

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for January 8, 2024**

Regular Meeting to order

Glenn Burns called the Regular Meeting to order at 5:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Scott Richardson, Bill Fagan, Jon Kochis, and Michael Kaper. Absent was Tom Brennan.

Also present were Staci Knisley, Ian Coil, Benjamin Riggs, and Al Moyer.

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for the December 11, 2023, Meeting

On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the December 11, 2023, meeting.

Voting aye thereon: Kaper, Kochis, Burns, Fagan, and Richardson.

Absent was Tom Brennan.

Motion passed.

Election of Officers

Dr. Burns asked for nominations are open for the Board.

Scott Richardson made a motion to nominate Michael Kaper as Vice President and Dr. Glenn Burns as President for the Airport Authority Board.

Jon Kochis seconded the motion.

Discussion:

Dr. Burns stated that he would accept the nomination.

Mr. Kaper stated that he would accept the nomination.

Voting aye thereon: Richardson, Kochis, Burns, Fagan, and Kaper.

Absent was Tom Brennan.

Motions passed.

Committee Discussion

Ms. Knisley stated that all committees are filled.

Mr. Kochis reported that the Board of Commissioners are still accepting applications for the open board member seat.

Dr. Burns recommended that the discussion be on the agenda again for February or March once the Board of Commissioners appoint the 7th board member.

Historical Aircraft Squadron (HAS) update

Mr. Moyer presented a runway/taxiway light report; see attached to minutes. He asked the Board to review the report and make recommendations on what the Board wants to proceed with. HAS will install the lights when they are received.

Mr. Kochis stated that he will proceed with contacting the vendor and will work with HAS. It is under his \$2,500 authorization threshold.

Fixed Base Operator (FBO)/Airport Management update with Sundowner Aviation – Monthly Board Report

a. Monthly Report

Mr. Coil reported that Thompson Concrete is interested in building a hangar like the Gorsuch Aviation hangar. He will give Thompson Concrete Mr. Kochis' contact information.

Mr. Coil presented the FBO Monthly report; see attached to minutes.

Standing Committee Updates:

Airport Improvement – Jon Kochis & Tom Brennan (absent)

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

Mr. Kochis reviewed the engineer's report; see attached to minutes.

Mr. Moyer asked that the fence wire be picked up by Kull Excavating during the drainage project. There are 2 rolls of wire left there.

Mr. Kochis will contact Kull Excavating to pick up the rolls of wire.

b. Storm Water System Repair

- North Side Tile

Mr. Kochis reported that Kull Excavating completed the north side tile project. The invoice is on the agenda to be approved.

- Quarterly Stormwater Inspection Report

Mr. Kochis reviewed the quarterly stormwater inspection report; see attached to minutes.

c. Obstruction Removal Project

Nothing new to report.

d. Master Plan Hangar Build

Mr. Kochis reported that the plans are about 90% complete. When the request for proposals are ready for leasing, the Board of Commissioners recommend the Airport Board move forward with approving and managing as usual.

e. Access Road request for Capital FAA grants

Nothing new to report.

Community Relations – Michael Kaper

Nothing new to report.

Facilities and Grounds – Bill Fagan & Michael Kaper

Nothing new to report.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing new to report.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

- Revenue/Expense Summary
- Cash Projection
- Purchase Order list
- Smart Card fuel report
- Utility cost report

b. Payment of Bills

Motion to approve retroactively December payment of invoices totaling \$92,578.60

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively December invoices totaling \$92,578.60; see attached to minutes.

Voting aye thereon: Kochis, Kaper, Burns, Fagan, and Richardson

Absent was Tom Brennan.

Motion passed.

Approval of Kull Excavating invoice in the amount of \$4,100.

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the Kull Excavating invoice in the amount of \$4,100; see attached to minutes.

Voting aye thereon: Kochis, Fagan, Burns, Kaper, and Richardson

Absent was Tom Brennan.

Motion passed.

Security & Safety – Jon Kochis

Mr. Kochis reported that the airport gate near Proline Electric's property will be open from time to time due to the construction on the airport.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List
- Review of Request of Proposals (RFP) 4 commercial hangars

Mr. Kochis reviewed the draft RFP for leasing the new hangars. The RFP's are due on Friday, February 2. At the next board meeting we will review the results and move forward. The RFP's will be posted in the Lancaster Eagle Gazette, on the county websites, and social media.

Dr. Burns recommended that the RFP link be sent to our current tenants also.

Web –Tom Brennan (absent)

Mr. Kochis stated that he posted a picture on Facebook of Bill McNeer’s last night as a board member.

Old Business

- a. Potential Air Show hosted by Steve Clapper
Nothing new to report.

New Business

None.

Informational

- Airport Master Record from USDOT FAA

Mr. Coil reported that he and Mr. Rooney reviewed the record. They have no comments.

Calendar of upcoming events and other important dates

The Board reviewed the following calendar of dates:

- a. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/24
- b. ODOT/OAA FY2024 grant – winning bidder selected by 3/15/2024
- c. OTTER/UST renewal expires 6/30/24
- d. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/24
- e. CMT Master agreement expires 9/9/2024
- f. Blue Lightning Initiative – report due annually within 30 days of 9/30/24
- g. HAS mowing and snow removal contract expires on 9/30/2024
- h. FBO Agreement expires 12/31/2024
- i. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/24
- j. Insurance Agreement expires 12/31/2025
- k. Legal services agreement with County Prosecutor – expires 12/31/2025
- l. Hangar J Lease agreement expires 12/31/26
- m. Lease agreement with Board of Commissioners to operate facilities – 10/25/2027
- n. Hangar A Lease expires 4/30/2032 with an option to renew
- o. FAA lease for space expires 9/30/2032

Adjournment

On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 5:34 p.m.

Next Regular Meeting is Monday, February 12, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for January 8, 2024

Meeting minutes for January 8, 2024 were approved on February 12, 2024.

Absent

Glenn Burns

Aye

Bill Fagan

Aye

Tom Brennan

Aye

Jon Kochis

Aye

Michael Kaper

Open seat

Aye

Scott Richardson

Staci A. Knisley

Staci A. Knisley, Airport Clerk

Fairfield County Airport Jan. 2024

Runway/Taxi Light Report

Runway lights installed 2017, Taxi lights 2019/2020

Spare lights provided at installation

4 clear 6 clear/yellow 2 red/green 1 taxi 2 xfrmr.

Lights replaced

2 clear 2 clear/yellow 1 taxi 1 xfrmr.

Lights repaired

1 clear/yellow 1 taxi

Replacement costs

Note: Original design of lights no longer available

Clear/yellow \$429.95 Taxi \$236.75 Xfrmr. \$98.58

Delivery times

Clear Clear/yellow 12 weeks Taxi 8 weeks Xfrmr. in stock

supplied by ADB Safegate 977 Gahana Parkway Columbus

614 861 1304

Fairfield County Airport Authority
Board Meeting, January 8, 2024

Engineer's Summary Report

1. FY 21 FAA AIP Grants
Master Plan – Nearing completion. All documents and ALP submitted to FAA for review. Pending further FAA comments or direction prior to closeout. **FAA noted we should have comments before end of 2023. No comments yet.**

2. FY 22 FAA AIP Grant
Rehab Taxiway B - Construction
Additional construction funds will be requested from FAA at closeout.
Grant closeout submitted last week.

Improve Airfield Drainage – Construction. Rock River Construction work is completed, project is substantially closed out.
Project complete, seed establishment concerns were expressed by FCSWCD, and will be corrected next spring. Grant closeout submitted last week.

3. FY 23 FAA AIP Grant - Master Drainage Report
Survey of existing pipe structures and pipes completed. **Draft report submission anticipated to RPC, and Co Engineer. No comments yet.**

4. OH FY 22 State grant – Obstruction Removal (East).
 - a. East End - Phase 1 Plans 100% complete –Removal from FAA obstruction database completed.
 - b. East End - Phase 2 – Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No updates.**

5. OH FY 23 State grant – West Obstruction Removal.
 - a. Approach update and PAPI mitigation approved. **March 2024 publication of the updated approach. CMT is working with FAA to refine approach minimums once flight check is confirmed and Election House Road is removed. Flight check was completed Dec 2023.**

6. OH FY 24 State grant – Runway 28 RSA Clearing
 - a. ODOT grant application drafted for the removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface. **Latest plans have been submitted to Airport for review and to County utilities and AT&T.**

7. FAA FY24
 - a. **Meeting with FAA completed.** Projects anticipated for FY24 include Runway 10/28 crackseal and the pavement expansion/rehab associated with the new box hangars and t-hangar. Preapplication documents submitted to FAA.
 - b. **ACIP** submitted.

8. Other discussion items:

9. Action Items: none

Knisley, Staci A

From: Jonathan Ferbrache <Jonathan.Ferbrache@fairfieldswcd.org>
Sent: Friday, January 5, 2024 2:04 PM
To: Knisley, Staci A; Kochis, Jon P
Cc: Molly Gilleland
Subject: [E] Quarterly Airport-Stormwater Report
Attachments: 12-21-23-quarterly-AIRPORT.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Staci,

Please review at the next Airport Board meeting.

Jonathan Ferbrache, PLA, CPESC, CESSWI
Professional Landscape Architect and
Senior Resource Specialist

Fairfield Soil and Water Conservation District
831 College Avenue, Suite B
Lancaster, OH 43130
jferbrache@fairfieldswcd.org
1-740-653-8154 ext. 3925
1-740-415-3925 Direct Number
1-740-777-7392 Cell

FAIRFIELD COUNTY AIRPORT AUTHORITY
QUARTERLY STORMWATER VISUAL INSPECTION

LOCATION & SITE CONTACTS

Name: Fairfield County Airport Authority		Address: 3430 Old Columbus Road NW Carroll, Ohio 43112	
Telephone: 740-654-7001		Primary Facility Contact Information: Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		Security: Fairfield County Sheriff 740-652-7900	
SIC Code 9999	EHS 0	County	Fairfield
Total Impervious Surface Acres: Appx 35		Municipality	Carroll
Total Facility Acres: 235.746			
Storm Water Discharge to Greenfield Creek with 100 year flood diversion toward Claypool Run (NW)			
Name(s) of water(s) that receive storm water from this facility: Hocking River			
Hocking River Watershed			

Date: 12-21-23 **Time Storm Event Began:** NA

Estimated Total Rainfall for Storm Event: NA

OUTFALL MONITORING (the outfall from the Water Quality Basin):

Monitoring Point #1	Time:		
Color			
Odor			
Clarity			
Floating Solids			
Settled Solids			
Suspended Solids			
Foam			
Oil Sheen			
Characteristics to Monitor:			
Color: yellow, brown, green, gray, etc. and degree of color: none, slightly, very, etc.			
Odor: petroleum, chemical, sulfur, algae, sewage, etc. and degree of odor none, slight, strong, etc.			
Clarity: clear, slightly cloudy, very cloudy			
Floating Solids: yes/ no			
Settled Solids (allow to sit for 5 minutes): yes/no			
Suspended Solids (hold a white piece of paper behind jar to see): yes/no			
Foam: yes/no			
Oil Sheen: yes/no			

Were all samples collected within the first 30 minutes of discharge? Yes/no

If no, when were the samples collected? _____

SITE INSPECTION:

Issue Being Evaluated	Yes	No	N/A	Comments (stains, odors, leaks, trash, etc)
Are stored materials exposed to storm water contact?	x			
Are oily parts and/or drums exposed to storm water contact?	x			
Are the loading and unloading areas clean?	x			
Are areas around containers clean?	x			No increased staining observed.
Is the area around the covered salt storage area free of significant salt?			x	
Is the area around the fuel island and nearest catch basin clean and free of grease, oil, fuel, etc.?	x			No increased staining observed.
Is there a buildup of oil and grease in the parking lots or equipment storage areas?		x		
Are there leaks or stains around drums or aboveground storage tanks?	x			
Is the drainage swale in the south central part of the facility and catch basins clean of debris?	x			-Storm system #2 -prioritize clearing of easement and sediment removal at end of pipe.
Are trash cans and dumpsters kept covered?		x		Blue barrel at fuel farm left uncovered.
Is a stocked spill kit available at the fuel island?	x			
Are spill containment materials and stocked cleanup kits readily available?	x			-Yellow can at the fuel farm still has a hole about a foot from the bottom. Materials are exposed to rain still.
Is there evidence of soil erosion?	x			Soil stockpiles near building 3 not stabilized or protected by BMPs.

OTHER OBSERVATIONS:

-Grass is not well established in recent construction areas. CMT should review. **No inlet protection or erosion control measures observed.**

-Runway tile repair need addressed/seeded.

-1 blow hole in the east field at the fence. The hole is increasing in size and soil is entering the tile. Fence footer is now exposed. **Rock rip rap has been installed overtop of blow hole.**

-Pipeline replacement is complete, BMPs still in place, sit repair shows a lot of gravel, mowers could throw. Reseeding may be needed.

Inspected By: Molly Gilleland -Fairfield SWCD

FACILITY INSPECTION PHOTOS



Barrel uncovered at fuel farm.

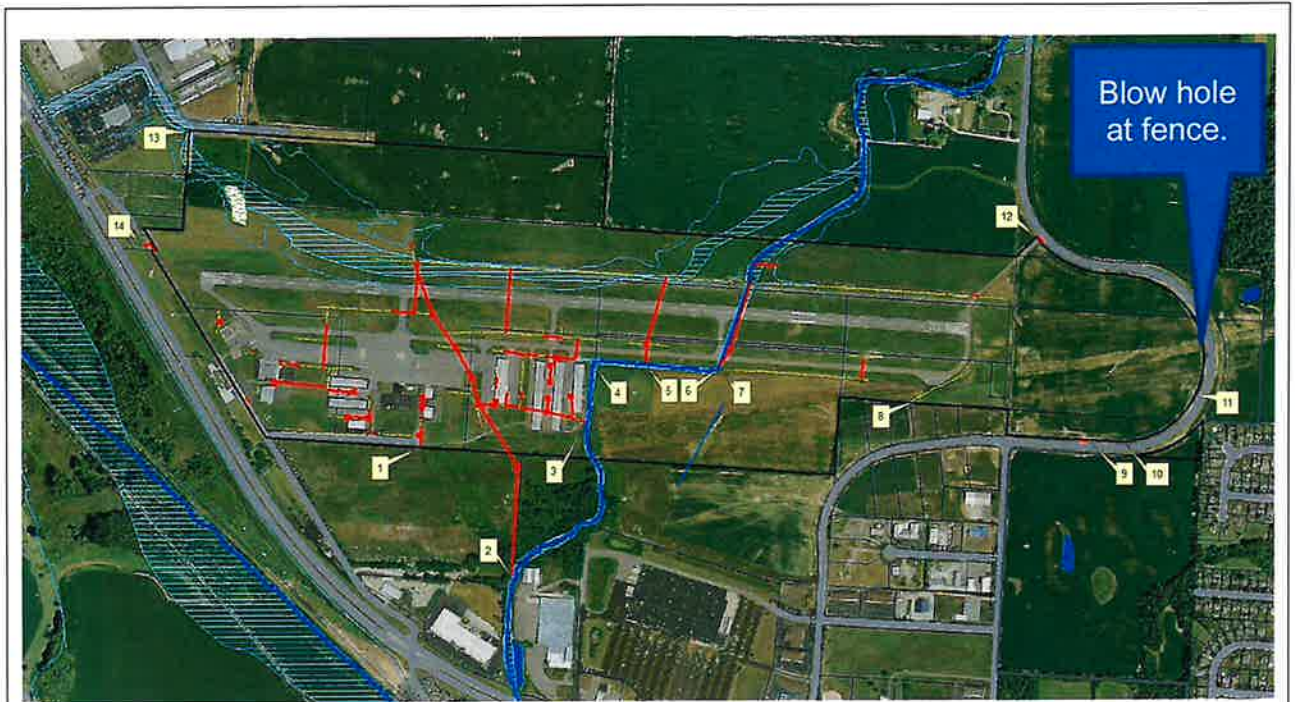


Yellow barrel at fuel farm with crack.



Un-stabilized construction activity with no BMPs in place.

FACILITY MAPS

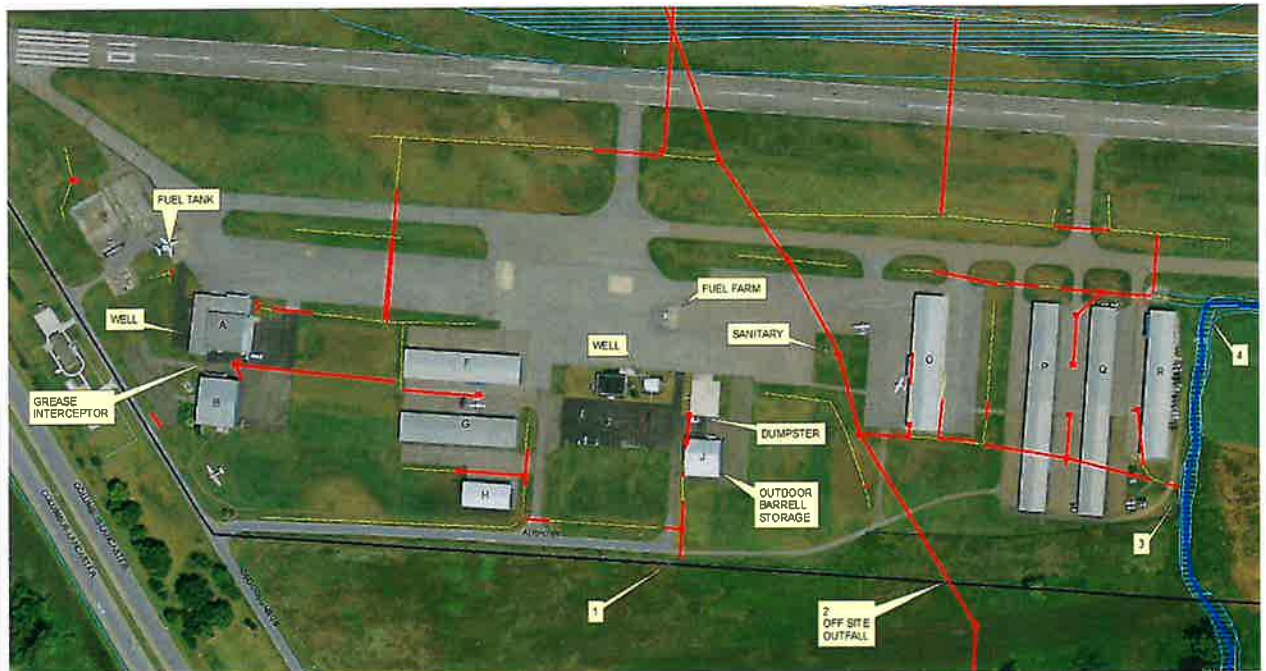


NORTH



FIGURE A

See Appendix A for outfall No.2 off site easement



NORTH



FIGURE B

See Appendix A for outfall No.2 off site easement

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR: ORIGINAL REVISED YTD EXPENDED MTD EXPENDED ENCUMBRANCES AVAILABLE PCT
 7800 AIRPORT OPERATIONS APPROP BUDGET BUDGET BUDGET BUDGET BUDGET USED

80780000 AIRPORT OPERATIONS

80780000	530000	CONTRACTUAL SERVIC	175,000	188,482	179,619.54	17,027.53	8,598.33	264.00	99.9%		
2023/12/000015	12/04/2023	API	2,500.00	VND	005552	PO	23000001	HISTORICAL AIRCRAFT	snow plowing/mowing 12/2023	5389450	
2023/12/000015	12/04/2023	API	8,333.37	VND	007099	PO	23000372	SUNDOWNER AVIATION L	airport manager/FBO services 1	5389467	
2023/12/000016	12/04/2023	API	50.00	VND	013701	PO	23000419	MAJORS, DOUGLAS J	noxious weed services for 2023	5389488	
2023/12/000023	12/04/2023	API	200.00	VND	001281	PO	23004965	PORTA KLEEN	rental for portable toilet at	5389412	
2023/12/000800	12/11/2023	API	3,360.00	VND	009331	PO	22006733	CRAWFORD MURPHY & TI	LHO BUSINESS PLANNING ANALYSIS	5390056	
2023/12/000800	12/11/2023	API	59.00	VND	016659	PO	23000234	SUNRUSH WATER	drinking water/services 11/15/	5390139	
2023/12/001367	12/15/2023	API	924.00	VND	001671	PO	23000152	OHIO AVIATION ASSN	membership dues 1/1/24-12/31/2	5390725	
2023/12/001367	12/15/2023	API	413.82	VND	003668	PO	23000168	LOCAL WASTE SERVICE	trash disposal for Airport 12/	5390742	
2023/12/001367	12/15/2023	API	1,177.39	VND	005790	PO	23000186	OHIO DEPT OF TAXATIO	sales tax for fuel sales 11/1-	5390773	
2023/12/001367	12/15/2023	API	9.95	VND	016659	PO	23000234	SUNRUSH WATER	drinking water/services 12/1-1	5390847	
80780000	541001	ELECTRIC/UTILITIES	25,000		28,275		21,810.64	1,618.57	6,464.03	.00	100.0%

2023/12/000015	12/04/2023	API	57.14	VND	003823	PO	23000343	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD - 10/13-11	5389433	
2023/12/000015	12/04/2023	API	57.14	VND	003823	PO	23000343	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 10/13-11/	5389434	
2023/12/000015	12/04/2023	API	57.85	VND	003823	PO	23000309	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 10/13-11/	5389435	
2023/12/000806	12/11/2023	API	38.85	VND	001373	PO	23000309	SOUTH CENTRAL POWER	3383 Columbus Rd NW 10/6-11/6	5389988	
2023/12/001367	12/15/2023	API	338.43	VND	001373	PO	23000309	SOUTH CENTRAL POWER	TERMINAL RUNWAY LIGHTS - 11/6-	5390713	
2023/12/001367	12/15/2023	API	209.97	VND	001373	PO	23000309	SOUTH CENTRAL POWER	TERMINAL 2 - 11/6-12/6	5390714	
2023/12/001367	12/15/2023	API	159.05	VND	001373	PO	23000309	SOUTH CENTRAL POWER	HANGAR Q - 11/6-12/6	5390715	
2023/12/001367	12/15/2023	API	125.25	VND	001373	PO	23000309	SOUTH CENTRAL POWER	MOPED ASOS - 11/6-12/6	5390716	
2023/12/001367	12/15/2023	API	115.93	VND	001373	PO	23000309	SOUTH CENTRAL POWER	HANGAR P - 11/6-12/6	5390717	
2023/12/001367	12/15/2023	API	94.37	VND	001373	PO	23000309	SOUTH CENTRAL POWER	HANGAR O - 11/6-12/6	5390718	
2023/12/001367	12/15/2023	API	67.10	VND	001373	PO	23000309	SOUTH CENTRAL POWER	HANGAR G - 11/6-12/6	5390719	
2023/12/001367	12/15/2023	API	53.75	VND	001373	PO	23000309	SOUTH CENTRAL POWER	HANGAR F - 11/6-12/6	5390720	
2023/12/001367	12/15/2023	API	41.54	VND	001373	PO	23000309	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER - 11/6	5390721	
2023/12/001367	12/15/2023	API	101.10	VND	023650	PO	23000469	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS RD - 10/31-1	5390860	
2023/12/001367	12/15/2023	API	101.10	VND	023650	PO	23000469	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS RD - 10/31-1	5390861	
80780000	543000	REPAIR AND MAINTEN	65,000		100,400		78,146.00	.00	19,536.14	2,717.86	97.3%

80780000	553000	COMMUNICATIONS/TEL	2,100		2,278		1,983.88	187.84	293.84	.00	100.0%
2023/12/000800	12/11/2023	API	187.84	VND	074480	PO	23000495	A T & T INC	monthly phone services 10/20-1	5390173	
80780000	554000	ADVERTISING	2,000		2,000		604.18	.00	900.00	495.82	75.2%

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR : 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 558000 TRAVEL REIMBURSEME	200	206	70.33	.00	85.80	50.00	75.7%
80780000 560000 MATERIALS & SUPPLI	25,000	25,000	12,633.93	547.10	10,147.91	2,218.16	91.1%
2023/12/000800 12/11/2023 API	547.10 VND 007099 PO 23000374 SUNDOWNER AVIATION L reimbursement for supplies pur						5390039
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	400,000	560,000	505,443.47	72,638.56	54,556.53	.00	100.0%
2023/12/000789 12/11/2023 API	31,566.74 VND 005545 PO 23000358 PURVIS BROTHERS INC Fuel purchases - jet fuel						5390025
2023/12/000789 12/11/2023 API	41,071.82 VND 005545 PO 23000358 PURVIS BROTHERS INC Fuel purchases - LL fuel						5390025
80780000 574000 EQUIPMENT, SOFTWAR	10,000	26,000	24,829.35	.00	.00	1,170.65	95.5%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	1,238.00	559.00	.00	1,762.00	41.3%
2023/12/000800 12/11/2023 API	212.00 VND 111111 PO						5390184
2023/12/001364 12/15/2023 API	347.00 VND 111111 PO						5390885
TOTAL AIRPORT OPERATIONS	712,800	941,140	826,379.32	92,578.60	100,682.58	14,078.49	98.5%
TOTAL AIRPORT OPERATIONS	712,800	941,140	826,379.32	92,578.60	100,682.58	14,078.49	98.5%
TOTAL EXPENSES	712,800	941,140	826,379.32	92,578.60	100,682.58	14,078.49	



Kull Excavating, LLC
 2205 Election House Rd NW
 Lancaster, OH 43130
 740-225-2501

invoice

TO: Fairfield County Airport
 North Tile Collapse, 75 feet from main runway

January 8, 2024

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Dig and replace 30 ft of 12 inch tile. Install inch riser. Level up disturbed area. Seed and straw.		\$4,100.00

Material Price Subject to change after 30 days.

Payment due in full within 10 days after completion. Any remaining balance will incur 1.5% interest every 30 days until paid in full.

Thank you for your business!

SUBTOTAL	\$4,100.00
SALES TAX	
SHIPPING	
TOTAL DUE	\$4,100.00