

Ashtabula County Airport Authority
SPECIAL BOARD MEETING
 Friday, March 20, 2026, at 03:00PM EST

Board Members Present

Lance Bushweiler, President
 John Ambrose (T)
 Don Ballard (T)
 Dwight Bowden (T)
 Bill Koleno
 Kate Reedy (T)
 Mark Stackhouse
 George Toth
 *(T) Teleconference Participant

Others Present

Dave Pontius, Andrews & Pontius
 JP Ducro, Ashtabula County Commissioner (T)
 Mark Makee, Tenant (T)
 Mike Makee, Public (T)
 Derek Maple, NEORA (T)
 Kevin Graf, Tenant (T)
 Doug Powell, Tenant (T)
 Kate Burke-Rosales, NEORA

The meeting was called to order at 8:00AM EST by President Bushweiler. This meeting is being held in place of the previously scheduled regular meeting for 03/12/2026, which was unable to convene due to a lack of a quorum. The purpose of the meeting is to conduct necessary and time-sensitive Airport Authority business, including but not limited to items that were intended for consideration at the regular meeting. At the request of the President, the Secretary confirmed a quorum.

President Bushweiler introduced tenant Mark Makee and allowed him to address the Board. Mark Makee discussed his proposal for flight training operations, outlining plans to base three aircraft (Cessna 150, Cessna 172, and Cherokee 140) at the airport and expand services by hiring additional instructors. He emphasized his experience, commitment to the airport, and goal of growing aviation activity locally. He stated that while operating under the name Blue Skies Flying Club, the intent is to function as a flight school, with insurance coverage in place including aircraft liability, renter liability, and commercial general liability. The Board discussed ongoing efforts to clarify the distinction between a flying club and a commercial flight school, particularly regarding insurance and compliance requirements, and requested additional documentation for review.

Consent Agenda

Meeting Minutes: February 12, 2026 Regular Meeting

FUEL SALES	100LL		JET A			100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %			Gallons Sold	Gross Margin %	Gallons Sold
FEB					JAN-FEB				
2026	86	18%	932	42%	2026	258	17%	1,536	42%
2025	478	9%	3,909	28%	2025	567	10%	6,931	28%
2024	202	15%	939	37%	2024	231	15%	2,730	37%

Bank Account Balance: \$541,861.67

Cash Book Balance: \$495,503.91

Profit & Loss Report:

- Net Ordinary Income -\$19,896.15
- Net Income \$53,037.87

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -\$61,211.01
- Net Income \$156,003.12

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$7,119.94

Gifts and Donations:

- \$56,200.00 The Cleveland Foundation – ODOT 100LL Tank Grant Local Match
- \$1,950.00 Fidelity Charitable – Columbus Airport Deicing Pellets
- \$18,194.00 Fidelity Charitable – NASI Deicing Fluid
- \$8,000.00 R.A. Wiedemann – ADA Website Compliance

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

NOTAM Summary							Rows: 50	Page: 1
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
Obstruction	HZY OBST TOWER LGT (ASR 1043570) 413750.00N0804535.00W (9.4NM SSW HZY) 162...	02/020	02/25/2026 1011	03/27/2026 2359	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1200388) 415250.50N0803950.10W (6.4NM NNE HZY) 109...	02/010	02/16/2026 0115	05/16/2026 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1211490) 413616.20N0804244.00W (10.5NM S HZY) 1380...	02/013	02/17/2026 0034	05/18/2026 0500	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1058984) 414955.00N0804515.40W (4.1NM NW HZY) 1202...	02/017	02/23/2026 2330	05/24/2026 0500	Active			

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

The Secretary-Treasurer reported no outstanding aged receivables. The FY24 audit is nearing completion and should be finalized within the next week. Remaining items involved IT-related requirements, including developing an IT procedures policy, providing information on firewall and backup systems and finalizing the cybersecurity policy. The auditor stated these items are expected to be verbal comments. A discussion followed regarding why annual and not bi-annual audits are required, with no definitive answer provided, though it was noted this may relate to past obligations such as the USDA loan. The Secretary/Treasurer will follow up with the auditor regarding this inquiry. It was also mentioned that a larger single audit is expected next year due to increased grant funding.

Safety & Equipment

Operations report covered extensive winter operations, equipment updates, maintenance issues, and safety incidents due to the extended reporting period. Runway deicing materials (both pellets and liquid) were received and tested. It was confirmed that shelf life follows ASTM standards (approximately one year), with UV exposure affecting coloration, so materials are now being covered. Alpine RF-11 has been used successfully beyond a year at many airport locations. A sample to NASI’s lab in Marion to ensure it continues to meet quality control standards; however, NASI holds no liability beyond a year. New equipment included a primary spreader and a smaller unit for use around hangars. An aircraft incident occurred on 02/16/2026 involving a Cirrus that departed the runway during landing. The aircraft sustained nose gear damage but resulted in no injuries or airport damage. Staff assisted with recovery, and the aircraft is currently stored in a hangar while FAA, NTSB, and insurance reviews proceed. Runway conditions were discussed, including a known “waviness” near the Runway 27 end around the 1,000-foot marker. The airport will coordinate with the engineer to review prior documentation and determine if FAA standards require further action or a NOTAM. Additionally, a significant transverse runway crack was identified, with repair plans underway pending contractor quotes. Additional maintenance updates included: Repair of a hangar door, the completion of the annual fire marshal inspection (passed), the replacement of worn broom heads, pending repair of a zero-turn mower by the manufacturer, installation of a trimmer attachment for fence maintenance, ongoing efforts to obtain quotes for roof repairs on Hangar F1. The National Weather Service notified the airport of an ASOS frequency change to 127.025, effective 03/19/2026. Tenants have been notified of the change. Hunting season has ended on airport property, while seasonal bird activity (seagulls and starlings) has resumed.

Commissioner's Report

Commissioner Ducro reported that two new board member appointments are expected soon. One candidate has strong support, while two additional applications were recently received and are under review. A final decision is anticipated next week to ensure both positions are filled ahead of the April annual meeting.

Committee Reports

Hangar Leases – Bushweiler, Morrison, Toth, Ford:

MOTION to approve Mark Makee in E-2, moved by George Toth, seconded by Bill Koleno; discussion: This aircraft is Mr. Makee's personal one and not part of his training operation. Roll-call: Ballard "yes", Bowden "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Bushweiler "yes", motion carried

Joe Rich vacated Hangar B-3 after providing the required notice, following the sale of his project aircraft.

MOTION to renew Bill Koleno's current commercial lease, moved by Mark Stackhouse, seconded by John Ambrose; discussion: Mr. Koleno reported he will not be adding additional services at this time, and has requested an additional hangar space in B-7 and a ramp tie-down, but since rate details are not yet available, the plan is to approve his existing lease now and address the additional space requests at a later time. He recused himself from voting. Roll-call: Bowden "no", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

President Bushweiler informed the Board that the FAA 7460 approval for the UH project was received prior to the last meeting, allowing construction to begin, including installation of an electrical pole. Work is progressing as weather permits to prepare the temporary housing site. There was also discussion about a potential change from concrete to another surface material, though the current plan is unclear and will be confirmed with UH.

Marketing – Bowden, Bushweiler: Work on ADA compliance has begun and is progressing quickly, with completion expected in April.

HR Working Group – Ambrose, Bushweiler, Toth: No hiring action was taken following the previous meeting's motion, and an executive session will be held to discuss personnel matters.

Growth Partnership – Reedy: A recent Growth Partnership meeting was held, though some members were unable to attend due to weather. Meeting materials, including a PowerPoint, were shared with the Board. Presentations included workforce and business development opportunities from the Youngstown Business Incubator, as well as information on an upcoming community event. Overall, updates on economic development were limited, with continued general interest in projects near the docks, industrial areas, and potential data center developments.

Aviation Education Initiative – Ambrose, Bowden, Bushweiler, Cornelius, Ford: The AOPA scholarship award announcements are expected around mid-April, possibly sooner toward the end of March. The Board will be updated if any new information is received. Commissioner Ducro noted that several National Honor Society students at Geneva High School, recognized at a recent event, have been participating in flight lessons at the airport. Their strong interest and familiarity with aviation highlighted the positive impact of the airport's aviation education efforts, with students expressing appreciation and enthusiasm for continuing in aviation.

Fuel – Bushweiler, Cornelius, Koleno: With the Phillips fuel contract expiring in September, Bill Koleno has reached out to alternative suppliers, including World Fuel, which may offer more competitive pricing. Information is being gathered to include them in the RFQ process.

OAA Representative – Bowden: The Board was informed that the airport will host a regional Lake to River/JobsOhio and Ohio Aviation Association event on 08/20/2026, including a meeting and breakfast, with planning underway for presentations. Dwight Bowden was appointed Chair of the Ohio Aviation Foundation, which is exploring ways to expand revenue, such as additional fundraising events, to increase scholarship opportunities, potentially in partnership with organizations like The Cleveland Foundation and AOPA.

Inventory Report (03/11/2026)

100LL Avgas: 4,487 gallons

Jet A w/Prist: Truck 1,403 gallons / Tank 9,163 gallons / Total of 10,566 gallons

Diesel: 343 gallons

Unleaded Gas: 180 gallons

Engineer/Consultant's Report

The consultant was unable to attend the meeting. Her monthly report is available on SharePoint and noted below.

Task Orders

TO#5 Obstruction Analysis: The obstruction removal project is anticipated for FY27 and is intended to encumber the remaining IJA funds.

TO#6 Fence CA: The 7460 for the tree removal was approved yesterday. Hastie was notified immediately and is coordinating with their subcontractors.

TO #08 2026 Grant Administration:

- HAA: The 7460 approval for the project was received.
- 480v 3-phase: The cost estimate is being finalized for the airport to review.

TO #9 AvGas System Project Oversight: The fully executed agreement is in SharePoint. A meeting was held on March 3 at the airport with Collins to review the system design. As a result, the system has been updated to include a sump hand pump, ladder, and relocation of the existing Veeder Root to the new tank. The 7460 was submitted March 6.

Grant Funding:

ODOT FY26 Supplemental: Final pricing and submission will be uploaded to BlackCat for the March 31 deadline.

Legal Counsel's Report

Dave Pontius' 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: Worked on issues involving Mark Makee's tenancy. 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 noted that several previously discussed items would be addressed under new business and provided brief updates, including Barbara Ford's decision not to seek reappointment, and the execution of the letter of authorization with Buffalo ATC.

Old Business

The Board reviewed progress on the required cybersecurity policy. Drafts have been prepared and updated, with a compliance deadline of July 1. The Board must designate a cybersecurity lead and finalize policies and training requirements. Cyber insurance quotes have been obtained, though coverage is not required. The auditor recommended combining cybersecurity and IT procedures and policies into one comprehensive document. The County offered assistance through its IT leadership to help guide compliance efforts.

Public Comments

Tenant Doug Powell noted the two uneven areas on Runway 27, both of which can momentarily lift the nose wheel during takeoff, one near the 1,000-foot marker and another closer to the runway threshold. Tenant Kevin Graff raised concerns about delays in accessing meeting minutes due to the lag between meetings and approved minutes. He asked whether draft minutes could be shared prior to formal approval. The Board acknowledged the concern, noting minutes are prepared as promptly as possible, and agreed to consider the possibility of sharing draft versions, while also recognizing potential legal considerations.

Executive Session

MOTION to move to Executive Session at 3:46PM for the purpose of considering the employment of a public employee and potential litigation per O.R.C. Section 121.22, moved by John Ambrose, seconded by Bill Koleno discussion: none; roll-call: Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Ballard “yes”, Bowden “yes”, Bushweiler “yes”, motion carried.

MOTION to move out of Executive Session at 4:17PM moved by Mark Stackhouse, seconded by George Toth.

John Ambrose and Don Ballard exited the meeting.

New Business

MOTION to hire Jacob Wilson at \$20/per hour full-time with full benefits pending background check and drug test, moved by George Toth, seconded by Mark Stackhouse; discussion: none; roll-call: Reedy “yes”, Stackhouse “yes”, Toth “yes”, Bowden “yes”, Koleno “yes”, Bushweiler “yes”, motion carried.

The Board reviewed new federal restrictions on certain foreign-made drones and potential risks to airport operations, especially during federally funded projects. The Airport already prohibits drone use without authorization, but enforcement and awareness remain concerns. No immediate changes were made, and further research will be conducted to determine next steps.

President Bushweiler received dates from W&R Vets for an upcoming jump school and D-Day-related event (April 13–15) and noted the need to begin planning. Discussion also revisited a draft event policy, which received Board feedback. The document will be revised and redistributed for review prior to the annual meeting.

A potential U.S. Air Force training exercise planned for June 19–23, using the airport as a satellite training location coordinated with Youngstown Air Reserve Station. The exercise would include parachute operations, airfield security simulations, and coordinated tactical training, with no cost or resource burden to the airport. The Air Force indicated flexibility to pause operations for normal airport activity and is aware of existing operations like medevac flights. The event could become annual if successful, though it may be postponed due to current global military activity. The Board will continue monitoring for confirmation.

The annual meeting is scheduled for next month, during which floor nominations will be held for President and Vice President, and members should be prepared accordingly.

Adjournment

The next Regular Meeting is scheduled for 04/09/2026 at 8:00AM EST. Meeting adjourned at 4:35PM, moved by Lance Bushweiler, seconded by Bill Koleno.

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