

Ashtabula County Airport Authority
REGULAR BOARD MEETING
 Thursday, May 14, 2026, at 08:00AM EST

Board Members Present

Lance Bushweiler, President
 John Ambrose, Vice President
 Don Ballard
 Dwight Bowden
 Garrett Demshar
 Bill Koleno
 Kate Reedy (T)
 Mark Stackhouse

*(T) Teleconference Participant

Others Present

Dave Pontius, Andrews & Pontius
 JP Ducro, Ashtabula County Commissioner
 Nicole Bryan, Michael Baker Int'l
 Barbara Ford, ACAA Past Trustee (T)
 Dan Ellenberger, UH
 Christine Zalar, Fitch & Associates (T)
 Derek Maple, NEORA (T)
 Doug Powell, Tenant (T)
 Bryce Kujat, Cleveland Soaring Society (T)
 Jeff Richmond, Public
 Kristi Pal, Public Access (T)
 Kate Burke-Rosales, NEORA

The meeting was called to order at 8:00 AM EST by President Bushweiler. At the request of the President, the Secretary/Treasurer confirmed a quorum.

Consent Agenda

Meeting Minutes: April 9, 2026 Annual & Regular Meeting

FUEL SALES	100LL		JET A		JAN-APR	100LL		JET A	
	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %		Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
2026	448.45	20.3%	3,854	41.6%	2026	884.42	18.8%	11,179	38.4%
2025	843.78	13.3%	1,041	30.3%	2025	2,101.91	11.3%	12,428	29.9%
2024	490.18	8.0%	2,783	29.9%	2024	1,086.43	11.7%	8,215	29.8%

Bank Account Balance: \$377,399.40

Cash Book Balance: \$376,526.60

Profit & Loss Report:

- Net Ordinary Income -\$21,928.24
- Net Income -\$25,614.12

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -\$90,926.83
- Net Income \$122,355.50

Bond Payment: None

Ashtabula County Appropriation: \$247,500.00

Accounts Payable / Bills: \$581.36

Gifts and Donations:

\$1,013.68 Dwight & Sue Bowden: Fidelity Charitable – Winterset Water: Branded Water Bottles
 \$1,277.58 Dwight & Sue Bowden: Sam's Club – Tablecloths

Obstructions: Tower owners are in the process of correcting issues.

NOTAM Summary						Rows: 50	Page: 1	Go P
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 1210181) 414425.90N0804333.20W (2.6NM SSW HZY) 119...	04/005	04/04/2026 1050	07/03/2026 0400	Active			
Obstruction	HZY OBST TOWER LGT (ASR 1011701) 415022.90N0804435.30W (4.3NM NNW HZY) 117...	04/007	04/14/2026 0340	07/12/2026 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: Ambrose “yes”, Ballard “yes”, Bowden “yes”, Demshar “yes”, Reedy “yes”, Stackhouse “yes”, Bushweiler “yes”, motion carried.

Secretary/Treasurer’s Report

The Secretary-Treasurer reported there were no outstanding aged receivables, and the airport received the remaining county appropriation payment of \$247,500 on the 5th. Drafts of the cybersecurity policy, IT procedures policy, and disaster recovery policy will be circulated to the board for review. She recommended implementing cybersecurity training through Ashton Technology using the KnowBe4 platform, which will provide required quarterly training and phishing simulations to meet auditor standards. The policies will need board approval during the June meeting to meet the July 1 compliance deadline.

Safety & Equipment

Derek Maple reported the primary safety and equipment issue last month was a failed hangar door motor on Hangar G. The motor was replaced and the door returned to service within a few days. The incident revealed there is no manual override system for the door, and that both motors are required for operation. Due to the airport credit card limit of \$3,000, President Bushweiler personally paid \$5,370.65 to Schweiss Distributing for the replacement motor and was subsequently reimbursed by the Secretary/Treasurer. Additionally, because the door failure trapped a PHI pilot’s rental vehicle inside the hangar, the airport paid \$125.37 to Enterprise Car Rental for related expenses. A repaired spare motor will be kept on hand for future failures, and the airport may explore upgrading the door system in the future. Ground repairs from winter snow removal are ongoing, though wet weather has slowed progress. Mowing has not yet begun due to soft field conditions. The temporary housing trailer pad was completed, and the trailers are expected to arrive soon. FirstEnergy is also scheduled to replace utility poles and lines later in the month. Staff training for new employee Jacob Wilson is progressing well, including forklift and equipment training, with additional seasonal and winter operations training still to come. On the wildlife side, the airport continues dealing with starling infestations around MFG’s hangar overhang. Existing netting has trapped birds and created maintenance problems, so staff recommended removing the net temporarily while exploring other mitigation methods. The Board requested that MFG give explicit permission to remove the net before it is taken down.

On the topic of wildlife, Jeff Richmond addressed the board regarding hunting on airport property and proposed allowing hunting access only for adjacent landowners and their immediate families. The proposal included restrictions intended to address prior concerns, such as prohibiting vehicle access onto airport property, requiring hunters to access from adjoining land, maintaining setbacks from neighboring property lines, and coordinating with airport operations. Board members discussed concerns related to limiting access to only neighboring landowners, possible legal implications regarding exclusive use of public property, and the airport’s past challenges with excessive hunting activity and access issues. It was noted that hunting currently remains prohibited on airport property, and the online hunting application has been removed. The board agreed to continue evaluating the matter, including the legal implications and how the ongoing fence project may affect future hunting policies, but no action was taken and hunting remains closed at this time.

Bill Koleno entered the meeting at 8:15AM.

Committee Reports

Hangar Leases – Bushweiler, Toth:

Doug Powell vacated Hangar D1 after selling his aircraft and announced plans to retire at the end of the year. The board expressed appreciation and regret at seeing him leave. Following the vacancy, Derek requested to relocate from Hangar D10 to D1, as the hangars are the same size.

MOTION to approve new tenant Ricardo Machado in Hangar D10, moved by Dwight Bowden, seconded by Garrett Demshar; discussion: He has supplied all the required documentation and insurance. Roll-call: Ballard “yes”, Bowden “yes”, Demshar “yes”, Reedy “yes”, Stackhouse “yes”, Ambrose “yes”, Bushweiler “yes”, motion carried.

Commissioner’s Report

Commissioner Ducro entered the meeting and reported there were no major new updates but discussed ongoing county efforts related to Senate Bill 52 and potential wind and solar development regulations. He noted the county is gathering feedback from townships regarding whether they want to restrict, partially restrict, or allow such projects within their jurisdictions. The county plans to combine township feedback with the county land use plan to develop a master map guiding future wind and solar development decisions. It was also noted that additional Ohio counties, including Richland County, have adopted Senate Bill 52 provisions.

Committee Reports (Continued)

Hangar Leases (Continued): The temporary housing unit project is progressing, with the site excavation and stone base completed by Northeast Site Development. Delivery of the housing unit is scheduled for the following day, and utility work, including the sewer connection, is expected shortly afterward. FirstEnergy also confirmed upcoming utility work dates. An unexpected expense of \$6,500 for the wastewater treatment plant tap-in fee was significantly higher than originally anticipated due to ongoing operational issues with the plant. Dwight Bowden offered to pursue grant funding through the Cleveland Foundation to help cover the cost. UH representatives reported that operations continue to move forward despite weather delays and occasional helicopter maintenance issues. The temporary housing location should improve response times once completed.

Marketing – Bowden, Bushweiler: None to report.

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

Growth Partnership – Reedy: None to report as the meeting did not take place due to lack of a quorum.

Aviation Education Initiative – Ambrose, Bowden, Bushweiler, Cornelius: Discussion focused on reviving flight training and improving the old terminal building for aviation education purposes. Conversations resumed regarding possible terminal renovations, including drywall and ceiling repairs, now that asbestos concerns have been resolved. Dwight Bowden reported that the remaining unused AOPA scholarship funds were redistributed among the three 2026 recipients, increasing each scholarship award from \$5,000 to approximately \$6,600. However, he reiterated that no additional scholarship funding would be donated until the insurance and operational issues involving Mark Makee's flight training operation are resolved. Board members discussed the broader challenge of establishing a stable, legitimate flight training operation at the airport. Several contacts and opportunities with regional flight schools and aviation programs are being explored, including connections with Youngstown, Spire, Kent State, and Pittsburgh Institute of Avionics. The airport's strong training airspace, simulator resources, and available facilities were highlighted as advantages, though attracting students and instructors remains the primary challenge. The board also discussed opportunities through Young Eagles and EAA events to introduce more local youth to aviation. It was noted that the airport currently has approximately \$11,000 remaining in the Aviation Education Initiative fund, which could support projects such as terminal renovations and youth outreach efforts.

Barbara Ford entered the meeting via teleconference.

Fuel – Bushweiler, Cornelius, Koleno: Discussion on fuel operations noted continued volatility in fuel pricing, including recent increases reflected in updated pricing from the previous month. Board members discussed concerns that higher fuel costs could reduce general aviation activity at smaller regional airports during the summer season. Staff acknowledged that fuel price increases historically lead to decreased 100LL fuel sales, as recreational flying is often tied to discretionary spending. While business aviation activity may remain more stable, the airport has already seen an overall reduction in traffic and anticipates some decline in fuel sales. Questions were also raised regarding potential Jet A shortages on the West Coast, though no supply concerns have been reported locally through the airport's supplier network. Staff noted that while pricing may fluctuate significantly, fuel availability remains stable at this time. The board briefly discussed the use of flight simulators for pilot training and maintaining flight currency. It was noted that FAA-approved simulators can be used for certain instrument currency requirements if they properly replicate a specific aircraft type, though simulators generally cannot be used to maintain takeoff and landing currency requirements.

OAA & OAF Representative – Bowden: Both organizations continue moving forward with support through an organizational trust structure funded at approximately \$110,000. Investment option materials from a recent virtual meeting were distributed for review. They are evaluating ways to simplify the foundation’s scholarship process, which is currently considered overly complex for smaller scholarship amounts. The annual conference was viewed as successful overall. It was noted that the new Cleveland Foundation portal will allow year-round online fundraising, reducing reliance on one or two annual golf outings and helping expand donation opportunities for the foundation.

Inventory Report (05/04/2026)

100LL Avgas: 3,880 gallons

Jet A w/Prist: Truck 2,242 gallons / Tank 7,463 gallons / Total of 9,705 gallons

Diesel: 358 gallons

Unleaded Gas: 175 gallons

Engineer/Consultant’s Report

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

Task Orders

TO#1 Fence Design: No updates were available on the fence design project. She will follow up again with the FAA regarding comments on Exhibit A to close out the project.

TO#5 Obstruction Analysis: Work continues the project, including efforts to convert some forested areas south of the airport into agricultural use. Discussions with the USDA and other agencies will begin, using environmental information already gathered during the fence project process. Currently, minimal resistance is anticipated since both forest and farmland are considered agricultural uses. A more detailed update is expected for next month. This project remains the airport’s final FAA IJJA-funded project, and while important, there is currently flexibility in the timeline.

TO#6 Fence CA: Fence construction preparations are underway as the anticipated June start date approaches. Hastie Construction is completing another project and is expected to finalize its schedule and provide a specific start date soon, after which a pre-construction meeting will be scheduled to address final details and questions. The project remains on track with no significant issues identified. Since the previous meeting, a formal bulletin and change order were prepared to incorporate modifications discussed earlier, including widening the southern gate from 16 feet to 24 feet and increasing the driven line post length from 13 feet to 14 feet to allow for four-foot embedment. The estimated cost increase associated with these changes is \$33,450.75, though the final net increase may change depending on quantity adjustments elsewhere in the project.

MOTION to authorize the President to sign the Fence Construction Change Order, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: It was explained that the fence layout had been revised from the original design. Instead of extending in front of the terminal building, the fence will now run between the terminal and the old main hangar, avoiding conflicts with the sidewalk heating system and improving access for transient traffic. The revised design also slightly reduces fence quantities and costs. Updated plans are available on SharePoint. Roll-call: Bowden “yes”, Demshar “yes”, Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Ambrose “yes”, Ballard “yes”, Bushweiler “yes”, motion carried.

TO #08 2026 Grant Administration:

- *HAA:* Item to be removed from the agenda going forward
- *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*: Item to be removed from the agenda going forward now that the board has reviewed the information and identified pavement priorities.

TO #9 AvGas System Project Oversight: Final project numbers were submitted, and the remaining uploads in ODOT BlackCat are being completed so the grant contract can be finalized and issued for signature.

MOTION to authorize the President to sign the construction agreement with Collins Equipment as it related to the AvGas project, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: The full agreement is available on SharePoint. Roll-call: Demshar “yes”, Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Ambrose “yes”, Ballard “yes”, Bowden “yes”, Bushweiler “yes”, motion carried.

Grant Funding:

- *FAA Reports*: Quarterly reports will be due in July.
- *ODOT FY26 Deicing Truck B26-19*: The sponsor signed contract was uploaded to BlackCat on April 24 and is now fully executed.
- *ODOT FY26 Fence CA M26-01*: A local match grant contract for the fence project was awarded. Execution of the agreement would allow the airport to begin requesting larger reimbursement drawdowns, helping replenish account balances that were reduced by project-related expenses, including Army Corps of Engineers mitigation costs. Coordination will continue to process reimbursements and manage project cash flow.

MOTION to authorize the President to sign the ODOT Match Grant for the fence local match, moved by John Ambrose, seconded by Mark Stackhouse; discussion: none; roll-call: Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Ambrose “yes”, Ballard “yes”, Bowden “yes”, Demshar “yes”, Bushweiler “yes”, motion carried.

- *ODOT FY26 Supplemental*: ODOT will generate a grant contract for signature based on the final project cost summary. The board reviewed a proposed contract modification for related to the AvGas system project. Due to an extended construction schedule provided by Collins Equipment, the required resident project engineering services increased from 8 days to 22 days. As a result, the engineering services contract would increase by approximately \$12,000, bringing the total contract amount from roughly \$83,000 to \$95,000. The final design and construction schedule were updated, resulting in slightly lower construction costs but a longer anticipated construction duration. Additional work also includes updates to the Spill Prevention, Pollution Control, and Countermeasure (SPCC) plan and SWPPP documentation due to the fuel tank conversion from underground to aboveground storage and updated environmental compliance requirements.

MOTION to approve the proposed modification of an additional \$12,000 for Michael Baker’s Task Order #9 AvGas System Installation for an anticipated construction duration of 22-days, moved by Dwight Bowden, seconded by Kate Reedy; discussion: Board members discussed that converting the AvGas system from underground to aboveground storage with secondary containment is considered a better and more controllable long-term solution. However, the change requires updated environmental documentation and regulatory paperwork to reflect the new containment design and compliance measures. Roll-call: Reedy “yes”, Stackhouse “yes”, Ambrose “yes”, Ballard “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Bushweiler “yes”, motion carried.

- *ODOT FY27 Direct and ICE*: 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 Baker 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 Lance Bushweiler; discussion: none; roll-call: Stackhouse “yes”, Ambrose “yes”, Ballard “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Reedy “yes”, Bushweiler “yes”, motion carried.

MOTION to approve Michael Baker Int’l invoice #1286131 for TO#6 Perimeter Fence CA, Billing No. 1, in the FAA Share amount of \$37,149.75, ODOT Share amount of \$1,955.25, Total Amount of \$39,15.00, moved by Dwight Bowden, seconded by Garrett Demshar; discussion: none; roll-call: Ambrose “yes”, Ballard “yes”,

Bowden “yes”, Demshar “yes”, Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Bushweiler “yes”, motion carried.

MOTION to approve Michael Baker Int’l invoice #1286132 for TO#8 2026 Administration, Billing No. 1, in the Local Share amount of \$9,542.66, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: none; roll-call: Ballard “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Ambrose “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

In the President’s Report, it was noted that electric usage data and utility bills had been forwarded to Sujit Pala for preliminary review as part of the solar and electrical infrastructure evaluation project. No additional authorizations have been granted for further outreach or project activity until that initial analysis is completed. During the meeting, a preliminary review of the electrical usage data was discussed. Additional updates included that no further communication has been received regarding the proposed Air Force training operation, and it is assumed that event will not occur in June. The board also received updated photos and status information regarding the deicing truck project, which has been delayed until mid-June due to an injector issue identified during inspection. The board discussed ongoing wastewater treatment matters, including coordination with the Ohio EPA and the county environmental services department regarding discharge requirements and stormwater intrusion issues affecting the treatment pond. It was explained that the wastewater treatment plant is county-owned and operated through the county environmental services department, with costs ultimately allocated through the airport budget. The county continues working toward a long-term discharge solution while monitoring and testing the system.

Old Business

Discussion was held regarding upcoming glider training operations and use of the airport facilities by the GRIT program. Don confirmed that the classroom portion of the program will run from June 10 through July 1, with graduation scheduled for July 11. Primary glider flight operations are planned for June 19–20, with June 27 reserved as a contingency date. The group also requested use of the L-South Hangar from June 17–28 and again for the July 11 graduation activities. The board discussed plans to bring a classroom trailer to the airport for visibility and educational purposes, funded through a grant program. Staff requested additional information regarding the trailer and its proposed location due to increased parking and operational activity associated with the UH helicopter base. Bryce Kujat from Cleveland Soaring Society noted the educational value of glider training and how a glider pilot certificate can transition into powered aircraft certifications. It was noted that glider training covers most of the same airspace, regulations, and flight knowledge required for a private pilot certificate, with only limited additional training needed for powered aircraft ratings. The use of L-South Hangar remains contingent upon completion and occupancy of the temporary housing unit and receipt of updated documentation, including insurance certificates and a finalized operations manual. The updated operations plan submitted by the glider organization is under review, with comments to be returned prior to the June board meeting. Staff also requested estimated attendance numbers to assist with parking and logistics planning due to increased airport activity.

The board discussed planning and documentation requirements for the upcoming D-Day Conneaut jump school operations after noting that the event was already being publicly advertised online. The W&R Vets organization had previously submitted proposed dates of August 13–15 for jump school activities associated with the D-Day event. Board members agreed that similar to the requirements being requested of the glider

operations, D-Day organizers should submit updated documents for formal board review at the June meeting. The board also discussed the development of a standardized event checklist and application process to assist organizations in preparing complete event submissions and to ensure consistency for future airport events and activities.

Public Comments

During public comments, Doug Powell stated that although he is stepping away from his hangar tenancy and reducing his involvement, he does not plan to stop flying entirely and expects to remain involved around the airport periodically. Board members expressed appreciation for Doug's presence and involvement at the airport.

Executive Session

MOTION to move into Executive Session at 9:25AM per ORC Section 121.22, (G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action, moved by Dwight Bowden, seconded by Don Ballard; discussion: Commissioner Ducro and the Secretary/Treasurer remained in attendance. Roll-call: Bowden "yes", Demshar "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Ballard "yes", Bushweiler "yes", motion carried.

MOTION to move out of Executive Session at 9:32AM, moved by Mark Stackhouse and seconded by Dwight Bowden.

New Business

MOTION to reimburse Mark Makee for any monies due for pre-paid unused flight time on the simulator, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: none; roll-call: Demshar "yes", Koleno "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Ballard "yes", Bowden "yes", Bushweiler "yes", motion carried.

Adjournment

The next Regular Meeting is scheduled for 06/11/2026 at 8:00AM EST. Meeting adjourned at 9:33AM, moved by Bill Koleno, seconded by Dwight Bowden.



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