniel Frankel, previously alternating one of his two aircraft between Geauga and here, will now base both aircraft at the airport, renting an additional hangar. Rollcall: Ford "yes", Koleno "yes", Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

The board discussed flying club versus flight school's status and lease terms, prompted by recent advertising discussions. A review of FAA guidance, airport regulations, and commercial minimum standards determined the operation does not qualify as a flying club and has transitioned into a commercial operation. A new commercial lease is being prepared for board review within 30 days. The group also clarified scenarios involving independent instructors teaching tenants in their own aircraft versus instruction provided for hire with aircraft, noting only the latter constitutes a commercial operation. Resolution of this matter is a priority, as several AOPA scholarship awards are on hold pending compliance.

Eric Cornelius entered the meeting at 9:11AM.

MOTION to amend the previous motion made on 06/06/2025 regarding the UH Lease Agreement, to require a full Board review of materials being sought pursuant to a public records request submitted to Wadsworth Municipal Airport on behalf of Dwight Bowden and following such a review requiring further Board action regarding the UHHS lease before it is executed, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: The Board discussed a public records request concerning agreements related to PHI and UH, comparing leases from multiple counties. Questions were raised about which entity should hold leases and purchase fuel, with clarification that UH, not PHI, holds leases for all air and ground operations in most locations, while PHI leases space in Wadsworth. Rollcall: Koleno "no", Morrison "no", Reedy "no", Stackhouse "no", Toth "no", Ambrose "no", Ballard "no", Bowden "yes", Cornelius "no", Ford "yes", Bushweiler "no", motion failed.

MOTION to accept the proposed dates and approve the signing of the UH lease agreement, moved by John Ambrose, seconded by George Toth; discussion: Two dates in the circulated lease document need to be finalized: the lease start date and the helicopter's on-site date. Proposed dates are September 1 for the lease to begin and December 1 (90 days later) for helicopter operations to start. Rollcall: Morrison "yes", Reedy "yes", Stackhouse "yes", Toth "yes",

Ambrose "yes", Ballard "yes", Bowden "abstain", Cornelius "yes", Ford "yes", Koleno "yes", Bushweiler "yes", motion carried.

Executive Session

MOTION to move to Executive Session at 9:28AM to consider the employment of public employees, moved by John Ambrose, seconded by Kate Reedy; discussion: none; rollcall: Reedy "yes", Stackhouse "yes", Ambrose "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

Moved out of Executive Session at 9:43AM.

Public Comments

Tenant Doug Powell commented that his credit card would still not work at the pump.

New Business

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

Vice President Cornelius emphasized the importance of safety, citing recent aircraft accidents in the region involving experienced pilots. The discussion highlighted the need for continued vigilance, risk management, and proper reporting of incidents, with a reminder that the board should approve all events associated with the airport. Additional points included plans to seek specialized training for staff ahead of helicopter operations and encouragement for Board members to visit the airport more frequently outside of monthly meetings to provide support.

Adjournment

The next Regular Meeting is scheduled for 09/11/2025 at 8:00AM EST. Meeting adjourned at 09:51AM, moved by Lance Bushweiler, seconded by John Ambrose.



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

