

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, September 11, 2025 at 08:00AM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius
 Nicole Bryan, Michael Baker International
 JP Ducro, Ashtabula County Commissioner
 Christine Zalar, Fitch & Associates (T)
 Dan Ellenberger, University Hospitals
 Doug Powell, Tenant (T)
 Najani Palomino, CFII/Public (T)
 Garrett Demshar, Public (T)
 Derek Maple, NEORA (T)
 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.

President Bushweiler thanked the Board for their attendance and continued commitment to safe, efficient, and strategic operations of airport facilities. He acknowledged the significance of the day, which marked twenty-four years since the tragic events of 2001, a day that forever changed the nation and the aviation industry. He noted that the day serves as a solemn reminder of the Board's ongoing responsibility to uphold the highest standards of safety, to protect the public, and contribute to the security and strength of the transportation system that connect people around the world.

Commissioner Ducro entered the meeting at 8:05AM.

Consent Agenda

Meeting Minutes: August 14, 2025 Regular Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
August	(gallons)	(gallons)	Jan - Aug	(gallons)	(gallons)
2025	2,677.9	6,308.00	2025	8,275.14	30,896.00
2024	1,746.1	8,139.00	2024	5,768.92	26,475.00
2023	1,850.06	5,485.00	2023	4,100.25	14,297.00

Bank Account Balances: \$458,898.00
 Cash Book Balance: \$471,001.38

Profit & Loss Report
 Net Ordinary Income -\$10,849.03
 Net Income -\$11,124.06

Profit & Loss Budget vs. Actual Report YTD
 Net Ordinary Income: -\$128,651.58
 Net Income: \$140,803.51

Bond Payment: None
 Ashtabula County Appropriation: None
 Accounts Payable / Bills: \$1,334.54

Gifts & Donations:
 \$260.00 Dwight & Sue Bowden Fidelity Charitable: Thompson Hine #3269798 AEI Trademark
 \$600.00 Purvis Brothers: For use towards WWII aircraft fuel purchases

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 1294091) 414853 70N0804456 00W (3.2NM NW HZY) 1102	08/003	08/05/2025 1859	09/19/2025 1859	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1259383) 414554 40N0803433.50W (5.4NM E HZY) 1251	08/022	08/21/2025 0037	10/05/2025 0037	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1023664) 415114 00N0804120.00W (4.6NM NE HZY) 1159	09/001	09/01/2025 1913	10/16/2025 1911	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1211492) 414319.70N0804213.40W (3.4NM S HZY) 1276	08/011	08/12/2025 1132	11/10/2025 0400	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413616 20N0804244 00W (10.5NM S HZY) 1380	08/023	08/22/2025 1610	11/20/2025 0400	Active			

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Dwight Bowden, seconded by Eric Cornelius; discussion: None; roll call: Ambrose "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer reported no outstanding receivables, with monthly withholdings filed and the audit exit interview pending. The D-Day event drew approximately 980 attendees and 530 cars, with fuel sales comparable to 2024. FY25 budget is on track, and work has begun on the FY26 budget, including review of repairs, labor, and project identification. With \$11,600 available in the AEI Fund, she requested consideration to update the flight training building for student use. Cyber insurance discussions are ongoing, with Huntington providing an application and county follow-up regarding CORSA coverage.

MOTION to approve transferring \$78,830 from checking account to account 732 for the forced USDA payment due 10/01/2025, moved by Dwight Bowden, seconded by Bill Koleno; discussion: none; roll call: Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bowden "yes", Bushweiler "yes", motion carried.

Safety & Equipment

The forklift starter was replaced, and training/certification for Jim Duhon was completed. The simulator lobby air conditioner was replaced with funding from a Fidelity Charitable Grant, and the ODOT PCI inspection has been completed. Winter equipment preventative maintenance and crack sealing are in progress, and brush clearing across Brown Road has been completed. Hangar door maintenance and a fire inspection are scheduled this month, and aviation fuel filters will be ordered for next year. Security camera lenses were cleaned, with several requiring replacement, and security lights on the ramp and parking lot also need replacement, recommended while a scissor lift is on loan from Mark Stackhouse. President Bushweiler will review the broom audit with Jim Duhon to determine needed work. The International truck has been towed to Concord Road Equipment for a formal quote on modifications for deicing chemical application. Dwight Bowden requested an equipment and supply list be submitted to the Cleveland Foundation for grant consideration.

Commissioner's Report – Commissioner Ducro reported that the state has awarded \$15 million under the Ohio Jail Safety and Security Program for expansion and modernization of the county jail, with the county providing a local match from reserves. The new facility will be integrated into the existing sheriff's complex. He also noted a multimillion-dollar natural gas pipeline project extending from North Kingsville to Meadville, including approximately twelve miles of new installation in Ashtabula County along with renovations of existing segments. The Youngstown Business Incubator is conducting a regional study on Advanced Air Mobility and drones beyond visual line of sight, aimed at identifying communities prepared to adopt these technologies for public safety and economic development. Commissioner Ducro encouraged the airport to provide input regarding airport zoning. He further noted that FY2026 budget hearings will begin in mid-October.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford: Jim McVey (A-6) and Bob Dunne (E-5) have given notice to vacate their hangars. Dwight Bowden has prepaid hangar rent and electric through year-end, with electric rates to be reassessed in 2026. Mark Makee submitted the requested information, which is under review.

Wildlife Committee – Bushweiler: The Ohio Department of Wildlife confirmed the airport is not eligible for the OLHAP Program as a government entity; however, an application fee may be requested from hunters next year to help offset wildlife mitigation costs. Twenty-four hunters are currently registered for the upcoming season. Line Service recommended capping registrations at thirty with an exception for adjoining property owners, but the Board decided not to impose a limit at this time. Wildlife activity has increased, particularly deer and killdeer, and efforts will focus on these populations as mowing slows. In addition, traps will be set for groundhogs in the coming weeks.

Marketing – Bowden, Bushweiler:

HR Working Group – Bushweiler, Toth, Ambrose: President Bushweiler thanked George Toth and John Ambrose for assisting with Jim Duhon's review.

Growth Partnership Trustee Report – Reedy: Kate Reedy reported that six seats remain available for purchase at the Best of the County event. She noted interest in a potential data center locating in Conneaut, and that drone use continues to grow within the county and serves as a pathway into aviation. Discussion has also highlighted the need for updated local utility infrastructure, with potential business growth opportunities that could impact the airport over

the next three to five years. Dwight Bowden added that he has invited Lake-to-River representatives to tour the airport and discuss the USDA grant request on September 29, 2025.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Dwight Bowden reported that the draft gift letter proposing sponsorship of ten \$5,000 scholarships through AOPA has been withdrawn.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30. President Bushweiler reported that pricing was reviewed and is current.

OAA – Bowden: Dwight Bowden reported that he attended the 08/21/2025 OAA Directors Meeting at Rickenbacker, followed by an ODOT online seminar on regarding the rollout of the Ohio airport grant program. He forwarded an email to the ACAA Board regarding membership and donations to the OAA PAC and also attended a cybersecurity webinar on HB96 requirements. Upcoming events include the OAA online seminar on 09/18/2025 about the State Capital Budget, the OAA Directors Meeting at CAK on 09/19/2025, the GLCAAEE Airports Conference in Chicago on 09/23–09/25/2025 (with Northeast Ohio Regional Airport sponsoring Wi-Fi), and the OAA Golf Outing on 09/26/2025 in support of the OAA Foundation scholarships. The Secretary/Treasurer submitted the OAA Airports Compensation Survey.

Inventory Report (09/08/2025)

100LL Avgas: 3,070 gallons

Jet A w/Prist: Truck 2,021 gallons / Tank 3,147 gallons / Total of 5,168 gallons

Diesel: 800 gallons

Unleaded Gas: 400 gallons

Engineer/Consultant's Report

President Bushweiler reported that RS&H, through Paul Strack, successfully submitted the FAA-requested revised Buy American documents related to the Deicing Truck Acquisition, along with the required sponsor certificates. The deicing truck is anticipated to be in service by the winter of 2026.

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

Task Orders

TO #03 Airfield Remarking: ODOT approved the closeout and reimbursement request, and funds were received on 09/04/2025, to pay Hi-Lite's final invoice. The project is now complete.

TO #07 2025 Grant Administration:

First Energy: The design, billing proposal, and easement provided by First Energy on 09/05/2025, are under review. The cost share reflects a 60/40 split between entities, and there may be an opportunity to coordinate the 100LL Relocation Project with the 480/3-phase electrical upgrade.

FAA Planning Meeting: It is time to review and update the Airport Capital Improvement Plan (CIP) in preparation for the upcoming FAA planning meeting. The CIP will also need to be adjusted in connection with the ODOT Match Grant application. Current projects include the design and construction of Taxiway A4 and the apron. An updated Master Plan may also be incorporated, with information from the recent PCI inspection providing valuable input for consideration.

ODOT FY26 Funding: Program updates were announced, introducing a new Supplemental and Match Grant Program. Additional guidance on applications and scoring will be provided on 10/01/2025. She noted that ODOT could potentially fund new equipment like the 100LL tank, but not the removal.

TO #05 Obstacle Analysis: The final update to the Operations Manual has been completed. Approximately \$400,000 in IIJA funds are expected to be available and could be used for obstruction removal.

Grant Funding

ODOT FY26 Match: Grant applications are due by 12/31/2025. Eligible projects include the AIP Fence Construction and the IIJA-AIG Deicing Truck Acquisition.

MOTION to approve Michael Baker Task Order #7, 2025 Grant Administration, Invoice #1260366, Billing No. 4, in the local share amount of \$9,045.27, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: none; rollcall: Ford "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

Legal Counsel's Report

Report has been uploaded to SharePoint and noted below:

UHHS: The final lease document was signed by President Bushweiler and sent to UH for signature.

USDA Loan Obligation: A detailed timeline of the status of the loan was submitted to USDA Secretary Rollins, US Senators Husted and Moreno, and Congressman Joyce, requesting a meeting to discuss the matter. No response has been received.

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

Miscellaneous: The estoppel and waiver agreement and lease extensions for MFG was finalized and a fully executed copy has been received. 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 D-Day Commemorative Event was successful, safely managed, and well organized, and he thanked the donors for their contributions. Secretary of State Frank LaRose, gubernatorial candidate Vivek Ramaswamy, and several World War II veterans were in attendance. Bill Koleno noted that Secretary LaRose sent a letter of thanks.

Derek Maple conducted a property line inspection with President Bushweiler to review terrain that can and cannot be maintained or cleared with current equipment. Nicole Bryan suggested addressing some immediate obstacles during the upcoming fence construction.

The PCI inspection was completed ahead of schedule, with the formal report expected in December.

Recent Spire events brought multiple jet arrivals to the airport, resulting in increased fuel sales.

Old Business

UH Dan Ellenburger stated that Management plans on signing the lease mid-next week. He requested on person on the Board be identified as the point of contact. Vice President Cornelius requested an expected timeline be provided along with a list of modifications that will be made to the hangar.

Executive Session

None to report.

Public Comments

Doug Powell commented that he still needs to get with the Secretary/Treasurer to work on his credit card.

New Business

Kate Reedy reported that she has relocated near a local airport and plans to attend one of its board meetings to learn about current developments.

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

Adjournment

The next Regular Meeting is scheduled for 10/09/2025 at 8:00AM EST. Meeting adjourned at 09:04AM, moved by Eric Cornelius, seconded by Bill Koleno.


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