

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

Board Members Present

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

*(T) Teleconference Participant

Others Present

Dave Pontius, Andrews & Pontius
Nicole Bryan, Michael Bake Int'l
JP Ducro, County Commissioner
Christine Zalar, Fitch & Associates (T)
Dan Ellenberger, UH
Jon McKenzie, Tenant (T)
Kate Burke-Rosales, NEORA
Derek Maple, NEORA (T)
Doug Powell, Tenant (T)
Paul Strack, RS&H (T)
Nate Cleveland, Public (T)
Garrett Demshar, Public (T)
Cumberledge, Public (T)
Norm Richmond, Public
Jon Johnson, Public
Dave Smith, Public
Rip Stowers, Public
Jeff Richmond, Public

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 introduced a group of adjacent landowners who requested to address concerns about hunting activity on airport property. It was noted that approximately 42 hunters are currently registered, and that the airport has historically supported hunting as a means of deer population control for runway safety. Hunters are provided with maps, must notify the airport before entering, and are educated on boundaries and expectations. However, neighboring landowners reported a significant increase in unsafe and disruptive behavior, particularly north of the runway. Multiple landowners described recurring issues including trespassing onto private property, hunters lining up and firing toward each other, excessive gunfire near homes, use of drones to track deer, spotlighting after dark, ATV traffic, and groups arriving from outside the county with little regard for property lines or safety. Several speakers cited incidents where they no longer felt safe on their own land. Concerns were also raised about privacy, community impact, and lack of effective enforcement. Landowners requested that the airport limit hunting access to adjacent property owners only, arguing that neighbors are known to each other, communicate regularly, and could collectively meet the airport's deer-management goals without allowing large numbers of outside hunters. They offered to coordinate harvest efforts and assist with deer reduction, especially with a wildlife fence planned for the future. Board members acknowledged the seriousness of the concerns and discussed the balance between wildlife hazard mitigation and public safety, noting a prior deer strike involving an aircraft. Airport staff explained that while hunter information is collected, the airport lacks the ability to actively police behavior and relies on ODNR enforcement, which requires evidence. Several mitigation ideas were discussed, including tighter restrictions, improved communication, notification to registered hunters about unacceptable behavior, increased signage, and reevaluating the program once current permits expire.

MOTION for an immediate ban on hunting activities until further discussion, moved by Eric Cornelius, seconded by Dwight Bowden; discussion: The Board and participants debated the feasibility, timing, and scope of such action. Several members expressed concern that an immediate ban would be difficult to enforce, as hunters already hold written permission for the current season and may still arrive armed and expecting access, potentially creating unsafe confrontations. Alternatives were discussed, including allowing the current season to conclude while notifying all registered hunters of observed unsafe and illegal behaviors (such as drone use and trespassing), reinforcing restrictions near property lines, and tightening controls for future seasons. It was suggested that existing permits expire at the end of the winter season, which would allow the airport to reset the program in the spring with stricter standards or limited participation. Board members and landowners discussed transitioning to a neighbor-only hunting model, setting defined harvest goals, and coordinating directly with adjacent landowners under nuisance or management permits. The planned wildlife exclusion fence was cited as a future mitigation measure that could significantly reduce the need for hunting. Rollcall: Ambrose "no", Ballard "no", Bowden "no", Cornelius "yes", Ford "yes", Reedy "no", Stackhouse "no", Toth "yes", Bushweiler "no", motion failed.

MOTION to ban hunting for the 2026 cycle, develop a plan with adjacent property owners and interested parties; current permit holders to be informed of complaints and that unsafe practices will not be tolerated by the Board, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: The Board acknowledged serious safety concerns but noted that stopping hunting mid-season would be difficult to enforce. Instead, members emphasized immediate mitigation steps, including notifying permit holders, reinforcing buffers and signage, increasing monitoring, and coordinating with game wardens. Archery hunting was viewed as less problematic than rifle hunting, and the Board discussed working with local landowners through a committee to develop a safer long-term approach, especially once the wildlife exclusion fence is installed. Vice President Eric Cornelius expressed concern that the proposed approach did not go far enough and stated for the record that allowing hunting to continue, even temporarily, was insufficient given the risks. Rollcall: Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried

Consent Agenda

Meeting Minutes:

- November 04, 2025 Emergency Meeting
- December 11, 2025 Regular Meeting

FUEL SALES	100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
NOV				
2025	395	16%	2,558	36%
2024	325	9%	4,805	22%
2023	364	15%	2,181	35%

JAN - NOV	100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
2025	10,682	14%	47,609	32%
2024	7,869	12%	41,259	28%
2023	5,356	19%	21,411	33%

Bank Account Balances \$360,771.23
 Cash Book Balance \$353,119.41

Profit & Loss Report

- Net Ordinary Income -\$3,506.96
- Net Income -\$3,966.24

Profit & Loss Budget vs. Actual Report YTD

- Net Ordinary Income -\$224,533.27
- Net Income \$107,618.44

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$3,738.02

Gifts and Donations: None

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

NOTAM Summary						Rows: 50	Page: 1	Go Page
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...	11/012	11/27/2025 0005	01/11/2026 0005	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 1211490) 413616.20N0804244.00W (10.5NM S HZY) 1380...	11/010	11/19/2025 1338	02/18/2026 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1263610) 413206.70N0804156.40W (14.7NM S HZY) 1411...	11/008	11/18/2025 1346	03/18/2026 1346	Active			

The Secretary/Treasurer noted that the fuel sales gross margin was added to the consent agenda, including gross margin percentages for Jet A and 100LL by year, to provide clearer visibility into fuel profitability and margin trends. This addition responds to prior concerns about understanding how much the airport is earning on fuel sales. Dwight Bowden addressed the importance of accurate meeting minutes as the official record of the airport. It was noted that draft minutes are reviewed carefully, and concerns were raised that discussion regarding CDL training and comments made by Kate Reedy to Nicole Bryan under New Business were not fully captured in an earlier draft. After review and redline edits, a revised draft was issued. The Secretary/Treasurer confirmed the comments were incorporated into the final version. The Board was encouraged to review the minutes closely.

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

Kate Reedy exited the meeting at 8:42AM

The Secretary/Treasurer reported that there are no outstanding aged receivables. An update was provided on internet service following a secondary meeting with Lumen in preparation for the upcoming contract renewal. The airport is currently operating at 100 Mbps, which has proven insufficient during board meetings. Lumen recommends increasing service to 200 Mbps and adding On-Demand Internet, allowing access to up to 1 Gbps for a total of 48 hours per month as needed for meetings or peak usage. The cost for 200 Mbps alone would be approximately \$1,207 per month, while 200 Mbps with On-Demand Internet would be approximately \$1,520 per month. This option would also allow the airport to easily scale bandwidth in the future as operations grow. The higher cost option was included in the draft budget as a placeholder, with the understanding that Board approval could occur later. It was clarified that tenants and specialized systems operate on their own private networks, while the airport's public Wi-Fi supports general use and board meetings. Finally, it was noted that a \$1,596.66 donation earmarked for the airfield remarking project remains after project completion. The Board will need to either re-appropriate the funds or refund them to the donor. A request was made by the donor to apply the donation balance toward a recent MFG heater replacement, which totaled \$8,400, to partially offset that expense.

MOTION to reappropriated and apply the remaining \$1,596.66 donation earmarked for the airfield remarking toward the MFG heating system replacement; moved by Dwight Bowden, seconded by Don Ballard; discussion: The recent MFG heater replacement totaled \$8,400. Rollcall: Cornelius "yes", Ford "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried

Before reviewing the full budget, President Bushweiler noted that the Board needed to first discuss and act on standard hangar rents and employee wages, as those decisions would directly affect the final budget figures. It was acknowledged that potential outstanding liabilities may require the budget approval to be deferred to a special meeting, but discussion of these items could proceed. The Rents and Lease Committee reported on its review of CPI transportation (approximately 1.6%) and general CPI (approximately 3%). Based on that analysis, the committee reached a consensus recommendation of a 2% increase in hangar rents for FY 2026.

MOTION to approve a 2% hangar lease increase for 2026, moved by Lance Bushweiler, seconded by John Ambrose; discussion: none; rollcall: Ford "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried

The HR Working Group discussed and agreed on a 3% wage increase for employees. This increase is intended as a standard cost-of-living adjustment, not a performance-based raise, with any merit or additional wage adjustments to be addressed separately during the annual review process.

MOTION to approve a 3% wage increase for staff effective the first pay cycle of 2026; moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: none; rollcall: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Bushweiler "yes", motion carried.

The Board discussed whether the airport could be considered in default of the UH lease agreement due to delays related to the FAA Form 7460. Dan Ellenberger indicated that, from their perspective, the airport is not in default and that all parties understand the delays are due to the government shutdown and are working cooperatively. However, because this issue affects budgeting and potential contingent liability, it was noted that written clarification may be needed for the official record. The Board agreed that obtaining a formal position, potentially through legal counsel, would help determine whether any contingent liability must be reflected in the budget.

MOTION to ask UH to define in writing whether the airport is considered in default or not under the lease agreement, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: Board felt they could proceed confidently with budget approval once this notice is received. Rollcall: Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Safety & Equipment

President Bushweiler reported snow removal operations are underway, with the International truck currently at Concord Road Equipment for repairs and reported to be progressing ahead of schedule, pending delivery of key components including the dual spinner assembly. A potential 1099 CDL contractor was identified to assist with moving vehicles off-airport as needed, while a previously considered contract plow operator is no longer available due to personal circumstances. Facility updates included plans to install the Hangar G weather seal when temperatures permit and completion of locksmith work once scheduled. The MFG hangar heater replacement was completed by Ziegler after obtaining a second quote, resulting in a cost savings of approximately \$1,500-\$2,000. New security lighting for the ramp and parking areas has been ordered and shipped and will improve visibility for general operations and PHI activity once installed. Operationally, the airport conducted one deicing operation on December 2nd for MFG and on December 6th, a Global Express business jet requested deicing support. Although it was ultimately not required, the availability of the equipment contributed to the aircraft's operation, resulting in the largest recorded fuel sale of approximately 22,500 gallons of Jet A.

Commissioner's Report

Commissioner Ducro reported that parking has been acquired to offset the loss of approximately 100 spaces due to the jail project, with further planning underway to address courthouse parking needs. Most easements for the Kingsville sewer project were signed, advancing plans to sewer the interchange area within the next 18 months. Budget hearings are ongoing, with an estimated \$3 million gap between requests and projected revenues; more clarity is expected by the end of next week.

Dwight Bowden brought to the Commissioner's attention that there are no provisions in the ACAA Bylaws for the removal of an ACAA Board member for absenteeism, or other acts. He noted that an ACAA Board member plead no contest and was found guilty by the judge to a misdemeanor crime in November resulting in a sentence of one year probation, a 180 suspended jail sentence and \$26,000 in restitution for a crime which occurred on airport property, including two search warrants served on the Board members leased hangar. Bowden expressed his concerns that the ACAA Board of Trustees could be viewed as complicit in the board member's illegal acts. He asked for the County Commissioners' position on the matter. Commissioner Ducro indicated the matter would be discussed further with the Commissioners. ACAA Legal Advisor David Pontius furnished the docket number attached to this matter.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford:

MOTION to approve James Victor in E-4, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: none; roll-call: Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

MOTION to approve a one-month extension with a 2% increase for Bill Koleno's commercial lease, moved by Dwight Bowden, seconded by Don Ballard; discussion: The Board discussed the commercial lease, noting that his FY 2026 lease is not ready for approval due to unresolved issues, including questions about compliance with the current lease, parking, and potential requests for additional services that would require a lease amendment. It was also noted that further discussion with the tenant is needed before finalizing new terms. Rollcall: Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

MOTION to approve a one-month extension with a 2% increase for the temporary commercial operating permit (Minimum Standards for Commercial Activities, Section 2.2) for Mark Makee, moved by Dwight Bowden, seconded by Don Ballard; discussion: The tenant requested expanded operations, including an additional aircraft and more ramp and office space, but insurance documentation remains under review. The Board raised concerns that the temporary permit is being used for ongoing flight training and that the operator's status as either a flight school or flying club is unclear, creating compliance and insurance issues. The Board emphasized resetting the process and moving toward a fully compliant commercial operating permit, potentially with legal review, before approving any long-term lease or expansion. Rollcall: Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

Wildlife Committee – Bushweiler: Previously reported.

Marketing – Bowden, Bushweiler: None to report.

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

Growth Partnership Trustee Report – Reedy: None to report.

Aviation Education Initiative –Bowden, Bushweiler, Cornelius, Ambrose, Ford: Dwight Bowden clarified the status of aviation scholarships, noting that the number of completed awardees was revised downward based on required survey responses, with additional survey results still pending. Rollover scholarships are due by the end of December, after which final status will be known. The discussion highlighted the importance of compliance tied to scholarship funding and student pilot training. The Board discussed repurposing the old conference room into a dedicated ground school and training space to reduce conflicts with airport operations. Proposed improvements include new flooring, lighting, ceiling work, and general remodeling, with the goal of accommodating smaller classes and supporting grant-funded student programs. It was noted that the space would not support 30 students but could still meaningfully

relieve current congestion. The Board was reminded that a 2019 asbestos report identified asbestos-containing materials in multiple areas of the old terminal. Before any renovation proceeds, asbestos abatement must be addressed.

MOTION to contact an asbestos abatement company to review the existing report and provide a cost estimate for abatement, moved by Lance Bushweiler, seconded by Dwight Bowden; discussion: none; rollcall: Cornelius "yes", Ford "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently \$7.19 & Jet A+ is \$6.30: The Board discussed tenant fuel pricing. It was noted that tenants currently receive a \$0.50 per gallon discount on 100LL, which results in minimal profit on tenant fuel sales. Year-to-date figures showed a significant portion of 100LL sales were made at the tenant-discounted rate. Board members debated alternatives to better balance tenant goodwill with financial sustainability, including a percentage-based margin versus a fixed discount.

MOTION set the tenant fuel discount at \$0.25 per gallon for hangar tenants only, effective January 1, moved by Don Ballard, seconded by Dwight Bowden; discussion: Original consensus shifted away from a variable percentage due to administrative complexity and agreed that a discount would remain meaningful to tenants while improving margins. Rollcall: Ford "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

OAA Representative – Bowden: Dwight Bowden reported that a virtual JobsOhio regional meeting and OAA Board of Directors meeting were attended, followed by in-person participation at OAA Legislative Day, including planning sessions, the PAC luncheon, and meetings with key legislators such as State Representative Willis, Chair of the Transportation Committee. The airport also sponsored and attended the legislative reception at the Statehouse. Upcoming items include a: regional meeting in Wood County on December 18th, a public hearing on the Ohio Airport System Plan update on December 17th, and presentation of the final system plan at the OAA Annual Conference (April 6–8), which the airport is co-sponsoring. Airport Authority OAA membership dues for 2026 have been paid.

The Board discussed an amendment to the Yuhasz land management lease necessitated by upcoming wildlife fence construction. Construction staging and fence placement will reduce the acreage available for farming, so an amendment was drafted to extend the lease through 12/31/26 for 235 acres at \$65 per acre, totaling \$15,277.35. Board members noted the value of the lease in offsetting property taxes, maintaining the land to avoid additional wetland or woodland mitigation costs, and preventing the maintenance burden of mowing. It was also noted that the current lessee has maintained the property well compared to prior arrangements.

MOTION to approve the Yuhasz lease extension for 2026, moved by Dwight Bowden, seconded by Don Ballard; discussion: none; rollcall: Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Bushweiler "yes", motion carried.

President Bushweiler provided an operational update on UH helicopter services, which officially went live on December 1st. Fuel training for crews was completed with support from airport staff and Purvis Brothers. The temporary housing units were successfully installed and are occupied in L-South hangar, and a temporary generator is in place to operate Hangar G door until the permanent system is installed. A new FAA Form 7460 has been submitted and assigned a tracking number, and coordination is ongoing regarding construction activities once approval is received. UH reported active operations, with the helicopter currently staffed 12 hours per day and providing 24/7 availability through a combination of air and critical care ground units. Since launch, there have been five to six helicopter transports and approximately 15 critical care ambulance transports. Ground transport capability has proven valuable during periods of poor weather. UH is coordinating with local fire departments and emergency management for training and integration, and plans are underway to expand to 24-hour staffing as personnel schedules are finalized. Overall, operations are proceeding well and meeting regional emergency response needs.

Inventory Report (12/10/2025)

100LL Avgas: 4,818 gallons

Jet A w/Prist: Truck 2,704 gallons / Tank 5,682 gallons / Total of 8,386 gallons

Diesel: 286 gallons

Unleaded Gas: 322 gallons

The meeting recessed at 9:48 and returned to session at 9:55AM.

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: No update.

TO#5 Obstruction Analysis: The project remains under FAA obstruction analysis review. The required categorical exclusion documentation will be prepared and submitted to the FAA in January.

TO#6 Fence CA: No update from the FAA.

TO #07 2025 Grant Administration:

- HAA: The new case was submitted 11/13/2025 following the board meeting and was assigned #2025-AGL-12668-NRA. Dwight Bowden reported that at the request of the President and Vice President, he contacted Representative Dave Joyce's office to seek political support. Follow-up calls were later received by President Bushweiler, indicating the outreach was acknowledged.
- FAA Planning Meeting: The ACIP is being prepared for submission to the FAA once the draft is verified and confirmed to have no changes.
- SWP3 Plan: A reminder was given that the annual report is due and typically submitted by airport staff.

TO #8 2026 Grant Administration: The new Task Order keeps the same hours with adjusted rates, totaling \$50,850 for 2026, to be used on an as-needed, as-directed basis as a pre-approval for next year's work.

MOTION to approve Michael Baker Int'l Task Order #8: 2026 Grant Administration, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; rollcall: Toth "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Grant Funding:

- FAA FY25 Fence CA #024-2025: None to report.
- IJJA-AIG Funding: None to report.
- FAA Reports: The Q1 FY26 quarterly reports are due in January. Annual federal reports (SF-271 and SF-425) have been completed and submitted, with printed copies available for signature. Separate SF-271 forms are required for each open grant (deicing truck acquisition, fence design, and fence construction). In addition, a carryover letter is required to notify the FAA of the intent to carry forward \$150,000 in FY26 entitlement funds received in September.

MOTION to authorize President Bushweiler to sign the FAA Carryover Letter and Financial Reports, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: none; rollcall: Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Toth "yes", Bushweiler "yes", motion carried.

- ODOT FY26 Match: The match grant applications were submitted in BlackCat and are awaiting scoring.
- ODOT FY26 Supplemental: The Board reviewed progress on the FY26 ODOT Supplemental Direct Grant application, focusing on securing funding for an above-ground 100LL fuel storage tank, which has been a priority for several years due to the age and risk of the existing 1968 underground tank. While earlier drafts combined the tank project with a 480-volt three-phase electrical component, concerns were raised that including discretionary or ineligible elements could jeopardize approval of the primary, eligible project.

MOTION to redefine the grant scope to pursue funding solely for the above-ground 100LL tank, tied into existing electrical and communications infrastructure, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: the Board agreed to defer the 480-volt three-phase upgrade to a future effort. Rollcall: Ballard "yes", Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried.

George Toth exited the meeting at 10:15AM.

RESOLUTION authorizing the Airport Authority to apply for FY 2026 ODOT Supplemental Direct Grant funding for the avgas system replacement project, including a new above-ground tank, associated electrical work, and relocated fuel card reader and hose reels to support 24/7 access; also authorizes President Bushweiler to execute the grant agreement and related documents and to manage the grant upon award, moved by Lance Bushweiler, seconded by Dwight Bowden; discussion: The resolution is required to submit the grant application by December 31st. It was clarified that additional fencing or bollards around the new tank would not be required due to the existing perimeter fence at the site. The tank will be relocated slightly south, allowing removal of old infrastructure and eliminating the need for new trenching, with the system tying back to the existing main electrical feed. Rollcall: Bowden "yes", Cornelius "yes", Ford "yes", Stackhouse "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

It was noted that a follow-up meeting would be held to review key data needed for grant support, including the age and condition of the existing fuel tank, certification issues, and historical and projected fuel sales. The Board agreed

to table the 480-volt three-phase electrical project for now, as it is not eligible without being shown on the current Airport Layout Plan, and to focus on securing funding for higher-priority, eligible projects. It was emphasized that future electrical upgrades should be discussed with the FAA early so they can be added to the Airport Layout Plan if pursued later. Discussion also highlighted the need to ensure local match funds are available and projects are fully developed before submission. The importance of continued advocacy and participation in state legislative and PAC efforts was underscored, noting that such engagement has been critical to securing aviation funding and advancing related legislation.

RS&H Paul Strack reported that manufacturing of the deicing truck will begin in January, with delivery expected for the next season rather than the current year. The 5% matching grant for the equipment has already been completed, resulting in no cost to the airport.

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 regarding the FAA 7460 form.

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's remarks included appreciation for staff and service providers for successfully bringing UH helicopter operations online by December 1st, noting it was a coordinated effort completed safely and with positive tenant feedback. UH has been a strong partner to date. It was also noted that PHI's fuel management provider has requested a meeting to discuss fuel flow expectations, which will be scheduled with appropriate Board participation. The only remaining major item is awaiting FAA Form 7460 approval to continue construction.

Additional thanks were extended to board leadership for their time and commitment, recognizing the demands of their professional and personal responsibilities.

Old Business

Dwight Bowden reported that he and the Secretary/Treasurer attended the OAA event, with the Board approving reimbursement for one night of her travel. An additional night of lodging was covered through a private donation, and the related expenses have been submitted and funded accordingly.

Public Comments - None to report.

Executive Session – None to report.

New Business

Barbara Ford acknowledged receipt of the credit card statement and explanations submitted and confirmed that everything was in order.

Mark Stackhouse asked about making a donation related to the UH project, and it was clarified that the donation would be more appropriate if directed to the airport. It was confirmed that this aligns with the original financial plan, and a donation acknowledgment letter will be provided.

Adjournment

The next Regular Meeting is scheduled for 01/08/2026 at 8:00AM EST. Meeting adjourned at 10:24AM, moved by John Ambrose, seconded by Lance Bushweiler.



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

