

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll Ohio 43112**  
**Minutes for January 13, 2014**

**Meeting to order**

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Glenn Burns, Bill McNeer, Dave Roebuck, Kurt Lape and Martin Lohne. Absent were Lonnie Rush and Bill Fagan. Public in attendance were: Greg Heaton, Craig Weaver, Thomas J. Palmer, Oran Hoover, Al Moyer, Pat Rooney and Staci Knisley.

**Opportunity for the Public to Address the Board**

Al Moyer with the Historical Aircraft Squadron (HAS) updated the board on their work done at the Airport. Mr. Moyer stated that the windtee project is completed. The east PAPI lights are fixed. The real lights are intermittently working. He has replaced 2 bulbs. Howard Electric suggests that the control boxes into them and they would look at them and give HAS an estimate to repair.

**Minutes for the December 9, 2014 Meeting**

Dr. Burns stated that the minutes will have to be postponed for approval until a quorum of those attended can be met at a later meeting.

**Airport Manager/Fixed Based Operator (FBO) - Sundowner Aviation update**

Airport Manager Pat Rooney updated the Board on the localizer removal for decommission. Mr. Rooney recommended to the Board that they no longer use Harris & Leach, the localizer repair vendor. The localizer has been put on permanent NOTAM with permission from the FAA in Dallas. Ms. Knisley stated that there is not a current signed contract and could be discontinued.

Mr. Rooney updated the Board on status of the Skydive Columbus operations. Operating hours and safety rules are being discussed. Current hours of operation are 24/7, new hours will be established. Mr. Rooney and Chris Chapman are having discussions regarding the operations and safety rules. Mr. Roebuck stated that if he is needed for these discussions to let him know, otherwise the Board will allow Mr. Rooney and Mr. Chapman to have discussions on their own.

Mr. Rooney has advertised the Airport fuel prices on different websites in hopes of future sales.

Dr. Burns stated that there is a free advertisement on Plan Pilot News for hangar space that has the former FBO's information on it.

Member of the public, Oran Hoover stated that he has been a hangar tenant for 13 years. Mr. Hoover stated that Skydiving at the Airport has wrecked his and other's weekends for coming to the airport. He does not feel safe to fly. He said that it would be nice if there were some weekends with no skydiving. He would like this to be considered.

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Mr. Rooney stated that he is writing a preamble that states, in order to have safe, efficient and equitable operation for all users of the airfield. Mr. Hoover recommends that there be reasonable hours set to skydive.

Dr. Lohne asked if diving into the pattern happens a lot. Mr. Rooney stated that when Skydive Columbus has a lot of jumpers they expedite coming into the pattern. Dr. Lohne stated that this was discussed a few years ago in a prior board meeting and this was not supposed to happen. Mr. Rooney stated that the new operating rules will address this along with crowd management and parking.

Mr. Rooney stated a safety meeting will be held every time a skydiver does not land in the landing zone. Information from the pilot including weather. Once a month Mr. Rooney and Mr. Chapman will meet to discuss to make future operations safe.

Dr. Burns asked if it was reasonable to request that a period be set for pilots only. Mr. Rooney stated that the FAA said that the Airport can set the hours of operation for Skydiving.

Mr. Hoover stated that he would like to be able to fly comfortably without worrying about skydivers. In 2000 equipment had fallen onto the Airport roof.

Mr. McNeer asked if there has been reports. Mr. Rooney stated that there are informal reports filed. In the future they will have detailed reports with real data points to report and discuss with Skydive Columbus.

**(HAS continued)**

Mr. Al Moyer stated that HAS is in the process of working with the Historical Society and Port Columbus. The Historical Society is loaning a Culvert Cadet to HAS for the museum.

**Standing Committee Updates**

**1. Airport Improvement – Kurt Lape**

Mr. Greg Heaton, Engineer with Crawford Murphy Tilly, Inc (CMT) reviewed his summary report:

*Previous FAA grants*

*-1608 In close-out, final reimbursement pending*

*-2010 In close-out, final reimbursement pending*

*-2111 In close-out, final reimbursement pending*

*-2212 In close-out, final reimbursement pending*

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*FY 2013 Projects –*

*Rehab Txwy A and a/c parking areas (crack sealing)*

*Work to be revisited and areas redone by Strawser Paving in spring.*

*Perimeter Fence Installation*

*Work completed.*

*Land Acquisition reimbursement*

*FAA reimbursement complete.*

*FAA close-out report will be prepared following final completion.*

*FY 2014 Projects:*

- 1. Rehab T/H G*
- 2. Rehab Apron B and C1*
- 3. Construct Apron Expansion (hangar K area site work)*
- 4. Local only crack seal plan*
- 5. Construct Hangar K*

*Scope of Work and fee estimates being prepared for submittal to committee for review and Board approval. All are FAA eligible and were included in the FAA FY 14 pre-application.*

**Pipeline Discussion:**

Mr. Heaton reported that the new proposal for the pipeline to be in the northern area of runway could work. During construction there could be some issues but they can be worked out.

Mr. McNeer asked why the pipeline has suddenly moved to the north of the runway. Mr. Heaton suggested that it is possible that other properties are involved and that they are held hostage and could cost the pipeline more money to pay the property owners.

Mr. Roebuck stated that it is advantageous to the Airport for the pipeline to go north of the runway rather than the southern route. The northern route has more linear feet.

Dr. Lohne stated that he does not support the northern area of the runway for the pipeline. He feels that having unencumbered land is more important than the money.

Mr. Heaton recommended that the Board speak to Commissioner Davis and ask that terms for future parking lots or buildings be a part of the negotiation.

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Mr. McNeer stated that there has been trouble with the regulations. Mr. Heaton stated that most of the problems were with the old pipelines. They were installed at a shorter depth. Newer pipelines are deeper.

Mr. Heaton stated that the Airport is fortunate to have Commissioner Davis' knowledge to negotiate the pipelines.

Mr. Heaton reported that the FAA is working down the Airport's priorities. The RPZ is becoming their priority. The Airport does not own the RPZ. He encourages the Board to relationship build with Mr. Wacker to trim his trees. Last fall the FAA implemented a new policy for approach checks. They have capability of shutting down the night time approaches if they feel it is needed due to high trees.

Dr. Burns stated that the Board held 25% of Strawser's payment due to the project not being completed. Mr. Heaton stated that Strawser understands and will complete in February or March.

**2. Facilities and Grounds – Lonnie Rush (absent)**

**a. Water leak**

Mr. Rooney reported to the Board that the Airport has a water leak. Plumbing has been changed in the men and women's room. They may need someone to come out and inspect where the leak is coming from.

Ms. Knisley reported that the Utilities Department came out to the Airport twice to check the meter. Ms. Knisley stated that she will report the usage for the next month's bill at the next Board meeting.

**b. MOU for \$200,000 loan**

Ms. Knisley reported that the Assistant Prosecuting Attorney and the Commissioners staff will have a meeting to discuss the MOU on January 23<sup>rd</sup>.

**3. Community Relations – Martin Lohne**

Nothing to report.

**4. Facilities and Grounds – Lonnie Rush (absent)**

**5. Finance – Glenn Burns**

Ms. Knisley presented the following reports to the Board. Ms. Knisley asked the Board to review and ask her questions if needed.

- 2013 Income & Expenses (All funds)
- 2013 Detail Expenses (Operating only)
- 2013 List of Open Purchase orders
- 2013 & 2014 cash carryover estimate

\$273,000 was carryover cash for the operating fund. \$274,000 will be towards the construction of the replacement hangar. Carryover cash is where it was expected to be with the additional \$20-25,000 to pay

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off the State Infrastructure Bank loan. Expected carryover cash for 2014 is approximately \$83,000 with what we know today.

- Fuel Sales

Ms. Knisley recommends that in house charges for fuel be paid quicker than they are. There is not a good cash flow in this fund. In house users should come to Sundowner Aviation at the beginning of every month and pay their fuel charges for the month promptly. Ms. Knisley stated that she and Mr. Rooney will meet afterwards to discuss how they can make future payments more promptly.

Ms. Knisley reported that the Board of Commissioners will approve the debt on January 14, 2014 for the 2006 & 2008 Hangar note renewal. The note is with Treasurer Brian Kuhn for \$1,195,000 at .75 % interest.

Ms. Knisley reported that the State Infrastructure Bank (SIB) loan was paid off on 12/15/13.

**Approval for payment of bills**

*Sundowner Aviation - \$ 1700.80 for December hangar rent*

*Sundowner Aviation - \$449.80 for December fuel sold*

*Crawford Murphy Tilly, Inc - \$711 – professional services*

*Crawford Murphy Tilly, Inc - \$1,208.30 for professional services*

*On motion of Bill McNeer and second of Kurt Lape, the Airport Authority Board voted to approve the payment of bills.*

*Voting aye thereon: McNeer, Lape, Burns, Roebuck and Lohne. Motion passed.*

**6. Security & Hangar Rent/Utilities Subcommittee – William McNeer**

a. Hangar J

Mr. McNeer reported that he has been talking with Mike O’Conner with Aircraft Maintenance Service (AMS), the current tenant for hangar J to discuss a new lease. Currently he pays \$800.00 per month. This lease commenced March 1, 2013.

- Hangar J has a footprint of 76 by 70 or 5320 square feet
- Hangar J’s unencumbered area is 60 by 70 or 4200 square feet.
- The encumbered area on the first floor is 16 by 70 or 1120 square feet.
- The FAA leases 72 square feet for communication gear. The total encumbered area available to the Lessee is 1120 minus 72 or 1048 square feet.
- The loft area/second floor (16 by 70 = 1120 square feet) of Hangar J will be used by the FCAA for storage. Access to this area will be controlled by the Lessor and will be accessed on a not to interfere basis with the Lessee’s business. Load bearing capacity of the Loft area needs to be determined.
- The electric meter for Hangar J, which is in Lessee’s name, includes electric power for the FAA Communication equipment room (equipment and heating/cooling) and electrical power for the South

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Vehicle Access Gate. The reimbursement to the Lessee for providing this electrical service is **\$20** per month for the FAA Equipment Room and **\$10** per month for the South Vehicle Access Gate.

The water/sewage service for Hangar J is metered through the Terminal Building. The water/sewage service is primarily for the single bathroom in Hangar J. The Lessee will be debited \$15.00 per month for this service.

**Approval for William McNeer to present a new lease to AMS for \$780 a month**

*On motion of Bill McNeer and second of Martin Lohne, the Airport Authority Board voted to approve Mr. William McNeer to present a new lease to AMS as discussed earlier, \$780 a month.*

*Voting aye thereon: McNerr, Lohne, Burns, Roebuck and Lape. Motion passed.*

**Balloon Festival**

Mr. McNeer stated that the FAA is curious about other Airports and Air Shows. He asked Mr. Moyer to have Bernie Fleming with the Balloon Festival Committee present a MOU to the Board by April.

Mr. Heaton stated that the FAA is more concerned with non-aeronautical activity that could shut the airport down.

Mr. Moyer stated he would pass the information along to Mr. Fleming.

**7. Tenant Relations – Glenn Burns**

• Rent Status

Ms. Knisley stated that F2, Mr. Gonzales is still behind on his rent. She will get with Mr. McNeer to start the letter of demand process.

F8, has since moved out and is waiting on final payment.

R2, Sundowner verifying if hangar is vacant. Old lease with Fairfield Investment.

**8. Fixed Based Operator (FBO) Liaison – Dave Roebuck**

Nothing new to report.

**Old Business**

The Board reviewed the following old business items:

- Strawser Construction remaining payment of \$9,261 (come back in Spring to finish crackseal project)
- Sundowner Aviation contract/Hangar K  
Dr. Burns recommended that hangar K discussions are deferred until after the Commissioners meeting to discuss the MOU, January 23<sup>rd</sup>. In the meantime Dr. Burns stated that he would have discussions with Mr. Rooney.
- Skydive Cols letter dated 12/31/13 to Deb Bartell FAA – response to Comm/Airport Board letter dated 12/10/13  
Dr. Burns stated that the Board has no further action to take.

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**New Business**

Ms. Knisley will update the Ohio Aviation Association (OAA) membership contact info and pay the 2014 dues.

**Informational**

Ms. Knisley reported that the NationaAir Insurance Agency payment has been made for \$5,985 on January 16, 2014. Mr. Roebuck reviewed a letter that needs to be signed from NationAir regarding skydive operations. Ms. Knisley stated that she will mail out and keep record in her files.

**Adjournment**

On motion of Bill McNeer and second of David Roebuck, the Fairfield County Airport Authority Board voted to adjourn at 7:11 p.m.

Meeting minutes for the January 13, 2014, were approved on February 10, 2014.

\_\_\_\_\_  
Glenn Burns *Aye*

*Absent*  
\_\_\_\_\_  
Kurt Lape

\_\_\_\_\_  
Bill Fagan *-Abstained*

\_\_\_\_\_  
Martin Lohne *Aye*

\_\_\_\_\_  
Lonnie Rush *-Abstained*

\_\_\_\_\_  
William McNeer *Aye*

\_\_\_\_\_  
David Roebuck *Aye*





January 10, 2014

Mr. David Roebuck  
3430 Old Columbus Road NW  
Carroll, OH 43112

RE: Account Name: Fairfield County Airport Authority  
Policy Number: AP 018715544-02

Dear Dave:

The underwriter is requiring a signed statement from you, which acknowledges that the policy does not provide coverage for skydiving operations. She is requesting this for her files.

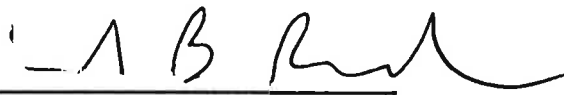
So, if you would be so kind as to sign on the line provided below with the date, then forward to my attention via email, fax or mail.

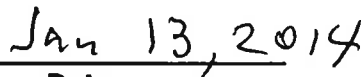
If you have any questions please call our office. We appreciate your time to accommodate the underwriters request.

Sincerely,

Joan Perry  
Account Executive

**I acknowledge there is no skydiving operation coverage on my policy.**

  
\_\_\_\_\_  
Signature  
David Roebuck

  
\_\_\_\_\_  
Date



## BACKGROUND

- Michael O'Conner currently leases hangar J for \$800.00 per month. This lease commenced March 1, 2013.
- Hangar J has a footprint of 76 by 70 or **5320** square feet
- Hangar J's unencumbered area is 60 by 70 or **4200** square feet.
- The encumbered area on the first floor is 16 by 70 or **1120** square feet.
- The FAA leases 72 square feet for communication gear. The total encumbered area available to the Lessee is 1120 minus 72 or **1048** square feet.
- The loft area/second floor (16 by 70 = **1120** square feet) of Hangar J will be used by the FCAA for storage. Access to this area will be controlled by the Lessor and will be accessed on a not to interfere basis with the Lessee's business. [Note: load bearing capacity of the Loft area needs to be determined.]
- The electric meter for Hangar J, which is in Lessee's name, includes electric power for the FAA Communication equipment room (equipment and heating/cooling) and electrical power for the South Vehicle Access Gate. The reimbursement to the Lessee for providing this electrical service is **\$20** per month for the FAA Equipment Room and **\$10** per month for the South Vehicle Access Gate.
- The water/sewage service for Hangar J is metered through the Terminal Building. The water/sewage service is primarily for the single bathroom in Hangar J. The Lessee will be debited \$15.00 per month for this service.

Based on the 2014 Hangar Rental model –

- For large hangar/bay unencumbered space, rent is 17 cents per square feet and *encumbered area is 7.8 cents per square foot.*
- Hangar J monthly rent for the ground floor is 4200 x \$0.17 plus 1048 x \$0.078, (\$714 plus \$81.74), or \$795.74
- Hangar J monthly rent for the loft area is 1120 square feet x \$0.04 or \$44.80
- Lessee will be credited \$30.00 per month for electrical service to the FAA Equipment Room and the South Vehicle Access gate.
- Lessee will be debited \$15.00 per month for water/sewage service.
- Hangar J monthly rental will be \$780.74 or rounded off to \$780.00 without the loft area. **(Current Lessee favors this option.)**
- Hangar J monthly rental will be \$780.74 plus \$44.80 or \$825.54 rounded off to \$825.00 with the loft area.

## LEASE

The template for the Hangar J 2014 lease will be the standard Box/Corporate Hangar R Bay lease with the following modifications.





