

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for January 9, 2017

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, Pat Ferguson, Bill Fagan, Jon Kochis, Michael Kaper, and Rick Szabrak. Also present were Staci Knisley, Patrick Rooney, Al Moyer, Branson Rutherford, and Brandon Foster.

Opportunity for the Public to Address the Board

No member of the public addressed the board at this time.

Rick Szabrak, new Board Member

Dr. Burns welcomed and introduced Rick Szabrak to the Board.

Mr. Szabrak stated he was excited to serve.

Approval of Minutes for the December 12, 2016 Meeting

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the December 12, 2016 meeting.

Discussion: Dr. Burns asked Ms. Knisley to change the wording on line 2, page 5. He asked that "he" be changed to "Chris Chapman".

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

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that HAS is keeping busy. They have plowed snow one time this season.

Election of Officers

1. Approval of nomination of President of the Board, Glenn Burns

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the nomination of President of the Board, Glenn Burns.

Discussion: Dr. Burns stated that he is willing to serve as long as he has a Vice President.

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

2. Approval of nomination of Vice President of the Board, Pat Ferguson

On motion of Glenn Burns and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the nomination of Vice President of the Board, Pat Ferguson

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Discussion: Mr. Ferguson stated that he is willing to serve as Vice President.

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

3. Approval to close nominations for President and Vice President of the Board

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to close the nominations for President and Vice President.

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

4. Approval to accept the slate of officers as presented, Glenn Burns as President and Pat Ferguson as Vice President

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to accept the slate of officers as presented, Glenn Burns as President and Pat Ferguson as Vice President

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

Committees (see attached to minutes)

Mr. McNeer suggested that Mr. Szabrak be on the web committee with him.

Ms. Knisley suggested splitting out the Web/Security Committee.

Mr. Kaper stated he will serve on the Facilities and Grounds committee with Mr. Fagan. This is in addition to his Community Relations Committee.

Mr. Szabrak stated he will serve on both the Community Relations and Web Committee.

Airport Manager Update

Mr. Rooney presented Sundowner Aviation's Monthly Report, see attached to minutes.

Mr. Rooney stated that operations have been slow. December was the lowest activity they have had since February of 2016. Overall operations have been up.

Mr. Rooney stated that he and Ms. Knisley are working on the matter regarding R1's items left in the hangar after vacating it in December.

Mr. Rooney stated that there was no update from Doug Lynch regarding the possibility of his client's interest in housing his jet at the Airport.

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Mr. Rooney stated that it is a possibility that they (Sundowner Aviation) may work something out with prior customers that have paid for skydiving, since Ohio Skydiving Center is no longer in business. He would like to make good will for the Airport.

Mr. Rooney stated that tenants are taking no interest in the credit card program due to the fee that is charged.

Standing Committee Updates:

a. Airport Improvement – Jon Kochis

1. Storm Water Plan

Mr. Kochis reported that the draft was sent last to all Board Members for their review. Mr. McNeer had some suggested changes that were added. There is still an issue of liability of pollution. The Prosecutor's Office will be involved in the guidance and language regarding fluid storage in our hangar tenant leases. He is meeting with Assistant Prosecutor Joshua Horacek on Wednesday of this week.

Mr. McNeer stated that when he worked for NetJets, they were responsible for any spills that they have caused at Port Columbus. He recommended that the liability be passed on to the Tenants.

Mr. Kochis stated that he would like this plan to be updated and approved at February's Board meeting.

Mr. McNeer stated that the changes he suggested included changing the wording to "tenants" rather than "FCA personnel".

2. Wetland Determination (5 acres NW corner)

Mr. Kochis reported that the area has been cleared. The next step is for the Farm Bureau to come out and inspect for delineation. The Farm Bureau suggest that the Board work with the existing farmers on where mowing and farming should be.

3. Medflight Property for Sale

Mr. Kochis reported that the Medflight property abutting the Airport is going to go up for sale. Medflight was wondering if the Airport Board had any interest.

Mr. Kochis asked the Board if they were interested if the property was up for sale. The Auditor's Website has a value of \$195,000. The Board of Commissioners might be interested in loaning the Airport Board the money if there is consensus with the Airport Board.

Mr. Ferguson stated that he felt that the Medflight property is an asset to the Airport due to the crossover and entrance of the roadway.

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Mr. Kochis stated that the property has a helipad and a fuel system. It is possible that the FAA could reimburse the Airport in future years but he likely thinks that local dollars would fund it. The intersection could also be controlled for security purposes by vacating Old Columbus Road at the Terminal road entrance.

Mr. Kochis stated that Dan Bolger's current tenant Steve Slater was interested in the Medflight property at a prior time. Mr. Kochis stated that he believes Mr. Slater building at the Medflight property would be a risky investment for resale. Mr. Kochis would like to see the Board to consider the purchase.

4. Bolger Hangar

Dr. Burns stated that Dan Bolger called regarding the expiration of his lease. Mr. Bolger would like to negotiate a new sublease with his current lessee, Steve Slater.

Mr. Kochis stated that the Bolger is in need of upgrades. The upgrades should include the Airport Board, Mr. Bolger, and the Board of Commissioners. There are a lot of scenarios that need worked out between all of the parties.

Mr. Ferguson stated that the Bolger Hangar could be made into 6 hangars with an add-on of the building.

Mr. McNeer suggested that a public meeting with minutes being taken when Mr. Kochis a meeting with Dan Bolger regarding his hangar. It could be considered a sub-committee of the Board.

Dr. Burns stated that Jon Kochis, Bill Fagan, and Pat Ferguson would be a sub-committee of the Board to discuss the Bolger Hangar upgrades and future lease.

5. Crawford Murphy Tilly (CMT) Engineer's Summary Report (See attached to minutes)

Mr. Kochis reviewed the Engineer's Summary Report with the Board. Frazier Electric who is working on the hangar lights reported to Mr. Kochis that the lights at the terminal were not on. Mr. Kochis stated that he would pass the information on to Walsh Construction to look into.

Mr. Kochis reported that he and Ben Cooley with CMT will be meeting tomorrow with Congressman Stivers to discuss the ODOT and FAA funding.

- a. Approval of 2nd application for payment to Jess Howard Electric for \$41,187.76 and Approval of 3rd and final application for payment to Walsh Construction for \$12,101.02**

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On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority voted to approve the 2nd application for payment to Jess Howard Electric for \$41,187.76 and the 3rd and final application for payment to Walsh Construction for \$ 12,101.02.

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

6. Internet/Security and Other Items – Jon Kochis

Mr. Kochis reported that he owes a call to Mr. Eversole regarding the fence. He also stated that the security cameras will be hung when good weather arrives and a repeater will be ordered for the internet in the Maintenance Hangar.

Mr. Kochis left the meeting at 6:47.

b. Community Relations – Michael Kaper

Nothing new to report.

c. Facilities and Grounds – Bill Fagan

Nothing new to report.

d. Finance - Glenn Burns

1. Financial Reports

Ms. Knisley asked the Board to review the financial reports and asked if there were any questions. The cash carryover from 2016 to 2017 was \$117,000 for the Airport operating fund.

2. Payment of Bills

Ms. Knisley asked the Board to review the summary of invoices.

Approval for payment of bills totaling \$ 11,890.94

On motion of Bill Fagan and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$11,890.94 (See invoice summary attached to minutes)

*Voting aye thereon: Fagan, Ferguson, Rush, McNeer, Szabrak, and Kaper.
Absent was Jon Kochis. Motion passed.*

e. Security/Web/Other – Bill McNeer & Jon Kochis

1. Internet Connectivity – Phase 2

Nothing new to report.

2. Web

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Mr. McNeer recommended that a different format with scrolling pictures be updated for the Website update. He will work with WebChick and Rick Szabrak.

f. Tenant Relations – Glenn Burns

1. Rent Status

Ms. Knisley stated that she will follow up with tenants this week regarding any past due accounts.

2. FBO Liaison – Pat Ferguson

Mr. Ferguson stated that he had nothing further to discuss.

Old Business

- a. Storm Water Plan
Ms. Knisley is still collecting the MS4 training documents.
- b. Taxiway D Rehab. Project - ODOT grant
Nothing new to report.
- c. Farm Leases (seedless crop amendments)
Nothing new to report.
- d. Fence on Eversole Property
Nothing new to report.

New Business

No new business to discuss.

Informational Items

- a. Congratulation card from Board of Commissioners regarding terminal renovations

Calendar of Upcoming Events/Other

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

- a. Business Radio Licensing - \$95 fee – revisit in March 2017
- b. OAA Annual Conference – April 18-19, 2017
- c. State of the County Address – April 25, 2017
- d. FAA lease for space expires 9/1/17
- e. Pville farming lease expires 12/31/17
- f. Doug Majors farming lease expires 12/31/17
- g. Insurance expires 12/15/18
- h. HAS/Comm's lease agreement approved on 11.17.15, expires 12/31/19

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:00 p.m.

Next meeting is scheduled for February 13, 2017 at 6:00 p.m.

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Meeting minutes for the January 9, 2017 meeting were approved on February 13, 2017.

Aye
Glenn Burns

Absent
Bill Fagan

Aye
Rick Szabrak

Aye
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

Fairfield County Airport Authority

Committee Structure – Current Committees as of 01.09.17

Airport Improvement Committee – [Jon Kochis](#)

- Pursue the addition/construction of additional general aviation T-Hangars
- Pursue the addition/construction of a corporate hangar(s)
- Develop/propose projects for staged upgrade/improvement of infrastructure
- Coordinate activities with consulting engineer, as needed
- Other duties as assigned

Community Relations Committee – [Michael Kaper/Rick Szabrak](#)

- Liaison with community organizations, local governments and airport neighbors
- Pursue appropriate airport zoning regulations
- Work with County Economic Development Director to support economic development
- Other duties as assigned

Fixed Based Operator (FBO) liaison – [Pat Ferguson](#)

- Work with Airport Management

Facilities & Grounds Committee – [Bill Fagan/Michael Kaper](#)

- Monitor condition of buildings, lights, ramps, taxiways and runways
- Coordinate repairs/improvements with contractors, as needed
- Develop/propose projects for staged upgrade/improvement of infrastructure
- Coordinate any air shows' utilization of LHQ facilities
- Coordinate activities with consulting engineer, as needed
- Other duties as assigned

Finance Committee – [Glenn Burns](#)

- Monitor revenue, encumbrances and expenditures
- Work with County Clerk to develop annual budget
- Assist with development of financing for facility upgrades
- Evaluate/recommend existing/proposed contracts/leases
- Other duties as assigned

Security Committee – [Bill McNeer/Jon Kochis](#)

- Coordination/liaison with law enforcement agencies
- Assure compliance with TSA regulations
- Monitor availability and apply for Homeland Security grants for facility upgrades
- Coordinate activities with consulting engineer, as needed
- Other duties as assigned

Tenant Relations Committee – [Glenn Burns/Bill Fagan](#)

- Liaison with airport tenants, i.e., FAV, HAS, Bolger, Carley, hangar renters
- Work with prospective tenants to assist with establishment of operations at FCA
- Monitor tenant compliance with *Minimum Standards for Aviation Activities*
- Other duties as assigned

Web Committee – [Bill McNeer/Rick Szabrak](#)

- Design and maintain website information

December 2016
MONTHLY BOARD REPORT

JAN 2016 - Board Mtg 1/9/17

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	62/72	
R HANGAR OCCUPANCY	5	
NEW LEASES	0	
OVERNIGHT/WEEKLY HANGR	0	
FUEL SALES 100LL	2401.33	
FUEL SALES JET	80.1/451 TRUCK	
NUMBER OF OPERATIONS	1572/43740YEAR	
HANGAR MAINTENANCE ISSUES	G6 door	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	none	

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Engineer's Summary Report

1. Previous FAA grants

-2515 FAA project (PAPI, wildlife) ongoing;

2. FY 2015 Projects

PAPI Rehab

PAPI commissioning complete. Close out report being prepared.

Wildlife Assessment

Final report has been submitted to FAA. Submitted for FAA review, awaiting comment or acceptance.

Terminal Roof Improvements

Terminal Building Reroof and Mansard Alteration complete. Final close-out documentation being prepared.

3. FY 16 Projects

ODOT Aviation Grant Runway Rehabilitation.

Contractor: The Shelly Company.

Runway overlay work complete. Final runway markings to be confirmed/completed.

FY 16 FAA Grant – Runway Edge Lighting Rehabilitation

Contractor: Jess Howard Electric.

Field work ongoing, expected completion by end of month.

4. FY 17 ODOT Aviation Grant Application

Grant application for Taxiway D (west end) construction / reorientation.

ODOT has offered grant. Design is local only expense without potential for reimbursement currently. Still awaiting any change in state grant program. Meeting on 1/10 with Cong. Stiver's office.

5. Action Items:

Invoices for Walsh, J Howard in board package.

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Crawford Murphy Tilly	\$1,447.00	111811	construction phase services/rehab runway 10/28 lighting	10/29-11/25/16
Crawford Murphy Tilly	\$130.00	111812	AGIS Data Collection,survey and submission - rehab runway 10/28 lighting	10/29-11/25/16
Crawford Murphy Tilly	\$468.30	111801	construction phase - runway 10/28 overlay	10/29-11/25/16
Sundowner Aviation	\$428.54	n/a	fees paid for December fuel sales	12-1-12/31/16
Sundowner Aviation	\$1,425.50	n/a	10% fees paid for December hangar rent	12-1/12/31/16
Fairfield Co Engineer	\$1,616.18	8719	cleaning hauling along runway	12.22.16
JD Equipment	\$3,033.12	647824	repairs to John Deere 5510	12.8.16
Ohio Aviation Association	\$800.00	n/a	2017 OAA dues	12.15.16
Ace Body Truck	\$468.30	82685	snow shoes	1.3.17
Precision Overhead Door	\$1,074.00	17510	hangar G6 & P6 repairs	1.5.17
Sundowner Aviation	\$1,000.00	n/a	snow removal	12.15.16
Total Invoices for 01/09/17 Board Meeting				
	\$11,890.94			