Ashtabula County Airport Authority

REGULAR BOARD MEETING

Thursday, August 13, 2026, at 8:00AM

Board Members Present	Others Present
Lance Bushweiler, President	Dave Pontius, Andrews & Pontius
John Ambrose, Vice President	JP Ducro, Ashtabula County Commissioner
Russ Battiato	Nicole Bryan, Michael Baker Int'l (T)
Dwight Bowden	Aiden Gill, Michael Baker Int'l
Garrett Demshar	Kate Burke-Rosales, NEORA
Kate Reedy (T)	Derek Maple, NEORA (T)
Mark Stackhouse	Barbara Ford, Past ACAA Trustee (T)
*(T) Teleconference Participant	Sujit Pal, Public Access (T)

The meeting was called to order at 8:00 AM by President Bushweiler. At the request of the President, the Secretary/Treasurer confirmed a quorum. The President noted that the meeting would proceed on an abbreviated schedule due to several members having a 9:00AM departure. A request was then made have an Executive Session during the meeting.

Consent Agenda

Meeting Minutes: July 10, 2026, Special Meeting
July 16, 2026, Emergency Meeting

FUEL SALES	100LL		JET A				100LL		JET A	
JULY	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %		JAN-JUL	Gallons Sold	Gross Margin %	Gallons Sold	Gross Margin %
2026	1,514	19%	8,161	47%		2026	3,939	19 %	26,920	36%
2025	1,646	16%	2,850	33%		2025	5,597	12%	24,588	29%
2024	1,240	11%	2,631	34%		2024	4,023	9%	18,336	27%

Bank Account Balance: $1,028,474.86

Cash Book Balance: $1,051,829.08

Profit & Loss Report:

- Net Ordinary Income -$-4,326.75
- Net Income $627,347.42

Profit & Loss Budget vs. Actual Report YTD:

- Net Ordinary Income -$133,856.45
- Net Income $1,042,149.86

Bond Payment: $752.00

Ashtabula County Appropriation: None

Accounts Payable / Bills: $263,517.92

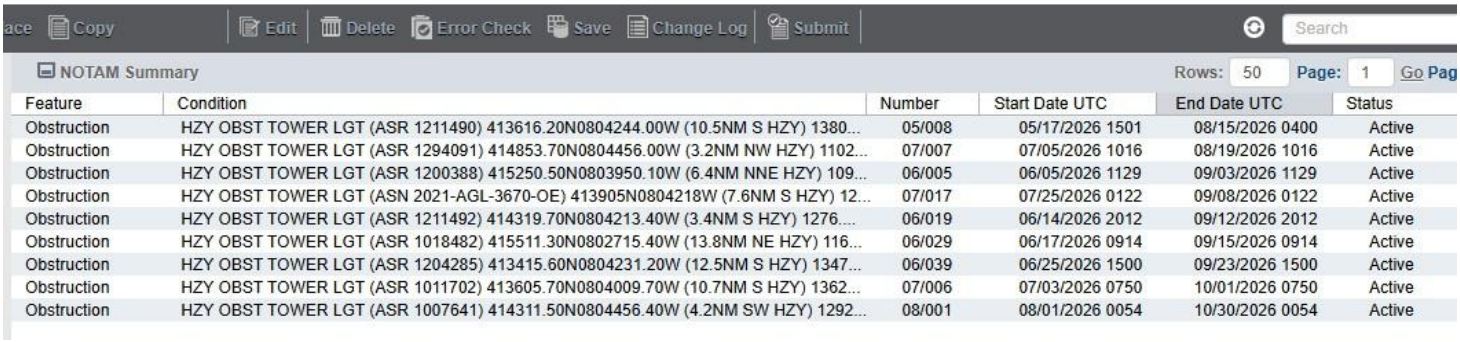
Gifts and Donations:

Dwight & Susan Bowden

$459.98	Sam's Club: Pallet of Water Bottles
$185.86	Little Giant: Ladder for 100LL Fueling
$50,000.00	Fidelity Charitable - 480/3-phase
$1,950.00	Fidelity Charitable: Brobst - Landscaping
$1,970.00	Fidelity Charitable: Conrad Signs - Airport Road Sign
$2,500.00	Fidelity Charitable: United Rentals - Restroom Trailer for D-Day
$447.66	Uline: Little Giant 8' Ladder
$23.47	Amazon: Premium Bungee Cords
$10.92	Amazon: Windex Multipurpose Cleaner

$409.26 Sam's Club: Paper Towels, Trash Bags, Toilet Paper, Coffee Cups, Sugar, Creamer, Coffee, Paper Plates, Napkins, Cutlery

Obstructions: Tower owners are in the process of correcting issues



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NOTAM Summary — Rows: 50 Page: 1 Go Pag

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...	05/008	05/17/2026 1501	08/15/2026 0400	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 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 (ASN 2021-AGL-3670-OE) 413905N0804218W (7.6NM S HZY) 12...	07/017	07/25/2026 0122	09/08/2026 0122	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 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 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 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 1007641) 414311.50N0804456.40W (4.2NM SW HZY) 1292...	08/001	08/01/2026 0054	10/30/2026 0054	Active

Following an inquiry to remove any items, **MOTION** to approve the Consent Agenda moved by John Ambrose, seconded by Garrett Demshar; discussion: none; roll-call: Ambrose "yes", Battiato "yes", Bowden "yes", Demshar "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Secretary/Treasurer's Report – The Secretary/Treasurer reported there were no outstanding aged receivables, and monthly withholdings were filed. Written confirmation was received approving the $50,000 reallocation Robert S. Morrison Foundation grant of from the fence local match to the 480-volt three-phase electrical project. Cybersecurity training is underway and will continue quarterly. The FY2025 audit fieldwork, including federal and state testing, has been completed, with the audit now awaiting final review and closeout.

MOTION to correct employees overpaid holiday pay by withholding the equivalent holiday pay during the next applicable holiday cycle, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: The Secretary/Treasurer felt this was the best was to correct the payroll error and it would fully offset the overpayments without requiring employees to reimburse the airport. Roll-call: Battiato "yes", Bowden "yes", Demshar "yes", Stackhouse "yes", Ambrose "yes", Bushweiler "yes", motion carried.

Kate Reedy and Commissioner Ducro entered the meeting via teleconference at 8:05AM.

Safety & Equipment – Derek Maple reported that the new forklift was delivered and is operating well, with the previous unit removed as a trade-in. The airport will pay the outstanding service-call invoice associated with diagnostics on the old forklift once an invoice is received. The new deicing truck was repaired and staff received operational training, with additional formal deicing training being explored. An incident report was completed regarding an aircraft TFR violation, and the Ohio Army National Guard supported TFR operations with a temporary radar unit. UH site improvements continue, including connection of the water line, grading, seeding, and installation of the access driveway, with remaining sewer warranty repair work pending. Wildlife management and vegetation clearing will continue as fence construction progresses. The loader has developed a hydraulic leak that will be evaluated and repaired, and preventive maintenance on winter equipment will begin shortly. The Board emphasized that equipment maintenance should not be deferred despite current budget constraints.

Committee Reports

Hangar Leases: John Williams has decided to remain in E-8 and not moved to A-10.

MOTION to approve Jonathan McKenzie in B-6, moved by Dwight Bowden, seconded by Russ Battiato; discussion: This is his second hangar. Roll-call: Bowden "yes", Demshar "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Battiato "yes", Bushweiler "yes", motion carried.

The Board discussed whether all requirements related to the UH housing project have been sufficiently completed to eliminate concerns regarding the lease's default provisions. Although the housing unit is occupied and operational, one warranty-related utility connection issue remains. The Board

recommended obtaining written acknowledgment from UH confirming that the housing-related obligations have been satisfied.

Marketing – Bowden, Bushweiler: Dwight Bowden reported that the updated Ohio Airport System Plan, completed every 10 years, increased the airport's estimated economic value from approximately $60 million to $108 million. A press release is being developed to highlight the results, and the airport website will be refreshed with updated photos and information showcasing recent projects and future infrastructure improvements by R. A. Wiedemann & Associates; Rob Barber will be on site August 26th.

HR Working Group – Ambrose, Bushweiler, Toth: Nothing to report for open session.

Growth Partnership – Reedy: Dr. Reedy informed that follow-up efforts continue with Greg Myers regarding previously raised questions concerning the Lake-to-River initiative and potential USDA grant assistance, with an in-person meeting anticipated. The Board was also informed that the previously submitted settlement offer from Dwight and Susan Bowden was withdrawn in July.

Aviation Education Initiative – Ambrose, Bowden, Bushweiler, Cornelius: Nothing to report.

OAA & OAF Representative – Bowden: Dwight Bowden informed that the Ohio Aviation Foundation continues working with the Ohio Aviation Association to clearly define the relationship between the 501(c)(3) Foundation and 501(c)(6) Association. Meetings are scheduled for August 25 and 26 to continue this work. The Foundation also anticipates awarding approximately $10,500 in scholarships, fully funded through investments held with the Cleveland Foundation.

Commissioner Ducro entered the meeting in person at 8:15AM.

Commissioner's Report – Commissioner Ducro provided an update on proposed large-scale wind development in Ashtabula County and the county's authority under Senate Bill 52 to designate areas where utility-scale wind and solar projects may be restricted or permitted. Most townships responding to date have requested full restrictions, making the proposed wind project increasingly unlikely to proceed. He also reported that the county continues awaiting study results regarding the airport's wastewater/sewer system.
The Commissioner noted that there were comments made that the airport was listed for sale on the Growth Partnership website. It was clarified that the airport is not for sale; rather, approximately 250 acres of the airport's 740 acres are being marketed for development compatible with aviation and airport operations. During the discussion, a Board member referenced comments made by Commissioner Ducro at the February 13, 2025 meeting regarding potentially divesting the airport and expressed concern that those remarks may have contributed to the perception that the airport could be for sale. The Board discussed ensuring that public-facing information clearly distinguishes available development property from the airport itself and noted that the updated ODOT Ohio Airport System Plan estimates the airport's economic impact at approximately $108 million.

Committee Reports (Continued)
Fuel – Bushweiler, Cornelius, Koleno: 100LL is currently $8.99 and Jet A+ is $8.60 per gallon. Fuel prices were updated following the latest delivery. The Board discussed the Purvis fuel supply agreement, which expires September 30th but automatically renews monthly. Given Purvis's strong service, responsiveness, and established relationship with the airport through Phillips 66, the Board supported continuing with Purvis

MOTION to approve the proposed five-year agreement with Purvis, moved by Dwight Bowden, seconded by Russ Battiato; discussion: none; roll-call: Demshar "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Bushweiler "yes", motion carried.

The Board discussed renewal of the three-year CAA fuel discount program, noting that participation has successfully generated additional fuel traffic. As part of the renewal, the Board considered increasing the current $1.00 per gallon markup over wholesale cost to improve margins while maintaining competitive member pricing.

MOTION to approve the CAA renewal application with an increase in the markup to $1.50 per gallon, moved by Dwight Bowden, seconded by Kate Reedy; discussion: The Board discussed and noted that comparable pricing information from other participating airports is limited and that the airport is relatively

small for the CAA program. The program is intended to attract additional transient aircraft specifically for fuel purchases. The renewal application with the $1.50 markup is subject to adjustment if CAA determines the proposed amount is not appropriate. Roll-call: Reedy "yes", Stackhouse "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Demshar "yes", Bushweiler "yes", motion carried.

Inventory Report (08/12/2026)
100LL Avgas: 2,423 gallons
Jet A w/Prist: Truck 987 gallons / Tank 9,708 gallons / Total of 7 695 gallons
Diesel: 330 gallons
Unleaded Gas: 104 gallons

Engineer/Consultant's Report
President Bushweiler reported that the deicing truck was returned to the supplier following the previous meeting, and the identified repairs were completed. The truck was returned to the airport within approximately one week, and supplier-provided operator training was completed shortly thereafter.

MOTION to accept the delivery of the deicing truck and authorize payment to GSS for invoice #013023 in the amount of $252,545, moved by Dwight Bowden, seconded by Mark Stackhouse; discussion: none; roll-call: Stackhouse "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Demshar "yes", Reedy "yes", Bushweiler "yes", motion carried.

MOTION to approve RS&H invoice #10180060000-6 in the amount of $1,963, moved by Dwight Bowden, seconded by Lance Bushweiler, discussion: none; roll-call: Ambrose "yes", Battiato "yes", Bowden "yes", Demshar "yes", Reedy "yes", Stackhouse "yes", Bushweiler "yes", motion carried.

Michael Baker International Nicole Bryan's monthly report is available on SharePoint and noted below.
Task Orders

TO#5 Obstruction Analysis: Coordination continues with the U.S. Army Corps of Engineers to confirm wetland mitigation requirements for the proposed tree removal and determine the scope that can be completed with available AIG funding. The recently received ODOT 5010 inspection report identified additional obstructions near RWY27 and maintenance items near RWY9, which are being incorporated into the obstruction analysis. Once complete, the Board will receive a prioritized list of identified obstructions to confirm the project scope before preparation of bid documents.

TO#6 Fence CA: Fence construction continues to progress smoothly, with fabric installation reaching the access road. Work in the terminal area is expected to begin after the scheduled airport events are completed. The first pay application from G.B. Hastie was received for initial mobilization and fencing materials in the amount of $282,333. The costs are 100% grant-funded, with a 95% FAA share and 5% ODOT share. Reimbursement requests will be submitted through BlackCat and Delphi for processing.

MOTION to G.B. Hastie's Pay Application #1 in the amount of $282,330, moved by Dwight Bowden, seconded by Russ Battiato; discussion: none; roll-call: Bowden "yes", Demshar "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Battiato "yes", Bushweiler "yes", motion carried.

A second construction bulletin was completed for additional UH access on the north side of the fence, including a pedestrian gate and vehicle gate, at a cost of $7,250. The cost may be eligible for grant reimbursement, subject to available project funds and final FAA approval.

MOTION to approve Change Order #2 in the amount of $7,250, moved by Lance Bushweiler, seconded by Russ Battiato; discussion: none; roll-call: Demshar "yes", Reedy "yes", Stackhouse "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Bushweiler "yes", motion carried

TO #08 2026 Grant Administration:

- *State Audit*: Assisted with the state audit and remains available to provide any additional clarification or documentation requested by the auditors.

TO #9 AvGas System Project Oversight: Collins Equipment ordered the tank and fuel system components at the end of July, with an estimated 22 to 26 week lead time. Based on the current schedule, construction

could begin in late 2026 or early 2027. Michael Baker will continue monitoring delivery schedules and coordinating with airport staff as the construction timeline becomes more defined.

TO #10 480v 3-phase: The engineering task order has been executed, and preparation of the bid documents is underway. Survey work will be completed to support the required easements. The plans will also be coordinated with BETA Technologies to ensure the project accommodates the proposed Mini Cube electric aircraft charging station near the old terminal, after which an updated project schedule will be provided.

Grant Funding:

- *FAA FY23 Fence Design #022-2023*: Preparation of the grant closeout is underway.
- *FAA Reports:* The FY26-Q3 reports were submitted to the FAA.

Legal Counsel's Report – There has been no significant update on USDA Loan Obligation. The Offer of Settlement has been withdrawn due to no response from the USDA and no response from JobsOhio Lake to River organization's offer to assist in obtaining a meeting with the USDA to present/advance the offer and the potential resolution of this matter. 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 noted that the cybersecurity policy was distributed to Lumen, Ashton, and Security Technologies for vendor participation and compliance.

Old Business – The required MOU and Certificate of Insurance were received and reviewed for D-Day operations. Additional volunteers are needed to assist with Saturday morning parking. Russ Battiato noted that the jump school reported that ten students successfully completed ground training and their initial jumps without injury. Approximately 90 jumpers and 26 free-fall jumpers are expected to participate, representing an increase from the previous year. He also thanked Dwight and Sue Bowden for donating the restroom trailer for the event and airport staff for preparing Hangar N for use as the parachute packing area.

Public Comments – None to report.

Dwight Bowden requested a change in the agenda to move New Business before the Executive Session.

New Business – The Board discussed the FAA/DOT local match account, which has a balance of approximately $62,000. Funds in the account originated from private donations designated for grant-related local matches and reimbursements and are retained for that intended purpose and future airport project matches. The Board also discussed the importance of maintaining appropriate restrictions on donated funds and avoiding their use for general operating expenses.

MOTION to formally designate and treat the FAA/DOT Local Match Account as a restricted account, with funds to be used solely for grant-related local match requirements, moved by Dwight Bowden, seconded by John Ambrose; discussion: none; roll-call: Reedy "yes", Stackhouse "yes", Ambrose "yes", Battiato "yes", Bowden "yes", Demshar "yes", Bushweiler "yes", motion carried

Mark Stackhouse exited the meeting.

Vice President Ambrose discussed efforts to attract a flight school to the airport, with establishing on-field aircraft maintenance identified as the first priority. A maintenance operation could independently generate aircraft traffic while also making the airport more attractive to prospective flight schools and students. The airport has an existing facility suitable for aircraft maintenance, and efforts will begin to identify potential mechanics or maintenance operators and consider reasonable incentives to help establish an operation.

The Board also discussed potential collaboration with Spire for future flight students and parachute training programs. Additional jump-school courses could generate airport activity and fuel sales while potentially sharing facilities with future aviation training programs. Opportunities to host military parachute training with the National Guard were also discussed.

Kate Reedy exited the meeting at 9:01AM.

Executive Session – A motion to move into executive session was made by President Bushweiler, seconded by Dwight Bowden, which was withdrawn due to lack of a quorum.

Adjournment
The next Regular Meeting is scheduled for 09/10/2026 at 8:00AM. Meeting adjourned at 9:02AM due to lack of quorum.



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