

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for January 8, 2018**

**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, Bill McNeer, Jon Kochis, Pat Ferguson, Michael Kaper, Rick Szabrak and, Bill Fagan. Also present were Staci Knisley, Pat Rooney, and, Al Moyer.

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

There were no public comments.

**Approval of Minutes for the December 11, 2017 meeting**

*On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the minutes from the December 11, 2017 meeting.*

*Discussion: Mr. McNeer asked that "viewed security monitoring" be added to the minutes on page 4 under the Security Committee section.*

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

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that HAS is keeping ahead of the snow removal.

Mr. Ferguson reported that a member of HAS, Tom Palmer passed away. There will be an informal Memorial at the HAS hangar on January 20<sup>th</sup> at 1:00 p.m.

Mr. Moyer suggested that the Board get an Automated External Defibrillator (AED) for the terminal building.

Mr. Kochis will follow-up with information regarding the prices on an AED.

**Oath of Office**

Commissioner Steve Davis swore in the members of the Board for their Oath of Office.

**Airport Manager Update**

Mr. Rooney reviewed the Airport Manager Monthly report, see attached to minutes. He reported that Jet fuel sales were up and that LL Aviation fuel sales were down. The parachute information is not out of the directory. The next directory is out on March 29<sup>th</sup>. He will resubmit the information to remove the parachute.

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Mr. Rooney reported that Jim Ridgeway is in the hospital. He rents P11 and will be vacating his hangar. Sundowner Aviation is removing the pieces of aircraft left in the hangar and moving it into their R hangar. Sundowner Aviation will be renting hangar O11. Mr. Rooney recommends that he not be charged for January's rent.

Mr. McNeer asked that a letter from Mr. Ridgeway be sent to the Airport Authority notifying that his hangar will be vacated.

**Approval to waive January's rent for Jim Ridgeway, tenant in Hangar P11**

*On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to waive January's rent for Jim Ridgeway, tenant in Hangar P11.*

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

**Standing Committee Updates:**

**1. Airport Improvement – Jon Kochis**

a. Crawford Murphy Tilly (CMT) Engineer's Summary Report

Mr. Kochis reviewed the Engineer's Summary Report with the Board, see attached to the minutes. The crack-sealing/paving projects will be started this spring. This will be for areas that are within the first 25 feet of the hangars. We have budgeted \$10,000 annually for these projects.

Mr. Ferguson recommends that rubberized products are used for the crack-sealing.

b. Tax Assessments/Parcels

Nothing new to report.

c. Capital Improvement Projects

i. Storm Water System Rehabilitation/Tree Clearing

Mr. Kochis reported that the work will start when the weather is right. Soil & Water walked around the infield of Election House loop. There are deep erosion cuts. These issues need addressed before crops are put down. Topsoil will be moved for the 2 tile repairs. The costs to repair will be more than we estimated. The Tree Clearing also will start when the weather cooperates.

ii. Roof Repair – Maintenance Hangar

Mr. Kochis reported that the work will not be done until the spring due weather conditions.

iii. Columbia Pipeline

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Mr. Kochis reported that there is nothing new to report. The end goal here is if the Board decides to build across it someday, they will consider giving us an easement.

iv. ACIP follow-up

Mr. Kochis reported that the FAA recommends that the Airport acquire the land at the end of the Runway Protection Zone (RPZ). In the past, the Board reached out to the owner to get the trees trimmed.

2. Community Relations – Michael Kaper & Rick Szabrak

Mr. Kaper stated that he will work on the 2019 Anniversary Celebration with Mr. McNeer and others.

Mr. Kochis will provide historical pictures that were sent to him from Dan Bolger.

3. Facilities and Grounds – Michael Kaper & Bill Fagan

Nothing new to report.

4. FBO Liaison – Pat Ferguson

Mr. Ferguson reported that tenants were interested in paying their rent ahead if there were a discount involved. He believes it is an incentive to stay local.

Mr. Szabrak stated that if the Board is not losing money currently, then he recommends that no discount be given. He also recommended that the Board look at how to market new tenants and to see where the potential is to grow. Automatic withdrawal payments would be a benefit to our tenants.

Mr. McNeer monitors the competition. We are still at the same rates or less than other competitors.

Mr. Kaper stated he would check into automatic withdrawal for tenant payments.

Mr. Ferguson reported to the Board that he (on behalf of the Airport) will buy a heater for the snow equipment area.

5. Finance - Glenn Burns

a. Financial Reports

Ms. Knisley asked the Board to review the financial reports and asked if there are any questions.

b. Payment of Bills

**Approval for payment of bills totaling \$3,011.92**

*On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$3,011.92. (See invoice summary attached to minutes)*

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

6. **Security – Jon Kochis & Bill McNeer**

Nothing new to report.

7. **Tenant Relations – Glenn Burns & Bill Fagan**

Nothing new to report.

8. **Web – Bill McNeer & Rick Szabrak**

a. Website Update

Mr. Szabrak reported that in February he will put together a press release for the new website. He also recommends that press releases go out regularly in the future.

**Old Business**

a. Farm Lease with Doug Majors

**Approval of Noxious Weed Control Agreement with Douglas Majors**

*On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the Noxious Weed Control Agreement with Douglas Majors. (See agreement attached to minutes)*

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

b. **Columbia Pipeline**

Mr. Kochis reported that he saw the final reports and Columbia Pipeline should be starting to lay their pipeline soon.

**New Business**

a. Election of Officers

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**Approval of Election of Officers**

*On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to have Glenn Burns remain as President and Pat Ferguson to remain as Vice President.*

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

**Informational Items**

**a. List of Terms for the Board Members/Committees**

Dr. Burns asked that the Board review and if changes need made, contact Ms. Knisley.

**b. Rickenbacker Airport**

Mr. Szabrak met with Rickenbacker Airport to discuss their master plan. He would like to see how Fairfield County Airport could fit into their long-term plans. There might be businesses that they don't want to do anymore that they can pass on to Fairfield County.

Mr. Rooney recommended that Fairfield County look at businesses that only have 1-2 aircrafts. Our fuel prices could be beneficial to them.

Mr. Szabrak will set up a meeting with Rickenbacker Airport to see if there is any possibility that they can be partners with Fairfield County. Mr. Kochis and Mr. McNeer would also like to attend.

**Calendar of upcoming events and other important dates**

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

- a. HAS authorization for use of 3 unoccupied hangars expired 12/31/17

**Approval to give HAS authorization for use of 3 unoccupied hangars expiring on December 31, 2018**

*On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to give HAS authorization for use of 3 unoccupied hangars expiring on December 31, 2018*

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

- b. Storm Water Plan – Review and Approve annually - February 2018  
c. OAA Annual Conference – April 10-11, 2018  
d. Insurance expires 12/15/18  
e. FBO contract expires 12/31/2018  
f. 50-year Anniversary – June 18,2019  
g. HAS lease agreement w/Commissioners expires on 12/31/19  
h. Eversole lease with Commissioners expires on 10/26/2020  
i. FAA lease for space expires 9/30/2022

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- j. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

**Adjournment**

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:09 p.m.

**Next meeting is scheduled for February 12, 2018 at 6:00 p.m.**

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*Meeting minutes for the January 8, 2018 meeting were approved on February 12, 2018*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Aye  
Michael Kaper

Absent  
William McNeer

Absent  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

# MONTHLY BOARD REPORT

DECEMBER 2017

*January 8, 2018  
Meeting*

<b>ITEM</b>	<b>QUANTITY</b>	<b>REMARKS</b>
<b>T HANGAR OCCUPANCY</b>	<b>63/72</b>	
<b>R HANGAR OCCUPANCY</b>	<b>6/6</b>	
<b>NEW LEASES</b>	<b>0</b>	
<b>OVERNIGHT</b>	<b>0</b>	
<b>FUEL SALES 100LL</b>	<b>2514</b>	
<b>FUEL SALES JET</b>	<b>3799</b>	
<b>NUMBER OF OPERATIONS</b>	<b>1800</b>	
<b>HANGAR MAINTENANCE ISSUES</b>	<b>NONE</b>	
<b>PUBLIC COMMENTS</b>	<b>none</b>	
<b>INCIDENTS REPORTED TO FAA</b>	<b>RESUBMITTING AIRPORT DIRECTORY</b>	

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Board Meeting, January 8, 2018**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project  
Rehabilitate Taxiway B Edge Lights. Design has been initiated, with scheduled early 2018 bidding. Design to be reviewed with ODOT in late Feb/March. Bid values due in to ODOT by May 1.  
Project Estimated Cost: \$408,460  
ODOT Share: \$388,037
2. FY18 ACIP and FAA grant pre-application submitted previously.  
FAA FY 18 project includes Taxiway Delta reconstruction – design only.
3. Action Items:
  - a. none



## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$567.42	n/a	fees paid for December for fuel sold	12/1-12/31/17
Sundowner Aviation	\$1,488.50	n/a	10% fees paid for December hangar rent	12/1-12/31/17
Precision Overhead Door	\$371.00	18755	new hangar door cam switch - P12	12/20/2017
CMT	\$195.00	116288	AGIS Data Collection, survey and submission, engineering services for rehabilitate runway 10/28 lighting	10/28-11/24/17
CMT	\$390.00	116291	rehab taxiway b lighting, design, bid & construction	10/28-11/24/17
Total Invoices for 01.08.18 Board Meeting	\$3,011.92			

## NOXIOUS WEED CONTROL AGREEMENT

This Noxious Weed Control Agreement ("Agreement") is made this 5<sup>th</sup> day of January 2018 by and between the Fairfield County Airport Authority, located at 3430 Old Columbus Rd. NWA, Carroll, Ohio 43112 ("the Airport") and Douglas Majors, an Individual, whose address is Majors Farms, 750 Ginder Road NW, Lancaster, Ohio 43130 ("the Contractor").

### RECITALS

**WHEREAS**, the Airport is the operator of certain real property owned by the Fairfield County Board of Commissioners in Fairfield County which is utilized as the Fairfield County Airport ("the Airport"); and

**WHEREAS**, the Airport property contains paved areas used as airport runways and taxiways and also contains unpaved areas on which grows hay and other grasses; and

**WHEREAS**, the County has an occasional need to have the unpaved areas of the Airport mowed to control noxious weeds (as defined in OAC 901:5-37) so that vegetation does not overgrow and impede air and runway traffic at the Airport and to reduce the attraction to wildlife pursuant to the Fairfield County Airport Authority wildlife management report dated May 28, 2016 ; and

**WHEREAS**, the Contractor desires to perform the required mowing of the Airport property detailed in the maps attached as Exhibit "A" and to accept an annual total payment of \$50 as monetary payment for the services Contractor provides; and

**WHEREAS**, the Contractor desires to provide the services set forth herein and the Fairfield County Airport Authority agrees to provide the compensation for those services, all in accordance with 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 do hereby agree as follows:

1. Services to be Performed- Contractor shall provide a minimum of five annual cuttings or mowing to control Prohibited Noxious Weeds as per OAC 901:5-37. Variance from these dates will be considered based on weather. Contractor shall cut or mow in a manner to maintain heights of the fields between 7 and 14 inches in height between cuttings, in compliance with the Fairfield County Airport Authority wildlife management report dated May 28, 2016. Contractor shall furnish all labor, equipment, and materials necessary to the performance of its duties pursuant to this Agreement.

2. Time of Performance of Mowing- Contractor shall cut or mow at a minimum during the preferred target dates of May 1-20, June 1-20, July 1-20, August 1-20, and September 1-20. Contractor shall perform its duties during the hours of dawn to dusk. In any event, contractor shall perform in such manner as to avoid inconvenience to the users of the Airport and interference with Airport operations. Contractor must remove all bales of grass/hay from the Airport property within 7 days of mowing. No bales or equipment can be stored in the designated floodway and flood plain as marked in Exhibit "B" attached. Bales are to be stored along the north and south property lines and north of the grass strip.
3. Duration of Agreement- This agreement terminates all prior agreements, written or oral, between the parties concerning the series to be performed hereunder. It shall become effective on January 1, 2018 and shall terminate on December 31, 2020. This Agreement shall automatically renew for a period of one (1) additional year unless no later than sixty (60) days prior to the expiration of the current term, the party seeking to terminate this Agreement gives written notice of such termination to the other party ("Termination Notice"). After the nonterminating party receives such Termination Notice, this Agreement shall terminate at the conclusion of the current term.
4. Compensation – As payment for the services that Contractor provides hereunder, Contractor shall be paid a flat fee of \$50. Additionally, contractor shall be permitted to bale and keep for its own use all of the hay and other grasses that it mows or cuts on the Airport property in accordance with the terms of this Agreement. Contractor shall not be entitled to any other form of compensation or payment for any of the services that it renders in accordance with this Agreement.
5. Compliance with Law - During the term of this Agreement, Contractor shall obtain at its own expense and keep in force and affect any and all licenses permits, or other governmental authorizations of any kind required to perform the services hereunder. Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in connection with the performance of this Agreement, including but not limited to compliance with the USDA-Farm Service Agency Appendix to Form AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Determination (WC) Certification.
6. Indemnification- Contractor shall Indemnify, defend and hold harmless the Airport

and the County and all of its officers, employees, agents, and representatives of and from any and all liability, demands, claims, suits, losses, damages, causes of action, fines or judgment including costs, attorney and witness fees and expenses incident thereto for injuries occurring during the performance of its duties under this Agreement. This section shall survive the termination or expiration of this Agreement.

7. Insurance - During the term of this Agreement, Contractor shall carry and maintain in full force and effect insurance fully satisfactory to the Airport providing coverage for injuries or death to persons and damage to property in such amounts as is reasonably satisfactory to the Airport. Such Insurance shall name the Airport and the county as additional insured. Contractor agrees that: (a) the Airport may inspect such policies at any time; (b) Contractor shall cause such policies to be properly endorsed to provide that the insurance company or companies will give to the Airport thirty (30) days' written notice of termination, alteration or change of the policies and (c) Contractor will cause the insurance company or companies to furnish owner with certificates of such policies detailing the coverage, such certificates to be delivered to owner concurrently with execution of this agreement by contractor. This section shall survive the termination or expiration of this Agreement.
8. No Liens - Contractor agrees that no lien or claim of any kind whatever shall be filed by contractor, or by any other person, firm, corporation, or other entity against the Airport property or against any other property belonging to the county for any work or any materials furnished by the contractor hereunder. If such a lien is filed, then contractor at its own cost and expense shall immediately take such steps as are necessary to remove the lien or cause it to be removed. This section shall survive the termination or expiration of this Agreement.
9. Assignment - This Agreement may not be assigned by the contractor without the prior written consent of the Airport, which consent may be withheld in the County's sole discretion.
10. Binding Effect - This Agreement shall bind each of the parties and their respective heirs, personal representatives, successors, and assigns of the parties.
11. Attorney Fees - if any action is filed by the County to enforce any provision of this Agreement, then the contractor shall pay to the County a reasonable sum for the legal fees incurred by the County.

12. Entire Agreement - This agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

13. Amendment of Agreement - Any modification of this Agreement shall be binding only if evidenced in writing signed by each party to this Agreement or an authorized representative of each such party.

14. Paragraph Headings - The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

15. Governing Law - This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Ohio and any action brought in connection with or related to this Agreement shall be brought only in either the Municipal or Common Pleas Courts of Fairfield County, Ohio.


IN WITNESS WHEREOF, the parties have signed below.

  
\_\_\_\_\_  
DOUGLAS MAJORS  
Contractor

1-5-18  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
GLENN R. BURNS  
President, Fairfield County Airport Authority

1/8/18  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
Joshua Horacek  
Assistant Prosecutor, Fairfield County  
Reviewed on behalf of the Fairfield County Board of Commissioners

1-9-18  
\_\_\_\_\_  
DATE

# Majors Mowing Services Agreement

## Exhibit "A"

### Airport Map



1/2/2018



# Majors Mowing Services Agreement

## Exhibit "B"

### Floodway/Flood Plain

FEMA's National Flood Hazard Layer (Official)



Data from Flood Insurance Rate Maps (FIRMs) where available digitally. New NFHL FIRMette Print app available: <http://dmvurl.com/j4xwp5e>