

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 12, 2015

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Lonnie Rush, Bill McNeer, Pat Ferguson, and Jon Kochis. Board Members Bill Fagan and Michael Kaper were absent. Staci Knisley, Clerk for the Board was also absent.

Opportunity for the Public to Address the Board

Chris Chapman from Ohio Skydiving Center asked the Board if they had any concerns for him.

Dr. Burns acknowledged receipt of the email from Mr. Chapman regarding his intent to extend his lease.

Mr. Kochis reported that the ditch is cleared out.

Approval of Minutes for the September 14, 2015 Meeting

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the minutes from the September 14, 2015 meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Ferguson reported that HAS has been working on the mowers and the snow plow truck is ready for winter.

Airport Manager Update

Patrick Rooney reported that the Board might hear from Charlie Strohmeyer regarding HAS driving around the airport. There was activity at the Airport this weekend for the Fairfield County Pilot's Association. They raised \$900 for the Special Olympics and \$300 for their association.

Lonnie Watts reported that the fuel truck is fixed. Advance Fuel Systems is coming out to the Airport tomorrow to meet with us regarding fuel pumps. Fuel prices are low. He will order fuel this week.

Internet Connectivity update

Mr. Kochis reported that the Veteran Service Commission (VSC) is moving out to the strip mall near the Airport. The county will provide the internet connection with VSC and then extend to the Airport. He does not know the costs but hopes that there will be no costs from the County. Using Horizon for the fiber connection is unknown at this point.

Standing Committee Updates

a. Airport Improvement – Jon Kochis

- Engineer's Summary Report (See attached to minutes) presented by Greg Heaton with Crawford Murphy Tilly, Inc. (CMT)

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 12, 2015

The PAPI project will be completed by the end of the year.

The Wildlife Assessment next action is the Wildlife Biologist will meet with the FBO Wednesday and any Board Members if they wish to attend. Mr. Kochis reported that he will attend the meeting.

The pre-bid meeting for the Terminal Improvement Project will be held tomorrow. The bids are due on October 22nd. There has been at least one interest on the project.

The FY2016 Ohio Airport Grant Program grant has still not been approved. He hopes to hear news around October 15th.

In the next couple of weeks the Board Committee for the Airport Construction Improvement Plan (ACIP) should get together with Mr. Heaton for coordination and communication to the FAA. He will follow up with Mr. Kochis to get a committee together.

b. Community Relations – Michael Kaper

Mr. Kaper was absent. There was nothing new to report.

c. Facilities and Grounds – Lonnie Rush & Bill Fagan

i. Wetland Ditch

Mr. Rush reported that Mr. Ferguson removed the large trees.

ii. Fuel Truck Repairs

Mr. Rush reported that the FBO's mechanic repaired the exhaust system. The FBO repaired the pipe and a new fuel cap will be replaced soon. Mr. Slater was unable to look at the brake system due to a death in his family. Mr. Rush will contact him when he comes back to work.

iii. Fuel Cart

Mr. Rush reported that he and Mr. Ferguson are going to do further investigation and make a presentation at the next meeting.

Mr. Ferguson reported that if the Airport Board is liable for the use of the fuel cart that will be used by the FBO. Further research needs to be done.

Mr. Rush reported that Mr. Ferguson is working with the renewal of insurance. The Board needs to be careful with the FBO's use of a fuel cart. The Board is responsible for any incidents.

Mr. Kochis recommended that the Prosecutor's Office be contacted for their input regarding the liability and responsibility.

d. Finance - Glenn Burns

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 12, 2015

Review of Financial Reports

- 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 Jon Kochis and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
Crawford Murphy Tilly, Inc.	\$703.86	design & bid eng services for Terminal Accessibility Improvements inv# 106503
Pyatt's Petroleum Service	\$3,416.55	service call to install filters, service pumps, & calibrate with county weights & measures
Sundowner Aviation	\$902.24	\$.10 (10 cents) per gallon, 9022.36 gallons) for September fuel sold
Sundowner Aviation	\$1,418.00	10% of hangar rent collected in September (\$ 14,180 collected in September)
Total Invoices for Approval	\$6,440.65	

Discussion: Mr. Kochis asked Mr. Heaton for an update on the balance due with VPL. Mr. Heaton reported that it was an overbilling issue. No additional expenses were done with the rebidding.

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

e. Security/Web – Jon Kochis & Bill McNeer

Approval for payment to WebChick in the amount of \$450 for web page services from October 2015 through October 2016

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the payment to WebChick in the amount of \$450 for web page services from October 2015 through October 2016

Discussion: Mr. McNeer stated that the WebChick has always updated Airport’s current information as requested.

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

f. Tenant Relations – Glenn Burns

i. Rent/Tenant Status

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 12, 2015

Mr. Rush reported that P13 is not occupied by Garry Carver and rent is past due. He has sold his aircraft. It is being occupied another tenant. There is no new lease on file. Mr. Ferguson will contact Mr. Carver for an update.

Mr. Rush reported that Denny Cox who is in Q8 wishes to extend his month to month lease.

Dr. Burns acknowledged that the Board is in receipt of the email from Ohio Skydiving Center giving their intent to extend the hangar lease for another year. No action is required.

ii. 2016 Lease/Rental Fees

Mr. McNeer recommended that the T-hangars, Hangar J, and Corporate Hangars not be increased for 2016. He also recommended that the Other Fees (Overnight Hangars & Month to Month leases) not be increased. The rates were approved in July.

Approval of 2016 Lease/Rental fees

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the 2016 Lease/Rental Fees. (See attached to minutes)

Discussion: Dr. Burns stated that there has not been an increase in the last few years due to the economy and vacancy rates. Mr. McNeer stated that the rates are competitive with Buckeye. Mr. Rush stated that hangar vacancy occupancy rates are common around the state.

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

g. FBO Liaison – Pat Ferguson

Mr. Ferguson reported that HAS had a program on Saturday. There were 5 pilots given their Master Pilot's License from the FAA. The local newspapers were invited. Town Crier came and will do a piece on the program.

Mr. Kochis recommended that the Board start using social media for events. It's the cheapest and easiest way to promote events and other things.

Mr. Rooney reported that they were working with the Lancaster Eagle Gazette and other news media on events. A reporter was out a month ago. The FBO took the reporter up in the plane to take pictures.

Old Business

a) Liability Insurance (Expires 12/31/15) for Airport – Pat Ferguson

Mr. Ferguson reported that he is working with Rob Nader from Gallagher Insurance, formerly NationAir. The insurance for 2016 will be \$5,320, the same as 2015. Mr. Ferguson reported that he is currently working on the application. There are fuel sale numbers that is needed for the application. He is gathering the information.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 12, 2015

Mr. Kochis reported that there is additional liability insurance with the County Commissioners through Clark Insurance and the County Risk Sharing Authority (CORSA).

Mr. Ferguson stated he will get the current Nation Air policy from Ms. Knisley and the Board can review it at the next meeting.

b) Doug Majors farming contract, expires 12/31/15 – Michael Kaper

Dr. Burns reported that Mr. Majors is interested. Mr. Kaper is working with him.

c) County Risk Management - J. Kochis/B. McNeer regarding incident reporting

Mr. McNeer reported that the report should be included in the Minimum Standard Operation's plan. Mr. Kochis reported that the County Risk Management form is used more for the public having an accident at the airport. They are both still doing research.

d) RFP for FBO

- RFP advertised
- Sealed Proposals are due Friday, October 23rd at 4:00 p.m.
- Will be emailed to the Board by Monday, Oct 26th for review
- Evaluation of RFP, negotiations, Approximate date of Monday, Dec 15 for Approval

Dr. Burns recommended that a special board meeting be held for the review of the contract. Mr. Kochis will get clarification on if the negotiation of the contract has to be in a public meeting.

e) Airport Terminal Accessibility Improvements Re-bid

- Advertised on October 8
- Public Bid opening at Terminal on October 22nd at 11am (CMT)

Mr. Heaton reported that he would follow up with Scott Campbell with Southeastern Ohio Center for Independent Living to give him an update.

f) County Credit Card Process

Mr. Kochis reported that the Clerk of Courts are up and running. It will be soon that other departments will be able to start using the processes. One feature will be automatic payments.

Mr. Rooney stated that the customers would love using the credit card process for hangar rent.

g) Repair Terminal Parking Lot (revisit in Jan/Feb for spring bid)

New Business

Mr. Rush reported that the HAS hangar door insulation needs replaced.

Mr. McNeer reported that the HAS lease is directly with the Board of Commissioners. The contract states that the lessee should maintain and repair the premises.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 12, 2015

Mr. Rooney recommended that the Airport Board send a letter of recommendation to the Board of Commissioners for their budgetary support of the repair of the hangar door.

Mr. Kochis recommended that there is an estimate of the repair before asking the Board of Commissioners for support.

Mr. Rush reported that the contract has been renewed 1 year at a time. The Clerk of the Board of Commissioners expressed that the lease be extended more than 1 year.

Mr. Kochis will contact the Clerk of the Board of Commissioners regarding HAS contract renewal.

Approval of Letter of Recommendation to the Board of Commissioners to pay for the repair for the hangar door at HAS

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the letter of recommendation to the Board of Commissioners to pay for the repair for the hangar door at HAS.

Discussion: Mr. McNeer stated that the letter be sent after an estimate has been given.

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

Informational

Ms. Knisley, the Airport Board's Clerk will be on vacation October 28 through November 8.

Calendar of Upcoming Events/Other

The Board reviewed the following calendar of upcoming events and other dates.

- a) RFP due on Friday, October 23 at 4p.m.
- b) Bids for Airport Terminal accessibility improvements due on Thursday, October 22 at 11am
- c) November – letter mailed to tenants for 2016 Hangar Rents
- d) November - coordinate HAS/Commissioners lease contract (exp 12/31/15)
- e) December - submit revised ACIP
- f) NationAir Insurance for Airport expires 12/31/15
- g) FBO contract, expires 12/31/15
- h) Doug Majors farming contract, expires 12/31/15
- i) Pville farming lease expires 12/31/17

Adjournment

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to adjourn at 7:12 p.m.

Next meeting is scheduled for November 9, 2015 at 6:00 p.m.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 12, 2015

Meeting minutes for the October 12, 2015 meeting were approved on November 9, 2015.

Aye

Glenn Burns

Aye

Bill Fagan

Aye

Lonnie Rush

Aye

Jon Kochis

Aye

Michael Kaper

Aye

William McNeer

Aye

Pat Ferguson

Staci A. Knisley

Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, October 12, 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

Project pre-construction meeting held, work schedule underway by Jess Howard Electric.

Wildlife Assessment

Project has commenced.

Terminal Improvements (ADA/roof)

Revised Plan set is out for bid, scheduled to be received on Oct 22.
Architects estimated cost is \$99,800.00.

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

5. Action Items: None requested

6. Other: none

FAIRFIELD COUNTY AIRPORT 2016 LEASE/RENTAL FEES

Motion to retain for calendar year 2016 the same monthly fees as calendar year 2015 for the Hangar leases listed below and to charge those fees as also listed under Other Fees.

Hangar Buildings – ANNUAL LEASES

Hangar J – \$775.

Buildings F, G, O, P, & Q – T hangar bays (Electric included)

Bay #	Sq Ft	18 cents	18.5 cents	Store 7.8cents	Store 8cents	Total
F1-F10	1276	\$230				\$230
F (W)Store	638			638		\$50
G2-G5	1276	\$230				\$230
G7-G10						
G1&G6	1914	1276/\$230		638/\$50		\$280
O1-O5	1276	\$230				\$230
O7-O11						
O6 &O12	1914	1276/\$230		638/\$50		\$280
P2-P9	1079		\$200			\$200
P11-P20						
P1&P10	1579		1079/\$200		500/\$40	\$240
Q2-Q9	1079		\$200			\$200
Q11-Q20						
Q1&Q10	1579		1079/\$200		500/\$40	\$240

Building R - Corporate/Box Hangars (Electric not included)

Bay #	Square Feet	17 cents	Total
R1	3,000	\$510	\$510
R2-R6	2,500	\$425	\$425

OTHER FEES

Overnight T-Hangar Bay Rent – \$25 per night

Overnight R-Hangar Bay Rent (if available) - \$35 per night without electricity.

One week T- Hangar Bay Rent - \$100

One week R-Hangar Bay Rent (if available)- \$150 without electricity.

*Month to Month T-Hangar Bay Rent – 10% above the monthly lease rate rounded up to the nearest \$10 (P2-P9, Q2-Q9 =\$220/ F1-F10, G2-G9, O1-O5 =\$260/ P1&P10, Q1&Q10 =\$270/ G1&G6, O6&O12 = \$310).

*Month to Month R-Hangar Bay Rent – 10% above monthly lease rate rounded up to the

OCTOBER 12, 2015

FAIRFIELD COUNTY AIRPORT 2016 LEASE/RENTAL FEES

nearest \$10 (R1 =\$570/ R2-6 =\$470) with the electric being in Renter's name and paid by Renter.

Ramp Fee Overnight - \$5 for aircraft under 12,500 pounds and \$10 for large aircraft. Fee maybe waived with fuel purchases of 25 gallons or top -off.

*Ramp Fee Monthly - \$50 for aircraft under 12, 500 pounds and \$100 for large aircraft.

*Fairfield County Airport Minimum Standards for Aeronautical Activities (Revised December 8, 2014) Section III K requires all aircraft based on the airport to carry the minimum insurance of Bodily (\$100,000 per person/\$500,000 per accident) and Property (\$1,000,000) with proof of insurance provided.

(Note: Fairfield County Airport does not provide tie down services due to liability.)

OCTOBER 12, 2015