

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

Meeting to order

Lonnie Rush called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Lonnie Rush, Dave Roebuck, Bill McNeer, and Michael Kaper. Glenn Burns, Kurt Lape and Bill Fagan were absent.

Also in attendance were Lonnie Watts, Pat Rooney, Bob Clark, Al Moyer, Pat Ferguson, Thomas J. Palmer, Branson Rutherford, and Staci Knisley.

Opportunity for the Public to Address the Board

No one from the public addressed the board.

Approval of minutes for the September 8, 2014 Meeting

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Board voted to approve the minutes for the September 8, 2014 meeting.

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

Historical Aircraft Squadron (HAS) update on Airport grounds

Branson Rutherford with HAS reported that they have spray equipment has been winterized and the snowplow equipment has been serviced. The Runway and Taxiway lights are being worked on. The Jet fuel truck is serviceable but needs a few items repaired.

On behalf of the Airport Board, Mr. Rush thanked Mr. Rutherford and the other HAS members for their work.

Mr. Rush reported that the Board of Commissioners will renew the HAS lease with the same terms and conditions for another year. In 2015 the Board of Commissioners will review the lease and possibly extend for five (5) years.

EMA request to build a storage facility discussion

Mr. Rush reported that HAS is worried about their parking lot if EMA builds their storage facility at their current requested location. EMA's building proposal was 100 feet long, 50 feet deep. They would pave in front of that out to the road in front of HAS. The doors would have to be left clear in front to move their equipment out.

Pat Ferguson reported that HAS also uses the grassy area for parking.

Mr. Rush stated that Greg Heaton with CMT said that the property is encumbered by the FAA. The property would have to be approved by the FAA. It could take at least 9 months for the approval.

Mr. Roebuck stated that the Board should not approve EMA's request if it has any negative effect on any other operation at the Airport.

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Ms. Knisley reported that EMA Director Jon Kochis would be more than willing to meet with HAS to discuss the parking situation.

Mr. McNeer reported that he talked with Mr. Kochis. There would be monthly training that would require parking on the lot.

Mr. McNeer stated that there are 3 options for EMA if the Board approves his request. Take out of aeronautical use, enter into a lease with EMA for 5 years, or the cleanest would be take the property out of aeronautical use. Mr. Kochis would like a permanent solution.

Economic Development Director Bob Clark asked the Board if EMA's vehicles and/or equipment would be beneficial to have close to the Airport.

Mr. McNeer stated that they have several vehicles and generators.

Ms. Knisley reported that many of EMA's volunteers are in Greenfield Township.

Mr. Rush reported that Fairfield County EMA is a back-up for Franklin County.

Mr. McNeer reported that Brian Tenkhoff with the FAA said it would take 90-120 days if the Board would decide to request the property to be removed.

Mr. Rush stated that no action can be taken until our Engineer Greg Heaton gives the Board a complete update.

Mr. McNeer recommended that a representative from the Airport Board, HAS and Jon Kochis meet to discuss all concerns.

Airport Manager Update with Sundowner Aviation

Mr. Rooney reported that the localizer is now removed. The FCC has taken back the frequency.

Mr. Moyer recommended that the platform be painted and used to advertise the Airport.

Mr. Rooney asked the Board for permission to get the mercury vapor lights and the spotlights inside and outside the terminal serviced.

Mr. Rush recommended that Frazier Electric be contacted for the work. If the work is under \$1,000 Sundowner has authority to proceed.

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Mr. Rooney recommended that the Board look into managing the property west of 33 by cutting the trees to get the precision of the approach at both ends.

Standing Committee Updates

a. Airport Improvement – Kurt Lape

Engineer's report prepared by Greg Heaton with Crawford Murphy Tilly, Inc. (CMT)

(Engineer's Report attached to minutes)

Mr. Rush reported that a board member would have to meet with Greg Heaton to discuss the 10 year improvement plan within the next 45 days. Brian Tenkhoff asked if the land acquisition for 2017 be moved forward. The west side of 33 is a swamp area owned by more than one property owner. When the trees are trimmed the Board has to get permission first and pay them. It is recommended that this be a priority of 2015.

Mr. McNeer recommended that Mr. Rush have a teleconference with CMT and come back to the Board for a recommendation.

Ms. Knisley reported that the FY2014 FAA grant agreement and other documentation has been signed, approved and mailed out today.

b. Community Relations – Michael Kaper

Mr. Kaper reported that he met with Pat Rooney. There are no complaints other than the ongoing complaints about the noise. Mr. Roebuck stated that he talked to the gentleman a few times. He lives within the flight pattern.

c. Facilities and Grounds – Lonnie Rush

• Hawker Jet/Abandoned Aircraft

Mr. Rush reported that he has been in contact with Randy Long with MCR Aviation, Hank Berger, and Adrian Vanzyl regarding the aircraft. Many conversations have happened. Mr. Long's daughter has the log books for the aircraft. The aircraft has been on the airport grounds since August or September of 2011. Mr. Rush discovered that the aircraft was registered on October 2, 2011 to N114AFT, AV Fleet Holdings LLC, PO Box 2309, Panama City, Florida, 32402-2309. Manager of the company is Robert C. Long, Randy Long's brother. On October 10, 2014 Randy Long called Mr. Rush and said he would review the logs. He called today and said he would not take responsibility at this time. He will possibly give the logs to the Airport and relieve all responsibility. Mr. Randy Long has rented a hangar with the Airport in the past. Mr. Rush recommends that the County Prosecutor do a title search.

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Mr. Rush reported that he has had a conversation with a salvage company that may be interested in purchasing the aircraft once the Board takes ownership. The sale of the aircraft would recover the \$250 title search costs and hopefully recover the time that the aircraft sat on the airport.

Approval to pursue title search for the Hawker Jet and proceed with the legal disposition by working with the County Prosecutor's Office

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Board voted to pursue the title search for the Hawker Jet and proceed with the legal disposition by working with the County Prosecutor's Office.

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

d. Finance - Glenn Burns (absent)

- **Review of Financial Reports**

Ms. Knisley asked the Board to review the following financial reports.

- **2014 Income & Expenses (All funds)**
- **2014 Detail Expense (Operating fund only)**
- **2014 Open Purchase Orders**
- **Smart Card balances (in-house fuel purchases)**

Approval of Payment of bills

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
CMT	\$1,998.00	engineering services for hangar K development 8/2-8/29 (contract \$59,780 - remaining \$15,898.14 after payment)
Kelly and Askew	\$1,325.00	service on 3 sliding gates, install chain, supply 2 transmitters (not to exceed \$1,365 approved on 8/11 mtg)
Kelly and Askew	\$913.00	replace rollers on Tarmac Gate & skydiving gate
Sundowner Aviation	\$806.89	\$.10 (10 cents) per gallon of fuel sold @ Airport for the month of Sep
Sundowner Aviation	\$1,291.20	10% of hangar rent collected for the month of September
Pyat's Petroleum Service	\$3,322.39	service call to calibrate & change all filters & Jet A Truck
Total	\$9,656.48	

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

e. Security/Other – Bill McNeer

- **Building A (Bolger Hangar) monthly rent**

Mr. McNeer reported that the Bolger Hangar rent can only be increased every 5 years. The maximum the rent can be is \$350, starting November 1st. Mr. Bolger confirmed by email that he agrees.

Approval to increase the rent for Building A (Bolger Hangar) to \$350 per month for five (5) years

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Board voted to increase the rent amount for Building A to \$350 per month for five years.

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

- **\$100 discount on first month rent for new one year leases**

Approval of \$100 discount on rent to new tenants that sign a one (1) year lease agreement

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Board voted to approve a \$100 discount on rent to new tenants that sign a one (1) year lease agreement

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

- **2015 Monthly rent increase (0-3%) for Thangars, Box Hangars, Buildings H & J**

Approval of no rent increase in 2015 to Thangars, Box Hangars, Buildings H & J

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Board voted for no rent increase in 2015 for Thangars, Box Hangars, and Buildings H & J

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

- **Renewal of website contract with WebChick**

Mr. McNeer asked the Board to review the lease processes that will be put on the website.

Approval to renew annual website contract with WebChick for \$450

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Board voted to Renew the annual website contract with WebChick for \$450.

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

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- **Overnight fees**

Mr. McNeer asked Mr. Rooney to update the overnight fees. The fees will be posted on the website.

- **Minimum Standards**

Mr. McNeer reported that Brian Tenkhoff is still working on the NOTAM issue. Mr. Tenkhoff will touch base with Deb Bartell for an update on FAR-13 Complaint.

f. Tenant Relations – Glenn Burns (absent)

Ms. Knisley reported that the tenant rent spreadsheet in the packet is not accurate. She and Theresa Haynes are working with the Treasurer. Some payments are being applied to property taxes by mistake.

Mr. McNeer reported that tenants are at 68.9% revenue occupancy. The Airport Management, Sundowner Aviation receives a bonus of \$5,000 at 75% occupied.

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

Nothing further to add.

Old Business

a. EMA Request for KLHQ Property

Mr. McNeer stated that next step is to have Greg Heaton, HAS, Jon Kochis and a member of the Board meet to discuss. Mr. Rush will set up meeting tomorrow.

b. Open Board Member appointment as 1/1/2015(Commissioners' plan on appointing someone in December)

Mr. Rush recommended that if anyone knows an interested candidate, send resume to Ms. Knisley.

c. Hangar K replacement – project on hold

Ms. Knisley recommended that the Board prioritize their projects by December or January to let the Board of Commissioners know their project status. If the Board desires to use the money borrowed for another project, a request to the Commissioners will be needed.

Mr. Rush will contact Greg Heaton regarding the terminal renovations.

New Business

There is no new business.

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Adjournment

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Authority Board voted to adjourn at 7:13 p.m.

Next meeting is scheduled for Monday, November 10, 2014 at 6:00 p.m.

Meeting minutes for the October 13, 2014 were approved on November 10, 2014.

Glenn Burns

Bill Fagan

Lonnie Rush

Kurt Lape

Michael Kaper

William McNeer

David Roebuck

Staci A. Knisley, Airport Clerk