

**Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Rd NW  
Carroll Ohio 43112  
Minutes for May 12, 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, and Lonnie Rush. Absent were Bill Fagan, Kurt Lape and Martin Lohne. Public in attendance were: Al Moyer, Chris Chapman, Greg Heaton, Craig Weaver, Jerry Benson, Branson Rutherford, Pat Rooney and Staci Knisley.

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

No one from the public addressed the board.

**Historical Aircraft Squadron (HAS) update on Airport grounds**

Mr. Branson Rutherford with HAS reported that he has been working on brakes for the fuel truck. Mr. Rush stated that Mr. Rutherford is doing a good job.

Mr. Al Moyer reported that HAS is caught up on mowing the grass, replacing the lights and killing the weeds as they grow.

**Approval of minutes for the April 14, 2014**

*On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Board voted to approve the minutes for the April 14, 2014 meeting.*

*Voting aye thereon: McNeer, Rush, Burns and Roebuck*

*Motion passed.*

**Historical Aircraft Squadron (HAS) update on Airport grounds (continued)**

Mr. Moyer announced that HAS is having an Open House on Saturday, May 17.

Mr. Rush reported that Russ Neice with Crawford Murphy Tilly, Inc. (CMT, Airport's Engineer) is working with HAS to locate the sewer pipe under Hangar K. HAS is going to blow the dirt out of the way by power washing to find the pipe. The sewer pipe needs located before finishing the construction drawings for the Hangar K replacement.

Mr. Moyer has no update on purchasing a snow blower/thrower. Lonnie Watts with Sundowner Aviation and Pat Ferguson with HAS are handling the purchase.

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**Standing Committee Updates**

- a. **Airport Improvement – update by Greg Heaton with CMT** (Kurt Lape absent)

Mr. Heaton reviewed the following (handout) with the Board:

1. *Previous FAA grants*

*-2010 In close-out final reimbursement approved, pending -2111 In close-out, final reimbursement pending -2212 Close-out resubmitted per comments, final reimbursement pending*

2. *FY 2013 Projects –*

*Rehab Taxiway A and a/c apron areas (crack sealing) to be redone by Strawser tomorrow, Tuesday, May 13. FAA close-out report will be prepared following final completion.*

3. *FY 2014 Projects:*

1. *Rehab T/H G & Rehab Apron B and C1*

2. *Construct Apron Expansion (hangar K area site work)*

3. *Construct Hangar K*

*Project design is underway and approx. 30% complete. Anticipated schedule is to be complete with plans of bidding in latter half of May or June. To be approved in July.*

**Construction of Hangar K**

Mr. Rush reported that there will be one (1) ADA compliant restroom that will be for male and female rather than two (2).

Mr. Heaton reported that the restroom will be in the vending area with 24 hour access. The remainder of the hangar will be locked and secure. Mr. Heaton reported that Mr. Neice is working on the sanitary sewer issue with township.

Mr. Rush reported that the concrete slab will be taken out. The sewer under the concrete is over 20 years old. In order to accommodate large planes a thicker slab of concrete will be poured.

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

- a. **Letter to Port Columbus regarding Ohio Skydiving Center**

Pat presented a letter to the Board addressed to David Neef, Columbus ATCT Manager at the Port Columbus Airport. The letter states that the Board is against a 365 day NOTAM which was earlier requested by Ohio Skydiving Center.

Mr. McNeer asked Mr. Chris Chapman for a letter stating his business name has changed to Ohio Skydiving Center.

**Approval of letter signed by the President of the Board, Glenn R. Burns to Port Columbus International Airport stating that the Board is against a 365 day NOTAM**

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*On motion of Bill McNeer and second of Lonnie Rush, the Airport Authority Board approved the letter signed by the President of the Board, Glenn R. Burns to Port Columbus International Airport stating that the Board is against a 365 day NOTAM.*

*Discussion: Mr. McNeer stated that the typing errors need corrected before signing.*

*Voting aye thereon: McNeer, Rush and Burns*

*Abstaining: Roebuck*

*Motion passed.*

**b. Rules for Skydiving (previously approved on 3/10/14)**

Mr. Rooney reported that the FAA recommended that the Board remove the last sentence in paragraph seven (7) (*on Saturday's & Sunday's no jumping will be conducted on every even hour, 30 minutes past the hour*). This sentence has to be removed until proper approval from the FAA is done. The FAA also recommended that the Board remove 5a. (*when an off zone landing occurs, skydiving will be terminated until the form is filled out, reviewed by parachuting management and delivered to the airport manager on duty*) Mr. Rooney stated that added to 5a will be "*when an off zone landing occurs, Skydiving will fill out a form and submit to the Airport Manager by the close of business that day, if the terminal doors are closed slip the form through the back doors*"

**Approval to amend the rules for skydiving**

*On motion of Bill McNeer and second of Lonnie Rush, the Airport Authority Board voted to approve to amend the rules for skydiving (see attached for amendment, previously approved March 10, 2014)*

*Discussion: Mr. McNeer stated that the removal and additions are temporary until the processes are worked out. Mr. Rooney stated that the rules should have been blessed by the FAA before approving.*

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

**c. Minimum Standards**

Mr. Rooney reported that the FAA recommended that rules should apply to everyone and be added to the Minimum Standards. Mr. Rooney recommended that before updating Minimum Standards that there are issues to discuss such as crowd control, parking and gate opening.

Mr. McNeer stated that he did not want the opening of the gate to be in the Minimum Standards due to security. He suggests that this be part of a lease for commercial operations.

**d. Localizer removal update**

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Mr. Rooney stated the approach is still being published but there is a permanent NOTAM. Mr. Rooney will follow up with when the localizer will be decommissioned.

**e. Fuel**

Mr. Rooney reported that fuel needs purchased soon. Jet traffic is up from last year. Ms. Knisley stated that she spoke with Justin with Sundowner Aviation and he will be ordering soon.

**f. Hangar J Lease (formerly AMS)**

Mr. Rooney reported that rent payments have been made by Sundowner Aviation for Hangar J. He will print lease and sign it tonight.

**g. Underground Storage Tank (UST) OTTER SERVER – Annual Registration**

Mr. Rooney reported that their licenses have been renewed.

**h. Great Lakes Resources Bulletin 2012-01 (90 days notice to FAA for non-aeronautical events)**

Mr. McNeer stated that the bulletin is on the county airport website. The bulletin has the general requirements for temporarily closing an airport for non-aeronautical special events. Temporary closing requires coordination with the FAA in advance. The board would like to receive in writing, 90 days in advance for any non-aeronautical activities for an event scheduled.

Mr. Chapman stated that the hang-up with Keller Farms for the Balloon festival was the MOU. He asked where in the bulletin it says that a Memo of Understanding (MOU) is needed.

Mr. McNeer stated that the MOU is the Board's vehicle to communicate to the FAA for approval prior to the event.

Mr. Moyer stated that the MOU is not a problem. The problem is dumping off liability to HAS and Keller Farms.

Mr. McNeer stated that the back of the bulletin states that proof of liability insurance that identifies the airport as the insured as a result of the special event.

Mr. Chapman stated that the MOU is pushed on HAS. The MOU is between the Airport and Keller Farms. The Airport is the host. Mr. McNeer recommended that Keller Farms meet with the Board to discuss the Airport being the host. Mr. Rush recommended that a legal opinion be requested regarding the liability.

Mr. Chapman stated that there was kick-back from the Board when Keller Farms requested having flea market tables. Mr. McNeer stated that alcohol was his kick-back.

Mr. Rush stated that Keller Farms should have communicated directly with the Board. Mr. Moyer stated that HAS and Keller Farms did intend on meeting with the Board but never happened.

Dr. Burns stated that there was a mistaken impression that the Board did not want the Balloon Festival at the Airport. That is not the opinion of the Board.

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Mr. Chapman stated that the opinion was that the Board was difficult to deal with.

Dr. Burns stated that for the future the Board would like to take care of the situations and rebuild bridges to allow the venue with the Balloon Festival to happen.

Mr. McNeer stated that the Board welcomes the Balloon festival but did not want to chase it.

Mr. Chapman stated that a year ago he had mentioned to the Airport that to keep the venue at the Airport the Board may want to donate money to the Balloon Festival. That would speak loudly.

Dr. Burns stated that he agrees that he would like the venue at the Airport and would like to have sat down to discuss it with Mr. Fleming.

Mr. Rush stated that the Board is under the microscope with the FAA due to issues with the Skydive Columbus. The Board is making sure that the FAA who gives the Airport grant money is accommodated. We have to comply with the FAA rules by not allowing non-aeronautical activities to occur until approved by the FAA. The President of HAS, Eric Meister attended the Ohio Aviation Association (OAA) conference paid by the Board. Mr. Meister took in what the OAA spoke about regarding the non-aeronautical events.

**(Skydive Rules continued)**

Mr. Chapman asked that the rules be discussed again since he was not involved. Mr. Rush stated that the rules have been discussed at prior meetings but Mr. Chapman's attendance was not present. Mr. Roebuck stated that Mr. Rooney was supposed to be contacting and setting up a time for discussion.

Mr. Rush, Mr. Rooney and Mr. Chapman further argued regarding the informal complaint written to the FAA by Mr. Chapman.

Mr. McNeer stated that the teleconference today with the FAA included: Deb Bartell (Chicago Region), Paul Lowe, Brian Tenkoff (Detroit), Pat Rooney, Staci Knisley, Commissioner Mike Kiger and himself. The basis of the conversation was that some of the rules needed to be approved by the FAA first. This is the reason why we removed/rescinded the sentences in the rules that were previously approved on March 10, 2014.

Mr. Chapman stated that earlier on during Mr. Rooney's update he talked about imposing new rules in the minimum standards to all tenants. This was not further talked about.

Mr. McNeer stated that he did not want to have gate opening in the Minimum Standards. Mr. Chapman stated that he understood. As far as NOTAMS, he agrees that this could be put in the Minimum Standards when applicable.

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Mr. Roebuck stated that he did not get a chance to review the letter that Mr. Rooney wrote (approved earlier, addressed to the Columbus Airport). He abstained to the letter but suggests that it be re-written and reviewed. Three (3) members of the board are absent.

Mr. McNeer stated that the majority of the quorum voted today to approve the letter.

**Standing Committee updates (continued)**

**b. Community Relations – Martin Lohne**

Dr. Lohne was absent.

**c. Facilities and Grounds – Lonnie Rush**

- Hangar Door inspections

Mr. Rush reported that Precision Overhead Doors should be inspecting hangar doors soon.

- Gates/fences

Mr. Rush stated that there are gates that are not secure. The fence company will be out tomorrow to fix one of the fences.

**d. Finance - Glenn Burns**

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

- 2014 Income & Expenses (All funds)
- 2014 Detail Expenses (Operating only)
- Mr. McNeer stated that the expenses show the electric bill being paid for R2. The electric should be paid by R2, Mike O’Conner. Ms. Knisley stated that she will follow up.
- 2014 Open Purchase orders

- **Approval of Payment of bills**

*Sundowner Aviation, fuel sales for April - \$ 459.04*

*Sundowner Aviation, 10% of hangar rent collected for April - \$ 1,496.90*

*Crawford Murphy Tilly, professional services for perimeter and security fencing improvements for the dates of 3/1-4/4/2014 - \$767.11*

*On motion of Lonnie Rush and second of Dave Roebuck, the Fairfield County Airport Authority Board voted to approve the payment of bills.*

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

- **Abandoned Aircrafts**

Mr. Craig Weaver a tenant at the Airport asked the board if any monies have been collected for Hawker Jet parked on the west end of the Airport.

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Mr. Rush stated that he did not know what the arrangement was with the former FBO Matt McCarty. The current FBO, Sundowner Aviation collects money for aircrafts parked on the ramp with the county getting 50%. He does not know if there is a contract.

Mr. Weaver stated that there should be something collected to be fair to all parties concerned. No money should be waived and the Board should seek past due rent. Mr. Rush agrees.

Mr. Rush stated that the Hawker Jet is owned by Randy Long. (a later email was sent by Randy Long, he does not own the Hawker Jet, he will get Ms. Knisley the contact info)

Mr. Rooney stated that they have sent a letter to the owner of the Cessna Cardinal and it was supposed to be taken care of but still has not.

Mr. Rush stated that he will follow up with the abandoned aircrafts by contacting the owners and will try to negotiate collecting money and ask what intentions are for the future. Mr. Rush will also follow up with the county prosecutor.

Mr. McNeer recommended that the Board follow the delinquent process per the lease. Ms. Knisley stated that there is not at a current lease.

**e. Security, Web info & New Leases – Bill McNeer**

- Feedback form for website

Mr. McNeer reported that the form is now set up on the website. The form will be emailed to all of the board members, Lonnie Watts and Pat Rooney. Mr. Watts and Mr. Rooney will answer any comments unless it is a policy issue. Dr. Burns as President should respond regarding policy issues.

Mr. McNeer reported that he had changes made on the website regarding the square footage of the hangars. He hopes that it will generate some rent. 67% of the hangars are rented, if 85% is rented a bonus will be paid to Sundowner Aviation.

- New leases not received: F2,G8,F3,F10,P8,Q17

Ms. Knisley is working on.

- P6, James Cullwell (new tenant)

Ms. Knisley asked Mr. Rooney for the lease for the new tenant in P6. Mr. Rooney will follow up.

- May 12 teleconference with the FAA re: Skydive Rules

Mr. McNeer reported that the teleconference was at 10:15 this morning in Commissioner Kiger's office. The conversation lasted about 30 minutes. (earlier discussed in minutes)

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Mr. Chapman stated that if the Board is going to impose rules on aeronautical tenants then it needs to be uniform and put in the minimum standards. Skydive Columbus is now giving the gate code out to their customers. We are doing this to keep our customers safe.

Mr. McNeer stated that Skydive Columbus was given a special privilege earlier on by allowing the gate to stay open. Mr. McNeer recommended that Mr. Chapman and Mr. Rooney get together to talk about the parking for the customers.

- **Master Gates**

Mr. McNeer recommended that Mr. Rooney change the code to the gates. If the remote controls can't be located then order new ones.

**f. Tenant Relations – Glenn Burns**

- F8, Life Air – vacant as of Jan 1<sup>st</sup>, final bill \$821.70
- All other hangar tenants are current.

Mr. McNeer reviewed the vacancies.

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

Nothing further to report.

**Old Business**

There was no old business to discuss.

**New Business**

- a. Petroleum Underground Storage Tank Release Compensation Board  
2014 Application for Certificate of Coverage, UST – payment and form due July 1<sup>st</sup>.

Ms. Knisley will give Mr. Rush a copy of last year's to help him fill out the report.

**Informational**

- a. Bill McNeer will not be able to attend June 9, 2014 meeting
- b. Staci Knisley will not be at the July 14<sup>th</sup> meeting  
Ms. Knisley reported that she will drop off the packets and the recorder to the Terminal before the meeting. She asked that if the public speaks that they identify themselves.
- c. May 13, 2014 OAA/Legislature Session, OAA Conference Highlights  
Mr. McNeer reported that the morning session on April 22 talked about Jerrie Mock who was the first woman to fly solo around the world in 1964. The Ohio Airports Focus study was discussed, they hope to have the final report out by the end of the year. Also, Deb Bartell spoke about grant compliance for grant assurance.  
Mr. Rush reported that also discussed was the Cambridge airport lost their approach due to the growth of the trees into the approach path. The FAA is inspecting approaches differently and more frequently.  
Mr. Rush recommended that the Board should stay on top of the tree trimming. We will have to negotiate with the property owners to attempt to acquire the property where the trees have grown.

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Mr. McNeer reported that another topic discussed at the conference was mineral extraction. An advisory is coming soon.

Mr. McNeer reported that Division Manager Sue Shull discussed the top 10 safety initiatives. The third (3<sup>rd</sup>) top initiative was the safety of airport employees that drive on the airport. The sixth (6<sup>th</sup>) was to mitigate wildlife attractions. Mr. Watts and Mr. Meister sat through a special presentation about grass growing slow. Another thing they talked about were the law enforcement use of Drones.

**Executive Session**

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Authority voted to go into Executive Discussion at 7:31 p. m. to discuss the Security Procedures Manual with the following present: Board members McNeer, Roebuck, Burns and Rush, Craig Weaver, Pat Rooney, Chris Chapman and Staci Knisley Ms. Knisley called the roll. Voting aye thereon: McNeer, Roebuck, Burns and Rush.

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Authority voted to go out of Executive Session into regular session at 7:40 p.m.

Voting aye thereon: McNeer, Roebuck, Burns and Rush.

**Approval to accept changes to the LHQ Security Procedures Manual**

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Authority voted to accept the changes to the LHQ Security Procedures Manual (see attached)

Voting aye thereon: McNeer, Roebuck, Burns and Rush. Motion passed.

**Adjournment**

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Authority Board voted to adjourn at 7:41 p.m.

**Meeting minutes for the May 12, 2014, were approved on June 9, 2014.**

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Lonnie Rush

Absent  
Kurt Lape

Absent  
Martin Lohne

Absent  
William McNeer

Aye  
David Roebuck

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

