

**Regular Meeting to order**

Mr. Bill McNeer 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: Bill McNeer, Rick Szabrak, Scott Richardson and Bill Fagan. Glenn Burns, Michael Kaper, and Jon Kochis were absent. Also present were Staci Knisley, Jonathan Allison, Ben Riggs, Al Moyer, and Don Kuhn.

**Approval of President for the Fairfield County Airport Authority Board as Glenn Burns**

Scott Richardson motioned to nominate Glenn Burns as President for the Fairfield County Airport Authority Board.

Rick Szabrak seconded the motion.

Voting aye thereon: Richardson, Szabrak, McNeer, and Fagan

Absent were: Kaper, Burns, and Kochis

Motion passed.

Mr. McNeer recommended the Vice President be nominated at the February meeting.

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

Mr. Jonathan Allison asked the Board if they need assistance in snow removal.

Mr. McNeer recommended that Mr. Allison talk to Al Moyer with Historical Aircraft Squadron.

Mr. Allison also spoke about getting billed incorrectly from the fuel pumps. It takes about 72 hours before he is credited. He flies on average twice a week.

Ms. Knisley recommended that Airport Management talk to Purvis, our credit card vendor for the fuel pumps.

Mr. Kuhn will follow-up with Mr. Allison on the credit card errors.

**Approval of the Minutes for the December 13, 2021 Meeting**

On motion of Rick Szabrak and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the minutes from the December 13, 2021 meeting.

Voting aye thereon: Szabrak, Bill Fagan, McNeer, and Richardson

**Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for January 10, 2022**

Absent were: Kaper, Burns, and Kochis  
Motion passed.

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that the new truck from the Engineer's Office works good.

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

a. Monthly Report

Mr. Kuhn reported reviewed the monthly report, see attached to minutes.

Mr. Kuhn reported that Dwayne Huffman verified by calling people on the hangar waiting list. There are 15 verified.

Ms. Knisley reported that there have been 6 checks received per the new policy. There are technically 6 people verified that are on the hangar waiting list.

**Standing Committee Updates:**

**Airport Improvement – Jon Kochis (absent)**

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

Mr. McNeer asked the Board if they had anything to discuss in Mr. Kochis' absence.  
The Board reviewed the summary report (See attached to minutes) from CMT.

No questions were posed.

b. **Storm Water System Rehab/Culvert Repair**

No discussion.

**Community Relations – Michael Kaper (Absent) & Rick Szabrak**

Mr. Szabrak asked that an item be added to Old Business: Rickenbacker – potential/future partner for Airshow.

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Road, NW, Carroll, Ohio 43112**  
**Minutes for January 10, 2022**

Mr. Szabrak reported that he received a call from a contract with the City of Lancaster Council related to homeowners in the River Valley Highland development. He will try to find a contact with the National Guard related to the flying activity near the development.

Ms. Knisley will follow up with Mr. Kochis about getting a contact name and phone number to the National Guard.

**Facilities and Grounds – Michael Kaper (Absent) & Bill Fagan**

a. Hangar Painting update

Nothing new to report.

**Fixed Base Operator (FBO) Liaison – Scott Richardson**

Nothing new to report.

**Finance - Glenn Burns**

a. Financial Reports

The Board reviewed the following financial reports:

- 2021 Budget YTD/2021 Budget Projection
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

There were no discussions or questions from the board.

b. Payment of Bills

• **Approval for payment of bills totaling \$ 34,244.13**

On motion of Bill Fagan and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$34,244.13 (See invoice summary attached to minutes)

Voting aye thereon: Fagan, Scott Richardson, McNeer, and Fagan

Absent were: Kaper, Burns, and Kochis

Motion passed.

• **Motion to approve retroactively December payment of invoices totaling \$7,291.33**

On motion of Rick Szabrak and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve retroactively December invoices totaling \$7,291.33 (See attached to minutes)

Voting aye thereon: Szabrak, Fagan, McNeer, and Richardson  
Absent were: Kaper, Burns, and Kochis  
Motion passed.

**Security & Safety – Jon Kochis & Bill McNeer**

a. Security Plan

No discussion

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

a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

b. P10 Lisa Lewis. requests deposit back

Mr. Kochis will lead the discussion will in February's Board meeting.

c. P20 tenant – eviction process

No discussion.

**Web – Bill McNeer & Rick Szabrak**

Mr. McNeer asked Ms. Knisley to update the website with the 2022 hangar rates.

**Old Business**

a. Snow Removal Equipment (SRE) Facility

No discussion.

b. HAS equipment storage

No discussion.

**New Business**

- HAS Snow Plowing/Mowing Contract

**Fairfield County Airport Authority Board Meeting  
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Minutes for January 10, 2022**

Ms. Knisley reported that if there was a formal complaint related to snow plowing, Kip Kelsey he or Al Moyer from HAS will answer questions if needed.

Ms. Knisley reported that there has been no formal complaint that she received.

Mr. Ben Riggs reported that Airport Management will change policies in the future on putting out a NOTAM during inclement weather.

Mr. Moyer also reported he will touch base with Rita with Airport Management. HAS treats each storm individually based on evaluation of the conditions.

- Parachute Jumps

Mr. Richardson reported that Pat Rooney sent an email about a possible request related to parachute jumps a couple times of year. Nothing further was brought to our attention.

**Informational**

None.

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

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

- a. CMT Master agreement expires 9/9/2022 (option to extend 2 one-year extensions)
- b. FAA lease for space expires 9/30/2022
- c. HAS mowing and snow removal contract expires on 9/30/2022
- d. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- e. Hangar J Lease agreement expires 12/31/22
- f. Insurance Coverage lock in rates expire 12/31/22
- g. FBO Agreement expires 12/31/2022
- h. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23
- i. Legal Services agreement with County Prosecutor expires 12/31/2025

**Other**

None.

**Adjournment**

On motion of Rick Szabrak and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 5:22 p.m.

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**Next Regular Meeting is Monday, February 14, 2022, 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 10, 2022

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*Meeting minutes for the December 13 2021, meeting was approved on January 10, 2022.*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
William McNeer

Aye  
Scott Richardson

Emylee Gussler  
Emylee Gussler, Acting Airport Clerk

# Monthly Board Report 2021

ITEM	JAN 72/72	FEB 72/72	MAR 72/72	APR 72/72	MAY 72/72	JUN 72/72	JUL 72/72	AUG 72/72	SEPT 72/72	OCT 72/72	NOV 72/72	DEC 72/72
T HANGAR	12 Waiting		22 Waiting	32 waiting	26 waiting	26 waiting	26 waiting	27 waiting	28 waiting	29 waiting	30 waiting	15
R HANGAR	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6
OCCUPANCY	4 Waiting			6 waiting	6 wait	6	6	6		4	4	3
NEW LEASES	0	0	0	0	0	0	0	0	1	0	0	0
OVERNIGHT	0	0	0	0	0	0	0	0	0	0	0	0
FUEL SALES	2395.02	1739	5221	4566	4975.5	5613.99	6511.22	4814.7	5691.95	4767.81	5021.16	4591.89
100LL	\$ 10,131.84	\$ 7,179.00	\$ 22,684.40	\$ 24,225.65	\$ 26,432.20	\$ 29,723.39	35064.93	26516.2	29767.03	\$ 23,331.74	\$ 25,996.48	23259.85
FUEL SALES	1265.9	177	273.5	611.5	1044.1	2181	907	1229.1	998	3677	4890.5	1956.8
JET A	\$ 4,064.10	\$ 687.69	\$ 882.00	\$ 1,975.16	\$ 3,372.43	\$ 7,044.63	4071.5	5223.67	4385.11	\$ 16,963.71	\$ 21,882.94	8919.04
# OPERATIONS	1800	1000	2700	3060	3200	3820	4540	3570	3106	3375	4500	2050
HANGAR	0	1 elec	1 Motor	0	0	0	0	0	0	0	0	0
ISSUES			transmission									
PUBLIC	0	0	0	0	0	0	0	1	0	0	0	0
COMMENTS												
FAA	NONE	NONE	NONE	NONE	NONE	NONE	1	NONE	NONE	NONE	NONE	NONE
INCIDENTS												

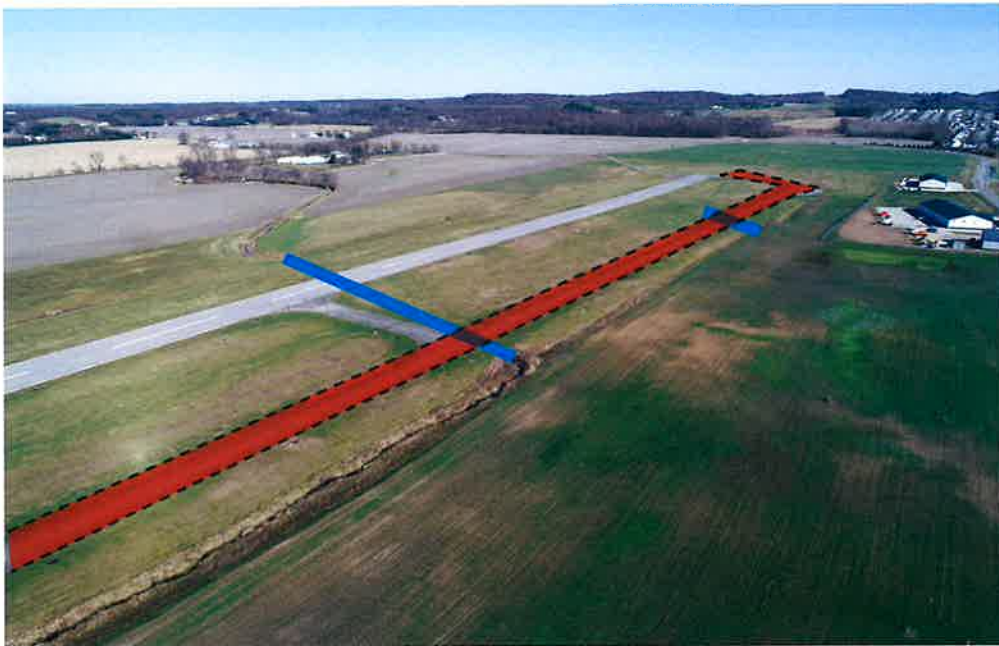
Totals

55909.24  
 \$ 284,312.71  
 19211.40  
 \$ 79,471.98

Fairfield County Airport Authority  
Board Meeting, January 10, 2022

Engineer's Summary Report

1. FY 19 FAA AIP – Taxiway D Construction  
Grant Closeout Report finalized, submitted in February. Final ODOT matching grant reimbursement will follow closeout. Still awaiting FAA.
2. FY 21 FAA AIP Grant Application  
**Master Plan** – Inventory and Forecasts submitted to FAA for review. Facility requirements submitted to airport for review.



**Rehab Taxiway B and Improve Airfield Drainage** – Design only included in FY21 grant application. Txwy B design and drainage 90%,+ complete and submitted to FAA for review. Bid Advertisement anticipated in February.

3. SRE Storage Bldg – Contractor: Eversole - \$162,808.. Status: Building permit process underway. RFIs, Shop submittals and material ordering underway. Schedule for field construction start not set yet.
4. OH FY 22 State grant application – Obstruction Removal.
  - a. Phase 1 Plans 100% complete – Advertised last Friday.
  - b. Phase 2 plans underway with early to mid-February bid. March 15 deadline for ODOT grant submission.
5. Action Items:
  - a. None



## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$1,170.79	n/a	December fuel fees	12/1-12/31/21
Sundowner Aviation	\$1,658.50	n/a	December rent fees	12/1-12/31/21
Crawford Murphy Tilly	\$6,949.40	218525	design phase engineering services - Improve Airfield Drainage Project	10/30-11/26/21
Crawford Murphy Tilly	\$3,753.75	218524	design phase Rehabilitate Taxiway B project	10/30-11/26/21
Crawford Murphy Tilly	\$20,451.69	218511	planning and engineering services for the update of the Master Plan and ALP	10/30-11/26/21
Crawford Murphy Tilly	\$260.00	218531	eng. Services for design, bid and construction - obstruction removal project	10/30-11/26/21
Total Invoices for 1.10.22 Board Meeting	\$34,244.13			

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 12 TO 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>7800 AIRPORT OPERATIONS</b>							
<b>80780000 AIRPORT OPERATIONS</b>							
80780000 530000	CONTRACTUAL SERVICES	157,500.00	147,237.44	5,688.92	14,495.05	6,291.50	96.3%
2021/12/000990 12/13/2021 API				318.06 VND 003668 PO	21000680 LOCAL WASTE SER	Local waste services 12/1/21	5343439
2021/12/001400 12/16/2021 API				1,899.74 VND 005790 PO	21000720 OHIO DEPT OF TA	Sales tax for fuel sales 11/20	5344004
2021/12/001400 12/16/2021 API				3,471.12 VND 007099 PO	21000924 SUNDOWNER AVIAT	10% of hanger rent & fuel sale	5344011
80780000 541001	ELECTRIC/UTILITIES	15,000.00	3,926.92	202.20	10,173.08	0.00	100.0%
2021/12/001400 12/16/2021 API				101.10 VND 023650 PO	21000842 FAIRFIELD CO UT	3430 OLD COLUMBUS - 10/29-11/3	5344059
2021/12/001400 12/16/2021 API				101.10 VND 023650 PO	21000842 FAIRFIELD CO UT	3383 OLD COLUMBUS - 10/29-11/3	5344060
80780000 543000	REPAIR AND MAINTENANCE	10,000.00	54,664.76	350.22	6,946.98	2,491.61	96.1%
2021/12/001400 12/16/2021 API				64,103.35			
80780000 553000	COMMUNICATIONS/TELEPHONE	2,100.00	2,464.33	173.29	535.67	0.00	100.0%
2021/12/000252 12/06/2021 API				173.29 VND 074480 PO	21000863 A T & T INC	Monthly phone services 10/20-1	5342954
80780000 554000	ADVERTISING	2,000.00	281.48	0.00	1,518.52	200.00	90.0%
80780000 558000	TRAVEL REIMBURSEMENT	200.00	83.78	0.00	116.22	0.00	100.0%
80780000 560000	MATERIALS & SUPPLIES	15,000.00	7,990.98	876.70	5,984.26	6,083.86	69.7%
2021/12/000252 12/06/2021 API				633.88 VND 014612 PO	21000829 AG-PRO OHIO, LL	DOOR , WEATHER STRIP, ADHESIVE	5342933
2021/12/001400 12/16/2021 API				242.82 VND 007099 PO	21000749 SUNDOWNER AVIAT	reimb for supplies10/25-11/10/	5344011

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80780000 561000	500.00	GENERAL OFFICE SUPPLIES 500.00	0.00	0.00	100.00	400.00	20.0%
80780000 562600	250,000.00	FUEL (GASOLINE/DIESEL) 325,000.00	311,505.03	0.00	0.00	13,494.97	95.8%
80780000 570000	10,000.00	CAPITAL OUTLAY 10,000.00	0.00	0.00	0.00	10,000.00	.0%
80780000 574000	1,000.00	EQUIPMENT, SOFTWARE & FIXTURES 16,086.00	15,086.00	0.00	0.00	1,000.00	93.8%
80780000 590310	3,000.00	REFUNDS OF HANGAR DEPOSITS 3,000.00	0.00	0.00	0.00	3,000.00	.0%
	TOTAL EXPENSES	626,072.44	543,240.72	7,291.33	39,869.78	42,961.94	
	GRAND TOTAL	466,300.00	626,072.44	543,240.72	7,291.33	42,961.94	93.1%

\*\* END OF REPORT - Generated by Staci Knisley \*\*

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 12 TO 2021 12

ORIGINAL APPROP REVISED BUDGET YTD EXPENDED MTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET % USED

7800 AIRPORT OPERATIONS

80780000 AIRPORT OPERATIONS

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80780000 541001	ELECTRIC/UTILITIES	15,000.00	3,926.92	202.20	10,173.08	0.00	100.0%
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80780000 543000	REPAIR AND MAINTENANCE	10,000.00	54,664.76	350.22	6,946.98	2,491.61	96.1%
2021/12/001400	12/16/2021 API		350.22 VND 003483 PO	21000677 PVATT, WILLIAM	change filters on pumps and eq		5343984
80780000 553000	COMMUNICATIONS/TELEPHONE	2,100.00	2,464.33	173.29	535.67	0.00	100.0%
2021/12/000252	12/06/2021 API		173.29 VND 074480 PO	21000863 A T & T INC	Monthly phone services 10/20-1		5342954
80780000 554000	ADVERTISING	2,000.00	281.48	0.00	1,518.52	200.00	90.0%
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2021/12/000252	12/06/2021 API		633.88 VND 014612 PO	21000829 AG-PRO OHIO, LL	DOOR , WEATHER STRIP, ADHESIVE		5342933
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80780000 574000	1,000.00	EQUIPMENT, SOFTWARE & FIXTURES 16,086.00	15,086.00	0.00	0.00	1,000.00	93.8%
80780000 590310	3,000.00	REFUNDS OF HANGAR DEPOSITS 3,000.00	0.00	0.00	0.00	3,000.00	.0%
	466,300.00	TOTAL EXPENSES 626,072.44	543,240.72	7,291.33	39,869.78	42,961.94	
	466,300.00	GRAND TOTAL 626,072.44	543,240.72	7,291.33	39,869.78	42,961.94	93.1%

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