

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014**

Meeting to order

Glenn Burns called the meeting to order at 6:02 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Glenn Burns, Dave Roebuck, Lonnie Rush, and Bill Fagan. Kurt Lape arrived at 6:13. Absent were Bill McNeer and Martin Lohne. Also in attendance were: Al Moyer, Tom Palmer, Eric Meister, Pat Ferguson, Greg Heaton and Staci Knisley.

Opportunity for the Public to Address the Board

Al Moyer inquired about Wednesday, June 11th Special Board Meeting. Dr. Burns stated that the Board is trying to schedule a special meeting but has not yet been confirmed.

Approval of minutes for the May 12, 2014 Meeting

On motion of Lonnie Rush and second of David Roebuck, the Fairfield County Airport Board voted to approve the minutes for the May 12, 2014 meeting.

(note: agenda stated May 10 meeting which was a clerical error, actual meeting was May 12)

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

Historical Aircraft Squadron (HAS) update on Airport grounds

Pat Ferguson stated that snow blower quotes will be tabled until fall.

Eric Meister stated that they made an attempt to find the sewer line in Hangar K based on the Engineer's suggestions of location.

Mr. Rush stated HAS did a great job. The location will be discovered during the excavation work of the floor once the project begins.

Mr. Heaton stated that they (CMT) expected the sewer line to be shallow. HAS' work helped to determine that it was not shallow. Their work was very helpful.

Mr. Moyer stated that HAS worked on the Airport fuel truck.

Mr. Rush stated that the fuel truck needs to be on a yearly maintenance schedule. Basic maintenance and oil checks. The HAS takes great care of our equipment. The exhaust manifold on the driver side is leaking and will need replaced. The fuel truck is drivable, it does not need fixed today. He will monitor the repair status.

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014**

Mr. Moyer stated that there is a drainage problem down along the north side of the taxiway. HAS can't get down to the area to mow it. It holds water. He asked Mr. Heaton if some of the brush was cut down can there be something put underneath it.

Mr. Heaton stated that years ago they had put down text-tile fabric that can support heavy equipment. It is very expensive to do. The best thing that HAS can do for now is to cut it down low so that it can dry out.

Airport Manager Update with Pat Rooney

Mr. Rooney reported that the localizer has been approved to be removed. It will be officially out of the books August 20, 2015. It is already NOTAM'd out of service. The only thing left for them to do is turn the frequency back to the FCC.

Mr. Rooney recommended to the Board that they no longer have Skydive rules. Skydive Columbus is not following the rules. They are not following the rules. They are operating with the gate closed and are not following the other rules. Mr. Rooney stated that the rules be put in the Minimum Standards per the FAA's recommendation. A good example to follow is HAS. When HAS brings people in the gate they provide a portable potty for their guests. Commercial tenants should provide a portable potty if they have a certain amount of guests, for example 25 guests a week. HAS always has a plan to keep people safe inside the gate. Commercial tenants should also have a plan. HAS also develops a parking plan. Commercial tenants should also have a parking plan that is approved by Airport management. When having events, HAS also comes to Airport Management to discuss if NOTAM's are needed. Commercial tenants should also do this. There is still a problem with the code to the gate being given out.

Dr. Burns stated that this will all be discussed in the Special Board meeting.

Mr. Moyer asked if the platform will still be up after the localizer is removed. Dr. Burns stated that the platform should stay but defers to Mr. Rooney. Mr. Rooney stated that he would review the localizer removal letter and make contact for clarification.

Mr. Rooney recommended that once the rules are final and put into the Minimum Standards that they be reviewed by the Airport attorney. Dr. Burns stated that the Board can contact the Assistant Prosecuting Attorney Jason Dolin.

Mr. Rush stated that the Board has given Skydive Columbus a lot of latitude that probably does not fit the FAA guidelines. A perfect example of what could happen did happen last week in Middletown, Ohio. She inadvertently walked into a propeller and she was killed. She was a skydiving operation employee. The fear that

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014**

he has had since Skydive operations have been here is the amount of folks that are down to there in the area is an inability to control them. HAS has enough people to keep control of their people and does a good job. Mr. Rush stated that he is not so sure that the skydiving operation does have enough staff to control their people in their area.

Dr. Burns stated that he is working on getting 4 board members to make special meeting on Wednesday. Mr. Roebuck recommends that if a special meeting can't be called that a couple of members just meet and have a discussion regarding the skydiving rules.

Mr. Rush stated that R2 is now rented and asked if it was a commercial lease. Dr. Burns stated that it is a commercial lease.

Mr. Rooney asked if there is a business operator that is not a tenant of the airport that does work on the airport should they have an insurance certificate of liability. He does not believe this can be policed.

Mr. Rush stated that the reason for the special board meeting is because Mr. Chapman with Skydive Columbus does not want to negotiate the rules with Mr. Rooney that will be put in the Minimum Standards.

Mr. Roebuck stated that there is skydiving rules already in the Minimum Standards under section G. He recommends that toilets be discussed outside the Minimum Standards.

Mr. Rush stated that the previous Board approved for a porta potty that was located near Skydive Columbus. The current board has since cancelled the service for that area due to the customers of Skydive Columbus mainly using it.

Mr. Roebuck stated that the security rules allow for Skydive Columbus to leave the gate open.

Mr. Rooney stated that Skydive Columbus has worked with the gate closed and that this applies with TSA rules. This sets a precedence so the Board should be able to close the gate and amend the rules.

Mr. Rooney stated that the FAA had issues with the skydive rules. They had trouble with the jump timing. The FAA recommended that the rules have to comply with all other tenants. Mr. Rooney recommended that the rules for skydiving be added to the Minimum Standards.

Mr. Rush stated that the FAA indicated that any rules have to be added to the Minimum Standards.

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014**

Mr. Roebuck stated that Skydive Columbus would like the porta potty back for their use with the Airport Board paying for it.

Mr. Rush stated that there is still a porta potty at the east end for all tenants.

Special Meeting, Wednesday, June 11th at 6:30 p.m. at the Airport Terminal

Dr. Burns announced that the Board has a quorum for a special meeting to be held on Wednesday, June 11, 2014.

Standing Committee Updates

a. Airport Improvement - Kurt Lape, update by Greg Heaton with Crawford Murphy Tilly, Inc. (CMT)

Mr. Heaton reported that CMT has seven (7) general aviation airports with some having full fences and most having at least partial fencing. There are approximately 2-3 with vehicular access points to the fence. The Fairfield County Airport is not spread out compared to other airports and do not provide porta pottys to hangar tenants.

Mr. Lape stated that the board should not provide porta pottys for anyone.

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

1. Previous FAA grants

-2010 In close-out final reimbursement approved, pending

-2111 In close-out, final reimbursement pending

-2212 response to FAA review questions being submitted, final reimbursement pending

2. FY 2013 Projects –

Rehab Txyw A and a/c apron areas (crack sealing)

revisited by Strawser Tues May 13 – fair performance

Action: Invoice balance to be approved

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

3. FY 2014 Projects:

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

2. Construct Apron Expansion (hangar K area site work) – determined non-eligible for FAA dollars

3. Construct Hangar K –Approx. 80% complete. – local only

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014

Project design is underway and approx. 80% complete. Anticipated schedule is to be complete with plans for bidding process mid-June.

Mr. Heaton reported that Strawser Paving did a fair job and they need to come back and repair. Strawser has indicated that they are not coming back. Mr. Heaton recommended that the Strawser completion invoice he held for another month to determine how much of the invoice should be paid. He work with Mr. Rush and Mr. Lape and have a recommendation for next month's board meeting.

Dr. Burns stated that the Board has used Strawser Paving in the past and has had no problems with them.

Mr. Heaton stated that they are a good contractor. This project was done on ODOT state purchasing. They are accustomed to doing paving for county roads. The work was not awful just was not completed to satisfactory.

Mr. Heaton reported that the FAA will not pay for any site work for the Hangar K replacement project. Mr. Heaton will coordinate with Ms. Knisley on the scheduled bid dates for the project.

b. Community Relations – Martin Lohne (absent)

Nothing to report.

c. Facilities and Grounds – Lonnie Rush

• **Hangar K Construction**

Mr. Rush reported that he has had discussions and meetings with Greg Heaton regarding the Hangar K construction. Cost estimate is still on target. Primary structure should be up by fall. Mr. Roebuck recommended that a special board be held if necessary to approve the bid projects that come in. Mr. Rush reported that once Hangar K is constructed there will be 24 hour access to the restroom that will be available to tenants.

• **Maintenance on hangars**

Mr. Rush stated that Precision Overhead Doors will start the maintenance on the hangar doors next week. There is money set aside for this.

• **Fire extinguisher inspections**

Mr. Rush reported that inspections are done in August. He will follow up with the inspections.

d. Finance - Glenn Burns

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

• **2014 Income & Expenses (All funds)**

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014

- 2014 Detail Expenses (Operating only)
Ms. Knisley reported that expenses were on target. She recommended that Mr. Rush get estimates for repairs to the fuel truck.
- 2014 Open Purchase orders

Approval of Payment of bills

On motion of Lonnie Rush and second of David Roebuck, the Fairfield County Airport Board voted to approve the payment of bills. (See below)

- Sundowner Aviation, payment for May fuel sales - \$752.28
- Sundowner Aviation, payment for May hangar tenant's receipts - \$ 1,352
- Crawford Murphy Tilly, payment of \$552 for professional services , 2013 Rehabilitation of taxiway and aircraft parking areas for 4/5-5/2/14
- Crawford Murphy Tilly, payment of \$4,380 for professional services, Hangar K development for 4/5-5/2/14
- Petroleum Underground Storage Tank Release Compensation Board 2014 Application for Certificate of Coverage, UST – payment and form due July 1st - \$ 2,100

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

e. Security, Web info & New Leases – Bill McNeer (absent)

- New leases not received: F2,G8,F3,F10,P8,Q17
Ms. Knisley is still working on. Letters and emails have been sent.
- Master Gates
Mr. Rooney reported that Lonnie Watts is still working on this.

f. Tenant Relations – Glenn Burns

- F8, Life Air – vacant as of Jan 1st, final bill \$821.70
- O10 & P15 – May not paid
Ms. Knisley reported that she will follow up.
- P12, letter from Oran Hoover vacating at the end of June

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014

Mr. Rooney will inspect hangar at the end of June and contact Ms. Knisley to process refund for deposit.

- Email from Dan Bolger, notification of intent to exercise the option to extend his lease for another 5 years
Ms. Knisley stated that action needs to be taken by October.
- Letter from Chris Smith, Q6 – asking to be let out of lease
Ms. Knisley reported that his lease was effective January, 1, 2014. He made a deposit and will not qualify to get a refund. Dr. Burns recommended that his lease be terminated due to he crashed his plane and will no longer need the hangar.

Approval to release Chris Smith from his lease of hangar Q6

On motion of Lonnie Rush and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve to release Chris Smith from his lease for hangar Q6.

Discussion: Mr. Rush stated that due to his discount and lack of full year lease, Mr. Smith will not get a refund for his deposit.

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

Ms. Knisley will contact Mr. Smith to inform him of the release of his lease.

- g. Fixed Based Operator (FBO) Liaison – Dave Roebuck**
Nothing further to report.

Old Business

- Abandoned Aircrafts
Ms. Knisley stated that the Prosecutor's office has sent letters to the owners. One letter for the Cessna Cardinal has been returned. She is working to get correct addresses.
Mr. Rush reported that someone has replaced the door to the Hawker Jet. He has given the contact information to Ms. Knisley. Owner is in Africa.
Mr. Rush reported that if the owner's do not remove their aircrafts after the proper time has allowed the airport and airport manager will split the profit of the sales.

New Business

There is no new business.

Informational

The Board reviewed the following informational items:

- a. Staci Knisley will not be at the July 14th meeting
- b. The UST Pipeline newsletter
- c. Feedback forms (3) from Airport website
- d. Lancaster Eagle Gazette article, Airport 45th anniversary

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for June 9, 2014**

Adjournment

On motion of Lonnie Rush and second of Dave Roebuck, the Fairfield County Airport Authority Board voted to adjourn at 7:34 p.m.

Next meeting (Special Meeting) is scheduled for Wednesday, June 11, 2014 at 6:30 p.m.

Meeting minutes for the June 9, 2014, were approved on July 14, 2014.

Aye
Glenn Burns

Aye
Bill Fagan

Absent
Lonnie Rush

Absent
Kurt Lape

Absent
Martin Lohne

Abstained
William McNeer

Aye
David Roebuck

Staci A. Knisley
Staci A. Knisley, Airport Clerk