

Ashtabula County Airport Authority

SEPCIAL BOARD MEETING

Monday, June 15, 2026, at 02:30PM

Board Members Present

Lance Bushweiler, President
John Ambrose, Vice President
Russ Battiatto
Dwight Bowden
Eric Cornelius
Garrett Demshar
Bill Koleno
Kate Reedy
George Toth

Others Present

Dave Pontius, Andrews & Pontius
Kate Burke-Rosales, NEORA
Nicole Bryan, Michael Baker Int'l
Derek Maple, NEORA (T)
Jacob Wilson, NEORA (T)
Paul Strack, RS&H (T)
Barbara Ford, ACAA Past Trustee (T)

*(T) Teleconference Participant

The meeting was called to order at 2:30 PM by President Bushweiler. At the request of the President, the Secretary/Treasurer confirmed a quorum. He welcomed Eric Cornelius back following his overseas assignment, and the Board extended its appreciation and welcome.

Consent Agenda

Meeting Minutes: May 09, 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	Gross Margin %
MAY					JAN-MAY				
2026	766.51	20.4%	3,262	52.9%	2026	1,650.93	19.5%	14,278	42.6%
2025	880.22	9.5%	3,407	28.2%	2025	2,982.13	10.7%	15,835	29.3%
2024	903.05	10.2%	5,948	29.0%	2024	1,989.48	11.5%	14,163	31.2%

Bank Account Balance: \$606,748.95

Cash Book Balance: \$603,860.94

Profit & Loss Report:

- Net Ordinary Income -\$7,836.00
- Net Income -\$217,580.50

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -\$101,588.21
- Net Income \$339,674.75

Bond Payment: None

Ashtabula County Appropriation: \$247,500.00

Accounts Payable / Bills: \$40,924.99

Gifts and Donations:

\$2,350 Dwight & Sue Bowden: Fidelity Charitable – United Rentals Restroom Trailer for OAA & Lake to River Event
\$508.40 Dwight & Sue Bowden: Premier Dry Cleaning – Table Cloth Services
\$6,500.00 Dwight & Sue Bowden: Fidelity Charitable – WWTP Capacity Fee for UH Project

Obstructions: Tower owners are in the process of correcting issues

Feature	Condition	Number	Start Date UTC	End Date UTC	Status
CND	On Airport - see Closure/Restriction Graphic	N/A	N/A		Active
Taxiway	HZY TWY ALL WIP GRASS CUTTING 2606041506-2606042100...	06/004	06/04/2026 1506	06/04/2026 2100	Active
Runway	HZY RWY 09/27 WIP GRASS CUTTING 2606041505-2606042100...	06/003	06/04/2026 1505	06/04/2026 2100	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 1211490) 413616.20N0804244.00W (10.5NM S HZY) 1380...	05/008	05/17/2026 1501	08/15/2026 0400	Active

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

Secretary/Treasurer’s Report

The Secretary/Treasurer reported there were no outstanding aged receivables. Drafts of the Cybersecurity Policy, Information Security Policy, Disaster Recovery Plan, and System Access Policy were distributed following the previous meeting.

MOTION to approve the Cybersecurity Policy, Information Security Policy, Disaster Recovery Plan, and System Access Policy moved by George Toth, seconded by Lance Bushweiler; discussion: none; roll-call: Bowden “yes”, Cornelius “yes”, Demshar “yes”, Reedy “yes”, Toth “yes”, Ambrose “yes”, Bushweiler “yes”, motion carried. The Board discussed the requirement to designate a Security and Privacy Officer, noting the roles may be filled by the same individual. George Toth volunteered to serve in that role, and the Board acknowledged the appointment to meet the upcoming July compliance deadline.

The Secretary/Treasurer reported receiving a \$2,350 charitable donation through Fidelity Charitable, originally designated for a restroom trailer for the OAA Lake to River event. Because the event plans changed, the funds were redirected to the FAA/ODOT Local Match account. The Board also discussed a previously awarded \$50,000 grant from the Robert S. Morrison Foundation for the fence local match. Since ODOT funding has covered that need, Dwight Bowden offered to contact the Foundation to request approval to repurpose the restricted grant funds. A mid-year financial update was provided, noting fuel sales remain significantly below budget while wholesale fuel costs have increased substantially. Based on current trends, the airport is projecting a year-end operating loss of approximately \$100,000 to \$150,000, including the planned reservation of \$80,000 for the 2027 USDA loan payment. Equipment maintenance will not be deferred despite rising operating costs. Staff continue to monitor wholesale fuel pricing, local market conditions, and inventory levels closely.

Safety & Equipment

Derek Maple reported the airport forklift is temporarily out of service due to a faulty relay box. The temporary housing unit has been delivered and is operational, with sewer and electrical connections functional. An update was provided on the wastewater treatment plant, noting that the county and the EPA are managing the facility and have temporarily authorized discharge into the stream while evaluating a long-term solution. Board members emphasized that the county, as owner and permit holder, is responsible for the plant's operation and compliance. Maintenance crews resumed mowing as weather improved, prioritizing runway safety areas while reducing mowing frequency where appropriate to conserve fuel and discourage wildlife. Staff will continue monitoring lubricant and fluid inventories to ensure adequate supplies remain available amid concerns of possible shortages. Lumen internet service upgrade has been completed. Jacob Wilson has completed all training except winter operations and was recognized as a valuable addition to the operations team. Yuhasz Brothers completed soybean planting. ODOT conducted a successful 5010 inspection on June 9, complimenting the airport's overall condition. Annual crack sealing will be scheduled. Quotes are forthcoming to repair the crack on the runway. Wildlife activity continues to include deer and turkeys, reinforcing the need for the ongoing perimeter fence project.

Russ Battiato entered the meeting at 2:41PM.

Commissioner’s Report – None to report.

Committee Reports

Hangar Leases: The Board was advised of several hangar occupancy changes: Dan Frankel vacated one of his two hangars (D-4) after returning his aircraft to Geauga County Airport. James Victor vacated his hangar after overwintering, and Bob Curtis is expected to vacate his hangar once his aircraft is sold. The UH temporary housing unit is in the process of being occupied. The airport completed the sewer connection work as planned, while electrical installation costs exceeded initial estimates due to additional work. Water service is

temporarily supplied from the hangar, with minor site grading still to be completed. The trailers remain in L-South but are expected to be vacated later this week.

Marketing – Bowden, Bushweiler: None to report.

HR Working Group – Ambrose, Bushweiler, Toth: Jacob Wilson's 90-day performance review was completed. Staff pre-review interviews have also been received, with the remaining in-person performance evaluations to be conducted.

Bill Koleno entered the meeting at 2:53PM.

Growth Partnership – Reedy: Dr. Reedy reported on the quarterly in-person meeting, highlighting ongoing planning for the Best of the County event, Appalachian grant-funded downtown improvement projects, and growing interest in data center development, particularly in Conneaut. Representatives from JobsOhio attended the meeting. Dwight Bowden expressed concern that JobsOhio has not yet supported any Ashtabula County projects and requested follow-up regarding assistance with the airport's outstanding USDA loan obligation. Dr. Reedy agreed to discuss the matter with Greg Myers.

Aviation Education Initiative – Ambrose, Bowden, Bushweiler, Cornelius: The Board discussed continued efforts to advance the Aviation Education Initiative. Renovation quotes are being obtained for the old terminal building. Edgewood High School football team will be onsite for an aviation exposure event on Friday. Vice President Ambrose reported ongoing discussions with the vocational education program about establishing an aircraft maintenance training program, noting that attracting maintenance services could help bring additional aircraft and future flight schools to the airport. Bill Koleno added that he is pursuing designation as a mechanic examiner, which could support local maintenance training opportunities.

Fuel – Bushweiler, Cornelius, Koleno: It was reported that Jet A fuel pricing may be reduced with the next fuel delivery, depending on wholesale costs at the time of purchase.

OAA & OAF Representative – Bowden: Dwight Bowden reported that the planned Lake to River regional aviation event has been relocated from the airport to the Cleveland Foundation due to facility considerations and to highlight the Foundation's significant charitable support of the airport. The event will also include meetings of the Ohio Aviation Association and Ohio Aviation Foundation. Bowden emphasized the importance of charitable funding to the airport's continued success and requested updated information on charitable contributions for the event.

Inventory Report (06/15/2026)

100LL Avgas: 2,533 gallons

Jet A w/Prist: Truck 725 gallons / Tank 4,286 gallons / Total of 5,011 gallons

Diesel: 164 gallons

Unleaded Gas: 150 gallons

Engineer/Consultant's Report

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

Task Orders

TO#1 Fence Design: Awaiting FAA comments before the Airport Layout Plan grant can be finalized and closed out.

TO#5 Obstruction Analysis: coordination continues with the U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, and United States Department of Agriculture to evaluate the feasibility of converting forested wetlands into farmable acreage. Existing environmental documentation from the perimeter fence project has been submitted for review, and agencies are evaluating potential impacts and costs before determining what work may be permitted.

TO#6 Fence CA: The pre-construction meeting has been scheduled for June 30. Board members may attend the pre-construction meeting either in person or virtually. Due to weather-related delays, fence construction is now expected to begin after the holiday, with work commencing on July 6. Aiden Gill will be the Michael Baker onsite project representative to oversee construction.

TO #08 2026 Grant Administration:

- *SWP3 Plan*: Updates will begin as the Avgas replacement project progresses, incorporating the required spill prevention and stormwater management revisions associated with the new fuel system.
- *480v 3-phase*: Updated cost estimates indicate the project will exceed Ohio's public bidding threshold, requiring competitive bidding before construction can proceed. A proposal for engineering, bidding, and construction oversight services was presented. The project would install 480V three-phase electrical infrastructure to prepare the airport for future electric aircraft charging and business development but does not include chargers themselves. Since no grant deadlines apply, the project can be deferred until funding is available. The Board discussed pursuing grant opportunities, including potential support from the Robert S. Morrison Foundation, while it was noted that electric aviation infrastructure is becoming increasingly common at larger airports. RS&H Paul Strack offered to connect the airport with an aircraft manufacturer interested in expanding charging infrastructure.

TO #9 AvGas System Project Oversight: The contractor agreement is fully executed.

Grant Funding:

- *FAA FY23 Fence Design #022-2023*: **MOTION** to authorize President Bushweiler to sign the grant closeout documents when finalized moved by Dwight Bowden, seconded by George Toth; discussion: Submitting the closeout has helped prompt FAA action on outstanding items. Roll-call: Cornelius "yes", Demshar "yes", Koleno "yes", Reedy "yes", Toth "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Bushweiler "yes", motion carried.
- *FAA FY25 Fence CA: #024-2025*: The first FAA reimbursement request for the fence project was submitted through Delphi, including reimbursement for the Board-funded mitigation costs and the independent fee estimate.
- *FAA Reports*: Quarterly reports will be prepared for the next meeting.
- *ODOT FY26 Deicing Truck B26-19 & ODOT FY26 Fence CA M26-01*: ODOT's new match grant reimbursement process provides the full local match upfront, requiring the airport to track expenditures and reconcile the funds at project closeout. The President was authorized under the existing grant resolutions to sign the disbursement request letters for both the de-icing truck and fence local match grants, with no additional Board motion required.
- *ODOT FY26 AvGas 26-35*: The ODOT grant agreement has been fully executed, and the airport is now authorized to begin requesting reimbursements. Collins Equipment's first invoice was received for the required 50% equipment deposit. Reimbursement requests will be submitted to ODOT for the deposit.

MOTION to approve Michael Baker Int'l invoice #1289328 for TO#9 AvGas System Installation, Billing No. 1-15% complete, in the Local Share amount of \$1,425.00, ODOT Share of \$12,825.000, for a total of \$14,250.00, moved by Dwight Bowden, seconded by Eric Cornelius; discussion: This reflects the bidding and procurement activities completed to date. Roll-call: Demshar "yes", Koleno "yes", Reedy "yes", Toth "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Cornelius "yes", Bushweiler "yes", motion carried.

RS&H: The de-icing truck is in transit, and the final invoice was corrected, bringing the project in slightly under budget. Reimbursement requests will be submitted in two phases: 90% upon payment and the remaining 10% after project closeout. The Board was also informed that the OAA is seeking photos and project updates to highlight state-funded airport improvements on its website.

Legal Counsel's Report – None to report.

President's Report – None to report.

Old Business

President Bushweiler received the Cleveland Soaring Society's (CSS) updated insurance certificate and safety plan for the upcoming GRIT Glider Camp. Several revisions were requested before approval, including limiting

drone operations to an appropriate location, clarifying that grass runway operations are for emergency use only, removing routine tow plane grass landings, requiring high-visibility vests for all personnel on the airside, and confirming that no taxiways will be closed. CSS will be asked to revise and acknowledge the updated procedures. Airport staff will monitor operations during the event to ensure compliance with safety requirements.

Russ Battiato reported that planning is progressing well for the 82nd Anniversary D-Day event. Eight students are currently registered for the jump school, which remains the only State Guard-certified program on the East Coast authorized to award jump wings, drawing participants from multiple states. Approximately 57 jumpers have already registered, with attendance expected to meet or exceed last year's event, which featured 87 jumpers completing 427 jumps without injury. Distinguished guests, including Helen Patton and Vivek Ramaswamy, are expected to attend. Organizers are also working to involve local school groups and additional historic aircraft. Placid Lassie is scheduled to arrive on August 13 and will be used throughout the event, with public parachute demonstrations planned for Friday and Saturday morning beginning at 10AM. Updated insurance documents and the annual memorandum of understanding will be provided approximately 45 days before the event. Applicable NOTAMs will be posted.

Public Comments – None to report.

Executive Session – None to report.

New Business

The Board discussed holding a tenant meeting with UH flight crews and airport tenants to explain helicopter operating procedures, including traffic patterns, radio communications, rotor wash, and what tenants should expect during daily operations. Board members agreed this would improve awareness and safety. It was also noted that, once the housing project is complete, the helicopter will be relocated to its designated area near the new UH facility rather than remaining near the fuel pumps, reducing conflicts with aircraft taxiing and fueling operations.

Adjournment

The next Regular Meeting is scheduled for 07/09/2026 at 8:00AM. Meeting adjourned at 3:45PM, moved by Lance Bushweiler, seconded by Bill Koleno.



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