

Ashtabula County Airport Authority

SPECIAL BOARD MEETING

Friday, July 10, 2026, at 02:30PM

Board Members Present

Lance Bushweiler, President
John Ambrose, Vice President
Russ Battiatto
Dwight Bowden
Garrett Demshar
Bill Koleno
Kate Reedy (T)
Mark Stackhouse (T)
George Toth

Others Present

Dave Pontius, Andrews & Pontius
Kate Burke-Rosales, NEORA
Nicole Bryan, Michael Baker Int'l
Derek Maple, NEORA (T)
Dan Ellenberger, University Hospitals

*(T) Teleconference Participant

The meeting was called to order at 2:30 PM by President Bushweiler. The Special Meeting is being held in place of the Regular July Board Meeting due to scheduling conflicts. The Board will conduct regular business and consider any matters properly brought before it. At the request of the President, the Secretary/Treasurer confirmed a quorum.

Consent Agenda

Meeting Minutes: June 15, 2026 Special 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 %
JUNE					JAN-JUN				
2026	773.85	18.7%	4,481	54.0%	2026	2,424.78	19.3%	18,759	45.8%
2025	968.66	12.5%	5,930	27.7%	2025	3,950.79	11.2%	21,738	28.9%
2024	793.41	9.6%	1,542	28.8%	2024	2,782.89	10.6%	15,705	30.9%

Bank Account Balance: \$684,389.56

Cash Book Balance: \$705,253.77

Profit & Loss Report:

- Net Ordinary Income -\$27,941.49
- Net Income -\$177,417.31

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -\$129,529.70
- Net Income \$162,257.44

Bond Payment: None

Ashtabula County Appropriation: \$247,500.00

Accounts Payable / Bills: \$296,024.67

Gifts and Donations: None

Obstructions: Tower owners are in the process of correcting issues

Feature	Condition	Number	Start Date UTC	End Date UTC	Status
Aerodrome	HZY AD AP ALL SFC WIP HVY EQPT 2607061210-2607312200...	07/008	07/06/2026 1210	07/31/2026 2200	Active
Obstruction	HZY OBST TOWER LGT (ASR 1294091) 414853.70N0804456.00W (3.2NM NW HZY) 1102...	07/007	07/05/2026 1016	08/19/2026 1016	Active
Obstruction	HZY OBST TOWER LGT (ASR 1011702) 413605.70N0804009.70W (10.7NM S HZY) 1362...	07/006	07/03/2026 0750	10/01/2026 0750	Active
Obstruction	HZY OBST TOWER LGT (ASR 1210181) 414425.90N0804333.20W (2.6NM SSW HZY) 119...	07/003	07/02/2026 1120	10/01/2026 0400	Active
Obstruction	HZY OBST TOWER LGT (ASR 1204285) 413415.60N0804231.20W (12.5NM S HZY) 1347...	06/039	06/25/2026 1500	09/23/2026 1500	Active
Obstruction	HZY OBST TOWER LGT (ASR 1218279) 415229.00N0804745.70W (7.3NM NW HZY) 877...	06/035	06/19/2026 2158	09/17/2026 2158	Active
Obstruction	HZY OBST TOWER LGT (ASR 1019692) 413808.00N0803825.00W (8.9NM SSE HZY) 127...	06/034	06/19/2026 0135	10/17/2026 0135	Active
Obstruction	HZY OBST TOWER LGT (ASR 1018482) 415511.30N0802715.40W (13.8NM NE HZY) 116...	06/029	06/17/2026 0914	09/15/2026 0914	Active
Obstruction	HZY OBST TOWER LGT (ASR 1203330) 413907.40N0804225.90W (7.6NM S HZY) 1270...	06/027	06/17/2026 0101	09/15/2026 0101	Active
Obstruction	HZY OBST TOWER LGT (ASR 1058984) 414955.00N0804515.40W (4.1NM NW HZY) 1202...	06/021	06/14/2026 2032	09/12/2026 2032	Active
Obstruction	HZY OBST TOWER LGT (ASR 1203334) 415058.20N0804220.50W (4.3NM N HZY) 1146...	06/020	06/14/2026 2014	09/12/2026 2014	Active
Obstruction	HZY OBST TOWER LGT (ASR 1211492) 414319.70N0804213.40W (3.4NM S HZY) 1276...	06/019	06/14/2026 2012	09/12/2026 2012	Active
Obstruction	HZY OBST TOWER LGT (ASR 1007641) 414311.50N0804456.40W (4.2NM SW HZY) 1292...	06/018	06/14/2026 2010	09/12/2026 2010	Active
Obstruction	HZY OBST TOWER LGT (ASR 1011701) 415022.90N0804435.30W (4.3NM NNW HZY) 117...	06/013	06/11/2026 0236	09/09/2026 0236	Active
Obstruction	HZY OBST TOWER LGT (ASR 1013831) 414858.00N0804651.00W (4.4NM WNW HZY) 132...	06/007	06/08/2026 0638	10/06/2026 0638	Active
Obstruction	HZY OBST TOWER LGT (ASR 1200388) 415250.50N0803950.10W (6.4NM NNE HZY) 109...	06/005	06/05/2026 1129	09/03/2026 1129	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 Bill Koleno; discussion: none; roll-call: Ambrose “yes”, Battiato “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Stackhouse “yes”, Toth “yes”, Bushweiler “yes”, motion carried.

Secretary/Treasurer’s Report – The Secretary/Treasurer reported there were no outstanding aged receivables, and small customer credit balances were refunded. All monthly and quarterly payroll withholdings were filed. Cybersecurity awareness testing will begin the following week, followed by role-based training, and the Board was informed that no employees clicked on the initial phishing simulation.

RESOLUTION 2026-76 approves revisions to the Airport Operations Manual, including updates to the revision history, table of contents, and pavement classification values, as well as the addition of policies governing ADS-B viewing software, cybersecurity, system access, information security, disaster recovery, and related cybersecurity forms, moved by John Ambrose, seconded by Bill Koleno; discussion: The changes reflect previously approved motions. Roll-call: Battiato “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Bushweiler “yes”, motion carried.

The Board was informed that the Robert S. Morrison Foundation provided verbal approval to repurpose its \$50,000 donation from the airport fence project local match to support the proposed 480-volt, three-phase electrical infrastructure project. Further discussion is scheduled under the Engineer's Report.

Safety & Equipment – Derek Maple reported that staff continue troubleshooting the airport forklift, with repairs focused on the throttle system. Routine maintenance was completed on the airport's fuel systems, including replacement of aviation fuel filters and successful pressure testing of the 100LL fuel line. The transition to the FAA's new NOTAM management system is expected to begin in August and conclude by mid-November. An electrical outage affecting Hangars L and MFG was resolved, and preventive maintenance on winter equipment will begin in preparation for the upcoming season. A missing road termination sign was reported to the county for replacement. A request has been submitted to Denmark Township to upgrade the streetlight at Brown and Airport Roads to an LED fixture but has not yet received a response. A follow-up will be made, as Board members expressed interest in improving lighting at the intersection. The airport recorded 830 aircraft operations in June. Wildlife management efforts continue.

The Board also discussed the newly acquired aircraft deicing truck, noting that the operator manual had been received but additional documentation and in-person training are needed to fully utilize the equipment. Members recommend documenting any identified deficiencies, completing training before acceptance, and withholding final payment until all issues are resolved. The existing de-icing truck will remain in service until the new unit is fully operational.

Commissioner’s Report – None to report.

Committee Reports

Hangar Leases: **MOTION** to approve John Williams in A-10, moved by Dwight Bowden, seconded by Geroge Toth; discussion: He has vacated E-8. Roll-call: Bowden “yes”, Demshar “yes”, Koleno “yes”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Battiato “yes”, Bushweiler “yes”, motion carried.

Kate Reedy joined the meeting via teleconference at 2:44PM.

The Board was informed that three T-hangars are currently available, including one with a damaged door that may be suitable for aircraft storage or a project aircraft. A new tenant with a Piper Saratoga is expected to be presented for approval at the end of July, which will fill one of the available hangars.

The UH crew housing is operational, with sewer service installed and temporary water service in place. Final grading and landscaping will be completed after a warranty repair to a sewer connection is finished. The Board also discussed providing UH with a separate manual access gate and driveway to reduce wear on the airport's automated security gates once the perimeter fence is completed.

MOTION to approve the addition of a manual vehicle gate, asphalt grinding driveway improvement, and pedestrian gate, for access to UH parking and housing areas for a not-to exceed cost of \$11,000 with UH contributing \$5,000, moved by John Ambrose, seconded by Garrett Demshar; discussion: Approximate cost breakdown is \$2,850 for the driveway, \$5,000 for the swing vehicle gate, and \$2,250 for the pedestrian gate. Roll-call: Demshar “yes”, Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Ambrose “yes”, Battiato “yes”, Bowden “yes”, Bushweiler “yes”, motion carried.

Marketing – Bowden, Bushweiler: None to report.

HR Working Group – Ambrose, Bushweiler, Toth: Employee performance reviews have been completed.

Growth Partnership – Reedy: Dr. Reedy informed that the Growth Partnership discussed plans for the Best of the County event, Appalachian grant expenditures, and the increasing interest in data centers in Ashtabula County. Additional discussion focused on industrial expansion projects within the county and recent harbor grant funding. Efforts continue regarding the airport's USDA loan and the Lake-to-River initiative.

Aviation Education Initiative – Ambrose, Bowden, Bushweiler, Cornelius: A quote of approximately \$55,000 was received to install drywall and paint the flight training building, excluding ceiling and flooring work. Additional quotes will be obtained before moving forward.

OAA & OAF Representative – Bowden: Dwight Bowden informed that the planned Lake-to-River meeting was canceled due to organizational and administrative issues between the Ohio Aviation Association and the Ohio Aviation Foundation. Efforts are underway to clarify the governance and financial separation of the two organizations, with assistance from a CPA. A meeting between the organizations is scheduled to resolve the issues, and the Ohio Aviation Foundation will hold its meeting at the Cleveland Foundation on August 26.

Fuel – Bushweiler, Cornelius, Koleno: Fuel prices may be adjusted following the next deliveries of 100LL aviation fuel and Jet A fuel.

Inventory Report (07/16/2026)

100LL Avgas: 1,795 gallons

Jet A w/Prist: Truck 1,999 gallons / Tank 6,257 gallons / Total of 8,256 gallons

Diesel: 343 gallons

Unleaded Gas: 130 gallons

Engineer/Consultant's Report

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

Task Orders

TO#1 Fence Design: Representative Aidan Gill was introduced and will serve as the resident representative for the perimeter fence project throughout the summer and is expected to continue supporting the upcoming Avgas project. The closeout remains on hold pending FAA review.

TO#5 Obstruction Analysis: Coordination with the U.S. Army Corps of Engineers determined that removal of trees within the forested wetland south of RWY 27 will require environmental mitigation if the area is to be converted into a maintainable condition. Project limits will be refined, cost estimates developed, to maximize the remaining BIL funding while prioritizing obstruction removal nearest the runway. The Board also requested evaluation of additional tree growth near the RWY 27 approach to determine whether limited tree removal can be completed before a larger mitigation project proceeds.

TO#6 Fence CA: Construction of the perimeter fence began on July 7, with work progressing near the southwest corner of the airfield by Brown and Peterson Roads. Approximately 150 fence posts have been installed, and terminal posts are scheduled for concrete installation. The project remains on schedule despite weather delays. A construction bulletin for approved gate modifications will be prepared, and weekly construction progress meetings will continue throughout the project.

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*: The Robert S. Morrison Foundation verbally approved repurposing its \$50,000 donation for construction of the 480-volt, three-phase electrical project. Dwight Bowden filed for a \$50,000 Fidelity Charitable grant to fund design and engineering. The Task Order scope was expanded to include required surveying and easement work, increasing the proposal. The project has become a higher priority following a meeting with BETA Technologies, which expressed interest in locating one of its mini cube electric aircraft charging stations at the airport and indicated it may provide financial and installation assistance if the electrical infrastructure is completed.

MOTION to approve Michael Baker International Task Order #10, in the amount of \$46,000 for the 480/3-phase project, to be funded by a private donation, moved by Dwight Bowden, seconded by Lance Bushweiler, discussion: The Board discussed the anticipated design timeline and the importance of expediting the project to support BETA Technologies' goal of installing a universal mini cube electric aircraft charging station at the airport by early 2027. Members noted that the charging system is expected to be compatible with multiple electric aircraft and emphasized that the project is fully grant-funded. Roll-call: Koleno "yes", Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Demshar "yes", Bushweiler "yes", motion carried.

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

Grant Funding:

- *FAA FY23 Fence Design #022-2023*: Grant closeout preparations have begun.
- *FAA FY25 Fence CA: #024-2025*: The first reimbursement has been received, and payment for the initial engineering invoice has been remitted.
- *IJJA-AIG Funding (BIL)*: Assistance continues with FAA and ODOT grant administration, including grant closeout activities since the deicing truck has been delivered.
- *FAA Reports*: The FY26-Q3 reports for fence design and construction have been prepared and are ready for submission to the FAA.
- *ODOT FY26 Deicing Truck B26-19 & ODOT FY26 Fence CA M26-01*: Grant reimbursements and financial reporting coordination continue for the deicing truck project. The Consultant offered to review the truck specifications and provide the Board with the language for what is typically asked for with equipment acceptance. The Consultant and Secretary/Treasurer have been coordinating grant reimbursement requests through Delphi and Blackcat. The Consultant will assist with grant closeout and financial reporting for the deicing truck project since RS&H is not contractually obligated to do so. The matching grants funds disbursement letters were uploaded to BlackCat on June 16th and ODOT funded on July 7th.
- *ODOT FY26 AvGas 26-35*: The first reimbursement request was funded on July 7th. Payment has been remitted for Michael Baker, Billing No. 1.

MOTION to approve the downpayment to Collins Equipment for the AvGas System, moved by Dwight Bowden, seconded by George Toth; discussion: Payment will be mailed via FedEx. Roll-call: Reedy "yes", Stackhouse "yes", Toth "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Demshar "yes", Koleno "yes", Bushweiler "yes", motion carried.

The Board discussed the invoice to Ground Support Service for the deicing truck and noted that payment terms extend through September 7th, allowing additional time to address outstanding quality concerns and confirm training requirements. Because payment was not yet due, the Board agreed to defer action and continue working with the vendor to resolve any remaining issues before authorizing final payment.

Legal Counsel's Report – There has been no update on the USDA Loan Obligation. Numerous emails, correspondence, reports and other documents were reviewed. Counsel participated in 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 the airport received its completed FAA Form 5010 update. He will be sending a letter drafted by NBAA supporting the preservation of Burke Lakefront Airport. The Board reviewed the final perimeter fence layout, confirming the revised design that connects the fence

directly to the terminal and buildings rather than placing it closer to the airside ramp. The updated layout was distributed to ensure all Board members understood the final design.

Old Business – President Bushweiler noted that the GRIT graduation was scheduled for Saturday and all documents have been received including the event safety plan. A Flex Jet Cessna aircraft is scheduled to be on display during the graduation ceremony at Hangar L South. An update was also provided on D-Day planning, noting that the Memorandum of Understanding had been received and forwarded for legal review, with the required insurance certificate pending. Russ Battiatto commented that the event insurance will be renewed approximately two weeks before the event, consistent with prior years. Registration for the jump school is on target with a full class of 12 students expected. The C-47 Placid Lassie is scheduled to arrive on August 13, supporting both student training and public jump operations. As of the meeting, 67 jumpers were registered, with participation expected to reach approximately 87 jumpers, matching the previous year's event. Using only the C-47 for jump operations is also expected to increase airport fuel sales.

MOTION that upon receipt of the Memorandum of Understanding, Certificate of Insurance, safety plan, and with legal review, the D-Day event will be formally authorized by the President, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: Russ Battiatto confirmed that the required event documentation including the Certificate of Insurance, Memorandum of Understanding, and event safety plan (operations order) would be submitted as in previous years with no substantive changes to the documents. Roll-call: Toth “yes”, Ambrose “yes”, Battiatto “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Reedy “yes”, Stackhouse- did not participate in the vote, Bushweiler “yes”, motion carried.

MOTION that upon receipt of the Memorandum of Understanding, Certificate of Insurance, safety plan, and with legal review, the GRIT event and graduation will be formally authorized by the President, moved by Dwight Bowden, seconded by Lance Bushweiler; discussion: none; roll-call: Ambrose “yes”, Battiatto “yes”, Bowden “yes”, Demshar “yes”, Koleno “yes”, Reedy “yes”, Stackhouse “yes”, Toth “yes”, Bushweiler “yes”, motion carried.

Public Comments – None to report.

Executive Session – None to report.

New Business – Vice President Ambrose discussed improving the rough, unused area near the approach end of Runway 27 to make it suitable as an emergency landing area and potentially lease it for agricultural use. The area will be evaluated with the airport's consultant, identify any environmental considerations, and develop a possible plan.

Adjournment

The next Regular Meeting is scheduled for 08/13/2026 at 8:00AM. Meeting adjourned at 3:51PM, moved by Lance Bushweiler, seconded by Bill Koleno.



Kate Burke-Rosales

Ashtabula County Airport Authority, Secretary/Treasurer