

Ashtabula County Airport Authority
SPECIAL BOARD MEETING
Tuesday, October 14, 2025 at 03:30PM EST

Board Members Present

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

Others Present

Dave Pontius, Andrews & Pontius
Doug Powell, Tenant (T)
Derek Maple, NEORA (T)
Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

The special meeting was called to order by President Bushweiler at 3:30AM EST for the purpose of discussing capital equipment acquisitions and related operational matters, as well as any other business that might properly come before the Board. At the President's request, the Secretary confirmed that a quorum was present.

Capital Equipment Acquisition

President Bushweiler reflected on the long-standing challenges at HZY related to runway icing and unsafe operating conditions caused by the absence of proper deicing equipment. He noted that recent efforts to enhance anti-icing measures prompted additional research and feasibility evaluations. Dwight Bowden has spearheaded the initiative, securing a formal quote and confirmed lead time for the necessary equipment. The Board recognized this as a time-sensitive matter and discussed the acquisition of runway de-icing capability following multiple past closures caused by severe winter weather.

Dwight Bowden explained that on 01/10/2025 the airport had been closed for several days due to a major snow and ice event, during which staff lost control of the runway because there was no way to de-ice the surface. In response, Consultant Nicole Bryan coordinated with regulatory authorities to amend the airport's stormwater permit to allow the use of de-icing chemicals in emergency situations. Subsequent research and site visits were conducted, including a trip to Cuyahoga County to observe their operations and equipment. Concord Road Equipment was then engaged to evaluate the airport's International Truck and provide a quote to retrofit it with liquid de-icing application capability. The proposed modifications include left, right, and center spray bars, counter-rotating spinners for a wider material spread, and a pre-wetting system to help sand adhere to the runway. The system would utilize potassium acetate, which is safe for aluminum but highly corrosive to steel, requiring the establishment of wash-down procedures following each use.

Funding for the project will come from the Cleveland Foundation Ashtabula County Aviation Capital Expenditures Trust, which has sufficient resources for the purchase, and approval was obtained from the Cleveland Foundation trust advisors. The estimated cost of the retrofit is \$88,327.74, with an expected lead time of 90 to 150 days. While this equipment upgrade would significantly improve the airport's ability to maintain safe operations during winter events, it would temporarily remove the International Truck from service during the installation period, reducing redundancy in snow-removal operations.

Board members discussed the importance of having de-icing capability, especially in light of the airport's operational commitment for University Hospitals' air ambulance service, which requires consistently safe and ice-free surfaces. Concerns were raised about long-term costs, potential truck corrosion, the need for clear operating procedures, and ensuring staff have CDL licenses to move equipment on public roads. Despite differing viewpoints on the cost-benefit ratio given the limited number of jet operations, members agreed that the capability would elevate the airport's operational readiness.

MOTION to proceed with Concord Road Equipment's outfitting of the International Truck, utilizing funding sources through The Cleveland Foundation, moved by John Ambrose, seconded by Dwight Bowden; discussion: The Board will coordinate the timing of the installation so as not to impact winter operations, ideally delaying the work until spring if necessary to avoid taking critical snow-removal equipment out of service. Follow-up actions include finalizing installation scheduling with Concord, drafting standard operating procedures for chemical use and wash-down, budgeting for de-icing materials, and addressing CDL coverage among staff. Roll-call: Ambrose "yes", Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Toth "yes", Bushweiler "yes", motion carried.

Leases

The Board discussed a new commercial lease application submitted by Mark Makee for operation of a flight school at HZY. Mr. Makee completed the full application and requested several waivers. The Board noted that the application requires detailed review by the Hangar Leases Committee before a final lease can be approved. While the review is pending, the Board considered allowing Mr. Makee to continue operating under a temporary commercial operating permit as outlined in Section 2.2 of the Airport Minimum Standards. This section permits temporary commercial activity provided the applicant submits applicable documentation. Board members confirmed that some documentation had been received but that the insurance certificate and possibly other items were still pending.

MOTION to grant conditional temporary operating status to Mark Makee pending compliance with Section 2.2 of the Airport Minimum Standards through 12/31/2025, moved by Bill Koleno, seconded by John Ambrose; discussion: Mr. Makee's proposal includes designated office and ramp space, for which he offered to pay an additional \$300 per month. Roll-call: Bowden "yes", Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer provided background that Germack Airport was NOTAM closed, and aircraft not owned by the company are being relocated. Lisa Kettunen, serving as executor of Al Kettunen's estate, submitted an application with insurance and annual inspection documentation to rent an open covered hangar for the estate's aircraft. The only concern was that the owner's name did not exactly match the applicant due to her acting in a legal representative capacity. The Board agreed that providing a court-stamped copy of her appointment as executor would be sufficient to confirm authorization.

MOTION to approve Lisa Kettunen, executor of Al Kettunen's estate, in A-8, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; roll-call: Cornelius "yes", Ford "yes", Koleno "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bowden "yes", Bushweiler "yes", motion carried.

Public Comments

None to report

New Business

Two follow-up items were raised. First, the Board should determine the cost and provider options for employee CDL training. Second, Dwight Bwoden will coordinate with Consultant Nicole Bryan on the vegetation mitigation and obstacle management plan recently discussed with the FAA ADO.

Additional updates included discussion on internet service options. The current contract, costing approximately \$870 per month, expires in January. The Secretary/Treasurer will obtain renewal information and compare it with potential Starlink service as a competitive alternative. There was no progress to report regarding the Beta charger connection at this time.

Adjournment

The next Regular Meeting is scheduled for 11/13/2025 at 8:00AM EST. Meeting adjourned at 04:24PM, moved by Lance Bushweiler, seconded by Bill Koleno.


Kate Burke-Rosales

Ashtabula County Airport Authority, Secretary/Treasurer