

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, February 12, 2026, at 08:00AM EST

Board Members Present

Lance Bushweiler, President
 Eric Cornelius, Vice President (T)
 John Ambrose
 Don Ballard
 Dwight Bowden (T)
 Bill Koleno
 John Morrison (T)
 Kate Reedy (T)

Others Present

Nicole Bryan, Michael Bake Int'l
 Dave Pontius, Andrews & Pontius
 JP Ducro, Ashtabula County Commissioner
 Doug Starkey, ACDES
 Christine Zalar, Fitch & Associates (T)
 Dan Ellenberger, UH (T)
 Derek Maple, NEORA (T)
 Paul Strack, RS&H (T)
 Doug Powell, Tenant (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.

Kate Reedy entered the meeting via teleconference at 8:01AM.

Ashtabula County Department of Environmental Services Director Doug Starkey provided an update on the effort to extend public water service to the airport area. The project is being planned in two phases, with Phase 1 design currently funded through ARPA funds from the county. The goal is to make the project shovel ready to improve competitiveness for grant funding. Phase 1 would extend water along Jefferson Road and toward A-Tech, eventually stubbing toward the airport. The full project is estimated at \$16 million. The team expects \$1.5 million from the Army Corps of Engineers (Water Resources Development Act) once appropriated and is continuing to pursue additional grants and congressional funding with support from Congressman Dave Joyce and Senator Husted. The system is being designed to provide 750–1,000 gallons per minute at 60 psi to support fire suppression, flow and future development at the airport. Plans include booster stations and approximately 150,000 gallons of water storage, likely in a low-profile surface tank due to FAA height restrictions. He also updated the board on the airport wastewater plant, noting efforts to convert its permit from land-application to an NPDES discharge permit to improve operational flexibility.

John Morrison entered the meeting via teleconference at 8:08AM.

Consent Agenda

Meeting Minutes:

- January 22, 2026 Special Meeting

FUEL SALES	100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
2026	172	16%	601	42%
2025	89	13%	3,022	28%
2024	28	15%	1,791	36%

Bank Account Balance: \$465,476.47

Cash Book Balance: \$457,412.15

Profit & Loss Report:

- Net Ordinary Income -\$41,314.86
- Net Income \$102,965.25

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -\$41,314.86
- Net Income \$102,965.25

Bond Payment: None

Ashtabula County Appropriation: \$82,500.00
 Accounts Payable / Bills: \$0.00
 Gifts and Donations:
 \$49,736.00 Robert S Morrison Foundation – Grant for 100LL Tank Removal

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

NOTAM Summary						Rows: 50	Page: 1	Go Pa
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
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 1043570) 413750.00N0804535.00W (9.4NM SSW HZY) 162...	01/034	01/28/2026 1036	02/28/2026 2359	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1018482) 415511.30N0802715.40W (13.8NM NE HZY) 116...	01/021	01/18/2026 1233	04/18/2026 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1019692) 413808.00N0803825.00W (8.9NM SSE HZY) 127...	12/038	12/28/2025 2325	04/27/2026 2325	Active			

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by Don Ballard, seconded by Bill Koleno; discussion: none; roll-call: Ambrose “yes”, Ballard “yes”, Bowden “yes”, Cornelius “yes”, Koleno “yes”, Morrison “yes”, Reedy “yes”, Bushweiler “yes”, motion carried

The Secretary-Treasurer reported no outstanding aged receivables. The airport received several funding contributions, including \$82,500 from county appropriations, \$49,736 from the Robert S. Morrison Foundation for the 100LL tank removal project, and \$56,200 from the Cleveland Foundation for the 100LL local match. Work is underway on the GAAP conversion, and it was noted that the contract with Cantor & Associates had expired.

MOTION to approve Canter & Associates 3-year contract at \$3,800 per year, moved by John Ambrose, seconded by Don Ballard; discussion: none; roll-call: Ballard “yes”, Bowden “yes”, Cornelius “yes”, Koleno “yes”, Morrison “yes”, Reedy “yes”, Ambrose “yes”, Bushweiler “yes”, motion carried.

The Board was reminded that the five-year fuel contract with Purvis expires in September. The fuel committee will review options, including renewing the contract or exploring other suppliers to determine if better pricing or terms are available. Staff attended a NOTAM modernization forum, though it was largely geared toward system end users and not directly applicable to the airport. A webinar on “Preparing Appalachia to Support an Electric Future” related to the OU study the airport participated in will be held next Tuesday. Trustees were thanked for actively reviewing emails and SharePoint materials. There was also discussion about adding a financial footnote to the budget to disclose contingent liability related to the UH lease. The Board agreed to delegate final wording and placement to the Secretary-Treasurer.

Safety & Equipment

President Bushweiler reported maintenance work included repairs to the shop heater fan, ladder replacement, and furnace repairs at the old terminal, with ongoing issues still being addressed at the MFG building furnace. The airport has begun testing potassium acetate pellets and liquid deicing materials, using a new spreader attachment for the BX. The NOTAM manager system is still being addressed, and Collins visited regarding the ODOT project. A significant roof leak in Hangar F1 was identified, likely caused by moisture collecting beneath insulated metal roof panels, which will require further inspection and future repairs. Jet A fuel has been ordered for delivery on February 13, and wildlife activity on the airport has been minimal in January as hunting season comes to an end.

Commissioner’s Report

Commissioner Ducro reported that the jail project is progressing with engineering drawings underway, with hopes to bid for the project before summer. Property acquisition is also being pursued for additional parking related to the project. The county budget process reduced a \$3.5 million gap between requests and expected revenue to about \$2.2 million, and the budget was approved nearly a month earlier than usual. Other ongoing initiatives include broadband expansion and water and sewer infrastructure projects, with updates provided by Doug Starkey earlier during the meeting. Board members discussed potential wind energy projects in Ashtabula County and their possible impact on airport operations. Concern was raised that wind turbines could create airspace obstructions, and the Board requested that the airport be included in any county discussions on such projects. Reference was made to Ohio Senate Bill 52, which allows county commissioners to regulate solar and wind developments. Commissioner Ducros confirmed the county is currently gathering information, noting significant community interest and opposition to the proposed projects, though no formal proposal has been submitted yet. The Board emphasized the importance of protecting the airport’s approach zones and ensuring coordination if projects move forward. Commissioner Ducro also noted that the new county jail will primarily address local capacity needs, making it unlikely that the facility would house U.S. Marshals prisoners in the near future. Additionally, Dwight Bowden reported that comments were submitted on the airport section of the county’s comprehensive plan.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford:

MOTION to approve 2026 leases for: Kipp B-1, Sky Lake Adventures E-5, Liljenberg D-5, Heidinger D-2 & D-9, Kovach F-4, moved by John Ambrose, seconded by Kate Reedy; discussion: none; roll-call: Bowden “yes”, Cornelius “yes”, Koleno “yes”, Morrison “yes”, Reedy “yes”, Ambrose “yes”, Ballard “yes”, Bushweiler “yes”, motion carried.

President Bushweiler reported that additional documentation has been received for Bill Koleno’s commercial lease, including an insurance policy for the maintenance operation. He has also requested to rent an additional hangar and a tie-down space to support his operations. These items will be reviewed and presented at the next board meeting, and a temporary lease extension may be needed through the March meeting.

MOTION to continue Bill Koleno’s lease until the next Board meeting, moved by Kate Reedy, seconded by John Ambrose; discussion: Bill Koleno recused himself. Roll-call: Cornelius “yes”, Morrison “yes”, Reedy “yes”, Ambrose “yes”, Ballard “yes”, Bowden “no”, Bushweiler “yes”, motion carried.

UH representatives provided a brief update on the helicopter base operations. The FAA 7460 submission status remains unchanged and still shows as “studying,” with no new updates. UH noted that airport staff have been very supportive and that they are hoping the paperwork is finalized soon so they can move into their permanent crew quarters, which will improve response times. Weather has caused about 20 missed flights per week, though some calls are still handled by ambulance. UH also expressed interest in partnering with the airport on a public open house event around May 16–17, potentially including a helicopter display, aircraft, emergency vehicles, and a community blood drive to coincide with trauma awareness efforts.

Marketing – Bowden, Bushweiler: The marketing working group discussed a proposal from RA Weidman to bring the airport website into ADA compliance before the April deadline. Since the work was not originally budgeted, the Board agreed it still needs to be completed to ensure compliance.

MOTION to approve the R.A. Weidemann quote for ADA website compliance in the amount of \$8,000 and pursuing potential grant funding through the Cleveland Foundation to cover the cost, moved by Don Ballard, seconded by Bill Koleno; discussion: none; roll-call: Koleno “yes”, Morrison “yes”, Reedy “yes”, Ambrose “yes”, Ballard “yes”, Bowden “yes”, Cornelius “yes”, Bushweiler “yes”, motion carried.

HR Working Group – Ambrose, Bushweiler, Toth: Employee annual reviews will be scheduled.

Growth Partnership – Reedy: The Executive Committee met recently and noted that activity is slower this time of year, but a major positive is that Appalachian Grant Funding is beginning to reach local communities for cityscape improvements and related projects. These investments could boost tourism and potentially increase airport traffic. Other updates included discussions about potential wind farm projects in the county (none directly affecting the airport), a possible stop for Great Lakes cruise ships at Bridge Street in Ashtabula, and a new GoBus stop at the harbor that will connect the area to Cleveland and other cities, offering additional travel and tourism opportunities

Aviation Education Initiative – Ambrose, Bowden, Bushweiler, Cornelius, Ford: The AOPA scholarship awards will be issued on or before April 15th.

Fuel – Bushweiler, Cornelius, Koleno: Fuel pricing is current. XFINITY, PHI’s fuel supplier, was contacted regarding the board-approved fuel discount for UH operations, and the discount has now been set up in the airport’s system.

OAA Representative – Bowden: The Ohio Aviation Association (a 501(c)(6)) and the Ohio Aviation Foundation (a 501(c)(3)) recently held board meetings. The foundation reorganized its leadership, and Dwight Bowden volunteered to serve as chair for one year. A donor has offered a \$10,000 dollar-for-dollar matching donation opportunity through March 31st. A golf outing with sponsorship opportunities will be held April 6th in Dublin ahead of the conference, and sponsorships will count toward the match.

Inventory Report (02/09/2026)

100LL Avgas: 4,590 gallons

Jet A w/Prist: Truck 995 gallons / Tank 3,903 gallons / Total of 4,898 gallons

Diesel: 394 gallons

Unleaded Gas: 202 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 project cannot be closed out yet because the airport is still waiting for FAA comments on the Exhibit A.

TO#5 Obstruction Analysis: The categorical exclusion was submitted to the FAA on January 16. The next step is completing the pre-application, which is due to the FAA this month. An independent fee estimate (IFE) will also be required once the task order is submitted.

TO#6 Fence CA: The fence construction project is expected to begin in June once conditions dry out. Tree clearing has been adjusted due to environmental restrictions related to bats and delays with FAA 7460 approvals. If approval is received before March 31, tree removal will occur then; otherwise, it will take place in October. Most of the trees being removed are for post-construction maintenance rather than directly along the fence line, so no delays are expected. The vinyl-coated portions of the fence will be black to minimize visual impact.

TO #08 2026 Grant Administration:

- HAA: The 7460 approval for the project has not yet been received, and the determination letter is still pending. A follow-up call is planned with the FAA point of contact to check on the status.
- FAA Planning Meeting: The ACIP was submitted after being approved at the last board meeting. All planning meeting items have now been completed and will be removed from the agenda next month.
- SWP3 Plan: The SWPPP plan will remain on the agenda while updates are made as part of the AvGas project.
- 480v 3-phase: The 480-volt three-phase project was placed back on the agenda to ensure it remains under consideration. Although it was removed from the ODOT supplemental grant application to avoid affecting funding chances for the AvGas project, the board still wants to pursue it as part of future planning for advanced air mobility. The board agreed that the next step is for staff to finalize cost estimates so the project can be evaluated and potentially moved forward.

TO #9 AvGas System Project Oversight: The task order item relates to oversight services for the AvGas system project, specifically the installation of the new fuel tank. The agreement is ready for approval, and the pricing matches what was included in the grant application submitted to ODOT in December.

MOTION to approve Michael Baker International TO #9 AvGas System Project Oversight in the amount of \$83,000, moved by Dwight Bowden, Bill Koleno; discussion: none; roll-call: Morrison "yes", Reedy "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Bushweiler "yes", motion carried.

Grant Funding:

ODOT FY26 Match: ODOT has indicated that the grant contracts for the 5% match funding should be issued soon. The airport should expect to receive the agreements for signature any day.

ODOT FY26 Supplemental: ODOT award notifications for successful projects were expected last week but have been delayed. It was confirmed that recommendations were completed and forwarded, with the delay occurring at a higher level. The application was noted to be thorough and clean, with no follow-up questions received to date, which is viewed as a positive sign. Additionally, a grant request to the Robert S. Morrison Foundation for removal of the old 100LL tank was approved on December 24. With local match and ineligible costs already secured, the project is expected to be fully funded and well positioned for approval.

Invoices:

MOTION to approve Michael Baker Int'l invoice #1276404, TO#7 2025 Grant Administration, Billing No.2 – Corrected, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; roll-call: Reedy "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

MOTION to approve Michael Baker Int'l invoice #1276809, TO#7 2025 Grant Administration, Billing No.5 – Final, moved by John Ambrose, seconded by Bill Koleno; discussion: none; roll-call: Ambrose "yes", Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Bushweiler "yes", motion carried.

RS&H Paul Strack reported there is no new update on the deicing truck. The contractor reported that work is moving forward, but no photos have been provided yet.

Legal Counsel's Report

Dave Pontius relayed there is nothing new to report. His submitted report is noted below:

USDA Loan Obligation: There is nothing new to report. 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. There is no new update.

Miscellaneous: 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

President Bushweiler reported that a letter of agreement with Buffalo Air Traffic Control (ATC) needs to be signed. The agreement outlines the procedures for the airport to coordinate and communicate surface area NOTAMs with the Buffalo tower. This agreement has existed previously but is currently outdated.

MOTION to authorize President Bushweiler to sign the Letter of Agreement between Buffalo ATC and the airport, moved by Bill Koleno, seconded by Don Ballard; discussion: Dwight Bowden signed the previous agreement. Roll-call: Ballard "yes", Bowden "yes", Cornelius "yes", Koleno "yes", Morrison "yes", Reedy "yes", Ambrose "yes", Bushweiler "yes", motion carried.

President Bushweiler reported that Don Ballard shared information regarding FAA guidance on off-pavement operations at obligated airports, noting that activities like glider operations on soft surfaces are allowed if conducted safely. Updates were also provided on the Concord deicing truck, which is nearly complete and currently being tested. The airport has begun trial use of potassium acetate pellets to determine effective application rates before developing a full snow and ice management plan. A supplier for liquid de-icing storage tanks is being identified, and initial materials are being purchased in smaller quantities while testing continues. Additional updates included progress on the ODOT grant project for fuel tank removal, coordination with Collins Equipment on power routing, acknowledgment of funding contributions for the project, and thanks to the Columbus Regional Airport Authority for providing de-icing materials that were difficult to source.

The board discussed a quote of \$18,194 for eight totes of Alpine RF-11 liquid runway de-icing fluid (275 gallons each). The purchase would support the new de-icing truck program and allow the airport to begin testing and learning how to effectively use liquid de-icing materials alongside the pellets already purchased. Board members discussed storage requirements, potential expiration, cost recovery, and whether the airport is late in the winter season to fully test the product. The intent is to use the materials on a trial basis to determine application rates, operational value, and future budgeting needs. Dwight Bowden offered to fund the initial purchase through a charitable grant so the airport can begin testing without impacting the current budget. Members noted the program is important for maintaining winter runway operations, supporting tenants such as MFG and UH, and preventing runway closures during icing conditions, while also acknowledging the need to carefully evaluate long-term costs and usage.

Eric Cornelius exited the meeting at 9:14AM.

MOTION to purchase eight totes of runway deicing fluid from NASI in the amount of \$18,194, to be funded by a donation, moved by Bill Koleno, seconded by Dwight Bowden; discussion: Line Service Derek Maple explained that the liquid de-icing material would only be used in limited situations, not daily operations. The runway is normally maintained through plowing and standard winter maintenance. The liquid would primarily be used during specific weather events when warm temperatures, rain, and rapid freezing create ice conditions that cannot be removed effectively by plowing alone. It may only be needed a few times per year and would likely be applied selectively rather than across the entire runway. Dwight Bowden noted that a formal snow and ice plan should be developed before determining full operational use. Roll-call: Bowden "yes", Koleno "yes", Morrison "no", Reedy "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

Old Business – None to report.

Public Comments - None to report.

Executive Session

MOTION to move to Executive Session at 9:18AM for the purpose of considering the employment of a public employee and potential litigation per O.R.C. Section 121.22, moved by Lance Bushweiler, seconded by Don Ballard discussion: none; roll-call: Koleno "yes", Morrison "yes", Reedy "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

MOTION to move out of Executive Session at 9:46AM moved by Don Ballard, seconded by Bill Koleno.

New Business

MOTION to hire James Britton at \$22/per hour full-time with full benefits, moved by Dwight Bowden, seconded by Don Ballard; discussion: none; roll-call: Reedy "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Koleno "yes", Morrison "yes", Bushweiler "yes", motion carried.

MOTION to terminate the temporary operating permit for Blue Skies Flying Club and send a cease-and-desist letter to terminate the lease due to FAA mandated compliance, moved by Don Ballard, seconded by John Ambrose; discussion: The board discussed compliance issues related to Blue Skies Flying Club. Although the operator has been a valued tenant, the documentation and insurance provided do not meet the requirements outlined in FAA Order 5190. As a result, the board determined it cannot allow operations that violate FAA standards. Roll-call: Ambrose "yes", Ballard "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Bushweiler "yes", motion carried.

The first draft of an Event Approval Plan was distributed to board members. Revisions and additional updates will be made before it is circulated again for review.

MOTION authorizing Dwight & Susan Bowden to make a PHI membership gift offer to airport employees, moved by Dwight Bowden, seconded by Don Ballard; discussion: none; roll-call: Ballard "yes", Bowden "yes", Koleno "yes", Morrison "yes", Reedy "yes", Ambrose "yes", Bushweiler "yes", motion carried.

A concern was raised that Bill Koleno may have conducted background checks on board members and possibly employees and was sharing the information. Dwight Bowden reported he had his attorney send a letter asking Mr. Koleno to clarify what information had been collected and requesting access to it. Bill Koleno responded that he did not conduct formal background checks but only reviewed publicly available records. He stated this was done after learning that airport funds had been used to investigate his background related to a past legal matter. Mr. Koleno denied wrongdoing, emphasized that the information he reviewed was public, and expressed that the issue should not distract from the airport's work. The discussion concluded with clarification that the searches referenced were limited to public record.

Adjournment

The next Regular Meeting is scheduled for 03/12/2026 at 8:00AM EST. Meeting adjourned at 9:58AM, moved by Don Ballard, seconded by John Ambrose.



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