

Ashtabula County Airport Authority
ANNUAL & REGULAR BOARD MEETING
Thursday, April 9, 2026, at 08:00AM EST

Board Members Present

Lance Bushweiler, President
John Ambrose, Vice President
Don Ballard
Russ Battiato
Dwight Bowden
Garrett Demshar
Bill Koleno
Kate Reedy (T)
George Toth

Others Present

Dave Pontius, Andrews & Pontius
JP Ducro, Ashtabula County Commissioner
Nicole Bryan, Michael Baker Int'l
Judge Marianne Sezon
Barbara Ford, ACAA Past Trustee (T)
Dan Ellenberger, UH
Christine Zalar, Fitch & Associates (T)
Mark Makee, Tenant (T)
Derek Maple, NEORA (T)
Doug Powell, Tenant (T)
Steve Tupper, Attorney (T)
Nate Cleland, UH/PHI (T)
Sujit Pal, Public Access
Kristi Pal, Public Access
Kate Burke-Rosales, NEORA

*(T) Teleconference Participant

The meeting was called to order at 8:01 AM EST by President Bushweiler. Judge Sezon administered the Oath of Office to newly appointed Trustees Garrett Demshar and Russ Battiato. At the request of the President, the new trustees provided brief introductions. The Board recognized Vice President Eric Cornelius, who is currently serving overseas, and expressed appreciation for his service. The Board also honored outgoing members John Morrison and Barbara Ford for their years of dedication. John was acknowledged for his longstanding contributions to leases and major projects, including the medical helicopter initiative. Barbara was recognized for her unique service as both a board member and airport employee, and for her lasting impact on the airport and community. She thanked the Board and expressed her appreciation for the opportunity to serve. The Secretary then confirmed a quorum.

A legal review was presented regarding Mark Makee's lease and proposed operation, with aviation attorney Steve Tupper joining via teleconference. He concluded that there is a lack of clarity about the nature of the operation and that the current insurance policy is structured for a flying club, not a commercial flight training operation, which could result in denied claims. When a board member asked whether the current policy would adequately cover student pilots, Mr. Tupper stated that, in his opinion, it would not. Board members asked further questions about liability concerns, and Mark disputed the findings, asserting that his operation and insurance are compliant and cover all members. Due to differing interpretations, it was agreed that Mark's attorney and Steve Tupper should communicate directly to resolve the matter. Dwight and Sue Bowden will not be donating additional AOPA scholarships until the matter is resolved.

President Bushweiler reminded board members to complete and submit their annual Acknowledgement of No Conflicts of Interest, and Receipt of Ohio Ethics Law forms. Hard copies and an updated board and staff contact sheet were made available for anyone who needed them.

Office Nominations

Nominations received from the floor for President: Lance Bushweiler.

MOTION to close nominations for President, moved by Dwight Bowden, seconded by George Toth, discussion: none; roll-call: Ambrose "yes", Ballard "yes", Battiato "yes", Bowden "yes", Demshar "yes", Koleno "yes", Reedy "yes", Toth "yes", Bushweiler "yes", motion carried.

Votes for President were as follows: Ballard "Lance Bushweiler", Battiato "Lance Bushweiler", Bowden "Lance Bushweiler", Demshar "Lance Bushweiler", Koleno "Lance Bushweiler", Reedy "Lance Bushweiler", Toth "Lance Bushweiler", Ambrose "Lance Bushweiler", Bushweiler "Lance Bushweiler". Following a roll call vote, Lance Bushweiler received the majority and was elected President. He expressed appreciation for being reelected and reaffirmed his commitment to upholding the Airport Authority's mission of operating a safe, secure, compliant, and high-quality jet-capable facility with integrity and strong customer service.

Nominations received from the floor for Vice President: Bill Koleno, Dwight Bowden, John Ambrose, Don Ballard.

MOTION to close nominations for Vice President, moved by Dwight Bowden, seconded by George Toth, discussion: none; roll-call: Battiato “Bill Koleno”, Bowden “Dwight Bowden”, Demshar “Bill Koleno”, Koleno “Bill Koleno”, Reedy “John Ambrose”, Toth “John Ambrose”, Ambrose “John Ambrose”, Ballard “John Ambrose”, Bushweiler “Dwight Bowden”, motion carried.

Votes for Vice President were as follows: Ambrose “Lance Bushweiler”, Ballard “Lance Bushweiler”, Battiato “Lance Bushweiler”, Bowden “Lance Bushweiler”, Demshar “Lance Bushweiler”, Koleno “Lance Bushweiler”, Reedy “Lance Bushweiler”, Toth “Lance Bushweiler”, Bushweiler “Lance Bushweiler”. Following a roll call vote, John Ambrose received the majority and was elected Vice President.

Consent Agenda

Meeting Minutes: March 20, 2026 Special Meeting

FUEL SALES	100LL		JET A			100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %	JAN-MAR	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
MARCH									
2026	178.5	17.4%	4,702	33.5%	2026	435.97	17.2%	7,325	36.6%
2025	691.16	9.7%	4,456	31.3%	2025	1,258.13	9.8%	11,387	29.5%
2024	365.71	14.6%	2,702	26.1%	2024	596.27	14.6%	5,432	31.9%

Bank Account Balance: \$383,481.34

Cash Book Balance: \$390,395.34

Profit & Loss Report:

- Net Ordinary Income -\$10,317.66
- Net Income -\$10,563.61

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -\$68,898.59
- Net Income \$148,069.62

Bond Payment: None

Ashtabula County Appropriation: None

Accounts Payable / Bills: \$14,327.47

Gifts and Donations:

\$575.00 Dwight & Sue Bowden: Fidelity Charitable – C&M Expedite

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 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		
Services	HZY SVC AUTOMATED WX BCST SYSTEM NOW 127.025 2603191300-2606192359...	03/019	03/19/2026 1300	06/19/2026 2359	Active		
Obstruction	HZY OBST TOWER LGT (ASR 1200388) 415250.50N0803950.10W (6.4NM NNE HZY) 109...	03/031	03/31/2026 2235	06/29/2026 0400	Active		
Obstruction	HZY OBST TOWER LGT (ASR 1210181) 414425.90N0804333.20W (2.6NM SSW HZY) 119...	04/005	04/04/2026 1050	07/03/2026 0400	Active		

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

Secretary/Treasurer’s Report

The Secretary-Treasurer reported no outstanding receivables. In response to last month’s inquiry, the auditor informed that annual audits are required due to the USDA loan and prior single audit threshold. The FY24 audit

has been completed with a clean result, noting strong financial integrity, transparency, and compliance. Verbal comments were received regarding the need for cybersecurity and IT policies, including developing formal procedures, training, and compliance measures, which are currently in progress. Board members were encouraged to use official airport email accounts to ensure proper records management. The FY25 audit cycle is underway. Additionally, the board discussed the need to appoint a credit card compliance officer to oversee and verify transactions.

MOTION to appoint Don Ballard as Credit Card Compliance Officer, moved by Lance Bushweiler, seconded by Dwight Bowden; discussion: Mr. Ballard will replace Barbara Ford. Roll-call: Demshar “yes”, Koleno “yes”, Reedy “yes”, Toth “yes”, Ambrose “yes”, Ballard “yes”, Battiato “yes”, Bowden “yes”, Bushweiler “yes”, motion carried.

Safety & Equipment

A minor aircraft incident occurred on 03/24/2026 involving a blown nose wheel; the runway was briefly closed with no damage to airport property. Runway cracks continue to be monitored, and quotes for repair are pending. The ASOS frequency has been updated, winter-related ground damage is being repaired, and the county addressed lawn damage. Wildlife activity has increased with seasonal bird presence, and a hunting program packet is under review. Additionally, it was clarified that deicing chemicals can be tested and used, rather than expiring annually.

Commissioner’s Report

Commissioner Ducro thanked outgoing board members for their service and welcomed new members, expressing appreciation for the board’s continued commitment. There were no major airport-specific updates, but efforts are ongoing to secure funding for water infrastructure projects, including extending service to the airport. Additional updates included promotion of the upcoming RAM clinic and ongoing work related to Senate Bill 52, including mapping potential areas for solar and wind development while considering local input and protecting airport airspace.

Committee Reports

Hangar Leases – Bushweiler, Toth:

MOTION to approve Jacob Wilson in B-2, moved by George Toth, seconded by Bill Koleno; discussion: none; roll-call: Koleno “yes”, Reedy “yes”, Toth “yes”, Ambrose “yes”, Ballard “yes”, Battiato “yes”, Bowden “yes”, Demshar “yes”, Bushweiler “yes”, motion carried.

UH provided updates on project progress. With 7460 approval, work has moved forward on the temporary housing pad and unit installation. Three quotes were received and reviewed with North East Site Development selected to handle both UH and airport-related work for efficiency. Costs are in line with expectations. Plans for an open house are being delayed until facilities are fully set up. The board also discussed the importance of helicopter safety, particularly rotor wash risks and debris hazards, and suggested coordinating a safety discussion or training session.

Marketing – Bowden, Bushweiler: R.A. Wiedemann completed an accessibility audit of the website, documenting compliance issues, the corrections made, and guidance for accessible meeting minutes. The website is now fully compliant.

MOTION to accept R.A. Weidemann’s invoice in the amount of \$8,000, funded by a grant from The Cleveland Foundation, moved by Dwight Bowden, seconded by Kate Reedy; discussion: The board discussed adding the compliance report to the website. Roll-call: Reedy “yes”, Toth “yes”, Ambrose “yes”, Ballard “yes”, Battiato “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Bushweiler “yes”, motion carried.

HR Working Group – Ambrose, Bushweiler, Toth: New employee and tenant, Jacob Wilson, has started and is progressing well in training. Performance reviews were delayed due to scheduling conflicts but are expected to be completed before the May meeting.

Growth Partnership – Reedy: Two major projects focused on maintaining 50 employees and adding 50 more for workforce development. A-Tech plans include continuing the glider aviation program in the summer. Ongoing discussions included wind and solar development and using Appalachian grant funding for

downtown improvements in Ashtabula and Geneva. Additional updates included discussions on future event planning, potential relocation of the YMCA to the Kent State Ashtabula campus, and an upcoming OAA and Lake to River event to be hosted at the airport on August 20.

Aviation Education Initiative – Ambrose, Bowden, Bushweiler, Cornelius: One scholarship has been awarded, two others have paperwork issues, and one may not have been used. Future funding for additional scholarships is on hold until there is clarity on flight training operations at the airport. There was discussion about potentially organizing structured flight training programs in the future, but any efforts would need to comply with commercial operating standards.

Fuel – Bushweiler, Cornelius, Koleno: To be discussed under the Inventory Report.

OAA & OAF Representative – Bowden: The Ohio Aviation Foundation (OAF) has established a new leadership team, engaged a firm for branding and marketing, and partnered with The Cleveland Foundation to manage funds, investments, and compliance. Efforts are underway to expand fundraising, including increasing golf outings, to support more scholarships. Additional comments highlighted the value of the OAA Conference for networking with industry stakeholders, regulators, and legislators. Dwight Bowden noted that aviation attorney and author Steve Tupper was independently engaged in reviewing lease issues. He later presented at the OAA Conference, where his session was recorded.

Inventory Report (04/09/2026)

100LL Avgas: 4,326 gallons

Jet A w/Prist: Truck 2,090 gallons / Tank 4,127 gallons / Total of 6,217 gallons

Diesel: 337 gallons

Unleaded Gas: 160 gallons

President Bushweiler reported that the airport has adequate 100LL fuel inventory, though sales have been slow. Rising wholesale fuel prices may improve competitiveness for low lead fuel, but demand remains limited. On the Jet A side, wholesale prices have increased significantly, making current contract (CAA) pricing more competitive and likely to drive sales. It was recommended to purchase an additional 7,000 gallons to stay ahead of pricing increases and maintain supply. Fuel sales come from both based tenants and transient aircraft, with strategies focused on incentivizing tenant purchases and attracting transient jet traffic through competitive pricing programs, though competing on low lead fuel is more challenging due to nearby lower-tax markets.

Engineer/Consultant's Report

The consultant's monthly report is available on SharePoint and noted below.

Task Orders

TO#1 Fence Design: The project remains pending FAA comments submitted on 06/19/2025. Once feedback is received, the project will be finalized and closed out.

TO#5 Obstruction Analysis: LiDAR was used to identify natural hazards near the airport, particularly trees near Runway 27. The airport is exploring using available federal funds to address these obstructions while balancing maintenance needs. Options being considered include converting certain wooded areas into managed farmland to offset acreage lost to fence construction. The project has a multi-year timeline, with funding available and currently targeted for FY 2027.

TO#6 Fence CA: Progress has been made on the fence project. Trees have been cleared where needed, and the fence layout has been marked with stakes to define boundaries and guide construction. Adjustments were made to accommodate land management activities. The project remains on track for a June construction start, with no major issues identified and continued monitoring to ensure proper alignment before work begins.

TO #08 2026 Grant Administration:

- HAA: No update to report.
- SWP3 Plan: Updates will begin concurrently with the 100LL tank installation.
- 480v 3-phase: The airport is exploring installation of 480-volt three-phase power to support future aviation needs, particularly advanced air mobility and electric aircraft. Costs include a split with the

utility provider and additional construction work estimated between \$75,000–\$100,000. Coordination with contractors already on-site may help reduce costs. The proposed location for infrastructure is near the old terminal area, allowing both aircraft and ground vehicle charging while minimizing operational disruption. The airport should plan to begin discussions with the FAA, likely requiring updates to the airport layout plan before moving forward. Overall, the effort is focused on preparing infrastructure now, so the airport is ready if and when electric aviation becomes more active, rather than committing to full installation without confirmed demand.

- 2025 PCI Report: The report shows the airport’s pavements are being well maintained and confirms that the primary area needing attention is the ramp and apron, particularly around the T-hangars. This aligns with existing FAA funding plans, which will likely move toward reconstruction of those areas in the future.

TO #9 AvGas System Project Oversight: Final system design documents and project costs summary were uploaded to BlackCat on 03/30/2026.

Grant Funding:

- FAA Reports: Quarterly reports for open grants are due this month.
- ODOT FY26 Match: The contract offer: B26-19 Acquire Aircraft Deising Truck, was distributed for signature 03/20/2026.
- ODOT FY26 Supplemental: Pricing for the AvGas replacement project was submitted with final costs coming in slightly under initial estimates. ODOT has not yet reviewed the submission or requested additional information. They will generate a grant contract for signature based on the final project cost summary.
- ODOT FY27 Direct: Upcoming ODOT grant programs are not expected to be a good fit for the airport’s current project list, meaning no new ODOT grant applications are planned this year. Focus will instead remain on ongoing projects, including the fence construction.

MOTION to approve Michael Bake Int’l invoice #1282565 for TO#5 Obstacle Analysis, Billing No. 4, in the Local Share amount of \$3,469.31, moved by Dwight Bowden, seconded by George Toth; discussion: none; roll-call: Toth “yes”, Ambrose “yes”, Ballard “yes”, Battiato “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Reedy “yes”, Bushweiler “yes”, motion carried.

Legal Counsel’s Report

Dave Pontius’ report is noted below:

USDA Loan Obligation: There is no 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

Recent efforts focused on preparing the site for the UH temporary housing unit and addressing the Makee lease matter. A proposed Air Force training event, Viking Sentinel (VS26), is likely no longer moving forward. An updated event policy was circulated, including clearer definitions, higher attendance thresholds (35+), exclusions for routine operations, and a streamlined approval process with flexibility for short-notice events. Standardized forms were also introduced. Additionally, PFAS (firefighting foam) concerns were discussed. The airport has previously evaluated this issue, discontinued training use, and may revisit prior findings as broader legal and environmental actions develop.

Dwight Bowden exited the meeting.

Old Business

Russ Battiato reported that the D-Day event continues to grow as a standalone airborne operation, now entering its fourth year with increasing participation and visibility. Last year saw nearly 100 jumpers and over 400 jumps. For this year, organizers plan to expand the training program and begin activities earlier, bringing

in the aircraft (Placid Lassie) sooner to increase jump operations, fuel sales, and local economic impact. The event will also feature notable historical guests, including descendants of key WWII figures. While active-duty military participation may be lower due to current deployments, strong turnout is still expected, with an estimated 70–90 jumpers.

Public Comments

Public Access Sujit Pal provided a presentation to the board to install a solar energy system at the airport to support future electric aviation and reduce energy costs. The concept involves leasing unused airport land for a privately funded solar project, with no upfront cost to the airport, and potential savings or revenue through discounted power and energy resale. The project would begin with a feasibility phase, including review of utility usage, coordination with the FAA, utilities, and local agencies, and evaluation of site suitability. A small-scale (approx. 1 MW) system was suggested as a starting point, with potential future expansion to include battery storage. Board members discussed considerations such as location, land use, maintenance responsibilities, long-term viability, battery storage costs, and FAA compliance. Next steps include providing utility data, continuing discussions, and having a small group review feasibility before any formal agreements are considered.

Executive Session – None to report

New Business

Don Ballard requested authorization to operate airport equipment for a specific task related to glider operations. The board discussed safety, training, and insurance concerns, noting that current policies do not clearly support such authorization. No action was taken. Instead, staff will assess the requested work and determine if it can be completed internally, with further policy development needed before considering similar requests in the future.

Adjournment

The next Regular Meeting is scheduled for 05/14/2026 at 8:00AM EST. Meeting adjourned at 10:25AM, moved by Lance Bushweiler, seconded by Bill Koleno.



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