Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for September 14, 2015 Meeting

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, Lonnie Rush, Bill McNeer, Michael Kaper, Pat Ferguson, Jon Kochis, and Bill Fagan. Also in attendance were Pat Ferguson, Greg Heaton, Thomas Palmer, Al Moyer, Pat Rooney, Steve Slater, and Staci Knisley.

Opportunity for the Public to Address the Board

No one from the public addressed the board.

Approval of Minutes for the August 10, 2015 Meeting

On motion of Lonnie Rush and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the August 10, 2015 meeting.

Voting aye thereon: Rush, Kaper, Burns, McNeer, Fagan, Ferguson, and Kochis. Motion passed.

Approval to accept Minutes from the August 24, 2015 Special Meeting

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve to accept the minutes from the August 24, 2015 Special Meeting.

Voting aye thereon: McNeer, Rush, Burns, Kaper, Fagan, Ferguson, and Kochis. Motion passed.

Historical Aircraft Squadron (HAS) update

Al Moyer reported that bulbs at the Airport have been replaced. The gasket was replaced on the truck. The 5510 tractor had a bad light switch, it has been replaced. The Zero Turn Tractor is working fine.

Mr. Moyer stated that HAS appreciated working on the fence project.

Airport Manager Update

Mr. Rooney reported that they were looking to purchase a new sign. There will be more to come after research is completed.

Internet Connectivity update

Mr. Kochis reported that Horizon's engineering department is trying to come up with a study to connect their line on North Columbus Street. After this is completed there should be an updated pricing and wireless access points. The City and County already purchased 180 gig from Horizon. He hopes to have more information by the next meeting.

Month to Month Lease

Mr. Kaper reviewed the month to month lease changes made by Assistant Prosecutor Jason Dolin.

Approval to amend the month to month lease as presented

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the amendment of the month to month lease as presented. (See attached to minutes)

Voting aye thereon: Kaper, McNeer, Burns, Fagan, Ferguson, Rush and Kochis. Motion passed.

Flight Operations at KLHQ

Mr. Rooney reported that there was an accident today with Sundowner Aviation's (FBO) employee. There was a compression test being done there employees. An employee was hit by a propeller and had 18 stitches. He is now okay.

Mr. Rooney reported that he will be doing monthly reports on incidents that happen at the Airport. (See current one, attached) He will check on NOTAMS during jumping times.

Mr. McNeer stated that he would like to see in the next FBO contract that they issue reports frequently.

Mr. Rooney reported that they now have a form for incidents and they send it to Flight Standard District Office (FSDO).

Mr. Rush reported that some time ago he and others had a meeting with Flight Controllers regarding skydiving incidents. If there is no detail to give them, they will not deal with it. Filling out forms and sending reports to FSDO will help establishing public record.

Mr. Kochis recommended that the FBO work with County Risk Management on reporting incidents. He and Bill McNeer will work with the county and report back next month.

Standing Committee Updates

a. **Airport Improvement – Jon Kochis**

Approval to Ratify the previous approval for the application for the FY2016 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT)

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted on the Approval to Ratify the previous approval for the application for the FY2016 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT). (See resolution, attached)

Voting aye thereon: Kochis, McNeer, Burns, Fagan, Kaper, Ferguson, and Rush. Motion passed.

Mr. Heaton reviewed his Engineer's Summary Report with the Board. (See attached to minutes)
A special committee of the Board met on August 24 to discuss the rebid documents for the Terminal Accessibility Improvements. The following changes were discussed and re-evaluated:

- Deletion of the south ramp installation
- install sidewalk on the east terminal side providing ADA access to north entrance doors
- the roof/mansard project has been deferred to a later date.
- The restrooms will be done at the same time rather than closing one at a time

While the restrooms are closed, the FBO will rent a porta potty. The Architects estimated costs are $99,802.10.

Mr. Kochis reported that the handicap parking spaces will be relocated due to the changes.

Approval of the Terminal Accessibility Improvements rebid project with estimated costs of $99,802.10
On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the Terminal Accessibility Improvements rebid project with estimated costs of $99,802.10. (See attached)

Discussion: Ms. Knisley stated she will advertise the project upon receipt of the bid speculations and packet.

Voting aye thereon: Kochis, McNeer, Burns, Rush, Kaper, Ferguson, and Fagan. Motion passed.

Mr. Kochis reported that there were estimates received for the Terminal Parking Lot project. (See attached to minutes)

Mr. Heaton stated that there were repairs needed from the waterline breaks along with other problems with the parking lot. FAA holds a low priority for funding for parking lots. The State currently does not allow parking lots approved in their grants.

Mr. Kochis reported that there were 2 options that could be done by doing the whole lot or just fixing patches.

Mr. Heaton recommended that the lot be repaired between now and next year.

The Board recommended that the lot be repaired and revisited in January or February for the spring.

Mr. Heaton reported that Jess Howard Electric Co was the lowest bidder for the VGSI (PAPI) rehabilitation project. The FY2015 FAA grant will fund 90% of the project. The bid and contract is for $132,934.

Approval of the bid award and contract for $132,934 to Jess Howard Electric Co. for the VGSI (PAPI) rehabilitation project

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the bid award and contract for $132,934 to Jess Howard Electric Co. for the VGSI (PAPI) rehabilitation project. (See attached)

Voting aye thereon: Kochis, McNeer, Burns, Fagan, Kaper, Ferguson, and Rush. Motion passed.

Mr. Heaton reported that he is working with Alex Erskine with the FAA to close out the 2011, 2012, & 2014 FAA grants.

Mr. Heaton reported that the Wildlife Assessment is in progress. There will be a briefing next month.

b. Community Relations – Michael Kaper

- Email complaint on 8/29/15 (See attached)

Mr. Kaper reported that he contacted the concerned complainant.

c. Facilities and Grounds – Lonnie Rush/Bill Fagan

- Ditch Area
  Mr. Kochis reported that he will cut down the trees soon.
- Fuel Truck
  Mr. Rush reported that the truck needs repairs. The truck is leaking fuel. Steve Slater will look at the truck to see if he can fix the leak. The exhaust and brakes need fixed. The truck will have to be towed to ATI Machine shop for the repairs.

Approval of fuel truck repairs not exceed $3,000

On motion of Lonnie Rush and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the repairs the fuel truck not to exceed $3,000.

Voting aye thereon: Rush, Kaper, Burns, Fagan, McNeer, Ferguson, and Kochis. Motion passed.

Mr. Rooney reported that they are working with a vendor through Purvis Bros to fix a fuel pump. It is not reading correctly on the screen but is printing correctly.

- Fuel Cart
  Mr. Rush reported that the Zanesville Airport is selling fuel carts. The life expectancy of the fuel cart is infinite. It takes about 6 weeks to obtain one and they cost approximately $6,500. The fuel cart will dispense 100 low lead fuel. According to Purvis, our fuel pump and meter is not certifiable. He recommended that the Board keep this information in mind for the future.

Mr. Kochis stated that this will be an additional convenience to our tenants and thinks it should be considered.

Mr. Rooney stated that it would be very convenient.

- Fire Extinguishers
  Mr. Rush reported that the fire extinguishers will be monitored and checked in September. He has contacted the vendor to move forward.

- Gear Box
  Mr. Rush reported that the gear box has been leaking in hangar Q3. Precision Overhead and Door will be repairing.

d. Finance - Glenn Burns

Review of Financial Reports

Ms. Knisley asked the Board to review the following reports and asked if the Board had questions.

- 2015 Income & Expenses (All funds)
- 2015-2020 Budget Projection – Operating Fund
- 2015 Detail Expense – Operating Fund
- 2015 Purchase Orders
- Smart Card balances (in-house fuel purchases)

Approval for payment of bills

On motion of Bill Fagan and second of Pat Feguson, the Fairfield County Airport Authority Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
Sundowner Aviation	$800.14	$.10 (10 cents) per gallon 8,001.41 gallons) for August fuel sold
Sundowner Aviation	$1,424.60	10% of hangar rent collected in August ($14,246 collected in August)
Crawford Murphy Tilly, Inc.	$8,805.33	engineering services for terminal improvements - inv# 106083
Crawford Murphy Tilly, Inc.	$715.00	prof services for design & bid for rehab of Apron B&C1 and Rehab of T/H G inv# 106074
Total Invoices for Approval	$11,745.07	

Voting aye thereon: Fagan, Ferguson, Burns, McNeer, Kaper, Kochis, and Rush. Motion passed.

e. Security/Other – Jon Kochis Bill McNeer
Mr. McNeer deferred security discussions in Executive Session towards the end of the meeting.

f. Tenant Relations – Glenn Burns
Mr. McNeer asked Ms. Knisley to review Hangar Q6 payments. There is a series of overpayments.

g. FBO Liaison – Pat Ferguson

Approval of a resolution to authorize the Competitive Sealed Bidding Process for the Fairfield County Airport Fixed Base Operation (FBO) and Airport Manager Duties

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to Approve a resolution to authorize the Competitive Sealed Bidding Process for the Fairfield County Airport Fixed Base Operation and Airport Manager Duties. (See resolution, attached)

Voting aye thereon: McNeer, Kaper, Burns, Ferguson, Kochis, Rush, and Fagan. Motion passed.

Approval to accept and approve the Request for Proposals for the Fixed Base Operator (FBO) and Airport Manager

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve and accept the Request for Proposals for the Fixed Base Operator (FBO) and Airport Manager. (See attached)

Voting aye thereon: McNeer, Ferguson, Burns, Rush, Fagan, Kaper, and Kochis. Motion passed.

Old Business

- **County Credit Card Process**
  Nothing new to report.

- **Overnight Hangar/Ramp fees form (previously approved on 6.8.15)**

Approval to amend the Overnight Hangar/Ramp Fees Form

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the amendment to the Overnight Hangar/Ramp Fees Form. (See attached)

Voting aye thereon: McNeer, Fagan, Burns, Kochis, Kaper, Rush, and Ferguson. Motion passed.

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New Business

Mr. Steve Slater talked to the Board and asked that they consider a land lease proposal in the future. There are 3 lots he has considered and he would like a 30 year land lease. He is willing to put more money in an overhead door if the Board is willing to talk and negotiate.

On behalf of the Board, Dr. Burns stated that they are willing to entertain the idea.

Mr. Slater stated as further information to his plan come along, he will update Lonnie Rush to present to the Board.

Informational
Nothing to report.

Calendar of Upcoming Events/Other
The Board reviewed the following calendar of upcoming events and other dates.

- FBO contract, expires 12/31/15
- October - establish 2016 Hangar Rents
- November - coordinate HAS/Commissioners lease contract (exp 12/31/15)
- December - submit revised ACIP (will add to the November Agenda)
- Insurance expires 12/31/15, currently with NationAir (will add to October agenda)
- Doug Majors faming contract expires 12/31/15 (M. Kaper follow-up in October)
- PVille farming lease expires 12/31/17

Executive Session to discuss security improvements and protocol at the Airport
On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Board voted to go into Executive Session at 8:17 p.m. to discuss security improvements and protocol at the Airport. The motion included the following Board Members: Bill McNeer, Jon Kochis, Glenn Burns, Lonnie Rush, Bill Fagan, Michael Kaper, Pat Ferguson. Also included were: Clerk Staci Knisley and the Airport Manager Sundowner Aviation.

Roll call on the vote is as follows:
McNeer – Aye
Kochis – Aye
Burns – Aye
Rush - Aye
Fagan – Aye
Kaper – Aye
Ferguson - Aye
Motion passed.

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to exit Executive Session at 8:30 p.m.

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 8:31 p.m.

Next meeting is scheduled for October 12, 2015 at 6:00 p.m.

Meeting minutes for the September 14, 2015 meeting were approved on October 12, 2015.

Aye
Glenn Burns

Absent
Bill Fagan

Aye
Lonnie Rush

Aye
Jon Kochis

Absent
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley, Airport Clerk

Hangar for Monthly Lease

This lease ("Lease") is made and entered into at Carroll, Ohio by and between the Fairfield County Airport Authority, 3430 Old Columbus Road NW, Carroll, Ohio 43112, hereinafter referred to as "Lessor", and _____ ("Lessee") the address for which is _____.

RECITALS

WHEREAS, Lessor operates the Fairfield County Airport; and

WHEREAS, Lessee desires to rent certain space from Lessor in one or more hangars at that airport ; and

WHEREAS, Lessor is willing to rent such space, as defined below, to the Lessee upon the terms and conditions set forth herein; and

WHEREAS, the parties hereto agree to be bound by all of the terms and conditions set forth herein;

NOW THEREFORE, for adequate consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties to this Lease do hereby agree as follows:

I. RENTED PREMISES

a. Subject to Lessee's compliance with its obligations as set forth below, Lessor does hereby lease to Lessee, and Lessee hereby leases from Lessor, Hangar Unit Number_____, (the "Rented Premises") located at the Fairfield County Airport, 3430 Old Columbus Road NW, Carroll, Ohio 43112.

b. Lessee shall use the hangar exclusively for the storage of the aircraft described below and any aviation related items needed for the use of that aircraft. No non-aviation items shall be kept, stored or maintained in the Rented Premises without the written consent of Lessor, which consent may be withheld in the Lessor's discretion.

c. The aircraft to be stored in the Rented Premises is limited to the following aircraft:

Aircraft Make_____

Aircraft Model_____

Aircraft Year_____

Aircraft Registration Number_____

Aircraft Serial Number_____

Aircraft Registered Owner(s)_____

Aircraft Owner Address & Phone Number (if different from Lessee)

_____

_____

(If more than one aircraft, then provide on a separate sheet to be attached as "Exhibit I" the information requested above for the additional aircraft)

II. TERM

This is a month to month lease commencing on the _____day of _____, 20____ which may be terminated by either party in accordance with the terms set forth below. Unless terminated as set forth herein, this Lease shall continue from month-to-month. If a lease commences on any day other than the first day of the month, then the rent for that first month only shall be determined on a pro rata basis calculated by (a) dividing the number of days remaining in the month (starting with the day the lease commences) by the total number of days in the month, said division resulting in a fraction ("Fraction") and thereafter (b) multiplying that Fraction by the Monthly Rent as set forth in Article III, below. Other than as set forth above, Monthly Rent shall be due as set forth in Article III, Section b, below.

III. RENT AND UTILITIES

a. Lessee shall pay Lessor rent for the Rented Premises in the sum of $_____ Dollars ($_____) per month ("Monthly Rent") through December 31 of the year in which this lease is signed. Thereafter, effective January 1 of each succeeding year, the rent may be increased as established by the Lessor for that year and Lessor shall notify Lessee of such increase.

b. Rent shall be due and payable on the first day of each month and if not paid within ten (10) days of the due date, Lessee shall pay a late charge of ten percent (10%) of the monthly rental amount. All rental payments are to be made payable to "_____" and sent to the following address: _____. An additional fee for returned checks in the amount of twenty five dollars ($25) will be assessed against the Lessee for any payment not honored by the issuing financial institution.

c. If Lessee becomes delinquent in the payment of the rent for more than twenty (20) days, or violates any of the terms of the Lease, the same shall be deemed a breach of this Lease and Lessor, at its option, may immediately after such twenty days terminate this Lease and upon written notice to Lessee ("Removal Notice") at the Lessee's address set forth in the "Notice" section of this Lease. Lessee shall promptly remove the aircraft and all other items located in the Rented Premises upon actual or constructive receipt of the Removal Notice.

d. Lessee acknowledges and agrees that if Lessee fails to comply with the Removal Notice within ten (10) days from date of said notice, then the contents of the Rented Premises shall be deemed to have been knowingly and intentionally abandoned by the Lessee to the Lessor and Lessor, at its election, may cause any or all contents in the Rented Premises, including but not limited to any aircraft, to either be removed and stored at Lessee's expense or sold at public auction. The proceeds of any such auction shall be applied (1) first, to any removal, storage, and cleaning costs incurred by the Lessor in connection with the Rented Premises or the contents thereof; (2) second, to any and all back rent, utility charges, fees or other costs or expenses of any kind owed by the Lessee to, or on behalf of, the Lessor; and (3) third, the cost and expense incurred by the Lessor to rent out the Rented Premises. The Security Deposit hereunder may be used, in Lessor's discretion, to pay for any amount owed or accrued in connection with the

removal, storage, or sale of any property left at the Rented Premises after termination or for the cost of cleaning the Rented Premises after termination.

e. Lessee shall be notified by any means permitted hereunder of any sums obtained from the sale of the property removed from the Rented Premises that are in excess of the amount of (1), (2), and (3), above ("the Excess Funds"). Lessor shall hold the Excess Funds for ninety (90) days, without interest, after the date of the foregoing notice and if the Excess Funds are not claimed by the Lessee during said period, then said Excess Funds shall be deemed to be knowingly and absolutely abandoned and transferred by the Lessee to the Lessor and may thereafter be used to fund or pay for any costs or expenses of the Fairfield County Airport.

f. Electric service for T-Hangars is provided in the T-Hangar bays for casual use and any use of electric service by the Lessee in a T-Hangar which is deemed excessive by the Lessor may, in the Lessor's discretion, result in the addition of an electric service surcharge to be paid by the Lessee the Monthly Rent is next due.

g. Electric service to Corporate/Box hangars is the responsibility of the Lessee. Lessee must contact South Central Power to place the service in the Lessee's name and make the appropriate arrangements to pay for the electric service.

h.

IV. COVENANTS OF LESSEE/RENTER

Lessee agrees as follows:

a. To make no alterations to the Rented Premises and to add no fixtures to the Rented Premises without written consent of the Lessor. All fixtures installed or additions and improvements made to the Rented Premises shall, upon termination of this Lease, at Lessor's election either (1) become Lessor's property or (2) be removed by Lessee upon notice from Lessor. In either case, however, the Lessee shall not be entitled to any compensation for the property or payment to remove fixtures or alterations.

b. To repay the Lessor the cost of repairs made necessary by Lessee's negligent or careless use of the Rented Premises.

c. To surrender the Rented Premises at the termination of this Lease in as good condition as when first occupied, reasonable wear and tear excepted.

d. To lock and prime all door operating mechanisms according to the posted instructions. Damage which is caused by Lessee's failure to comply with posted instructions shall be repaired at Lessee's expense.

e. To lock the Rented Premises at all times when not in use by Lessee. The only locking device to be used on the door shall be the one furnished by the Lessor. The Lessor will retain a key for each lock and shall be authorized to enter at any time for emergencies or inspections. The Lessor may remove any unauthorized locks.

f. Not to perform any aircraft maintenance of any type which requires the services of a licensed aircraft mechanic or technician within the Rented Premises or within the Hangar area. Unless otherwise prohibited herein, the only maintenance which will be authorized is that which is within the scope of the aircraft owner as per FAR #43 and does not require the use of any volatile substance. Further, no maintenance shall be conducted on the ramp, taxi-ways or adjacent areas.

g. To pay any penalties or fines assessed against the Lessor because of Lessee's negligence, carelessness, misconduct, acts or omission of acts.

h. To maintain the Rented Premises at all times in neat and clean condition, refrain from piling boxes, drums or similar items on the outside of the Rented Premises and keep trash and waste oil in covered receptacles outside of public view.

i. To comply with the Minimum Standards for Aeronautical Activities, as adopted by the Fairfield County Airport Authority on December 8, 2014, and any amendments thereafter made. A copy of said standards is available for inspection in the office of the Fixed Base Operator and on the Fairfield County Airport Authority Website.

j. Painting of aircraft or other vehicles in the Rented Premises is permitted if in compliance with all OSHA and EPA requirements, rules and regulations.

k. No welding – gas or electric – is allowed in the Rented Premises.

l. No fuel, flammable liquids or other hazardous materials as defined by the Ohio State EPA shall be stored or kept in or on the Rented Premises except that the Lessee make keep no more than eighty gallons of fuel in the Rented Premises provided it is stored in not larger than ten gallon safety containers of a type approved by the Underwriters Laboratories. All containers shall be stored at least two feet above the floor level of the Rented Premises.

m. No aircraft engine operation is permitted in the Rented Premises for any reason.

n. Lessee shall maintain a fire extinguisher as provided by the Lessor in the Rented Premises. The fire extinguisher will be properly maintained by Lessee in fully charged condition (type ABC required).

o. Interior lights shall not be left on when the Lessee is not in or around the hangar bay.

p. The use of an electric block heater is permitted in the Rented Premises.

q. No unattended space heaters of any nature are permitted to be used in the Rented Premises.

r. Hangar doors will be secured in the closed position at all times the Lessee is not in the Rented Premises, or not in the immediate area.

s. All operation of the electric bi-fold doors will be done by the operator positioned at the electric control box during the entire time the door is being moved in either direction. Positively no tampering with the electric door controls. Any attempt by the Lessee or his/her representatives to violate this rule will terminate this Lease at the option of Lessor.

t. No unattended private automobiles or other vehicles are permitted to be parked on the ramp at or near the Rented Premises.

u. No business activity relating to aircraft operations for hire will be permitted from the Rented Premises until proper legal contracts - including liability insurance - have been negotiated, approved and entered into with the Lessor including, but not limited to: crop dusting, crop spraying, aerial seeding, charter operations, sight-seeing, aircraft, engine electronic maintenance and overhaul, sales, flight instruction, banner towing, parachute jumping, sky writing, aerial contests and air shows.

V. RIGHT OF INSPECTION

Lessor shall have the right to enter the Rented Premises at any time for inspection or to make repairs, additions, or alterations as may be necessary for the safety, improvement, or preservation of the Rented Premises.

VI. INSURANCE AND INDEMNIFICATION REQUIREMENTS

a. The Lessee shall assume all risks incident to, or in connection with, its operation under this Lease; shall be solely responsible for all accidents or injuries to persons or property

caused by its operations upon or arising out of the Lessor's facilities; and shall indemnify, defend, and hold harmless the Fairfield County Commissioners, the Lessor and their respective employees, authorized agents, and representatives, from any and all claims, suits, losses or damages for injuries to persons or property, of whatsoever kind or nature, arising directly or indirectly out of Lessee's operations or resulting from any act or omission of the Lessee, its guests, agents, employees, or customers or resulting from any act of its customers. The Lessor shall give timely notice to the Lessee of any claim against the Lessor if the Lessor considers such claim to be the liability of the Lessee. Failure to give such notice shall not act to waive the Lessee's liability hereunder. The Lessee shall have the right to investigate, defend or compromise such claim to the extent of its interest.

b. The Lessee at all times during the period of this Lease, shall keep its aircraft, operations, and equipment for which it is legally responsible, fully insured to cover liability, property damage, and bodily injury. Failure to obtain such insurance shall not operate to waive Lessee's liability hereunder. Lessee shall obtain and maintain aviation and property damage liability insurance and shall provide the Lessor with a valid Certificate of Insurance immediately upon acceptance of Lease. The Lessee shall maintain at least the minimum insurance coverage as listed in Section III of the Fairfield County Airport's (KLHQ) Minimum Standards for Aeronautical Activities.

c. Lessee will indemnify, hold harmless, and waive subjugating Insurance requirements, against any loss, liability or damages and from all actions or causes of action for injuries to persons or property arising from or growing out of the use and occupancy of the Rented Premises, or Airport Properties, due to any negligence, act or omission to act of Lessee.

VII. ACKNOWLEDGEMENT OF FLOOD PLAIN AREA

Lessee acknowledges that the Rented Premises are in a Flood Plain Area and it shall be the sole responsibility of the Lessee to obtain Flood Insurance if it deems the same necessary. No items shall be stored in the Rented Premises below 852 feet MSL.

VIII. RIGHT OF TERMINATION

Subject to the terms and conditions of Section III, above, either party may terminate this Lease upon thirty (30) days prior written notice to the other party. Rent shall not be prorated within the month of termination. Notice of termination ("Termination Notice") from the Lessee to the

Lessor must be written or emailed to the Lessor. Notice of termination from the Lessor to the Lessee shall be sent to Lessee's address as set forth in the "Notice" section, below.

IX. MOVING OUT

Lessee will thoroughly clean the Rented Premises prior to delivering possession of the Rented Premises to Lessor. Lessee will contact the Lessor to schedule a move-out inspection. Upon move-out, Lessee shall return all keys of the Rented Premises to the Lessor. Any cleanup costs or repair costs incurred by Lessor due to Lessee's occupancy will be the responsibility of the Lessee.

X. SUBLETTING

Lessee shall not at any time assign, sell, convey, or sublet the Rented Premises or any part thereof.

XI. NOTICE

All notices and requests required or authorized under this Lease shall be in writing and sent by regular U.S. Mail to the address for that party as stated in the beginning of this Lease or by email, the receipt of which is acknowledged by the Lessor. The date on which any such notice is mailed shall be deemed the date of the notice. Should either party change addresses, that party shall notify the other party in writing within thirty (30) days after the change. Any notices or communications between the Lessor and Lessee shall be sent to the following:

Notices to the Lessor shall be sent to:

_____

_____

_____

_____

Email: _____

Notices to the Lessee shall be sent to:

_____

_____

_____

_____

Email: _____

Any notices given in compliance with this section shall be deemed to have been actually received by the party to which such notice was sent.

XII. PARAGRAPH HEADINGS

The headings to the paragraphs to this Lease are solely for convenience and may have no substantive effect on the Lease nor are they intended to aid in the interpretation of the Lease.

XIII. GOVERNING LAW

This Lease is a contract executed under and to be construed under the laws of the State of Ohio. Any litigation related to or brought in connection with this Lease shall be brought only in either the Common Pleas or Municipal Courts located in Fairfield County, Ohio and in no other state or federal court.

XIV. WAIVER

Either party's failure to enforce any provision of this Lease against the other party shall not be construed as a waiver thereof so as to excuse the other party from future performance of that provision or any other provision.

XV. SEVERABILITY

The invalidity of any portion of the Lease shall not affect the validity of the remaining portions thereof.

XVI. ENTIRE LEASE

This Lease constitutes the entire Lease between the parties. No statements, promises, or inducements made by any party to this Lease, or any agent or employees of either party, which

are not contained in this written contract shall be valid or binding. This Lease may not be enlarged, modified, or altered except in writing signed by the parties.

IN WITNESS WHEREOF, the parties have executed this contract on the date first above written.

By: _____ Date: _____

Lessee

By: _____ Date: _____

Authorized Representative of the Lessor, the Fairfield County Airport Authority

Approved as to Form

By: _____ Date: _____

Approved on September 14, 2015

DATE	TIME	DESCRIPTION
6/2/2015	1400	**RUNWAY INCURSION** Jumper landed on north side of runway. Golf cart sent to pick up withou radio and crossed runway, causing an aborted take-off and a go around
8/5/2015	2100	**NIGHT JUMPING NO LIGHTS.** Sunset was 839 pm at 2100 jumpers were observed without Beacons. Beacon required from sunset to sunrise by FAR 105-19
8/12/2015	2105	**NIGHT JUMPING NO LIGHTS.** Sunset was 831 pm at 2105 jumpers were observed without Beacons. Beacon required from sunset to sunrise by FAR 105-19
		Severl courtesy incidents and cut aways which are always a concern, but probably unavoidable

A resolution to Ratify the previous approval for the application for the FY2016 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT)

WHEREAS, at the August 10, 2015 Board Meeting, the Fairfield County Airport Authority Board expressed interest to pursue the FY2016 Ohio Airport Grant; and

WHEREAS, Crawford Murphy Tilly, Inc. prepared for the President Dr. Glenn R. Burns to sign and approve the grant application requesting $611,876 of state grant funds; and

WHEREAS, the application was signed and approved by Dr. Burns on August 25, 2015 on behalf of the Airport Board; and

WHEREAS, this Board needs to approve to ratify the signature and approval of the application; and

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NOW THEREFORE, BE IT RESOLVED BY THE AIRPORT AUTHORITY BOARD, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Airport Authority approves to ratify the application for the FY2016 OHIO Airport Grant Program asking for grant funds in the amount of $611,876.

Motion by: Jon Kochis

Seconded by: Bill McNeer

Ayes: Kochis, McNeer, Burns, Fagan, Kaper, Rush, Ferguson

Nays: NONE

Abstentions: NONE

Absent: NONE

Resolution passed on September 14, 2015

Staci A. Knisley

Staci A. Knisley, Clerk/Secretary

FAIRFIELD COUNTY Airport

FCA Authority Board:
Glenn Burns, DDS
Lonnie Rush
William McNeer
Bill Fagan
Michael J. Kaper, J.D.
Jon Kochis
A. B. "Pat" Ferguson

August 25, 2015

James Bryant, Administrator
Office of Aviation
Ohio Department of Transportation
2829 W. Dublin-Granville Road
Columbus, Ohio 43235-2786

RE: Application for funding from the Ohio Airport Grant Program

Dear Mr. Bryant:

The **Fairfield County Airport Authority** hereby requests **$ 611,876.00** in state funds under the Ohio Airport Grant Program for a project(s) that includes **Runway 10/28 Rehabilitation** to be performed at the **Fairfield County Airport.** This amount represents 95% of the total eligible project costs (construction plus construction engineering and inspections).

The following documents, **IN DUPLICATE**, are **ENCLOSED**:

- A **detailed description of the need** for the requested grant funds (Appendix B)
- **A project cost estimate(s)** and detailed project description, including cost of engineering services(Appendix C)
- The **Standard Assurances** (Appendix D)
- A completed **Project Schedule** (Appendix G)
- An **Project Plan** detailing areas on the airport where the project work is to be completed (Appendices E and F)
- A **Non-Compliance Correction Plan** for correcting areas of non-compliance based on the most recent Airport Inspection Report
- A current **Pavement Maintenance Plan** (Appendix J), including a Pavement Work History
- A current **GA Airport Security Plan** which is consistent with the most recent security guidelines published by the Transportation Security Administration (Appendix K)

A certified copy of a **Resolution** from **Fairfield County Airport Authority** authorizing the Application will be submitted separately as soon as it is available in September.

Should you have any questions or need further information, please contact me at 3430 Old Columbus Road, Carroll, Ohio, 43112, or 740-653-8671 or gburns51@att.net.

Respectfully,

Dr. Glenn Burns, President
Fairfield County Airport Authority

Enclosures: As listed

Copy: S. Knisley, Fairfield County
G. Heaton, CMT

Fairfield County Airport Authority
Staci A. Knisley, Clerk
3430 Old Columbus Rd NW,Carroll, Ohio 43112
740-652-7093 Airport Clerk
740-654-7001 Airport Terminal, www.fairfieldcountyairport.com

APPENDIX B

DESCRIPTION OF NEED – OHIO AIRPORT GRANT PROJECTS

- The Fairfield County Airport is generally in good condition. The Airport has an annual budget to patch, crackfill and/or seal coat pavements at the airport to extend their life. In 2010 the airport's pavements were last inspected. Runway 10/28 had a PCI of 71 which has deteriorated to below 60 in the five years since that inspection.

- The airport continues to perform crackseal maintenance on the runway pavements, but this pavement now requires additional rehabilitation. The proposed mill and overlay will extend the usable life of the pavement.

- This project will increase safety by the reduction of FOD potential in the deteriorating pavements. The increased transverse slope will help reduce the potential for standing water and ice on the pavements.

- The airport has 90 based aircraft and 43,066 operations per year.

- The airport currently has no other state grants.

- The airport funds itself through the leases and hangar rentals and should continue to do so.

APPENDIX C

PROJECT COST ESTIMATE - OHIO AIRPORT GRANT PROJECTS

PROJECT DESCRIPTION:

Item No.	Description	Total Amount
1	**Runway 10/28 Rehabilitation** **2" mill and asphalt overlay**	$644,080

NOTE: Indicate thickness of pavement when applicable
Do not include contingencies

CMT
Crawford, Murphy & Tilly

By:
Crawford, Murphy and Tilly, Inc.
8101 N. High Street, Suite 150
Columbus, Ohio 43235

For:
Fairfield County Airport
Carroll, Ohio

FAIRFIELD COUNTY AIRPORT

RUNWAY 10/28 REHABILITATION

ENGINEERS PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION VALUES

August 19, 2015

Item No.		Item Description	Unit	Quantity	Unit Values	Extended Values
Runway 10/28 Overlay						
1		MOBILIZATION	LS	1	$ 5,000.00	$ 5,000.00
2	254	PAVEMENT PLANING	SY	42,500	$ 2.00	$ 85,000.00
3	253	PAVEMENT REPAIR	SY	150	$ 275.00	$ 41,250.00
4	409	SAWING AND SEALING ASPHALT CONCRETE JOINTS	LF	500	$ 15.00	$ 7,500.00
5	448	BITUMINOUS SURFACE COURSE, 2 INCH	CY	2,400	$ 165.00	$ 396,000.00
6	407	BITUMINOUS TACK COAT	GAL	6,300	$ 2.10	$ 13,230.00
7	P-620	RUNWAY PAINTING WITH BEADS, WHITE	SF	32,000	$ 1.50	$ 48,000.00
8	P-620	RUNWAY PAINTING WITH BEADS, YELLOW	SF	1,400	$ 1.50	$ 2,100.00
						$ 598,080.00
					ESTIMATED CONSTRUCTION VALUE =	**$ 598,080.00**
					ESTIMATED CONSTRUCTION ENGINEERING =	**$ 46,000.00**
					TOTAL ESTIMATED PROJECT VALUE =	**$ 644,080.00**

APPENDIX D

STANDARD ASSURANCES

Upon execution of the Grant Contract, these Standard Assurances are incorporated in and become part of the Grant Contract. Pursuant to the Ohio Airport Grant Program Standard Procedure, the undersigned: _____
hereby assure the Ohio Department of Transportation that:

- The Grant Funds will be used for the project described in the application.
- The Airport for which Grant Funds are requested is not eligible to receive FAA Air Carrier Enplanement Funds or FAA Cargo Funds.
- The Applicant will inform ODOT if any grants from non-ODOT sources (other than the Applicant) will be used to pay for any part of the project.
- The Applicant will inform ODOT of any program income, that is, any income directly generated by a grant supported activity, or earned as a result of the grant agreement, during the grant period. An example would be income from the sale of trees that were cut as part of an obstruction removal project. ODOT grant funding will be reduced by 90% of the amount of any program income.
- The Applicant will comply with all federal, state and local laws, rules and executive orders, as they apply to Airports and to the performance of the project.
- The Applicant's Governing Body has passed a resolution authorizing the original Application.
- The Applicant has sufficient funds available for that portion of the project costs which will not be paid by ODOT, and the required local funding for the project as described in the **application has been appropriated.**
- The Applicant will perform the project in accordance with the Ohio Airport Grant Program Procedure for the relevant Fiscal Year.
- The public shall be afforded use of the Airport and of its facilities for aviation purposes as fully and equally as all other parties, in accordance with Ohio Revised Code 4561.11. If the facilities cease to be an airport within 20 years from the date of the Grant Contract, the Applicant agrees to return the full amount of the Grant Funds to the State or in the case of real property, the appraised fair market value at the time the facility ceases to be an airport.
- Any equipment purchased with ODOT grant funds will be operated for at least 20 years from the date of the Grant Contract unless the Applicant receives written permission from the Director of Transportation to discontinue operating the equipment. Such written permission

shall include instructions on how to dispose of the equipment and what to do with the proceeds of any sale of the equipment.

- The Grant Funds will be used for improvements on publicly owned property only, **or on property for which an ODOT approved easement has been obtained.**

- The Applicant agrees to maintain all Airport owned or controlled Part 77 surfaces free of obstructions that can feasibly be removed or provide a formal airspace review of the obstruction completed by the FAA.

- The Applicant assures or certifies that it has implemented an effective airport pavement maintenance program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with ODOT funds.

- The Applicant will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by ODOT for the project.

- During the performance of the project the Applicant will comply with all applicable National Environmental Policy Act, Ohio Environmental Protection Agency and U.S. Army Corps of Engineers regulations concerning wetlands and water quality, and with all applicable provisions of the Endangered Species Act, and with the requirements for a drug-free workplace as set forth in the September 20, 2002 Executive Order.

APPLICANT/SPONSOR: Fairfield County Airport Authority

PRINTED NAME OF SIGNER: Glenn R. Burns

PRINTED TITLE OF SIGNER: Board President

SIGNATURE: X

DATE: 8.25.15

APPENDIX G

PROJECT SCHEDULE FOR OHIO AIRPORT GRANT PROJECTS

AIRPORT NAME Fairfield County Airport

PROJECT SCOPE OF WORK Runway 10/28 Rehabilitation

CONTACT PERSON Dr. Glen Burns PHONE NO. 740-653-8671

	Proposed Date	Completed Date (for ODOT use)
Submit Plans and Specs to ODOT, within 90 days after receipt of Notice of Project Approval, include copy of safety/phasing plan (Allow minimum of 2 weeks for ODOT approval and response)	12/15/2015	
Advertise for Bid	2/1/2016	
Award Bid (Notify ODOT of bid amount within three (3) working days)	3/1/2016	
Submit Bid Tabulations and Name of Contractor Selected to ODOT (Within three (3) working days from bid opening)	3/3/2016	
ODOT Grant Execution (Allow two (2) weeks from notification of bid amount) MUST BE COMPLETED BY MAY 31.	4/1/2016	
Pre-Construction Meeting (Notify ODOT so that an ODOT representative can be present)	5/1/2016	
Begin Project (Notify ODOT so that an ODOT representative can be present)	5/2/2016	
Project Completion (Notify ODOT)	7/31/2016	
Request ODOT Final Inspection	8/1/2016	
Submit ODOT Request for Payment with requested information and Record Drawings, as per App. E & F (Within 30 days of Project Completion)	9/1/2016	

FAIRFIELD COUNTY AIRPORT
LANCASTER, OHIO
ODOT FY 2016 APPLICATION
CMT
Crawford, Murphy & Tilly
REVISIONS
NUMBER
BY
DATE
THIS BAR IS EQUAL TO 2" AT FULL SCALE (24X36).
DESIGN BY:
DRAWN BY:
CHECKED BY:
APPROVED BY:
DATE: 06/30/2015
JOB No:
SHEET 1 OF 1 SHEET
RUNWAY 10/28 REHABILITATION
AIRPORT ROAD
OLD COLUMBUS ROAD N.W.
OHIO STATE ROUTE 33

Fairfield County Airport
Fairfield County Airport Authority

Non-compliance Correction Plan

August 19, 2015

Inspection Date: 5/23/2012

Obstruction Issue: "Runway 10 approach slope is insufficient to the primary surface. Suggest obstruction removal using FAR Part 77 Imaginary Surfaces to allow a 20 to 1 slope. Approach slope obstructions include but are not limited to: trees."

Airport's Proposed Correction Plan: The airport has begun investigations and negotiations with adjacent property owners to seek tree trimming and removal options in conjunction with land and easement acquisition.

Obstruction Issue: "Runway 28 approach slope is insufficient to the primary surface. However, using A/C 150/5300-13 "Threshold Siting Criteria" the current displaced threshold location allows a 20 to 1 slope or greater. No action is required at this time. Approach slope obstructions include but are not limited to: trees."

Airport's Proposed Correction Plan: At this time the airport will continue to maintain the 20 to 1 slope that is associated with the displaced threshold. With the acquisition of the land on the Runway 28 approach, additional obstruction mitigation will occur.

Obstruction Issue: "Runway 10/28 has obstructions within the transitional surface. Suggest that a 7 to 1 transitional slope be maintained to the primary approach surfaces. Transitional surface obstructions include but are not limited to: trees."

Airport's Proposed Correction Plan: The airport has addressed the trees in the transitional surface of Runway 10/28 since the last inspection was performed in 2012.

Fairfield County Airport
Lancaster, OH

Pavement Maintenance History

2014	$ 15,708.00	Rehabilitate - Crackseal	Apron B & C1
	$ 3,702.00	Rehabilitate - Crackseal	Taxilane/Hangar Apron G
2013	$ 21,281.00	Rehabilitate	Taxiway A
	$ 15,762.00	Rehabilitate	Aircraft Apron
2012	$ 39,575.00	Rehabilitate	SE Apron
2011	$ 19,500.00	Rehabilitate - Crackseal	Runway 10/28
2010	$ 5,000.00		
		Crackfilling	West End of Runway
2009	$ 1,700.00		
		Crackfilling	Around T-hangar P
2008	$ 6,500.00		
		Sealcoat	South side of twin T-hangars on east side of airport
		Sealcoat	T/HANG A
		Pavement Patching	West entrance road overlay
		Sealcoat	Terminal Parking lot
2007	$ 10,600.00		
		Pavement Patching	East access road radius
		Crack seal and Sealcoat	HAS parking lot
		Crack seal and Sealcoat	T/HANG G
		Crack seal and Sealcoat	TW B1
2006	$ 11,000.00		
		Crackseal/ Sealcoat	T/HANG F
		Crackseal/ Sealcoat	T/HANG D
		Crackseal/ Sealcoat	T/HANG C

Pavement Maintenance Plan

Fairfield County Airport

August 2015

	LOCATION	PCI Label	AREA (SQ YD)	2016		2017		2018		2019		2020		5 YEAR TOTAL
				REPAIR	COST	REPAIR	COST	REPAIR	COST	REPAIR	COST	REPAIR	COST	
1	Runway 10/28	A	41,667	Overlay	$458,333									$458,333
2	Apron (Terminal Apron Asphalt)	A	5,074			CS	$2,537							$2,537
3	Apron (Apron N of Hangar J)	B	1,473							CSS	$1,473			$1,473
4	Apron (East Tie Down Area)	C1	15,057							CS	$7,528			$7,528
5	Apron (West Tie Downs)	C2	4,956					CS	$2,478					$2,478
6	Apron (Apron N of Hangar A)	D	3,204											$0
7	Apron (Pad on West Side of Airport)	E	336											$0
8	Apron (Apron/Txy C N of Terminal)	F	4,347					CS	$2,174					$2,174
9	Apron (PCC Pad N of Terminal)	G	196											$0
10	Apron (PCC Pad N ofT-Han F)	H	267											$0
11	Apron (West End Terminal Apron)	I	1,978					CS	$989					$989
12	T/Hangar (Ramp E of Hangar J & K)	A	1,400											$0
13	T/Hangar (Ramp around T-Han F)	B	1,546			CS	$773							$773
14	T/Hangar (Ramps N half of East T-Hangs)	C	5,416											$0
15	T/Hangar (Ramp around T-Han G)	D	2,996			CS	$1,498							$1,498
16	T/Hangar (Ramp W of Hangar A)	E	1,698											$0
17	T/Hangar (Ramp S Half of East T-Hangs)	F	4,094											$0
18	Taxiway (Connector in front of Terminal)	A	667									CS	$333	$333
19	Taxiway (East side of Parallel)	B	14,111									CS	$7,056	$7,056
20	Taxiway (West side of Parallel)	C	5,461											$0
21	Taxiway (West end connector)	D	3,691	Overlay	$40,599									$40,599
22	Taxiway (Midfield Connector)	E	1,145							CS	$573			$573
23	Roads/Parking (Terminal)	n/a	3,870											$0
24	Roads/Parking (East T's Access Road)	n/a	855											$0
25	Roads/Parking (Hangar A & B Parking)	n/a	1,315											$0
	TOTALS (rounded)		**127,000 SY**	**45,400 SY**	**$498,900**	**9,600 SY**	**$4,800**	**11,300 SY**	**$5,600**	**17,700 SY**	**$9,600**	**14,800 SY**	**$7,400**	**$526,000**

REPAIRS

minor repair	crack sealing	CS	**$0.50** per SY
	crack sealing and surface seal	CSS	**$1.00** per SY
	crack seal / patches / surface seal	CSPS	**$5.00** per SY
	mill and overlay	Overlay	**$11.00** per SY
major repair	reconstruct	Reconstruct	**$20.00** per SY

FAIRFIELD COUNTY AIRPORT

LHQ

LANCASTER, OHIO

SECURITY PROCEDURES MANUAL

Original Issue August 14, 2006
Reissued September 8, 2008, September 14, 2009,
February 11, 2013

This document may contain information that, if disclosed, could endanger the life or safety of the public: therefore, this document is to be maintained and used in a manner that preserves the confidentiality of the information it contains in a manner consistent with the law.

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Section I: Disclosure Statement / Security Responsibilities

1. Distribution. This Security Procedures Manual shall be restricted to individuals or groups with a legitimate need to know. Copies of the Security Procedures Manual shall be signed for by each individual or a group representative.
2. The Fairfield County Airport Authority Security Committee shall administer the administration and revision of this manual

Section II: General Information

1. The Fairfield County Airport is managed by the Fairfield Airport Authority under the auspices of the Fairfield County Commissioners. Day to day operations authority is contractually delegated to the FBO – Sundowner Aviation.

2. Introduction and Purpose – Aviation Security is an issue that is critical to everyone at the airport. The objective of this manual is to provide the best security risk mitigation practices for Fairfield County Airport.

3. Distribution:
   - Fairfield County Airport Authority Board
   - Fairfield County Commissioners
   - Fairfield County Sheriff
   - Lancaster Police Department
   - Lancaster Fire Department
   - Greenfield Township Fire Department
   - Fairfield County EMA
   - Sundowner Aviation
   - Hangar Tenants (On request)

4. Fairfield County Airport Information
   a. Location
      - 3430 Old Columbus Road, Carroll, Ohio 43112
      - Fairfield County
      - Greenfield Township
      - Adjacent to the northwest city limits of Lancaster, Ohio

   b. Business Hours: 0800 – 1800 (Winter) 0800 – 1800+ (Summer)

   c. Telephone Number – 740-654-7001

   d. Emergency Telephone Number – 911

e. Airport Identifier – LHQ

f. Airport Geographical:

- latitude – N 39 45' 20.33"
- longitude – W 82 39' 25.6"
- magnetic variation – 6W
- elevation – 868'

5. Airport Activities –

• Types of flight activities -135 Charter Services, Flight School, Aircraft Rental, Aircraft Maintenance, Sight Seeing Flights, Parachuting and Aerial Surveying
• Hours of operation – 24 hours
• Number of annual operations – 46,000
• Number of based aircraft –.97 Total 89 single engine (reciprocating), 5 multi-engine reciprocating), 2 multi-engine (turbo-prop), and 1 multi-engine (turbo-jet)

6. Airport Description

•Size - 245 acres+/-
•Runways: 10/28 – 5004' by 75' Single Wheel Weight Bearing = 25,500. lbs Double Wheel Weight Bearing=38,500. lbs.
•Edge Light Intensity = Medium
•Taxiway – South of runway 10/28 running parallel to full length of runway with three access taxiways to runway.

7. Emergency and Administrative Telephone Numbers:

•All Emergencies 911
•Fairfield County Sheriff's Office – Chief Deputy Jerry Perrigo (Airport Liaison) 740-652-7253 -or 740-652-7911-.
•Fairfield County EMA – 740-654-4357
• State Highway Patrol 740-654-1523
•Lancaster Police 740-687-6681
•Greenfield Fire Department – Chief Morris 740-756-4644
• State of Ohio Aviation Administrator– Mr. James Bryant 614-387-2341
• Federal Bureau of Investigation Local Field Office 614-224-1183
• FAA Flight Standards District Office (CMH FSDO) 614-255-3120
• TSA Airport Watch Hot-Line 866-427-3287 / 866-GA SECUR
• CMH TSA Federal Security Director Command Center – 614-239-3015 or 614-239-3233

Section III: Definitions and Terms

Abbreviations and Terms Used in This Document
AOA - Air Operations Area
ADIZ—Air Defense Identification Zone
ATC—Air Traffic Control
ATSA—Aviation and Transportation Security Act
CFR—Code of Federal Regulations
CHRC—Criminal History Records Check
CIA—Central Intelligence Agency
DHS—Department of Homeland Security
DOD—Department of Defense
DOT—Department of Transportation
FAA—Federal Aviation Administration
FBI—Federal Bureau of Investigation
FBO-Fix Base Operator
FRZ—Flight Restricted Zone
GA—General Aviation
IFR—Instrument Flight Rules
NM—Nautical Mile
NOTAM—Notice to Airmen
NTAS - National Terrorism Advisory System
PIN—Personal Identification Number
SFAR—Special Federal Aviation Regulation
TFR—Temporary Flight Restriction
TSA—Transportation Security Administration
VFR—Visual Flight Rules
VOR/DME—Very High Frequency Omni directional Range/Distance

Section IV: Administration

1. Airport Manager: Day to day operation authority is delegated to the FBO – Sundowner Aviation.

2. Fairfield Airport Authority Security Committee Duties.
   - Timely provision of evidence of security measure compliance as may be requested.
   - Maintaining and updating the Airport Security Procedures to reflect the current state of conditions at the airport.
   - Timely distribution of the Airport Security Procedures or specific parts thereof, to appropriate persons or entities.
   - Proper dissemination of all correspondence or other communications with airport tenants and others on security related matters.
   - Oversight of security provisions at the airport and ensuring compliance with the Security Procedures.

Section V: Aircraft Movement/Operating Area - Security Control

1. Aircraft Movement Area: The aircraft movement area includes runway 10/28, the parallel taxiway to runway 10/28 and the connecting taxiways between the runway 10/28 and the parallel taxiway. Private vehicles are not allowed in the aircraft movement area unless approved by the Airport Manager.

2. Air Operations Area: The aircraft operating area includes the aircraft movement area plus all ramps, aprons, unpaved and grass areas inside of the perimeter fence.

3. Gates:
   - The west perimeter fence vehicle gate located between buildings A and B shall be closed and locked whenever there is not anyone monitoring vehicle access. The Airport Manager shall have the option to permanently lock this gate whenever necessary.
   - The south perimeter fence vehicle gate located on the ramp area that runs between and west of the airport office building and east of buildings H, G, and F shall be closed and access controlled through the electronic access control system.
   - The personnel fence gate southwest of the airport office building and the west end of the vehicle parking lot shall remain closed.
   - The perimeter fence vehicle gate east of the airport (building I) terminal and adjacent to building K shall be closed and access controlled from the FBO office.
   - The perimeter fence vehicle gate west and between the building K and building J shall remain locked and the keys retained only by the Airport

Manager's office. Anytime this gate needs to be opened to receive or remove materials; it shall be attended.

- The perimeter fence vehicle gate south of building J (maintenance hangar) shall be closed and access controlled through the electronic access control system. (Exception – During daylight hours, Skydive CMH has been given permission to leave this gate open when they are conducting parachute operations. Skydive CMH will monitor the individuals accessing the AOA.

4. Access Control System:
   - The Airport Manager will assign individual tenant access codes. (Tenants such as the Historical Aircraft Squadron will be assigned one access code.
   - A visitor access code shall be assigned and changed monthly. The visitor access codes will be provided by the FBO (Sundowner Aviation) personnel. The visitor access code will not be posted.
   - Contractors shall be assigned an access code by the Airport Manager only for the period of the contract.
   - A new tenant will not be assigned the same access code as the departing tenant.
   - The access code for HAS, Sundowner Aviation, and other entities who have more than 5 individuals on their roster will be changed at least once annually.
   - The Airport Manager shall maintain the master list of vehicle gate access codes.

5. Airport Locks: Only locks that have keys which can only be duplicated with written authorization should be used on the fence gates that are controlled solely by the Airport Manager.

6. Key Control System. The Airport Manager shall develop a key control system for gates, rented hangars and buildings.

Section VI: Airport Security Procedures

1. Aircraft security requirements. Any aircraft unattended (out of visual range of owner or operator) and not in a hangar shall be locked to prevent an aircraft being operated illegally, vandalized, burglarized, etc. The use of propeller locks, control block locks, wheel boot locks, throttle quadrant locks as appropriate is acceptable. Aircraft owners and operators shall maintain physical control of aircraft keys at all times. Aircraft keys will not be provided to an unlicensed person unless that person is providing services or otherwise authorized to have access to the aircraft by the aircraft owner.

2. Pilot Identification - Each pilot must carry photo identification: photo ID will be a valid driver's license issued by a U.S. state, the District of Columbia, or a U.S. territory or possession, a valid federal or state ID card, a U.S. armed forces' ID, credentials that authorize access to airport secure areas, or other identification that the FAA accepts. Each person must present such photo identification when requested to do so by the Administrator, an authorized representative of the NTSB or the TSA, or a law enforcement officer.

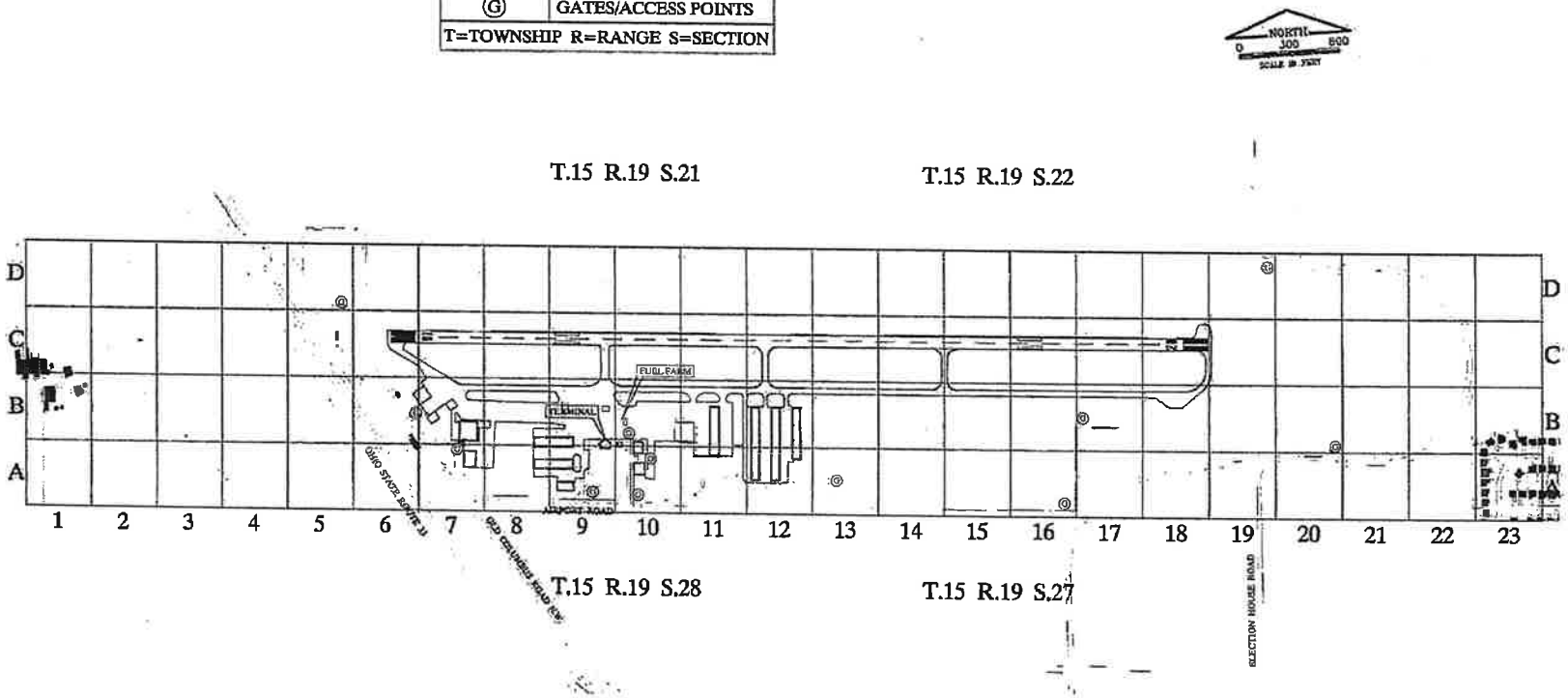
3. Vehicle Access - Access to the Air Operations Area (not including the Aircraft Movement Area) is restricted to those vehicles operated by airport tenants. Visitors with a need to temporarily have vehicle access to the AOA must be sponsored by an airport tenant. The host tenant shall ensure that the visitor is briefed on the best safety and security practices of operating a vehicle on the AOA. The host tenant shall ensure that the visitor does not enter the Aircraft Movement Area.

4. Challenge Procedures - Anyone observing a suspicious (or confused) individual on Fairfield County Airport property should (providing it is felt that this action will not place one in harms way) ask the individual if they can be of assistance. Anytime the situation becomes uncomfortable, remove yourself physically from the area and call for assistance.

5. Reporting of Suspicious Behavior.
   - For an emergency situation call 911.
   - For a delayed emergency notify the Airport Manager during business hours and local law enforcement during non-business hours.
   - As soon as practical the TSA Airport Watch Hot-Line 866-427-3287 or 866-GA SECUR should be notified.

Section VIIA: Airport Emergency Grid Map

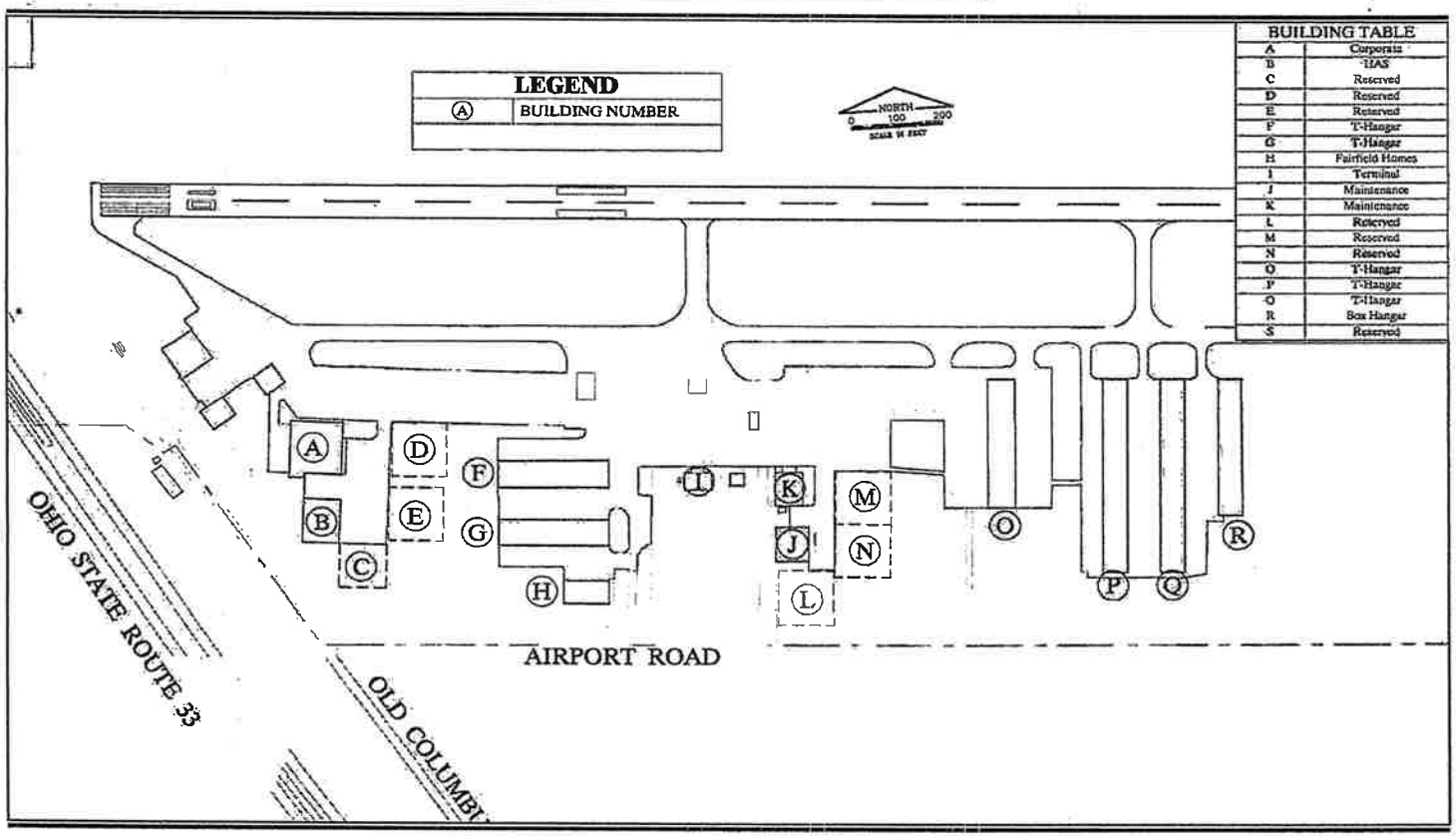
LEGEND	
Ⓖ	GATES/ACCESS POINTS
T=TOWNSHIP R=RANGE S=SECTION	



- Emergency calls should include the grid location (or hangar bay letter and number) of an incident/accident as well as a verbal description of the location. For example, "….there is a aircraft fire on the ramp northeast of the terminal building **I** – grid location is B10"

This document may contain information that, if disclosed, could endanger the life or safety of the public: therefore, this document is to be maintained and used in a manner that preserves the confidentiality of the information it contains in a manner consistent with the law.

Section VIIB: Airport Building Numbers



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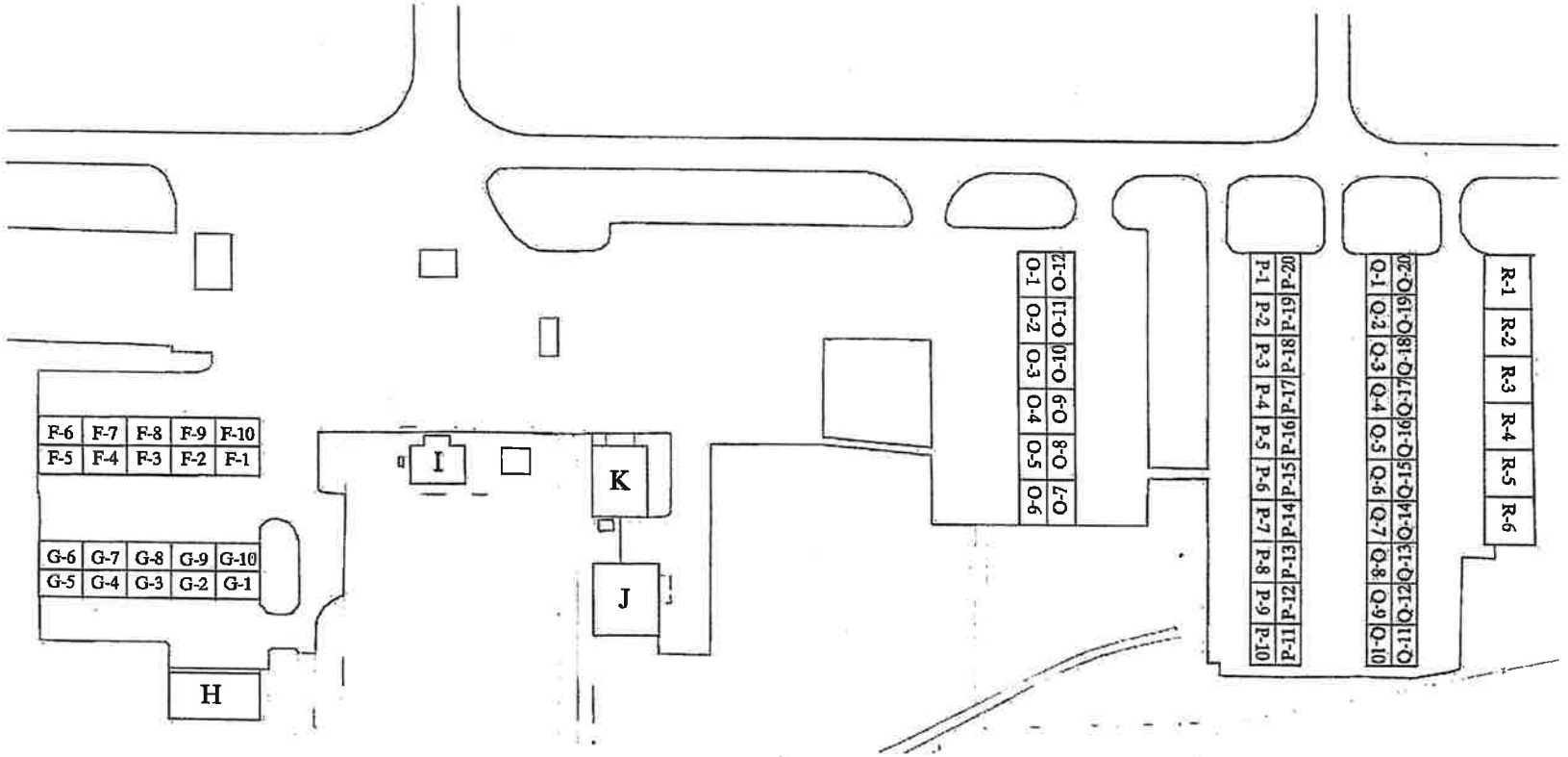
Section VIIC: Hangar Bay Letters and Numbers



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Section VIII: Identification of Airport Personnel

Tenants and visitors must be prepared to provide government issued photo Identification Cards whenever requested.

Section IX: Identification of Vehicles

Only vehicles authorized by the Airport Manager will be in the Aircraft Movement Area. These vehicles should be identified by either a company logo on the vehicle or a window sign indicating their purpose.

Section X: Law Enforcement

The Fairfield County Sheriff has jurisdiction over the Fairfield County Airport.

Section XI: Special Events

1. Air shows/Balloon Festival –
   - Aeronautical events expected to have large (100 or more visitors) public attendance shall be coordinated through a Memorandum of Understanding.

2. VIP Visits –
   - The Airport Manager will coordinate any (non-tenant host or no host) visits when it is anticipated that the event will draw more than 25 observers or guests other than the passengers and crew.
   - Tenant hosted VIP visits shall be managed by the tenant involved. The tenant coordinator will liaison with the Airport Manager to ensure that there is no disruption to airport operations and the airport security integrity is not affected negatively.
   - The VIP aircraft will be positioned on the ramp that will cause the least amount of disruption to the airport users.
   - Access to the AOA should be limited to the vehicles providing ground transportation for the VIP and passengers.
   - Consideration should be given to roping off an area in the vehicle parking lot (non-AOA area) for VIP greeters and media vehicles.
   - If applicable, crowd control assistance should be requested from the Fairfield County Sheriff 's Office.

3. Aircraft Fly-Ins.
   - If the fly-in is only intended to bring pilots of small aircraft to the airport for a few hours, then further access controls need to be implemented.
   - If the fly-in will attract visitors as well as the pilots, then the tenant host will be responsible to ensure that the visitors remain outside the AOA and/or (Airport Manager approved) cordoned off portions of the AOA.
   - A fly-in shall not hinder the use of the airport by a tenant or visiting aircraft.

4. Non Aeronautical Special Events.
   - Hangar Parties - The tenant is responsible to ensure that visitors remain clear of the AOA and within the area leased by the tenant.
   - Events such as festivals, vehicle access/parking, tent camping, concerts, tractor and car shows, car racing/testing, mini-marathons, remote control model aircraft, etc… require prior approval of the FAA Airport District Office and the Airport Authority.

Section XII: National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS) that was instituted in 2002.

NTAS Alerts

- **Imminent Threat Alert** - Warns of a credible, specific, and impending terrorist threat against the United States.
- **Elevated Threat Alert** - Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

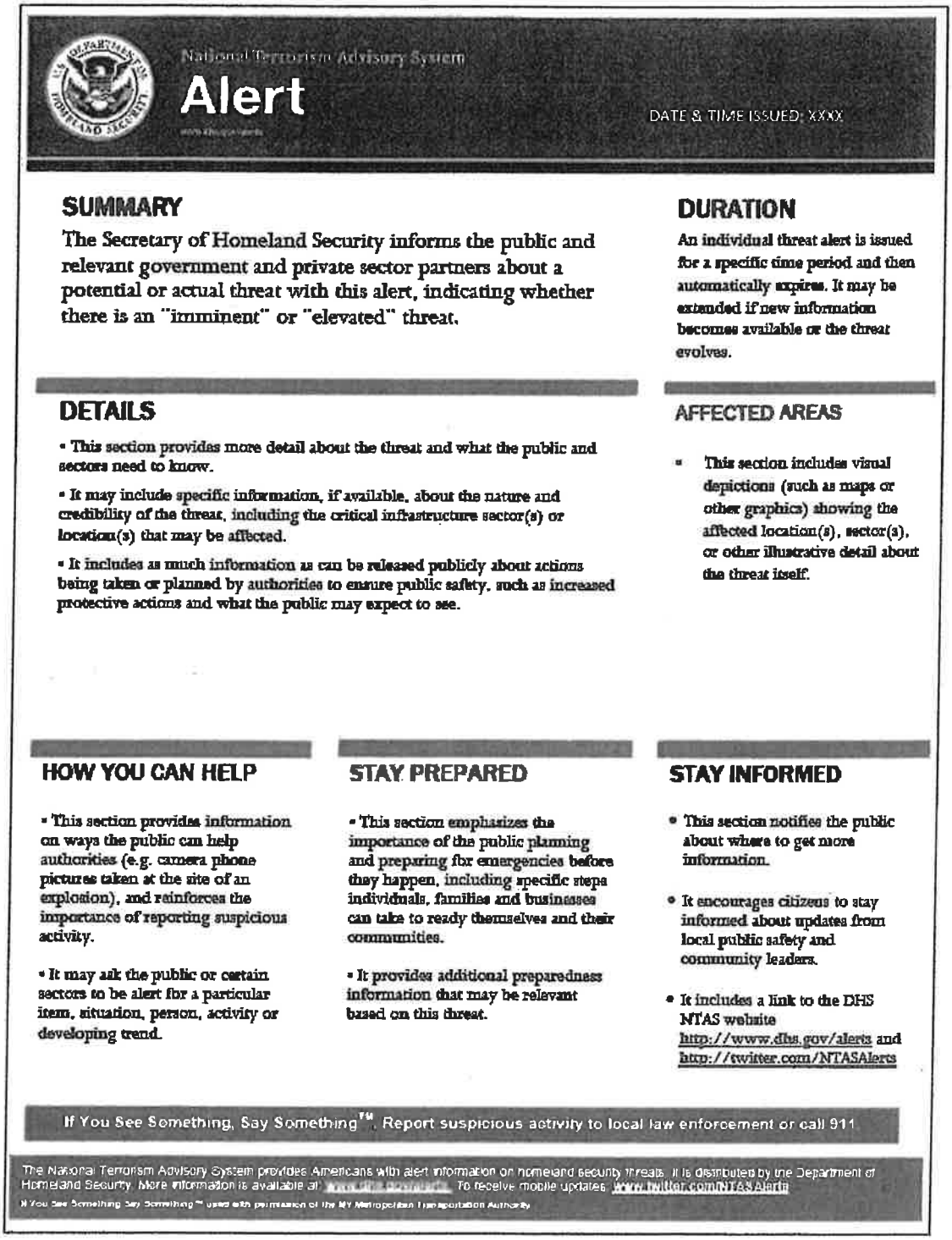
NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – http://www.dhs.gov/alerts
- Via email signup at – http://www.dhs.gov/alerts
- Via social media
  - Facebook – http://facebook.com/NTASAlerts
  - Twitter – http://www.twitter.com/NTASAlerts
- Via data feeds, web widgets and graphics
  - http://www.dhs.gov/alerts

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

Note: All airport tenants are encouraged to subscribe to the NTAS Alert notification process.

The following is an example of a NTAS alert:



National Terrorism Advisory System

Alert

DATE & TIME ISSUED: XXXX

SUMMARY

The Secretary of Homeland Security informs the public and relevant government and private sector partners about a potential or actual threat with this alert, indicating whether there is an "imminent" or "elevated" threat.

DURATION

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

DETAILS

- This section provides more detail about the threat and what the public and sectors need to know.
- It may include specific information, if available, about the nature and credibility of the threat, including the critical infrastructure sector(s) or location(s) that may be affected.
- It includes as much information as can be released publicly about actions being taken or planned by authorities to ensure public safety, such as increased protective actions and what the public may expect to see.

AFFECTED AREAS

- This section includes visual depictions (such as maps or other graphics) showing the affected location(s), sector(s), or other illustrative detail about the threat itself.

HOW YOU CAN HELP

- This section provides information on ways the public can help authorities (e.g. camera phone pictures taken at the site of an explosion), and reinforces the importance of reporting suspicious activity.
- It may ask the public or certain sectors to be alert for a particular item, situation, person, activity or developing trend.

STAY PREPARED

- This section emphasizes the importance of the public planning and preparing for emergencies before they happen, including specific steps individuals, families and businesses can take to ready themselves and their communities.
- It provides additional preparedness information that may be relevant based on this threat.

STAY INFORMED

- This section notifies the public about where to get more information.
- It encourages citizens to stay informed about updates from local public safety and community leaders.
- It includes a link to the DHS NTAS website http://www.dhs.gov/alerts and http://twitter.com/NTASAlerts

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911

The National Terrorism Advisory System provides Americans with alert information on homeland security threats. It is distributed by the Department of Homeland Security. More information is available at: www.dhs.gov/alerts. To receive mobile updates: www.twitter.com/NTASAlerts

If You See Something Say Something™ used with permission of the NY Metropolitan Transportation Authority

Section XIII: Aviation Security Contingency Plans

1. Bomb Threat

Written Threat

If a bomb threat is received in writing it should be kept including any envelope or other container. Unnecessary handling must be avoided and every possible effort must be made to retain possible evidence such as fingerprints, hand writing, paper and postmarks.

Telephone Threat

The person receiving the call should not disconnect the caller and should try to find out the information required on the Bomb Threat Check List.

Report details immediately to the Fairfield County Sheriff.

BOMB THREAT CHECK LIST
QUESTIONS TO ASK

1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What Kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the Bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you?
11. What is your address?

EXACT WORDING OF THREAT:

ACTION

Report call immediately to:

Phone number:

CALLER'S VOICE

Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc.):
Speech (fast, slow, etc.):
Diction (clear, muffled):
Manner (calm, emotional, etc.):
Did you recognize the voice?
If so, who do you think it was?
Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises: House noises:
Aircraft:
Voices: Local call:
Music: Long distance:
Machinery: STD:
Other:

OTHER

Sex of caller:
Estimated age:

CALL TAKEN

Date: ...../...../..... Time:
Duration of call:
Number called:

RECIPIENT

Name (print):
Telephone number:
Signature:

REMEMBER KEEP CALM - DON'T HANG UP

BOMB THREAT

2. Suspicious Device/Bomb (Search and Localization)
    - Notify Emergency Responders – Call 911
    - Conduct a visual search – do not move or touch a suspicious device/bomb.
    - Without disturbing the suspicious device/bomb, mark the location by placing conspicuous items near it.
    - Do not turn off or turn on any lights after discovery of a suspicious device switch.
    - If in an enclosed area, leave door(s) open.
    - Do not use any cell phones, transmitters, etc in the vicinity of the suspicious device.
    - Evacuate the area.
    - Notify the TSA Airport Watch Hot-Line 866-427-3287 or 866-GA SECUR
    - Remain clear of Suspicious Device/Bomb and conduct visual search for possible second or more explosives devices.
    - Maintain awareness of individuals who have exhibit an abnormal level of interest in the activities of the Emergency Responders.

3. Air Piracy (Hijacking)
    - Notify Emergency Responders (911)
    - Without getting in harm's way, attempt to disable the aircraft intended to be used for the hijacking.
    - Without getting in harm's way, block the aircraft's movement with ground vehicles or other appropriate obstacles.
    - Notify the TSA Airport Watch Hot-Line 866-427-3287 or 866-GA SECUR

4. Civil Disturbances:
    - Notify Emergency Responders (911)
    - If encroachment of AOA is probable, lockdown all buildings and gates
    - Notify Columbus Air Traffic Control.
    - Issue Emergency NOTAM.
    - Notify the TSA Airport Watch Hot-Line 866-427-3287 or 866-GA SECUR

Fairfield County Airport Authority
Board Meeting, September 14, 2015

Engineer's Summary Report

1. Previous FAA grants

   -2111 FAA has not completed close-out package review.
   -2212 FAA still reviewing

2. FY 2014 Projects:

   Rehab T/H G & Rehab Apron B and C1
   Project complete. Close-Out Documentation being prepared.

3. FY 2015 Projects –Grant app submitted July 2 to FAA

   PAPI Rehab
   Contracts have been sent to Jess Howard Electric, awarded low bidder, for execution.

   Wildlife Assessment
   Contracts being prepared and sent to Jeremey for execution

   Terminal Improvements (ADA/roof)
   Committee met Aug 24 to discuss project, develop changes for rebidding. In general, ADA improvements recommended moving forward with following changes: deletion of south ramp installation, install sidewalk on east terminal side providing ADA access to north entrance doors. In addition, roof/mansard work has been deferred to future time. Plans have been revised. Architects estimated cost is $99,800.00.

4. FY 16 ODOT Aviation grant request - submissions in review and pending

5. Action Items: Approve rebid of Terminal ADA Improvements project

6. Other: none

CMT
Crawford, Murphy & Tilly

Fairfield County Airport
Terminal Accessibility Improvements
August 10, 2015

Historical Project Cost Estimate

$109,100	Budget Estimate used for scope and fee generation	2/6/2015
$122,440	Interim design cost estimate	5/1/2015
$110,607	Final Design ADA	5/9/2015
$ 57,367	Final Design Mansard	5/9/2015
$167,973	Total cost estimate @ final design	
$160,000	Project Estimate Released to Public at Bid	
$198,000	Robertson Construction Bid	7/24/2015
$99,802	Project redesign ADA Only	9/4/2015

DRAFT
SEP 10 2015

Fairfield County Airport

Probable Construction Costs
Terminal Accessibility Improvements

CSI Division	Description	Amount	Division Cost
Division 00 - Procurement and Contracting Requirements, No Associated Costs			
Division 01 - General Requirements			
	*** Dust Screen Materials	700.00	
	*** Disposal and Refuse Fees (up to 10 m.)	950.00	
	*** Cutting and Patching - Allowance	1,500.00	
			$ 3,150.00
Division 02 - Existing Conditions			
Demolition			
	*** 530 s.f. x $8.39 s.f.	4,447.00	
	Minimum Labor/Equipment Charge	687.00	
Concrete Cutting / Removal			
Janitor Closet Floor Removal	12 s.f. x $32.58 s.f.	391.00	
			$ 5,525.00
Division 03 - Concrete			
Concrete Slab Floor Replacement			
	12 s.f. x $12.15 s.f.	102.00	
Concrete Flat Work			
	*** 520 s.f. x $3.25 s.f.	1,690.00	
Handicap Access Ramp (4,000 psi, Railing Both Sides, 3 ft. wide, Includes Main Landing Only)			
	*** Eliminated	-	
			$ 1,792.00
Division 04 - Masonry, Refer to Division 03			
Division 05 - Metals, Refer to Division 03			
Division 06 - Wood, Plastics and Composites			
Wood Partition Framing: 2x4's 16 in. c.c. PT Wood Plate			
	*** 28 l.f. x $35.90 l.f.	10,088.00	
Opening Framing: Door Buck, Studs, Header			
	*** 4 x $100.00 / opening	400.00	
Miscellaneous Framing: Allowance		1,000.00	
			$ 11,488.00

** Revised 06/01/15 ***Revised 09/04/15
05/01/15

VPL Architects, Inc.

CSI Division		Description	Amount	Division Cost
Division 07 - Thermal and Moisture Protection				
Allowances				
		Interior Sealants and Caulking	250.00	
		Exterior Sealants and Caulking	350.00	
				$ 600.00
Division 08 - Openings				
Hollow Metal Door, Frame, and Hardware				
	***	3 - 3o7o Openings x $950.00/opening	2,850.00	
Electronic Door Openers: 12V Control Box, Motor, Actuator Paddle				
		2 - x $6,015.00 / opening	12,030.00	
				$ 14,880.00
Division 09 - Finishes				
1/2 in. WR Gypum Board, Level 4 Taped Finish				
		248 s.f. x $1.96 s.f.	486.00	
1/2 in. Cementitiuos Backerboard on Walls				
		744 s.f. x $3.16 s.f.	2,351.00	
Ceramic Tile, Walls:				
4x4, Thin Set		744 s.f. x $9.60 s.f.	7,143.00	
Bullnose Trim 4x4, Thin Set		***150 l.f. x $12.00 l.f.	1,800.00	
Sanitary Cove Base, Thin Set		***150 l.f. x $13.00 l.f.	1,950.00	
Ceramic Tile, Floor:				
4x4x1/2, Epoxy Grout	***	260 s.f. x $20.00 s.f.	5,200.00	
Susp. Acoustical Tile, 2x4x 5/8 with New Suspension System				
		260 s.f. x $4.35 s.f.	1,131.00	
Painting				
Existing 2-Coats		496 s.f. x $1.20 s.f.	595.00	
New 3-Coats		248 s.f. x $2.31 s.f.	573.00	
Doors and Frames		3 x $300.00 / opening	900.00	
Handrails	***	Eliminated	-	
				$ 22,129.00
Division 10 - Specialties				
Toilet Room Accessories - $450.00 Allowance / New Plumbing Fixture				
	***	5 Plumbing Fixtures	2,250.00	
Metal Toilet Partitions				
		2 HC Units at $1,688.00 / unit	3,376.00	
				$ 5,626.00

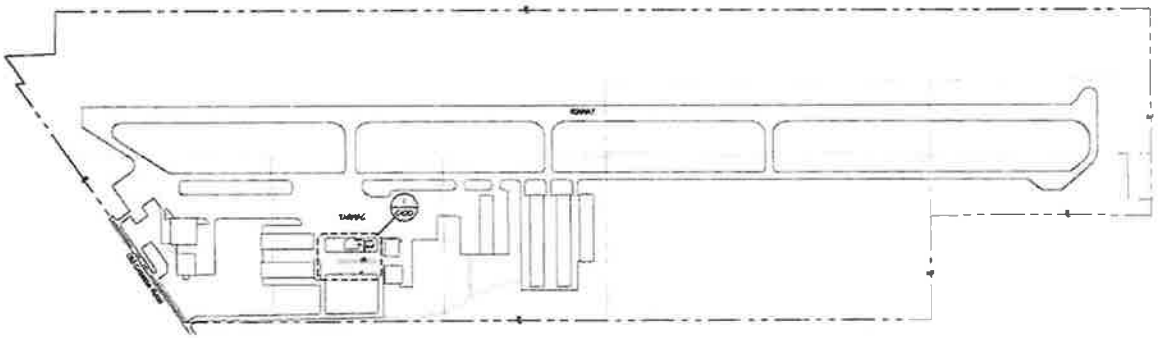
Division 11 - Equipment, No Requirements

Division 12 - Furnishings, No Requirements

** Revised 06/01/15 ***Revised 09/04/15

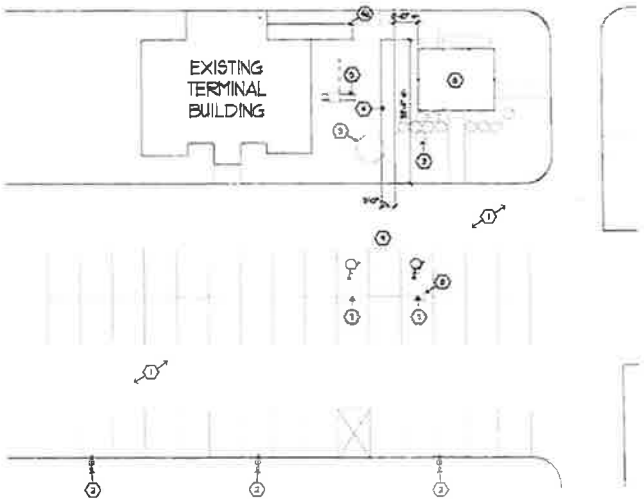
CSI Division		Description	Amount	Division Cost
Division 13 - Special Construction, No Requirements				
Division 14 - Conveying Equipment, No Requirements				
Division 21 - Fire Suppression, No Requirements				
Division 22 - Plumbing				
Allowance Per Fixture Type - Connected to Existing Hot and Cold Potable Water System				
New	***	1 - Lav. and Fauct. at $2000.00 ea.	2,000.00	
Replacement		1 - Lav. and Fauct. at $980.00 ea.	980.00	
Replacement	***	2 - WC's at $1,500.00 ea.	3,000.00	
Exist. Reused	**	1 - Mop Sink and Fauct. at $900.00 ea.	900.00	
New		1 - Bottle Water Disp. at $710.00 ea.	710.00	
				$ 7,590.00
Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)				
Branch Ductwork and Termination For New Exhaust System Work				
	***	Allowance for 2 Toilet Rooms	1,500.00	
				$ 1,500.00
Division 26 - Electrical				
Altered and New Lighting, Branch Wiring, Devices, Etc.				
Recepts. and Swithches	***	7 x $275.00 / device	1,925.00	
Light / Exh. Fan	***	2 x $550.00 / fixture	1,100.00	
Lighting - Recessed	***	4 x $350.00 / fixture	1,400.00	
Lighting - Wall	***	2 x $650.00 / fixture	1,300.00	
Door Operator	***	2 x $900.00 / door	1,800.00	
				$ 7,525.00
Division 27 - Communications, No Requirements				
Division 28 - Electronic Safety and Security, No Requirements				
Division 31 - Earthwork, Refer to Division 03				
Division 32 - Exterior Improvements				
Allowance for Reworking of Planting Beds, Plantings, Mulch, etc. due to New Ramp Work				
	***	Eliminated	-	
				$ -
Division 33 - Utilities, No Requirements				

Sub-Total:	$	81,805.00
General Contractor's General Conditions and Overhead (14%):	$	11,452.70
General Contractor's Profit (8%):	$	6,544.40
Grand Total Construction Costs:	$	99,802.10
Contingency (10%):	$	9,980.21



1 / C100 **SITE PLAN** 1" = 250'-0"

GRAPHIC SCALE 0 125 250 500



2 / C100 **ENLARGED SITE PLAN** 1" = 20'-0"

GRAPHIC SCALE 0 10 20 40

GENERAL NOTES

1. CONTRACTOR SHALL FIELD VERIFY ALL APPLICABLE EXISTING CONDITIONS PRIOR TO ESTABLISHING ANY WORK.

PLAN NOTES

1. EXISTING ASPHALT PAVED PARKING AREA, LOT MARKINGS, ETC. TO REMAIN UNLESS NOTED OTHERWISE.
2. EXISTING PARKING LOT LIGHTING TO REMAIN.
3. EXISTING TREES AND SHRUBS TO REMAIN.
4. NEW 4' W. 'P' CONCRETE SIDEWALK AS DIMENSIONED WITH 6 X 6 - W1.4 X W1.4 STEEL MESH REINFORCING ON 4 IN. MIN. COMPACTED GRANULAR FILL.
   a. NEW WALK, REFER TO NEW WORK PLAN.
5. EXISTING FLAGPOLE AND PEDESTAL TO REMAIN.
6. EXISTING PAVILION TO REMAIN. PROTECT AND MAINTAIN ALL EXISTING UNDERGROUND ELECTRICAL CONDUITS TO PAVILION FROM EXISTING TERMINAL BUILDING. FIELD VERIFY EXACT LOCATION.
7. NEW ACCESSIBLE ADA COMPLIANT PARKING SIGN ON POST, TYPICAL 2 REQUIRED. REFER TO SHEET #C600.
8. PRECAST CONCRETE WHEEL STOP ANCHORED TO EXISTING PAVEMENT PER MANUFACTURER, TYPICAL FOR 4.
9. PAINT NEW ACCESSIBLE ADA COMPLIANT PARKING LOT MARKINGS AND SYMBOLS THIS LOCATION. REMOVE EXISTING SIMILAR MARKINGS AND REPAINT.

Terminal Accessibility Improvements ~ Fairfield County Airport for:
Fairfield County Airport Authority
3430 Old Columbus Road
Carroll, Ohio 43112

VPL ARCHITECTS
426 EAST MAIN STREET
LANCASTER, OHIO 43130
phone: (740) 654-4048
facsimile: (740) 654-3009

COMMISSION No.
P1505

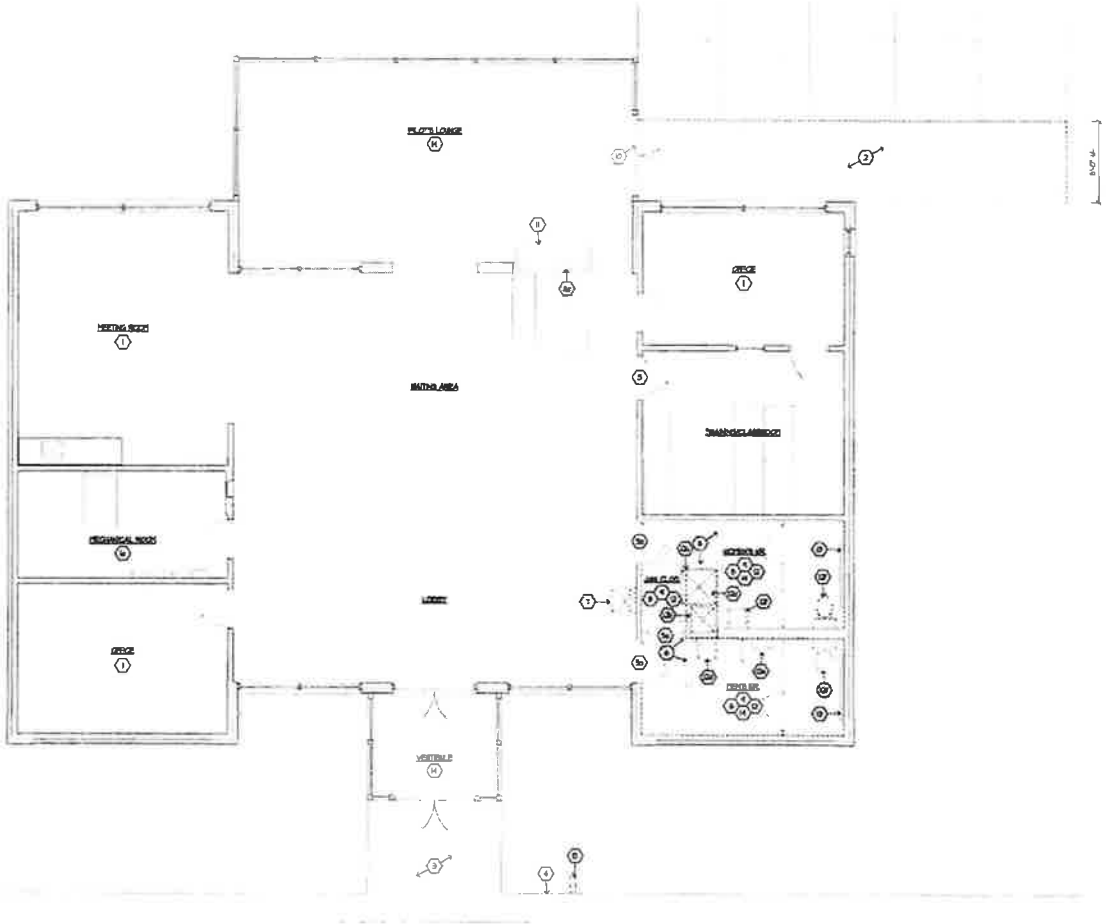
PROJECTS	No.	DATE

DRAWN BY: R.E.

NOT FOR CONSTRUCTION

SITE PLANS AND DETAILS

DRAWING NUMBER
C100



1 / A101 **DEMOLITION FLOOR PLAN** 1/4" = 1'-0"

GRAPHIC SCALE 0 2 4

GENERAL NOTES

1. CONTRACTORS SHALL FIELD VERIFY ALL APPLICABLE EXISTING CONDITIONS PRIOR TO BEGINNING ANY WORK.
2. VERIFY FIELD MEASUREMENTS AND EXISTING CONDITIONS THAT ARE AS SHOWN ON DRAWINGS.
   a. VERIFY THAT ABANDONED CONFORMING EQUIPMENT, ETC. SERVE ONLY ABANDONED FACILITIES.
3. DEMOLITION DRAWINGS ARE BASED ON CASUAL FIELD OBSERVATION AND IN SOME INSTANCES, EXISTING RECORD DRAWINGS. REPORT DISCREPANCIES TO THE OWNER'S REPRESENTATIVE BEFORE DISTURBING THE EXISTING INSTALLATION.
4. BY BEGINNING DEMOLITION, INSTALLER ACCEPTS EXISTING CONDITIONS AND WARRANTS THAT HE WILL MAINTAIN SERVICE TO EQUIPMENT AND ITEMS NOT SCHEDULED OR INDICATED FOR REMOVAL, AND THAT HE WILL RETURN TO THE OWNER ALL ITEMS AND SYSTEMS IN GOOD OPERATING CONDITION.

PLAN NOTES

1. NO CHANGES REQUIRED TO THIS ROOF/SURFACE BELOW NOTED OTHERWISE.
   a. REFER TO ELECTRICAL DRAWINGS FOR ELECTRIC WORK REQUIREMENTS THIS ROOF/SURFACE.
2. APPROXIMATE SECTION OF EXISTING CONCRETE WALK TO BE REMOVED FROM CONSTRUCTION JOINT TO CONSTRUCTION JOINT.
3. EXISTING SLOPING CONCRETE WALK AND ASPHALT RAMP TO REMAIN.
4. EDGE OF EXISTING ASPHALT PAVEMENT/OVERHEAD AREA, TYPICAL.
5. EXISTING DOOR, FRAME AND HARDWARE TO BE REMOVED. ENLARGE OPENING TO ACCEPT NEW DOOR ASSEMBLY PER DOOR SCHEDULE.
   a. EXISTING DOOR, FRAME AND HARDWARE REMOVED.
6. EXISTING WOOD FRAMED PARTITION ASSEMBLIES TO BE REMOVED.
7. EXISTING WATER COOLER TO BE REMOVED. PLUMBING CONTRACTOR (PC) TO CAP-OFF DOMESTIC WATER (DW) PIPING AND DRAIN, WASTE AND VENT (DWV) PIPING CONCEAL BEHIND PARTITION.
8. ALL EXISTING TOILET ROOM SPECIALTIES AND/OR ACCESSORIES (GRAB BARS, MIRRORS, DISPENSERS, PARTITIONS, ETC.) TO BE REMOVED.
9. ALL EXISTING ROOM FINISHES (FLOOR, SHEET VINYL, WALL CERAMIC TILE, BASE, CEILINGS, GYPSUM BOARD, ETC.) TO BE REMOVED TO EXPOSE SUBSTRATE. REMOVE AND SALVAGE FOR REUSE THE EXISTING BATT INSULATION ON CEILING TILE, FIRERATED WALLS, PARTITIONS AND FLOORS TO ACCEPT NEW FINISHES PER ROOM FINISH SCHEDULE.
10. EXISTING METAL THRESHOLD TO BE REMOVED. REFER TO DOOR SCHEDULE.
11. EXISTING PLASTIC LAMINATE COUNTERTOP TO BE REMOVED AND SALVAGED FOR REUSE.
    a. MODIFY TOP PORTION OF SUPPORTING PARTITIONS TO ACHIEVE FINISHED HEIGHT OF 34" IN A.F.F. FOR SALVAGED COUNTERTOP.
12. ALL EXISTING PLUMBING FIXTURES TO BE REMOVED. REFER TO PLUMBING PLANS.
    a. SHADED AREA OF EXISTING FLOOR SLAB TO BE REMOVED TO ALLOW ACCESS TO CONCEALED PLUMBING PIPE. TO REMOVE EXACT AREA OF FLOOR TO BE REMOVED TO CONTRACTOR.
    b. SALVAGE EXISTING HOT SINK FOR REUSE. CAP-OFF EXISTING DW AND DWV PIPING CONCEAL BELOW FLOOR AND/OR ABOVE CEILING. VENT PLUMBING PIPING.
    c. EXISTING SHOWER. CAP-OFF EXISTING DW AND DWV PIPING CONCEAL BELOW FLOOR AND/OR ABOVE CEILING.
    d. LAVATORY. CAP-OFF EXISTING DW AND DWV PIPING CONCEAL BELOW FLOOR & PARTITION AND/OR ABOVE CEILING.
    e. SERVICE SINK. CAP-OFF EXISTING DW AND DWV PIPING CONCEAL IN PARTITION AND/OR ABOVE CEILING.
    f. DW AND DWV PIPING TO BE SALVAGED FOR REUSE. TAG PLUMBING FIXTURE.
13. EXISTING HVAC BASEBOARD DIFFUSER TO BE REMOVED TO ALLOW ACCESS TO OWNER DEMOLISHED ITEMS. SALVAGE FOR REUSE. REFER TO SHEET A103 FOR MORE INFORMATION.
14. EXISTING ALUMINUM AND GLASS ENCLOSURE AT VESTIBULE AND PILOT'S LOUNGE TO REMAIN.
15. EXISTING FIRE ALARM CONTROL PANEL TO REMAIN.

Terminal Accessibility Improvements ~ Fairfield County Airport for:
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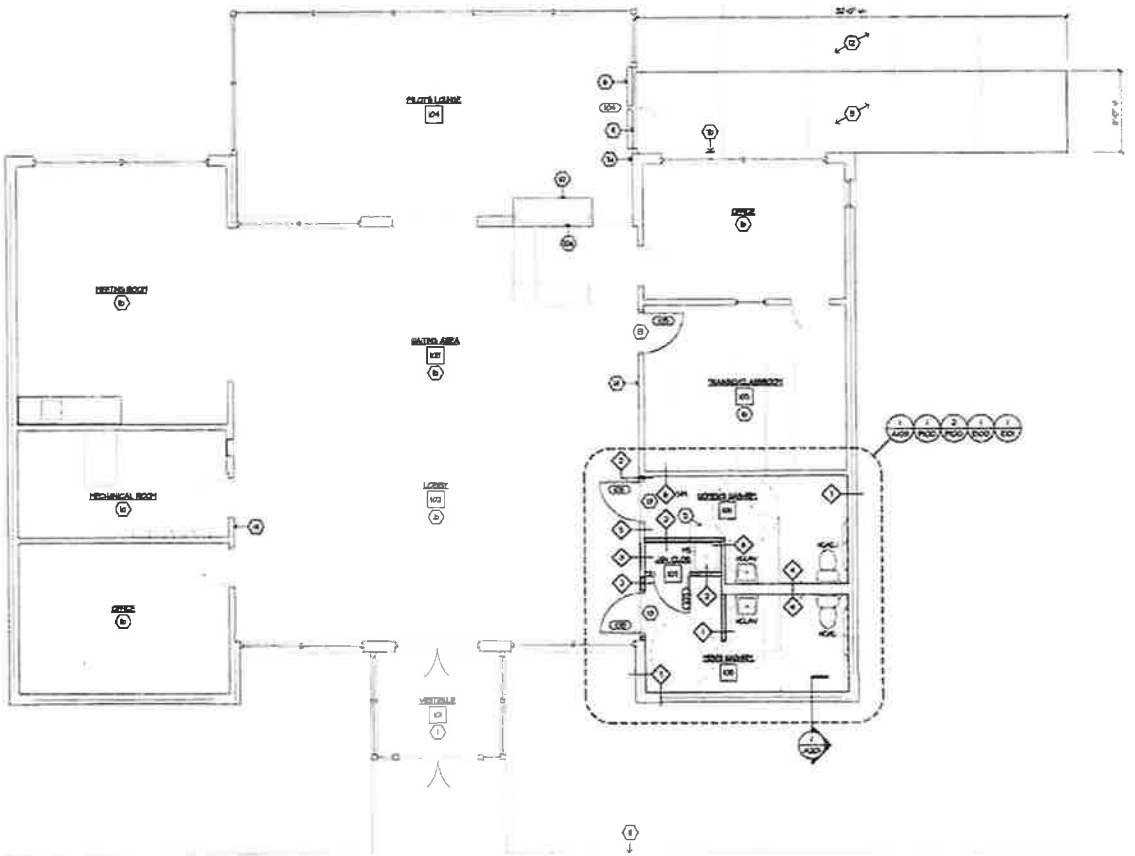
COMMISSION No.
P1505

ISSUE	MARK	DATE
PROGRESS	No. 1	2/20/09

NOT FOR CONSTRUCTION

DEMOLITION FLOOR PLAN

DRAWING NUMBER
A101



1 / A102 **NEW WORK PLAN** 1/4" = 1'-0"

GRAPHIC SCALE 0 1 2 4 8

GENERAL NOTES

1. DIMENSIONS SHOWN ARE FROM TO FINISH.
2. CONTRACTORS SHALL FIELD VERIFY ALL APPLICABLE EXISTING CONDITIONS PRIOR TO BEGINNING ANY WORK.
3. REFER TO PLANS INDICATED FOR ADDITIONAL WORK REQUIREMENTS.

PLAN NOTES

1. NO CHANGES REQUIRED THIS ROOM/SPACE UNLESS NOTED OTHERWISE.
   a. REFER TO ELECTRICAL DRAWINGS FOR ELECTRIC WORK REQUIRED THIS ROOM/SPACE.
   b. REPLACE ALL DAMAGED, STAINED, OR DETERIORATED ACOUSTICAL CEILING TILE THIS ROOM/SPACE; MATCH EXISTING IN EVERY RESPECT, MAINTAIN EXISTING BATT INSULATION.
2. NOT USED.
3. STEEL REINFORCED CAST-IN-PLACE CONCRETE WALK WITH SAWCUT JOINTS, TOOLED EDGES AND NON-SLIP BROOM FINISH.
4. NOT USED.
5. AREA OF EXISTING CONCRETE FLOOR REPAIR AS A MINIMUM, FIELD DETERMINE EXACT AREA OF WORK WITH NO ADDITIONAL EXPENSE TO THE OWNER.
6. NEW 120 V, AIRONATIC DOOR OPERATOR OR EXISTING ALUMINUM STOREFRONT DOOR AND FRAME ASSEMBLY, TYPICAL EACH DOOR.
7. NEW WIRELESS AIRONATIC DOOR OPERATOR ACTIVATOR MOUNTED ON WALL.
   a. INTERIOR ACTIVATOR.
   b. EXTERIOR RATED ACTUATOR.
8. NOT USED.
9. NEW METAL THRESHOLD; REFER TO SHEET A0200 FOR SPECIFIC REQUIREMENTS; SET THRESHOLD AT DOORS 106 AND 104 IN BED OF 100% SILICONE SEALANT; REFER TO DOOR SCHEDULE.
10. SECURE EXISTING COUNTERTOP TO MODIFIED KNEE WALL ASSEMBLY; MAXIMUM COUNTERTOP HEIGHT AT 34 IN. A.F.F., REFER TO SHEET A0200 FOR SPECIFIC REQUIREMENTS.
    a. REPAIR AND REFINISH ALL SIDES OF KNEE WALL ASSEMBLY.
11. EDGE OF EXISTING ASPHALT PAVING AT PARKING AREA.
12. EXISTING CONCRETE WALK TO REMAIN.
13. NEW WOOD HEADER: (2) 2x12 SOUTHERN YELLOW PINE No. 1/No. 2 WITH 1/2 IN. PLYWOOD BETWEEN, GLUE AND NAIL TOGETHER; MINIMUM BEARING LENGTH AT EACH END OF NEW HEADER TO BE 1 1/2 IN.
14. EXISTING INTERIOR LOAD-BEARING WALL TO REMAIN UNLESS NOTED OTHERWISE.

WALL SYMBOL LEGEND

EXISTING INTERIOR WALL ASSEMBLY

NEW INTERIOR PARTITION ASSEMBLY

EXISTING EXTERIOR WALL ASSEMBLY

WALL LEGEND (THIS PLAN)

MARK	DESCRIPTION	NOTES
1	NEW 3x4 INCH WOOD STUDS AT 16 IN. O.C. NON-LOAD-BEARING PARTITION, COVER BOTH SIDES WITH 1/2 IN. TH. TILE BACKING BOARD TO 60 IN. A.F.F., AND 5/8 IN. TH. GYPSUM BOARD FROM 60 IN. A.F.F. TO STRUCTURE ABOVE	SEE ROOM FINISH SCHEDULE
2	NEW 2x4 INCH WOOD STUDS AT 16 IN. O.C. LOAD- BEARING PARTITION, COVER ONE SIDE WITH 1/2 IN. TH. TILE BACKING BOARD TO 60 IN. A.F.F., AND 5/8 IN. TH. GYPSUM BOARD FROM 60 IN. A.F.F. TO STRUCTURE ABOVE; COVER OPPOSITE SIDE WITH 5/8 IN. TH. GYPSUM BOARD; SEE 5/8 IN. TH. MOISTURE RESISTANT GYPSUM BOARD IN JAN. CLOS.	SEE ROOM FINISH SCHEDULE
3	EXISTING INTERIOR WOOD FRAMED LOAD-BEARING PARTITION EXISTING FINISHED ON ONE SIDE, COVER OPPOSITE SIDE WITH 5/8 IN. TH. MOISTURE RESISTANT GYPSUM BOARD	SEE ROOM FINISH SCHEDULE
4	EXISTING INTERIOR WOOD FRAMED NON-LOAD-BEARING CANOPY WALL; EXISTING EXPOSED FRAMING ON ONE SIDE, COVER OPPOSITE SIDE WITH 1/2 IN. TH. TILE BACKING BOARD TO 60 IN. A.F.F., AND 5/8 IN. TH. GYPSUM BOARD FROM 60 IN. A.F.F TO BOTTOM OF STRUCTURE	MAINTAIN BOARD ATTENUATION BATT BAFFLE; SEE ROOM FINISH SCHEDULE
5	EXISTING INTERIOR WOOD FRAMED LOAD-BEARING PARTITION, EXISTING FINISHED TO REMAIN ONE SIDE, COVER OPPOSITE SIDE WITH 1/2 IN. TH. TILE BACKING BOARD TO 60 IN. A.F.F. AND 5/8 IN. TH. GYPSUM BOARD FROM 60 IN. A.F.F TO BOTTOM OF STRUCTURE	SEE ROOM FINISH SCHEDULE
6	EXISTING WOOD FRAMED NON-LOAD-BEARING PARTITION, COVER JAN. CLOS. SIDE WITH 5/8 IN. TH. MOISTURE RESISTANT GYPSUM BOARD; COVER OPPOSITE SIDE WITH 1/2 IN. TH. TILE BACKING BOARD TO 60 IN. A.F.F., AND 5/8 IN. TH. GYPSUM BOARD FROM 60 IN. A.F.F TO BOTTOM OF STRUCTURE	MAINTAIN BAFFLE; SEE ROOM FINISH SCHEDULE
7	EXISTING WOOD FRAMED LOAD-BEARING EXTERIOR WALL; EXISTING EXTERIOR FINISHED TO REMAIN ON ONE SIDE, REMOVE AND REPLACE AT DAMAGED OR DETERIORATED INSULATION AND MOISTURE BARRIER; COVER OPPOSITE SIDE WITH 1/2 IN. TH. TILE BACKING BOARD TO 60 IN. A.F.F. AND 5/8 IN. TH. GYPSUM BOARD FROM 60 IN. A.F.F TO BOTTOM OF STRUCTURE	SEE ROOM FINISH SCHEDULE

Terminal Accessibility Improvements ~ Fairfield County Airport for:
Fairfield County Airport Authority
3430 Old Columbus Road
Carroll, Ohio 43112

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COMMISSION No P1505

DATE	MARK	ITEM
PROJECTED	No. 1	ADDENDA

DRAWN BY: DHC

NOT FOR CONSTRUCTION

NEW WORK FLOOR PLAN

DRAWING NAME A102

DOOR SCHEDULE

DOOR NUMBER	DOOR TYPE	DOOR SIZE	DOOR THICKNESS	DOOR CORE	DOOR FINISH	WALL CONSTRUCTION	WALL THICKNESS	FRAME TYPE	FRAME FINISH	FIRE RESISTANCE RATING	GLASS TYPE	HARDWARE GROUP	SCHEDULE NOTES
102	S.PL	2'-8"X7'-0"	1"	E	E	E	E	4 3/4"	F		S.SH	1	
103	F.WD	3068	1 3/4"	SC	WD	HD	4 3/4"	FWD	F			3	
104	F.WD	3068	1 3/4"	SC	WD	HD	4 3/4"	FWD	F			4	
107	F.WD	2868	1 3/4"	SC	WD	HD	4 3/4"	FWD	F			4	
108	F.WD	3068	1 3/4"	SC	WD	HD	4 3/4"	FWD	F			3	2, 3

ABBREVIATIONS

AL	- ALUMINUM	HD	- HEAVY DUTY	SC	- SOLID CORE
CON	- CONCRETE	HM	- HOLLOW METAL	SG	- SAFETY GLAZED
E	- EXISTING	I	- INSULATED / INS	SS	- SEALED AND SEALED
EH	- EMBOSSED PANEL	IC	- INSULATED CORE	SW	- SOLID WOOD
F	- FLUSH	MS	- METAL STUD	VP	- VISION PANEL
FF	- FACTORY FINISHED	MU	- MASONRY UNIT	T	- TRANSOM PANEL
FP	- FACTORY PRIMED	P	- PAINTED	WD	- WOOD
FVP	- FULL VIEW VISION PANEL	PR	- PAIR	WS	- WOOD STUD
HCC	- HONEY COMB CORE	PWD	- PRE-WIRED WOOD	6P	- 6 PANEL

GENERAL NOTES

1. TEMP. = 3 ft. 0 inches WIDE BY 6 ft. 8 inches HIGH

SCHEDULE NOTES

1. SET NEW THRESHOLD IN FULL BED OF DOOR SILICONE SEALANT IN ACCORDANCE WITH PHASE PLANNING.
2. PREPARE WOOD FRAME, WOOD STOPS AND WOOD CASING PAINTED.
3. NEW DOOR STAIN FINISH TO MATCH EXISTING IN EVERY RESPECT.
4. UNDER-CUT DOOR 3/4 IN. A.F.F.

HARDWARE GROUP

1. EXISTING HINGES, PUSHPULL HARDWARE AND CLOSER, NEW AUTOMATIC DOOR OPERATOR WITH INTERIOR AND EXTERIOR ACTIVATORS, NEW METAL THRESHOLD, NEW WEATHERSTRIPPING AT BOTTOM OF EACH DOOR.
2. GRADE 2, 1-1/2 PR HD HINGES, ECCHARD AUTO LEVER OFFICE LOCK (PASS PRIVACY), DOOR STOP.
3. GRADE 2, 1-1/2 PR HD HINGES, ECCHARD ANTI PUSH / PULL PLATE AND HANDLE, KICK PLATE EACH SIDE, CLOSER WITH OVERHEAD STOP.
4. GRADE 2, 1-1/2 PR HD HINGES, ECCHARD WITH LEVER STOREROOM LOCK (FOB).

1 WD

DOOR ELEVATION

NOT-TO-SCALE

FWD

FRAME ELEVATION

NOT-TO-SCALE

ROOM FINISH SCHEDULE

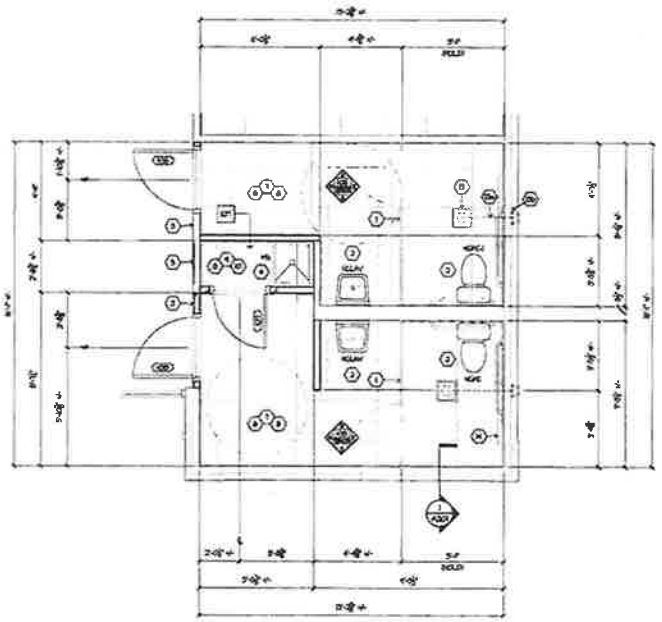
ROOM NUMBER	ROOM NAME	FLOOR MATERIAL	BASE MATERIAL	WALL MATERIAL NORTH	WALL MATERIAL SOUTH	WALL MATERIAL EAST	WALL MATERIAL WEST	CEILING MATERIAL	CEILING HEIGHT	SCHEDULE NOTES
101	VESTIBULE	E.CPT	E.VB	E.AL.SG	E.AL.SG	E.AL.SG	E.AL.SG	E.AL.SG	VAR	
102	LOBBY	E.CPT	E.VB	E.GB	E.GB	E.GB / E.MW	E.GB	E.SAT	8'-0"	
103	WAITING AREA	E.CPT	E.VB	E.GB	E.GB	E.GB / E.MW	E.GB	E.SAT	8'-0"	
104	PILOTS LOUNGE	E.CPT	E.VB	E.GB	E.GB	E.GB	E.GB	E.SAT	8'-0"	
105	TRAINING/LOUNGE	E.CPT	E.VB	E.GB	E.GB	E.GB	E.GB / MW	E.SAT	8'-0"	
106	MEN'S WASHROOM	CT	E.CT.GB	MW / CT	MW / CT	MW / CT	MW / CT	SAT	8'-0"	
107	JANITOR'S CLOSET	VCT	E.VCB	MW	MW	MW	MW	SAT	8'-0"	
108	MEN'S WASHROOM	CT	E.CT.GB	MW / CT	MW / CT	MW / CT	MW / CT	SAT	8'-0"	

SCHEDULE NOTES

1. EXISTING GYPSUM BOARD: PAINT ONE (1) FINISH COAT CORNER TO CORNER, TOP OF BASE TO UNDERSIDE OF PAINTED CEILING.
2. NEW GYPSUM BOARD: PAINT ONE (1) COAT PRIMER, PAINT TWO (2) FINISH COATS.
3. REPLACE ALL STAINED, STAINED, OR DETERIORATED ACOUSTICAL CEILING TILE, MATCH EXISTING IN EVERY RESPECT.
4. PAINT MODIFIED PARTITIONS AT LOWERED CEILING HEIGHTS.
5. INSTALL NON-SLIP GUM CARPET STRIP AT DOOR THRESHOLD SEAMED TO EACH SIDE OF EXISTING CARPET.
6. CERAMIC TILE WAINSCOT WITH 6 IN. H. SANITARY COVED BASE AND BULLNOSE CAP TRIM ASSEMBLY AT 80 IN. A.F.F.
7. PROVIDE METAL FLOOR EDGE TRANSITION STRIP AT DOOR THRESHOLD MEETING ECCHARD AUTO REQUIREMENTS.
8. MAINTAIN BOARD ATTENUATION BATT AT PARTITIONS SCHEDULED TO REMAIN.
9. INSTALL FRP. AROUND MOP SINK.

ABBREVIATIONS

CMU	- CONCRETE MASONRY UNIT	PL	- PLASTER	VB	- VINYL BASE
CON	- CONCRETE	QT	- QUARRY TILE	VCB	- VINYL COVED BASE
CPT	- CARPET	SAT	- SUSPENDED ACOUSTICAL TILE	VCT	- VINYL COMPOSITION TILE
CB	- COVED BASE	SHT	- SHEET VINYL	VST	- VINYL STAIR TREAD
CT	- CERAMIC TILE	STS	- STEEL SUPPORT	VT	- VINYL TILE
E	- EXISTING	STR	- STRUCTURE	4	- 4 INCHES HIGH
GB	- GYPSUM BOARD	T	- TILE	6	- 6 INCHES HIGH
P	- PAINTED	VAR	- VARIES		

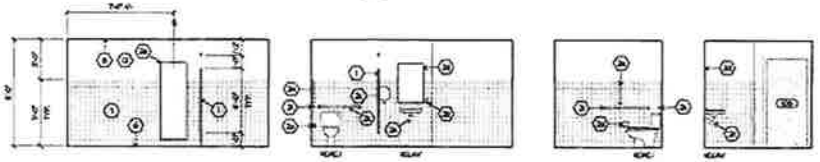


1 / A103

ENLARGED FLOOR PLAN

3/8" = 1'-0"

GRAPHIC SCALE 0 1 2 3



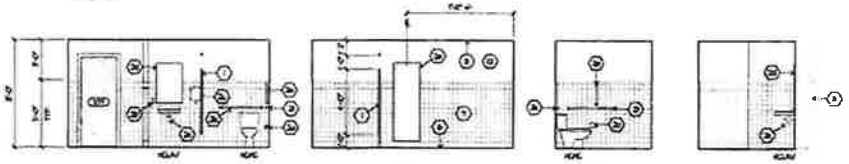
North South East West

INTERIOR ELEVATIONS - ROOM 106

2 / A103

1/4" = 1'-0"

GRAPHIC SCALE 0 2 4 8



North South East West

INTERIOR ELEVATIONS - ROOM 108

3 / A103

1/4" = 1'-0"

GRAPHIC SCALE 0 2 4 8

GENERAL NOTES

1. DIMENSIONS SHOWN ARE FACE OF FINISH TO FACE OF FINISH.
2. CONTRACTORS SHALL FIELD VERIFY ALL APPLICABLE EXISTING CONDITIONS PRIOR TO BEGINNING ANY WORK.
3. REFER TO PLANES INDICATED FOR ADDITIONAL WORK REQUIREMENTS.
4. WASHROOM ACCESSORIES NOTED BUT NOT DEPICTED ON PLANS / ELEVATIONS WILL BE FIELD LOCATED BY ARCHITECT AND / OR OWNER.
5. ALL MIRRORS TO BE MOUNTED ON TILE BACKER BOARD / GYPSUM BOARD UNLESS NOTED OTHERWISE.

PLAN / ELEVATION NOTES

1. NEW PRE-FABRICATED AND FINISHED METAL TOILET COMPARTMENT PARTITIONS, FINISH STAINLESS STEEL, WALL, FLOOR AND CEILING MOUNTED COMPONENTS, FINISH STAINLESS STEEL BRACKETS, HEAVIER GAUGE, COVED SHOE BASE, DOOR, PANEL, ETC., REFER TO SHEET A000 FOR ADDITIONAL REQUIREMENTS.
2. NEW WASHROOM ACCESSORIES / SURFACE MOUNTED UNLESS NOTED OTHERWISE, PROVIDE SOLID 2x WOOD BLOCKING EACH ACCESSORY FOR MANUFACTURER, REFER TO SHEET A000 FOR MOUNTING LOCATIONS, HEIGHTS AND ADDITIONAL REQUIREMENTS, PURNISH THE FOLLOWING FOR EACH WASHROOM UNLESS NOTED OTHERWISE:
   a. TOILET TISSUE HOLDER.
   b. SOAP DISPENSER.
   c. TOWEL DISPENSER.
   d. FRAMED MIRROR 24 IN. X 36 IN. CENTER OVER LAVATORY.
   e. FRAMED DRESSER MIRROR 24 IN. X 30 IN. AS DIMENSIONED.
   f. SEAT COVER DISPENSER.
   g. PAPER HOOK, ROOM 106.
   h. COAT HOOK - 1 EACH ON 6 IN. X 6 IN. X 3/4 IN. TH. PLASTIC-LAMINATED BACKING BOARD.
   i. SANITARY NAPKIN DISPENSER, ROOM 106.
   k. GRAB BAR, HORIZONTAL, 36 IN. LONG X 1 1/2 IN. DIA., PEENED.
   l. GRAB BAR, HORIZONTAL, 42 IN. LONG X 1 1/2 IN. DIA., PEENED.
   m. GRAB BAR, VERTICAL, 24 IN. LONG X 1 1/2 IN. DIA., PEENED.
   n. BADER LAVATORY PROTECTION COVER OVER EXPOSED PIPING.
3. NEW WASHROOM SIGNAGE: REFER TO SHEET A000 FOR SPECIFIC REQUIREMENTS AND MOUNTING INFORMATION.
4. PERMIT WALL MOUNTED MOP HOOK BRACKET AT JANITOR CLOSET, SECURE WITH SOLID 2x WOOD BLOCKING.
5. GYPSUM BOARD REPAIR, REPLACEMENT AND REFINISH AT REMOVED WATER COOLER LOCATION, MATCH TYPE AND THICKNESS OF EXISTING GYPSUM BOARD.
6. CERAMIC TILE FLOOR COVERING AND TRIM, TYPICAL.
7. CERAMIC TILE WALL COVERING, TRIM, AND 6 IN. H. SANITARY COVED BASE ON DEMOLITIONED TILE BACKER BOARD.
8. ACOUSTICAL TILE SUSPENDED CEILING SYSTEM, INSTALL SALVAGED EXISTING THERMAL BATT INSULATION, TYPICAL.
9. VINYL COMPOSITION TILE FLOOR COVERING.
10. PAINTED GYPSUM BOARD WALLS WITH 6 IN. H. COVED VINYL/RUBBER BASE.
11. DASHED LINE OF DOOR (ex. 108) WALL BEYOND.
12. PAINTED GYPSUM BOARD WALLS, TYPICAL.
13. NEW EXHAUST FANS FURNISHED AND INSTALLED BY ELECTRICAL CONTRACTOR. FOR THE INTERIOR, CONTRACTOR SHALL PATCH, PREPARE AND INSTALL THE FOLLOWING, TYPICAL:
   a. EXHAUST FAN GRILL ASSEMBLY TO INCLUDE INSULATED METAL DUCT, FLASHING AND COUNTER FLASHING, WEATHERPROOF TERMINATION CAP WITH BACKDRAFT DAMPER, SEALANTS, ETC.
14. MC SHALL PREPARE THE EXISTING METAL BASEBOARD HVAC SYSTEMS AIR DEVICE FOR NEW PAINT AND REINSTALL, TYPICAL FOR ROOMS 105 AND 108.

WALL SYMBOL LEGEND

- EXISTING INTERIOR WALL ASSEMBLY
- NEW INTERIOR PARTITION ASSEMBLY
- EXISTING EXTERIOR WALL ASSEMBLY

Terminal Accessibility Improvements ~ Fairfield County Airport for:
Fairfield County Airport Authority
1430 Old Columbus Road
Carroll, Ohio 43112

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COMMISSION No.
P1505

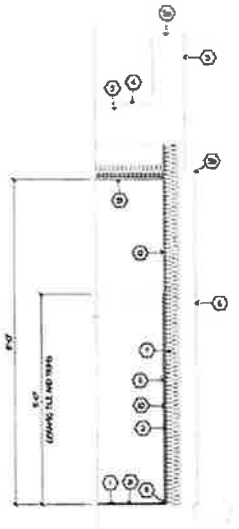
ISSUE	MEMO	DATE
PRELIMINARY	No. 1	12/2020

DRAWN BY: JHC

NOT FOR CONSTRUCTION

ENLARGED FLOOR PLAN, SCHEDULES, AND INTERIOR ELEVATIONS

DRAWING NUMBER
A103



1 / A201 **TYPICAL WALL SECTION**
2/4" = 1'-0"
AS-BUILT EXTERIOR WALL WITH NEW FINISHES SHOWN

GRAPHIC SCALE
0 1 2 3

GENERAL NOTES

1. CONTRACTORS SHALL FIELD VERIFY ALL APPLICABLE EXISTING CONDITIONS PRIOR TO BEGINNING ANY WORK.
2. REFER TO FLOOR PLAN DRAWINGS, EXTERIOR ELEVATION DRAWINGS, AND ELECTRICAL DRAWINGS FOR MORE INFORMATION.

WALL SECTION NOTES

1. EXISTING CONCRETE SLAB FLOOR, PREPARE SURFACE FOR NEW FLOOR COVERING. REFER TO ROOM FINISH SCHEDULE.
2. FACE OF EXISTING WOOD FRAMED EXTERIOR WALL. PREPARE FACES OF STUDS FOR NEW WALL COVERING. REFER TO ROOM FINISH SCHEDULE.
3. EXISTING ROOF STRUCTURE TO REMAIN.
4. EXISTING MEMBRANE ROOF FINISH AND EXISTING TAPERED ROOF INSULATION.
5. EXISTING METAL CLAD WINDOW/SPANDREL.
   a. EXISTING METAL COPING FLASH.
   b. EXISTING METAL CAP FLASHING OVER EXISTING WOOD PLATE ON EXISTING FACE BRICK.
6. EXISTING FACE BRICK EXTERIOR FINISH TO REMAIN.
7. INTERIOR EXISTING STUD CAVITIES FOR MISSING, DAMAGED OR DETERIORATED INSULATION AND MOISTURE BARRIER; REPLACE AS NEEDED OR AS DIRECTED BY OWNER.
8. NON-SLIP CERAMIC TILE FLOOR FINISHING, GROUTED.
9. 6 IN. H. THERMOPLASTIC COVED CERAMIC TILE BASE, GROUTED.
10. 1/2 IN. TH. GYPSUM TILE BACKER BOARD AS SPECIFIED.
11. CERAMIC TILE AND CERAMIC TILE TRIM AS SPECIFIED.
12. 1/2 IN. TH. GYPSUM BOARD, PAINTED.
13. 24 IN. x 48 IN. x 5/8 IN. TH. ACOUSTICAL TILE CEILING AND FACTORY FORMED AND FINISHED METAL "T" SUSPENSION SYSTEM CEILING ASSEMBLY.

Terminal Accessibility Improvements ~ Fairfield County Airport for:
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COMMISSION No.
P1505

ISSUE	NAME	DATE
PROGRESS	No. 1	12/6/2019

NOT FOR CONSTRUCTION

WALL SECTION AND DETAILS

A201

CONTRACT AGREEMENT

Fairfield County Airport

AIP Project # TBD

September 14, 2015

THIS AGREEMENT, made as of {~~Insert Effective Date Of Agreement~~} is

BY AND BETWEEN

the OWNER:	Fairfield County Airport Authority, Ohio
and the CONTRACTOR:	*Jess Howard Electric Co* 6630 Taylor Rd Blacklick, OH 43004

WITNESSETH:

WHEREAS it is the intent of the Owner to make improvements at Fairfield County Airport, Lancaster, Ohio, generally described as follows;

REHABILITATE VGSI (PAPI)

hereinafter referred to as the Project.

NOW THEREFORE in consideration of the mutual covenants hereinafter set forth, OWNER and CONTRACTOR agree as follows:

Article 1 – Work

It is hereby mutually agreed that for and in consideration of the payments as provided for herein to the CONTRACTOR by the OWNER, CONTRACTOR shall faithfully furnish all necessary labor, equipment, and material and shall fully perform all necessary work to complete the Project in strict accordance with this Contract Agreement and the Contract Documents.

Article 2 – Contract Documents

CONTRACTOR agrees that the Contract Documents consist of the following: this Agreement, General Provisions, Supplementary Provisions, Specifications, Drawings, all issued addenda, Notice-to-Bidders, Instructions-to-Bidders, Proposal and associated attachments, Performance Bond, Payment Bond, Wage Rate Determination, Insurance certificates, documents incorporated by reference, documents incorporated by attachment, and all OWNER authorized change orders issued subsequent to the date of this agreement. All documents comprising the Contract Documents are complementary to one another and together establish the complete terms, conditions and obligations of the CONTRACTOR. All said Contract Documents are incorporated by reference into the Contract Agreement as if fully rewritten herein or attached thereto.

Article 3 – Contract Price
In consideration of the faithful performance and completion of the Work by the CONTRACTOR in accordance with the Contract Documents, OWNER shall pay the CONTRACTOR an amount equal to:

$ 132,934.00

(Amount in Numerals)

One hundred thirty two thousand nine hundred thirty four dollars

(Amount in Written Words)

subject to the following;

a. Said amount is based on the schedule of prices and estimated quantities stated in CONTRACTOR'S Bid Proposal, which is attached to and made a part of this Agreement;
b. Said amount is the aggregate sum of the result of the CONTRACTOR'S stated unit prices multiplied by the associated estimated quantities;
c. CONTRACTOR and OWNER agree that said estimated quantities are not guaranteed and that the determination of actual quantities is to be made by the OWNER'S ENGINEER;
d. Said amount is subject to modification for additions and deductions as provided for within the Contract General Provisions.

Article 4 – Payment

Upon the completion of the work and its acceptance by the OWNER, all sums due the CONTRACTOR by reason of faithful performance of the work, taking into consideration additions to or deductions from the Contract price by reason of alterations or modifications of the original Contract or by reason of "Extra Work" authorized under this Contract, will be paid to the CONTRACTOR by the OWNER after said completion and acceptance.

The acceptance of final payment by the CONTRACTOR shall be considered as a release in full of all claims against the OWNER, arising out of, or by reason of, the work completed and materials furnished under this Contract.

OWNER shall make progress payments to the CONTRACTOR in accordance with the terms set forth in the General Provisions. Progress payments shall be based on estimates prepared by the ENGINEER for the value of work performed and materials completed in place in accordance with the Contract Drawings and Specifications.

Progress payments are subject to retainage requirements as set forth in the General Provisions.

Article 5 – Contract Time

The CONTRACTOR agrees to commence work within ten (10) calendar days of the date specified in the OWNER'S Notice-to-Proceed. CONTRACTOR further agrees to complete said work within ***120 Calendar Days*** of the commencement date stated within the Notice-to-Proceed with phasing as detailed in the Plan Sheets.

It is expressly understood and agreed that the stated Contract Time is reasonable for the completion of the Work, taking all factors into consideration. Furthermore, extensions of the Contract Time may only be permitted by execution of a formal modification to this Contract Agreement in accordance with the General Provisions and as approved by the OWNER.

Article 6 – Liquidated Damages

The CONTRACTOR and OWNER understand and agree that time is of essence for completion of the Work and that the OWNER will suffer additional expense and financial loss if said Work is not completed within the authorized Contract Time. Furthermore, the CONTRACTOR and OWNER recognize and understand the difficulty, delay, and expense in establishing the exact amount of actual financial loss and additional expense. Accordingly, in place of requiring such proof, the CONTRACTOR expressly agrees to pay the OWNER as liquidated damages the non-penal sum of **$200.00** per day for each calendar day required in excess of the authorized Contract Time.

Furthermore, the CONTRACTOR understands and agrees that;

a. the OWNER has the right to deduct from any moneys due the CONTRACTOR, the amount of said liquidated damages;
b. the OWNER has the right to recover the amount of said liquidated damages from the CONTRACTOR, SURETY or both.

Article 7 – CONTRACTOR'S Representations

The CONTRACTOR understands and agrees that all representations made by the CONTRACTOR within the Proposal shall apply under this Agreement as if fully rewritten herein.

Article 8 – CONTRACTOR'S Certifications

The CONTRACTOR understands and agrees that all certifications made by the CONTRACTOR within the Proposal shall apply under this Agreement as if fully rewritten herein. The CONTRACTOR further certifies the following;

- Certification of Eligibility (29 CFR Part 5.5)
  i. By Entering into this contract, the CONTRACTOR certifies that neither he or she nor any person or firm who has an interest in the CONTRACTOR'S firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
  ii. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
  iii. The penalty for making false statements is prescribed in the U.S. Criminal Code 18 U.S.C.

- Certification of Non-Segregated Facilities (41 CFR Part 60-1.8)
  The federally-assisted construction CONTRACTOR, certifies that it does not maintain or provide, for its employees, any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The BIDDER certifies that it will not maintain or provide, for its employees, segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity Clause, which is to be incorporated in the contract.

  As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The Bidder agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that it will retain such certifications in its files.

Article 9 – Miscellaneous

a. CONTRACTOR understands that it shall be solely responsible for the means, methods, techniques, sequences and procedures of construction in connection with completion of the Work;

b. CONTRACTOR understands and agrees that it shall not accomplish any work or furnish any materials that are not covered or authorized by the Contract Documents unless authorized in writing by the OWNER or ENGINEER;

c. The rights of each party under this Agreement shall not be assigned or transferred to any other person, entity, firm or corporation without prior written consent of both parties;

d. OWNER and CONTRACTOR each bind itself, their partners, successors, assigns and legal representatives to the other party in respect to all covenants, agreements, and obligations contained in the Contract Documents.

Article 10 – OWNER'S Representative

The OWNER'S Representative, herein referred to as ENGINEER, is defined as follows:

Crawford, Murphy & Tilly, Inc.
8101 N High Street, Suite 150
Columbus, Ohio 43235

Said ENGINEER will act as the OWNER'S representative and shall assume all rights and authority assigned to the ENGINEER as stated within the Contract Documents in connection with the completion of the Project Work.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have executed three (3) copies of this Agreement on the day and year first noted herein.

OWNER

Name: Fairfield Co Airport Authority

Address: 3430 Old Colsrd NW
Carroll OH 43112

By: X
Signature

President of Board
Title of Representative

ATTEST

By: Teri A. Kusley
Signature

Secretary / Clerk
Title

CONTRACTOR

Name: JESS HOWARD Electric

Address: 6630 TAYLOR ROAD
BLACKLICK OH 43004

By: Melvin C. Haywood VP
Signature

Vice-President
Title of Representative

ATTEST

By: Mary A. Spangler
Signature

Secretary
Title

PERFORMANCE BOND

Bond Number
82390885

PRINCIPAL *(Legal Name and Business Address)*		
Jess Howard Electric Co. 6630 Taylor Road Blacklick, OH 43004		
SURETY *(Legal Name and Business Address)* Federal Insurance Company 15 Mountain View Road Warren, NJ 07059	STATE OF INCORPORATION Indiana	
PENAL SUM OF BOND *(Expressed in words and numerals)* One Hundred Thirty Two Thousand Nine Hundred Thirty Four 00/100 $132,934.00	CONTRACT NO.	CONTRACT DATE

OBLIGATION

KNOW ALL PERSONS BY THESE PRESENTS, that the above named PRINCIPAL, hereinafter referred to and called CONTRACTOR, and the above named SURETY hereby bind themselves unto the County of Fairfield , Ohio, as OBLIGEE, hereinafter referred to and called OWNER, in the penal sum stated above, in lawful money of the United States of America to be paid to OWNER. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,
CONTRACTOR has entered into the written contract agreement identified hereinabove with the OWNER for the following project:

Project Name: Rehabilitate VGSI (PAPI)

Project Location: Fairfield County Airport, Lancaster, Ohio

which said contract and associated contract documents, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the Contract.

CONDITION
NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly and faithfully perform all undertakings, covenants, terms, conditions and agreements of the Contract during the original term of the Contract and any extensions thereof that are granted by the OWNER, with or without notice to the SURETY, and during the period of any guarantee or warranties required under the Contract, and if CONTRACTOR shall perform and fulfill all undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of the Contract that hereafter are made, then this obligation shall be void; otherwise it shall remain in full force and effect subject to the following additional conditions:

1. SURETY, for value received, hereby stipulates and agrees that no change, extension of time, modification, omission, addition or change in or to the Contract, or the work performed thereunder or the specifications accompanying the same, shall in any way affect the SURETY'S obligation on this bond; and SURETY hereby agrees to waive notice of any and all such extensions, modifications, omissions, alterations, and additions to the terms of the Contract, work or specifications.
2. Whenever CONTRACTOR shall be and declared by the OWNER to be in default under the Contract, the Surety shall promptly and at the SURETY'S expense remedy the default by implementing one or more of the following actions:
    a. Arrange for the CONTRACTOR, with consent of the OWNER, to perform and complete the Contract; or

b. Undertake to perform and complete the Contract itself, through its agents or through independent contractors; or

c. Obtain bids or negotiated proposals from qualified contractors acceptable to the OWNER for a contract for performance and completion of the Contract; arrange for a contract to be prepared for execution by the OWNER and the contractor selected with the OWNER'S concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the Bonds issued on the Contract; and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum of the bond. The term "balance of the contract price", as used in this paragraph, shall mean the total amount payable by OWNER to CONTRACTOR under the Contract and any amendments thereto, disbursed at the rate provided in the original contract, less the amount properly paid by OWNER to CONTRACTOR.

d. With written consent of the OWNER, SURETY may waive its right to perform and complete, arrange for completion or obtain a new contractor and with reasonable promptness, investigate and determine the amount the SURETY is liable to the OWNER and tender payment therefore to the OWNER.

3. CONTRACTOR and SURETY agree that if in connection with the enforcement of this Bond, the OWNER is required to engage the services of an attorney, that reasonable attorney fees incurred by the OWNER, with or without suit, are in addition to the balance of the contract price.

4. No right of action shall accrue on this bond to or for the use of any person or corporation other than the OWNER named herein or the successors or assigns of the OWNER.

WITNESS

In witness whereof, this instrument is executed this the 11th day of September, 2015.

INDIVIDUAL PRINCIPAL:

Company Name: _____

Signature: _____

Name and Title: _____

CORPORATE PRINCIPAL:

ATTEST:

Corporate Name: Jess Howard Electric Co.

Signature: Melvin G. Haywood V.P.

Name and Title: Melvin G. Haywood Vice-president

(Affix Corporate Seal)

SURETY:

ATTEST:

Signature: Stephanie M White

Name and Title: Stephanie M. White, Attorney-In-Fact

(Affix Seal)

Surety Name: Federal Insurance Company

Signature: Amy M. Perdue

Name and Title: Amy M. Perdue, Attorney-In-Fact

(Attach Power of Attorney)

OWNER ACCEPTANCE

The OWNER approves the form of this Performance Bond.

Date: 9-14-15

Signature:

Name and Title: President, Glenn R. Burns

ATTEST:

Signature: Staci A. Knisley

Name and Title: Staci A. Knisley, Secretary/Clerk

(Affix Seal)

PAYMENT BOND

Bond Number
82390885

PRINCIPAL *(Legal Name and Business Address)*		
Jess Howard Electric Co. 6630 Taylor Road Blacklick, OH 43004		
SURETY *(Legal Name and Business Address)* Federal Insurance Company 15 Mountain View Road Warren, NJ 07059	STATE OF INCORPORATION Indiana	
PENAL SUM OF BOND *(Expressed in words and numerals)* One Hundred Thirty Two Thousand Nine Hundred Thirty Four 00/100 $132,934.00	CONTRACT NO.	CONTRACT DATE

OBLIGATION

KNOW ALL PERSONS BY THESE PRESENTS, that the above named PRINCIPAL, hereinafter referred to and called CONTRACTOR, and the above named SURETY hereby bind themselves unto the County of Fairfield, Ohio, as OBLIGEE, hereinafter referred to and called OWNER, in the penal sum stated above, in lawful money of the United States of America to be paid to OWNER. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,
CONTRACTOR has entered into the written contract agreement identified hereinabove with the OWNER for the following project:

Project Name: Rehabilitate VGSI (PAPI)

Project Location: Fairfield County Airport, Lancaster, Ohio

which said contract and associated contract documents, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the Contract.

CONDITION
NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly make payment to all employees, persons, firms or corporations for all incurred indebtedness and just claims for labor, supplies, materials and services furnished for or used in connection with the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect subject to the following additional conditions:

1. CONTRACTOR and SURETY indemnify and hold harmless the OWNER for all claims, demands, liens or suits that arise from performance of the Contract
2. SURETY, for value received, hereby stipulates and agrees that no change, extension of time, modification, omission, addition or change in or to the Contract, or the work performed there under or the specifications accompanying the same, shall in any way affect the SURETY'S obligation on this bond; and SURETY hereby agrees to waive notice of any and all such extensions, modifications, omissions, alterations, and additions to the terms of the Contract, work or specifications.
3. No final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.
4. The amount of this bond shall be reduced by and to the extent of any payments made in good faith hereunder.

5. Amounts owed by the OWNER to the CONTRACTOR under the Contract shall be used for the performance of the Contract and to satisfy claims, if any, under any Performance Bond. By the CONTRACTOR furnishing and the OWNER accepting this Bond, they agree that all funds earned by the CONTRACTOR in the performance of the Contract are dedicated to satisfy obligations of the CONTRACTOR and the SURETY under this Bond, subject to the OWNER'S priority to use the funds for the completion of the project.

WITNESS

In witness whereof, this instrument is executed this the 11th day of September, 2015.

INDIVIDUAL PRINCIPAL:

Company Name: _____

Signature: _____

Name and Title: _____

CORPORATE PRINCIPAL:

ATTEST:

Corporate Name: Jess Howard Electric Co.

Signature: Melvin G. Haywood V.P.

Name and Title: Melvin G. Haywood, Vice-President

(Affix Corporate Seal)

SURETY:

ATTEST:

Signature: Stephanie M White

Name and Title: Stephanie M. White, Attorney-In-Fact

(Affix Seal)

Surety Name: Federal Insurance Company

Signature: Amy M. Perdue

Name and Title: Amy M. Perdue, Attorney-In-Fact

(Attach Power of Attorney)

OWNER ACCEPTANCE

The OWNER approves the form of this Payment Bond.

Date: 9-14-15

Signature: Glenn R. Bueas

Name and Title: Glenn R. Bueas, President

ATTEST:

Signature: Staci A. Crisey

Name and Title: Secretary/Clerk

(Affix Seal) Staci A. Crisey

Knisley, Staci A

From: EmailMeForm <burst@emailmeform.com>
Sent: Saturday, August 29, 2015 1:31 PM
To: Knisley, Staci A; Bill McNeer; Fairfield County Airport Authority
Subject: Feedback - Fairfield County Airport

All Basic Accounts are subject to routine security scan to reduce abuse. To remove this message, please embed the "Powered by EMF" and "Report Abuse" link on the page where this form is embedded.You can click here to request a rescan or wait for the next scheduled security scan.

Subject*:	FBO
Concerns*:	Other
Comments*:	FBO light sport aircraft continues to cause problems in the pattern and on landing. The aircraft lands at the arrival end and taxis the entire length of the runway with multiple aircraft holding short for departure, ready to go.
Name*:	OSC Pilots
Phone*:	6142030210
Email*:	NA

Follow @emfteam on Twitter | Facebook
Powered by EmailMeForm

A resolution authorizing the approval of the Competitive Sealed Bidding Process for the Fairfield County Airport Fixed Base Operation and Airport Manager Duties

WHEREAS, the Competitive Sealed Process allows the Fairfield County Airport Authority Board to put out a Request for Proposal for the Fairfield County Airport Fixed Base Operation and Airport Manager Duties; and

---

NOW THEREFORE, BE IT RESOLVED, BY THE AIRPORT AUTHORITY BOARD, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. The Board hereby determines that the use of competitive sealed proposals pursuant to O.R.C. 307.86(M) and O.R.C. 307.862 would be advantageous to the Airport for the Fixed Base Operation and Airport Manager Duties.

Section 2. The Board hereby directs the Airport Clerk, Staci Knisley to solicit competitive sealed proposals in compliance with O.R.C. 307.862.

Motion by: Bill McNeee

Seconded by: Michael Kapee

Ayes: McNeee, Kapee, Burns, Ferguson, Fagan, Rush, Kochis

Nays: NONE

Abstentions: NONE

Absent: NONE

Resolution passed on September 14, 2015

Staci A. Knisley, Clerk/Secretary

REQUEST FOR PROPOSALS (RFP) FOR
FAIRFIELD COUNTY AIRPORT
FIXED BASE OPERATION AND AIRPORT MANAGER DUTIES

Issued by:
The Fairfield County Airport Authority
c/o Staci Knisley, Fairfield County Airport Board Clerk
210 East Main Street
Lancaster, Ohio 43130

Contact:
Staci Knisley, Fairfield County Airport Board Clerk
Phone: 740.652.7093
Email: sknisley@co.fairfield.oh.us

Fairfield County Airport Mission
To be a safe and business friendly airport in order to promote area economic growth and increased aviation job opportunities.

Airport Information
The Fairfield County Airport is strategically located to serve the growing US Route 33 business corridor. Situated between the southern outer belt of Columbus and the scenic Hocking Hills, it is a nine minute drive to downtown Lancaster and 26 miles (30 minutes driving time) to midtown Columbus, Ohio. The airport is located within two hours flight time of 60% of the US population and 60% of the US manufacturing.

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General Overview

The Fairfield County Airport Authority (FCAA) is now accepting proposals for individuals and/or entities to perform Fixed Base Operations (FBO) and airport manager duties at the Fairfield County Airport (KLHQ).

The Fairfield County Airport is a county owned, general aviation airport with a 5,004" X 75' lighted runway. There are 72 modern t-hangar bays, six 50 x 50 Box/Corporate hangar bays, a terminal building, maintenance hangar, two corporate hangar buildings and the Historical Aircraft Squadron Museum Building. Currently, there are 19 T-hangar bays available for occupancy. The remainder of the hangar bays and buildings are occupied. The county owns and manages the fuel farm and a Jet A fuel truck, selling aviation fuel at competitive rates. The Airport hosts flight training (fix and rotary wing), maintenance services, and skydiving operations.

The prospective FBO/Airport manager will play a key role in:

1. Promoting a risk/hazard free and security conscious culture.
2. Encouraging the development opportunities for business, public, private, and recreational air transportation.
3. Ensuring courteous and timely service to airport tenants, aviation travelers, and the visiting public.
4. Ensuring the Airport is a good neighbor within the community.

The selected party shall begin operations on or about January 1, 2016, or at a time agreed upon by the FCAA and the selected party. The evaluation of the proposals shall be made by Airport Board members who will comprise a proposal review team who will use the attached evaluation form.

The awarding of the contract for services shall be determined on various factors, including but not limited to:

- the breadth and depth of services proposed to be rendered,
- demonstrated experience in FBO/Airport Manager experience, and
- proven knowledge of FAA directives.

Minimum required services to be performed by the FBO/Airport Manager include:

1. Exhibiting exemplary interpersonal skills and client services when working with users of the Airport, members of the public, representatives of the FAA, or other stakeholders. At all times, the FBO/Airport Manager and employees must present a positive attitude and a customer service orientation that is professional and courteous.

2. Providing daily inspections of airfield facilities for safety hazards and foreign objects to ensure the proper service and maintenance of NAVAIDS, airport

lighting, security, fire protection, coordination of ground transportation rental, and other items as deemed necessary by the FCAA.

3. Maintaining required security measures in accordance with the current KLHQ Security Manual.

4. Responding to and coordinating emergency incidents using the guidance outlined in the KLHQ Emergency Action Plan.

5. Serving as the facility director in all respects, including but not limited to managing and maintaining customer accommodations and courtesies, such as the terminal lobby, pilot lounge area, restrooms, international services, and telephone and utility services.

6. Maintaining apron/ramp servicing of aircraft, including the sale (and self-service) of aviation fuels (and lubricants, related items, etc.) and aircraft parking for both based and non-based aircraft.

7. Administering the fueling system record keeping system and payment services on behalf of the FCAA, including ordering fuel and requesting fuel farm maintenance and service as necessary.

8. Attending all FCAA meetings in their entirety and providing reports as directed.

9. Serving as the day-to-day public communications entity to promote the Airport to the public, civic organization, and other stakeholder groups.

10. Assisting in developing strategic plans for Airport development.

11. Maintaining a landing and takeoff log to monitor activity at the Airport in order present data to the FCAA.

12. Accomplishing other duties as required by the FCAA that are necessary and appropriate for the FBO/Airport Manager.

Respondents should describe a plan of action for accomplishing required services if selected as the FBO/Airport Manager.

Respondents should list the specific criteria and/or qualifications of all key personnel.

The proposed compensation for services should be clearly established in the respondent's proposal.

Performance based compensation may be included in the final compensation structure, tied to increase in the business of the Airport, and the respondent should provide an evaluation and proposal for performance based compensation. Final compensation

shall be established by negotiation between the selected party and the FCAA. In addition, other contract elements may be negotiated, such as the requirement of a performance bond.

Discussions and/or negotiations may be conducted with respondents who submit proposals for the purpose of clarification and/or correction, including any revision that may occur during negotiation to assure full understanding of and responsiveness to the requirements, terms, conditions, and specifications of the RFP.

Proposals must be received no later than 4:00 p.m. on October 23, 2015.

Dates of Importance

Date Issued: September 24, 2015

Intent to Bid (Notice Due): October 1, 2015
An intent to bid is a non-binding indication of interest. This insures those responding receive all subsequent e-mail correspondence regarding the RFP process and answers to all questions from others interested in bidding.

Question and Answer Period: Through October 8, 2015
Questions must be e-mailed to Staci Knisley, sknisley@co.fairfield.oh,.us

E-mail subject line should be: AIRPORT RFP QUESTIONS. Questions will be answered within two business days and responses will be made to all parties who submitted Intent to Bid.

Proposals Due: October 23, 2015

Estimated Contract Beginning Date: January 1, 2016

Vendor Disclosures

Vendor must provide a disclosure of any pending or threatened court actions and/or claims against the vendor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.

Conflict of Interest

No vendor will promise or give to any county or FCAA employee or official anything of value that could influence the decision on awarding a contract. No vendor will try to influence an employee or official of the county or FCAA to violate any procurement policies or provisions of the Ohio Revised code.

Contractual Requirements

- As a condition of receiving a contract with FCAA, the contractor shall certify compliance with any court order for the withholding of child support which is issued pursuant to Section 3113.217 of the ORC. The contractor must also agree to cooperate with FCJFS and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support established under state law.

- By signing a contract with FCAA, a vendor agrees that all necessary insurance is in effect.

- The selected vendor will indemnify and hold harmless FCAA and Fairfield County against any loss, penalties, damage, settlements, costs, professional fees, and/or related expenses incurred through the provision of services.

- The selected vendor shall be required to comply with prevailing wage standards as established in ORC 4115.03 to 4115.16.

- The selected vendor agrees that as a condition to any contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, disability, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and subsequent amendments. It is further agreed that the vendor will comply with all appropriate federal and state laws regarding such discrimination.

- ORC Section 9.24 prohibits awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the vendor warrants that it not now, and will not become subject to an "unresolved" finding for recovery under R.C. 9.24 prior to the award of any contract arising out of the RFP without notifying FCJFS of such finding. FCAA will review the Auditor of State's website prior to completion of evaluations of proposals submitted pursuant to this RFP. FCAA will not evaluate a proposal from any vendor whose name or the name of any subcontractors proposed by the vendor, appears on the website of the Auditor of State of Ohio as having an "unresolved" finding for recovery.

Vendor Examination of the RFP

Vendors are expected to be familiar with the entire RFP. The vendor is expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP.

Changes to RFP

FCAA may make changes to this RFP no later than October 8, 2015, at 4:00 p.m. by sending changes to all vendors who register with Intent to Bid for the RFP. Revisions and additions to any portion of the RFP will be provided to all registered vendors.

Availability of Funds

This RFP and all agency contracts are contingent on the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The vendor will be notified at the earliest possible time. FCAA is not required to compensate the vendor for any expenses incurred as a result of the RFP process.

Communication Protocol

Staci Knisley will serve as the contact person regarding this RFP. The contact information is provided below for submission of proposals or inquiries. Questions must be submitted by e-mail prior to October 8, 2015, 12:00 p.m., to the attention of Staci Knisley, sknisley@co.fairfield.oh.us

It is the responsibility of each vendor to provide an e-mail address so that an appropriate and timely response may be supplied.

Please reference communication protocol guidelines below:

- Written questions are to be presented by e-mail to the designated contact person.
- Questions and answers are shared with all registered vendors by e-mail.
- Any revisions and additions to the RFP will be provided to all registered vendors.
- FCAA reserves the right to modify the submission process and time line, as well as to cancel any part of this RFP without prior notice.
- Any error, omission or discrepancy noted by a vendor must be communicated immediately to FCAA during the question and answer period, with a request for clarification or modification of the document. Any modifications to this RFP will be issued to all registered vendors, while maintaining anonymity as to the source of the request.
- Vendors that are aware of errors and do not report such submit at their own risk. Unreported errors will not entitle the vendor to additional compensation or time.

In order to assure that the proposal review/evaluation process is conducted in a fair and competitive manner for all potential providers, any ex-parte communication between any potential contractor and FCAA or any other person serving as a proposal evaluator is prohibited. Violation of this provision may disqualify the respondent from further consideration.

Preparation of Proposal

Proposals are expected to be concise and provide a clear picture of the vendor's qualifications. The vendor should respond to the RFP instructions and requirements. The proposal must include all costs that relate to the responses submitted.

All proposals become the property of FCAA. All proposals will be considered public information and will be open for inspection.

The proposal solicitation does not constitute an offer. Acceptance of bids for review does not commit FCAA to award a contract. The costs of creating proposals are the responsibility of the vendor and shall not be chargeable to FCAA. The vendor must guarantee the pricing listed in the proposal will remain in effect for a minimum of 150 days after the proposal submission date. FCAA reserves the right to award contracts to a single applicant, multiple applicants, or to reject any and all bids received.

FCAA reserves the right to negotiate services and costs on any and all bids received or to cancel in part or in its entirety this proposal solicitation.

FCAA may award in whole or in part to one or multiple respondents.

Proposals containing false or misleading statements may be rejected.

The proposal must be signed by an individual who is authorized to contractually bind the vendor. The signature must indicate the title or position the individual holds in the vendor's organization. Any and all unsigned proposals will be rejected.

The proposal, including attachments, will become part of the contract of the bidder(s) receiving awards. Interested parties should read the entire contents of this RFP since the provisions contained therein may affect your organization's decision to submit an RFP. All questions should be answered completely, honestly, and to the best of your organization's ability.

Vendors must deliver one original proposal of the entire written proposal with completed Attachments A, B, C, D, and E, to Staci Knisley, Airport Board Clerk, 210 East Main Street, Lancaster, Ohio 43130 no later than 4:00 p.m. on October 23, 2015.

A receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. **"FBO/AIRPORT MANAGER PROPOSAL" MUST BE CLEARLY MARKED ON THE PACKAGE.**

Failure to provide the requested number of duplicates will not automatically disqualify the proposal from consideration.

All vendors must carefully review their final proposals. Once opened, proposals cannot be changed; however, FCAA may request information or respond to inquiries for clarification purposes only.

FCAA reserves the right to reject any or all proposals.

Written notification will be made to all vendors who submit a proposal. If a successful vendor fails to execute the contract, FCAA may award the contract to another vendor whose proposal met the requirements of the RFP and any addenda. The period of time within which such an award of the contract may be made shall be subject to the written agreement between FCAA and the vendor.

Proposal Selection

Proposal selection does not guarantee a contract for services will be awarded. Prospective vendors are advised that an offer for a contact may be initiated after a review of the proposals received by FCAA and members of a proposal review team.

Bids submitted in response to this proposal solicitation must comply with the specifications stated herein.

All proposals will be evaluated based on the criteria in the RFP. All proposal evaluation criteria are established by FCAA. If no response adequately addresses the services and outcomes requested, the FCAA may recommend that no award be made.

The request for proposal (RFP) does not constitute an offer. Acceptance of proposals for review does not commit FCAA to award a contract, nor is it liable for any costs incurred in the preparation of proposals. FCAA reserves the right to award contracts to a single applicant, multiple applicants or to reject any and all proposals received. Additionally, FCAA reserves the right to cancel in part or in entirety this RFP.

All organizations submitting proposals must agree to operate programs in compliance with all federal, state and local guidelines.

The successful vendor agrees to accept full responsibility for payment of all unemployment compensation, contributions or reimbursements, insurance premiums, all income tax deductions, social security deductions and any and all other employee taxes and payroll accounting required for all employees.

Any additional services that the vendor includes in response to this proposal solicitation will be considered.

Any vendor responding to any FCAA RFP or any other procurement opportunity is required to provide certification that the vendor has not provided material support or resources to any organization listed on the "Terrorist Exclusion List" (TEL) maintained by the U.S. Department of State. The Declaration of Material Assistance Form,

provided as part of Attachment C to the RFP must be completed and signed by the interested vendor's authorized representative, and returned to FCAA as a component of the vendor's proposal.

If FCAA and the vendor are unable to successfully come to terms regarding the contract, FCAA reserves the right to terminate contract discussions with the bidder. If this happens, FCAA reserves the right to select another bidder from the bid process, cancel the RFP or reissue the RFP.

Confidentiality and Security

Any vendor that has access to confidential information will be required to keep that information confidential. Disclosure of information to any party beyond FCAA personnel and court of law without the written consent of the party served is prohibited.

In the event of a material breach of contractor obligations under this section, FCAA may at its option terminate the contract according to provisions within the contract for termination.

Required Elements of Proposal

The successful vendor will include all of the following elements in their proposal:

1. A ***cover sheet or transmittal letter*** must be included in the proposal. The cover sheet or transmittal letter must be on agency/organization letterhead and signed by the individual authorized to legally bind the agency /organization to fulfill the contractual obligations agreed upon by FCAA and the successful vendor. The cover sheet or transmittal letter must incorporate the following elements:

    a) A statement indicating the legal entity tax status of the agency/organization responding to the bid solicitation.
    b) A statement regarding the vendor's qualifications and experience must be included within the cover sheet or transmittal letter.
    c) The name, title, address, telephone, and e-mail of the individual to be contacted by FCAA, if this should be deemed necessary at any time during the proposal solicitation review and selection process.

2. An ***overview of the proposed services*** to be provided by the vendor must include a detailed response to each of the following:

        a) Proposal Table of Contents
        b) Organization Description
        c) Description of Services to be Provided

3. Vendors must complete required forms as provided in Attachments A-E:

A. Organizational Information Cover Sheet
B. Certification Letter from Signatory Authority
C. OPERS Independent Contractor Acknowledgement Form
D. Request for Taxpayer Identification Number (W-9) Form
E. Ohio New Hire Reporting Form

4. Completion of "required forms" as contained in the **Appendix should be submitted as a separate packet of originals with a clearly defined cover sheet marked "Appendix".** Only one (1) set is needed to accompany the one (1) original and four (4) copies of the proposal.

Protests

Any potential, or actual, vendor objecting to the award of a contract resulting from the issuance of the RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
   A. The name, address, and telephone number of the protestor;
   B. The name and release date of the RFP being protested;
   C. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
   D. A request for a ruling by FCAA;
   E. A statement as to the form of relief requested from FCAA; and
   F. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

2. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 4:00 p.m. the closing date for receipt of proposals.

3. An untimely protest may be considered by FCAA if FCAA determines that the protest raises issues significant to the agency's procurement system.

4. All protests must be filed at the following location:

   Fairfield County
   Attn: County Administrator
   210 East Main Street
   Lancaster, Ohio 43130

5. When a timely protest is filed, a contract shall not proceed until a decision on the protest is issued or the matter is otherwise resolved. The vendor who would have been awarded the contract shall be notified of the receipt of the protest.

6. The County Administrator shall provide the written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

Attachment A

ORGANIZATIONAL INFORMATION COVER SHEET
(Required for all Proposals)

Name of Organization: _____

Address of Organization: _____

_____

Contact Person: _____

Phone Number: _____

Total Number of Staff: _____

Federal ID Number: _____

Corporation No._____ (if applicable)

Type of Organization: (Check the most appropriate one)

[ ] Local Government
[ ] Public School System
[ ] Private Non-Profit Organization
[ ] Private For-Profit Organization
[ ] Other (specify)_____
[ ] Public Post-Secondary Education
[ ] Private Post-Secondary Education
[ ] Technical/Trade School
[ ] Private Consultant

Attachment B

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION: The information contained in this proposal fairly presents the organization and its proposed operating plans and budget for FBO/Airport Management Services. I acknowledge that I have read and understand the requirements and provisions of the RFP.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should FCAA desire to do so.

I agree that our organization will abide by the rules and regulations, state and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

_____ _____

Authorizing Official's Name *Title*

_____ _____

Authorizing Official's Signature *Date*

_____

Social Security Number or Taxpayer ID Number

Attachment C

INDEPENDENT CONTRACTOR ACKNOWLEDGMENT

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

Employer Outreach: 1-888-400-0965
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

— —

First Name MI Last Name

STEP 2: Public Employment Information

Name of Public Employer

Employer Contact

First Name MI Last Name

Employer Code

Employer Contact Phone Number

— —

Service Provided to Public Employer

Start Date of Service

Month Day Year

/ /

End Date of Service

Month Day Year

/ /

STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification.

This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature_____ Today's Date___/___/___

Do not print or type name

Attachment D

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			–			–				

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person** ▶ **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if Item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Attachment E

Ohio New Hire Reporting

Ohio Revised Code section 3121.89 to 3121.8910 requires all Ohio employers, both public and private, to report all contractors and newly hired, rehired, or returning to work employees to the state of Ohio within 20 days of the contract, hire, or rehire date. Information about new hire reporting and online reporting is available on our website: **www.oh-newhire.com**

Send completed forms to:
Ohio New Hire Reporting Center
PO Box 15309
Columbus, OH 43215-0309
Fax: (614) 221-7088 or toll-free fax (888) 872-1611

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes.
The following will serve as an example:

A	B	C		1	2	3

EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) *(Please use the same FEIN as the listed employee's quarterly wages will be reported under):*

Employer Name: FAIRFIELD COUNTY

Employer Address *(Please indicate the address where the Income Withholding Orders should be sent).*

210 EAST MAIN STREET

Employer City: LANCASTER Employer State: OH Zip Code (5 digit): 43130

Employer Phone (optional): Extension: Employer Fax (optional):

Email:

EMPLOYEE OR CONTRACTOR INFORMATION

Social Security Number (SSN) ☐ (Check here if using FEIN for the Contractor)

State of Hire: OH

First Name: Middle Initial:

Last Name:

Address:

City: State: Zip Code (5 digit):

Date of Hire: Date of Birth: Is this a Contractor? Yes ☑ No ☐

Date payments will begin for Contractor: Length of time the Contractor will be performing services: months

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

JFS 07048 (Rev. 3/2007) **Questions? Call us at (614) 221-5330 or toll-free (888) 872-1490** Ohio Department of Job and Services

Nightly, Weekly, Monthly Hangar Use

T-Hangar Bay Rent - $25 per night/$100 per week
R-Hangar Bay Rent (w/o electricity) $35 per night/$150 per week
Month to Month T-Hangar Bay Rent - 10% above the annual lease rate rounded up to the nearest $10
Month to Month R-Hangar Bay Rent - 10% above the annual lease rate rounded up to the nearest $10 with the electric being in Tenant's name and paid by Tenant
Ramp Fee Overnight - $5 aircraft under 12,500 lbs and $10 for large aircraft. Fee may be waived with fuel purchases of 25 gallons or top-off.
Ramp Fee Monthly - $50 aircraft under 12,500 lbs and $100 for large aircraft.

Aircraft Tail#	Pilot's Name	Pilot's Signature	Hangar#	Ramp Location	Date In	Date Out	# of nights	Total of Fee	Sundowner Initials
								$	
								$	
								$	
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								$	

Notes for visiting pilot/crews:
Unattended aircraft on ramp must be locked.
The minimim insurance of Bodily ($100,000 per person/$500,000 per accident) and Property ($1,000,000) is required for operations.
Fairfield County Airport does NOT provide tie down services due to liability

Approved by the Fairfield County Airport Authority Board on September 14,2015