

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, November 13, 2025, at 08:00AM EST

Board Members Present

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

Others Present

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

Consent Agenda

Meeting Minutes:

October 09, 2025 Regular Meeting
 October 14, 2025 Special Meeting

Fuel Sales	100LL	Jet A	Fuel Sales	100LL	Jet A
October	(gallons)	(gallons)	Jan - Oct	(gallons)	(gallons)
2025	789.53	5,477.00	2025	10,286.62	45,051.00
2024	960.31	5,664.00	2024	7,543.65	36,454.00
2023	422.98	3,636.00	2023	4,992.05	19,230.00

Bank Account Balances \$373,033.86
 Cash Book Balance \$389,296.78

Profit & Loss Report

Net Ordinary Income -\$37,248.51
 Net Income -\$34,698.34

Profit & Loss Budget vs. Actual Report YTD

Net Ordinary Income -\$221,033.86
 Net Income \$111,577.13

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$23,624.69

Gifts and Donations:

\$88,327.74 The Cleveland Foundation: International Truck Retrofit for Deicing Chemicals

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

NOTAM Summary		Number	Start Date UTC	End Date UTC	Status
Runway	HZY RWY 09 FICON 5/5/5 100 PCT WET OBS AT 2511112013. COND NOT MNT 2511112...	11/005	11/11/2025 2013	11/12/2025 2013	Active
Airspace	HZY AIRSPACE FLTKG ACFT OPS W/AN AREA DEFINED AS 5NM RADIUS OF HZY SFC-35...	11/002	11/13/2025 1400	11/13/2025 2200EST	Active
Obstruction	HZY OBST TOWER LGT (ASR 1018482) 415511 30N0802715 40W (13.8NM NE HZY) 116...	10/012	10/31/2025 0120	01/28/2026 0400	Active
Obstruction	HZY OBST TOWER LGT (ASR 1019692) 413808.00N0803825.00W (8.9NM SSE HZY) 127...	10/008	10/28/2025 1013	02/25/2026 1013	Active
Obstruction	HZY OBST TOWER LGT (ASR 1259383) 414554 40N0803433.50W (5.4NM E HZY) 1251...	10/007	10/22/2025 2258	12/06/2025 2258	Active
Obstruction	HZY OBST TOWER LGT (ASR 1283610) 413206.70N0804156.40W (14.7NM S HZY) 1411...	09/021	09/17/2025 0130	01/15/2026 0130	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 John Ambrose, seconded by Dight Bowden; discussion: none; roll call: Ambrose "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Toth "yes", Bushweiler "yes", motion carried.

The Secretary/Treasurer reported no outstanding receivables and completion of the annual Ohio Pooled Collateral System update. Final input is needed for the 2026 budget, including rents, salaries, and any projects or equipment. Based aircraft records were updated, and Lumen confirmed the current internet circuit runs through April 1, noting bandwidth may need an upgrade due to high usage during meetings.

MOTION to accept the 2026 Basic Health Plan coverage for ACAA Employees on an 85% employer and 15% employee cost sharing basis; employees are responsible for dental, vision, and any upgrade that exceeds the Basic Plan, moved by John Ambrose, seconded by Lance Bushweiler; discussion: none; roll-call: Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

Safety & Equipment

The Pierpont Fire Department completed its inspection on October 12 with no outstanding issues, and the airport passed its PHI fuel audit. Ongoing hangar door repairs continue, the power line between hangars A and G has been raised, fuel filters have arrived, and locksmith and heating repairs have been completed. Security lights have been ordered, and additional safety lights are being added to vehicles. Wildlife control continues, with two deer already taken during bow season and more expected during the upcoming gun seasons.

Commissioner's Report

Commissioner Ducro reported that the county budget process will continue into early next year once carryover numbers are known, with current requests still exceeding projected revenues by over \$3 million. The Kingsville sewer project is progressing. Permits are in place, easements are being finalized, and an ODOT permit is pending. The project is expected to go out to bid in the first quarter of next year. Work also continues on jail project drawings. The Lake to River economic development region has hired a new executive director, chosen for strong relationship-building and leadership skills; early discussions with regional partners have been positive.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford:

MOTION to approve current tenant Sky Lake Adventures LLC to move from B-7 to E-5, moved by John Ambrose, seconded by Lance Bushweiler; discussion: none; roll-call: Cornelius "yes", Ford "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bowden "yes", Bushweiler "yes", motion carried.

Don Ballard entered the meeting 8:20AM.

The Yuhasz Brothers land management lease, already amended twice, expires on December 31, 2025. With upcoming fence construction affecting the usable area, a further modification will be needed. The recommendation is to meet with Yuhasz to adjust the leased area accordingly and prepare a 2026 amendment. President Bushweiler has asked Mark Stackhouse to assist, with an updated proposal expected for the December board meeting.

The flight school has submitted the required insurance certificate, which grants them a temporary operating certificate through December 31. The Board now needs to begin evaluating a 2026 lease, with the Hangar Lease Committee reviewing their application, proposed leased areas, and recommended rates and terms.

After the Emergency Meeting held on 11/04/2025, the FAA notified the airport of an error in the Form 7460 submission. The system will not allow correction to an existing, so full resubmission will be required once the FAA portal reopens. The FAA reviewer has already informally confirmed no IFR impacts and will expedite approval once the corrected filing reaches him. Because the timing of FAA processing is uncertain, UH proposed a temporary operational solution to meet the targeted December 1 start date: placing three temporary crew-housing trailers in the south hangar area. These would not require water or sewer hookups, only minimal electrical service, and would allow operations to begin while awaiting FAA approval of the permanent crew quarters. UH reported significant progress: equipment deliveries, base set-up teams arriving, pilots hired, and aircraft arrival planned just before December 1. They emphasized that a 24/7 operation is preferred for community clarity and safety.

MOTION to allow the trailers UH identified to be in L-South Hangar temporarily while the FAA 7460 Form is corrected and approved, moved by Kate Reedy, seconded by Don Ballard; discussion: The Board discussed logistics, including FAA approval of the temporary quarters, utility connections, and duration limits. Roll-call: Ford "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

Wildlife Committee – Bushweiler: Previously reported under Safety & Equipment.

Marketing – Bowden, Bushweiler: None to report.

HR Working Group – Bushweiler, Ambrose, Toth: None to report.

Growth Partnership Trustee Report – Reedy: At yesterday's meeting, it was noted that communication needs improvement after learning late about the Salute to Elected Officials event on November 17 at 5:30 PM at The Lodge. The memo has since been shared with the Board. Public officials on the call also had limited capacity to attend. Positive feedback continued regarding the strong engagement from Lake to River, which has spent significant time in Ashtabula and is already proving to be a valuable partner. Their new executive director has strong ties to the county, and her resume was well received. Updates were shared on various local expansion projects and ongoing outreach to additional industries. Efforts to increase membership and broaden sector representation were also discussed. A-Tech's new facility opens Friday at 9:30 AM, and all are welcome. Lake to River will also host a holiday party (date TBD), jointly funded by Growth Partnership.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: None to report.

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

OAA Representative – Bowden: Recent activities included board meetings on October 30 at Cambridge Municipal Airport and an upcoming one on November 21 in Licking County. Mr. Bowden has accepted the role of Vice Chair of the OAA Advocacy Committee, serving alongside Jeff Bonecutter. The Advocacy Day and Legislative Reception scheduled for December 3 may have low attendance. A previously requested joint meeting with Representatives Sarah Fowler Arthur and Dave Thomas cannot occur that day, due to legislators rushing to finish business before month-end.

MOTION to approve Secretary/Treasurer's travel expenses for one-night stay to attend the OAA Legislative Day Event on 12/3/2025, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; roll-call: Reedy "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Bushweiler "yes", motion carried.

On December 3 at 11:30AM, the OAA PAC meeting will be held at Executive Director Tony Fiore's office in Columbus. Representative Sarah Fowler Arthur co-sponsored House Bill 333 (Airspace Protection Act), which has now been presented to the Transportation Committee. Board members are encouraged to monitor OAA newsletters for important updates. Regarding the USDA loan, a 09/30/2025 statement shows a remaining balance of \$633,278, which has been shared with Lake-to-River as they assist in pursuing a resolution. Mr Bowden was invited to an economic development stakeholder meeting but declined due to a travel conflict.

Inventory Report (11/12/2025)

100LL Avgas: 1,201 gallons

Jet A w/Prist: Truck 4,506 gallons / Tank 1,889 gallons / Total of 6,395 gallons

Diesel: 528 gallons

Unleaded Gas: 360 gallons

Engineer/Consultant's Report

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

Task Orders

TO#1 Fence Design: The Exhibit A update was submitted to the FAA for review June 19th.

TO #07 2025 Grant Administration:

- HAA: The original 7460 was submitted in July, and a determination should have been issued within 45 days, well before the government shutdown. Instead, FAA review did not begin until day 123. The submission errors were partly the result of widespread FAA system issues following their platform overhaul. The corrected 7460 is ready and will be resubmitted as soon as the FAA reopens the portal. Approval is expected quickly, as FAA Aeronautical Information Specialist Jason Hackney has already confirmed there is no IFR impact from the project.
- FAA Planning Meeting: The ACIP will be submitted to the FAA. The FAA Planning Meeting minutes drafted by the ADO were received. The ACAA had no exceptions to the draft minutes and, by default, were accepted as written.
- ODOT FY26 Funding: The User Access Form for BlackCat has been processed by ODOT, which will be helpful for the next round of grant submissions.
- SWP3 Plan: The airport's SWPPP must be reviewed, renewed and validated in 2026 as part of the Multi-Sector General Permit cycle. The Multi-Sector General Permit is for industrial activities that take place at the airport and includes deicing aircraft. The last update occurred in 2021.

TO #05 Obstacle Analysis: Tree removal at Runway 27 is slated as the next AIG-eligible project. A corresponding Categorical Exclusion (CATEX) will be prepared and submitted to the FAA by January.

TO #6 Fence CA: The construction contract with GB Hastie and the administrative Notice to Proceed are fully executed. Submittals are pending; a pre-construction meeting will be held once scheduling details are received.

Grant Funding:

- FAA FY25 Fence CA #024-2025: The grant has been executed.
- IJJA-AIG Funding: Deicing equipment project by others.
- FAA Reports: Quarterly reports have been submitted.
- ODOT FY26 Match: Match grant applications for both the deicing truck and fence project were uploaded to BlackCat. ODOT is reviewing and grant agreements are expected soon.
- ODOT FY26 Supplemental: Supplemental Direct Grant funding guidance was released on 10/31/2025 with applications due 12/31/2025. The identified project is a new 100LL above-ground fuel tank with a 480 3-phase electrical line. Removal of the existing underground tank is not eligible for grant funding and will need a separate board decision.

MOTION to approve the ODOT FY26 Supplemental Grant application for a new 100LL above-ground tank with a 480 3-phase line installation and authorize Nicole Bryan to approach Collins Equipment regarding removal of the old underground 100LL tank, moved by Dwight Bowden, seconded by George Toth; discussion: Eligible ODOT projects include fuel tank replacements and t-hangar. The 480 3-phase and other projects would be considered on an individual basis, so combining it with a new 100LL tank will maximize grant approval. Ballard suggested repurposing the old tank for lead free fuel. Roll-call: Toth "yes", Ambrose "yes", Ballard "no", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Bushweiler "yes", motion carried.

MOTION to approve Michael Baker invoice #1267081 for TO #5 Obstacle Analysis, Billing No. 3, in the Local Share amount of \$4,602.11, moved by Dwight Bowden, seconded by George Toth; discussion: none; roll-call: Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Toth "yes", Bushweiler "yes", motion carried.

MOTION to approve Michael Baker invoice #1267076 for TO #7 2025 Grant Administration, Billing No. 4, in the Local Share amount of \$8,651.44, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; roll-call: Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

RS&H: **MOTION** to approve RS&H invoice #10180060000-5 in the amount of \$516.40, moved by Don Ballard, seconded by Kate Reedy; discussion: none; roll-call: Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Toth "yes", Ambrose "yes", Ballard "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 all parties. No further update.

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. Members of the airport board and staff met with legal counsel and Lake-To-River Economic Development representatives Jason Neal and Michael McGiffen who pledged to assist the ACAA in moving the ball forward to resolve the USDA issue. No meeting has been scheduled. A graphic to illustrate the waterfall bond repayment formula was created to facilitate any future discussion regarding the matter.

Miscellaneous: 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

President Bushweiler provided an update regarding the coordination of Concord Road Equipment's retrofit of the International Truck for emergency runway deicing. Board members were invited to increase or adjust their participation on committees, with an update planned as involvement grows. Youth Leadership students are visiting the airport today for their annual tour and lunch in L-South, with brief presentations from staff as part of their aviation learning experience.

Old Business

The Board discussed the need for at least one airport employee to obtain a **CDL**. The need was identified when the truck to be modified for pavement deicing operations could not be driven to the vendor due to the lack of an employee

having a CDL legally required to operate the vehicle on a public road. The vehicle was towed to the vendor at a cost of \$700.00.

President Bushweiler asked board member Dwight Bowden to comment, Bowden stated that safety consultant, Jerry Palfy researched and identified a CDL training school in Erie, PA. In addition, Mr. Palfy provided a candidate, Mr. Mel Ferguson, for employment who holds a CDL, lives near the airport and has plowed snow for the county. This information was forwarded to President Bushweiler by Bowden.

President Bushweiler stated that he attempted to call Mr. Ferguson two times. Bowden was puzzled as it was his understanding Mr. Ferguson was anxious to complete an employment application. Bowden said he would follow up with Mr. Palfy on this matter.

The Board agreed it would be beneficial, but not mandatory, for staff to pursue CDL training, recognizing a CDL is required to operate plated airport vehicles on public roads.

Dan Ellenberger of UH stated he could help the Board on CDL training, etc.

Board member Don Ballard stated he has experience in the administration of a CDL.

Public Comments - None to report.

Executive Session – None to report.

New Business

Board member Kate Reedy stated that she was approached by a community member who expressed a concern that the UH medical helicopter might increase local taxes. This was clarified as false. The helicopter creates no tax burden for residents.

Kate Burke-Rosales noted taxes require approval by a public vote.

Kate Reedy asked Nicole Bryan of Michael Baker to comment on the failure of properly obtaining the FAA Form 7460. Ms. Bryan stated she did not attend the Emergency Meeting and that Michael Baker did file a resubmission of the corrected Form 7460.

Adjournment

The next Regular Meeting is scheduled for 12/11/2025 at 8:00AM EST. Meeting adjourned at 08:56AM, moved by John Ambrose, seconded by Lance Bushweiler.



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

