

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for January 12, 2015 Meeting

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Glenn Burns, Lonnie Rush, Jon Kochis, Bill Fagan, Bill McNeer, and Michael Kaper. Dave Roebuck was absent. Also in attendance were Lonnie Watts, Pat Ferguson, Al Moyer, Branson Rutherford, Pat Rooney, and Staci Knisley.

Dr. Burns welcomed new Board Member, Jon Kochis.

Opportunity for the Public to Address the Board

No members of the public addressed the board.

Approval of minutes for the December 8, 2014 Meeting

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes for the December 8, 2014 meeting.

Voting aye thereon: McNeer, Kaper, Burns, Rush, and Fagan.

Kochis abstained. Motion passed.

Election of Officers

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

On motion of Lonnie Rush and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the nomination of President of the Board, Glenn Burns.

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

2. Approval to close nominations for 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.

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

3. Approval of nomination of Vice President of the Board, Lonnie Rush

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

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

4. Approval to close nominations for 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.

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

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Review Committees

Dr. Burns stated that the committees will be reviewed at next meeting.

Mr. Kochis will work with the Airport Engineer until committee members are selected.

Historical Aircraft Squadron

Mr. Ferguson stated that the snow equipment has been repaired and taken care of. The fuel truck is working.

Airport Manager Update

Mr. Rooney reported that they are working on getting estimates for wiring projects.

Standing Committee Updates

• **Airport Improvement**

Dr. Burns reported that Greg Heaton with Crawford Murphy Tilly, Inc. (CMT) is absent tonight. He asked that the Board review his report submitted. (See attached to minutes)

Mr. Kochis reported that he and Mr. Heaton recommend that Dolson Court is the best location for the Emergency Management Agency storage facility to be built. In Mr. Heaton's report he submitted a letter from the Board requesting the Federal Aviation Administration (FAA) regarding the proposed construction.

• **Community Relations – Michael Kaper**

Mr. Kaper reported that he attended the Historical Aircraft Squadron Holiday party. He and his wife felt very welcome and had a fantastic time.

• **Facilities and Grounds – Lonnie Rush**

○ **Hawker Jet disposition/Abandoned Aircraft**

Mr. Rush reported that Sinclair Community College will be soon taking possession of ownership. In the meantime, Sinclair Community College will need temporary storage. They will be contacting HAS.

Mr. Moyer stated that at the next meeting they will have a list of questions that they will ask the College before approving their request for storage.

• **Finance - Glenn Burns**

Dr. Burns reported that there was a reduction in price on the NationAir invoice for insurance coverage.

○ **Review of Financial Reports**

Ms. Knisley reviewed the following reports and asked if the Board had questions.

- a. 2014 Income & Expenses (All funds)

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- b.** 2014 Year End Summary: Exp/Rev/Cash (Operating fund only)
- c.** 2015 Budget Projection (Operating fund only)
- d.** 2014 Detail Expense (Operating fund only)
- e.** Smart Card balances (in-house fuel purchases)

Mr. Rooney asked about his November fuel expense.

Ms. Knisley reported that there was not enough cash at the end of the year to pay for the fuel expense. The November expense will be paid in January.

Approval of Payment of bills

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
Sundowner Aviation	\$544.08	\$10. per gallon (5440.79 gallons) for December fuel sold
Sundowner Aviation	\$1,800.70	10% of hangar rent collected in December (\$18,007)
NationAir Aviation Insurance	\$5,320.00	1/1/15-1/1/16 renewal insurance premium
Total	\$7,664.78	

Discussion: Mr. McNeer asked about county insurance coverage. Mr. Rush stated that he met with the underwriter of NationAir and the additional coverage is needed. Additional Skydiving insurance has also been researched in the past. It was an additional \$11,000 per year to have coverage.

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

- **Security/Other – Bill McNeer**

- **Discussion about Airport Planning Meeting that was held on December 11th**

Mr. McNeer reported that Alex Erskine is the county's new program manager for FAA grants. Also discussed was the Airport Construction Improvement Plan (ACIP) that has been signed and mailed to the FAA.

Mr. McNeer reported that The Great Lakes Bulletin has expired. The bulletin explains what is allowable on airports. He asked that Mr. Erskine to send him the FAA directive on the subject.

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Mr. McNeer also reported that in March or April there will be a follow-up conference call with Mr. Erskine.

- **Tenant Relations – Glenn Burns**
No updates were given.
- **Fixed Based Operator (FBO) Liaison – Dave Roebuck (absent)**
No updates were given.

Old Business

- a. **2015 Note Renewal Note with County Treasurer for 2006 & 2008 Hangars – Rate approved was .50% (1/2 percent)**

- b. **EMA Request for KLHQ Property to build Storage Facility**
CMT drafted site plan for new location

Mr. Kochis reported that he and Greg Heaton agree that Dolson Court is the best fit for the EMA Storage site. The site also may have challenges that may need to be discussed. There is a single lane access that will need a culvert. The site is out of the wetland area. The site will need minimal brush clearing. The water/sewer and electric is in the area. The road maintenance with Greenfield Township is still in question.

Mr. McNeer is comfortable with this site. He does not see the Airport using this site for future projects.

Approval of letter from Greg Heaton with Crawford Murphy Tilly, Inc. (CMT) to Alex Erskine with the Federal Aviation Administration (FAA) Detroit Office regarding proposed construction for the Dolson Court site

On motion of Lonnie Rush and second of Bill McNeer, the Fairfield County Airport Authority Board approved the letter from Greg Heaton with Crawford Murphy Tilly, Inc. (CMT) to Alex Erskine with the Federal Aviation Administration (FAA) Detroit Office regarding proposed construction for the Dolson Court site.

*Voting aye thereon: Rush, McNeer, Burns, Fagan, and Kaper.
Mr. Kochis abstained. Motion passed.*

- c. **Hangar K replacement – project on hold**

- d. **Terminal Renovations**

Mr. Rush reported that the men's restroom floor at the terminal needs replaced. He will talk to Mr. Heaton about the ADA compliant project and asked that this be added.

Dr. Burns reported that in 2007 there was a proposal to renovate the terminal.

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New Business

- a. Ohio Aviation Association (OAA) 2015 membership dues
Ms. Knisley reported that she will renew membership dues.

- b. P-Ville Enterprises, Inc., lease agreement for farming expired 12/31/14
Mr. Rush reported that he is farming inside the Election House Road loop. Mr. Kaper reported that he will contact Mr. Miller regarding renewing the lease.

Informational

- a. Christmas card from Webchick.com
- b. Doug Majors, lease agreement automatically extends to 12/31/15

Calendar of Upcoming Events/Other

Ms. Knisley reported that she will keep upcoming events and dates on the agendas.

- a. March/April - conference call with FAA/ADO
- b. April 21-22 OAA Annual Conference
- c. OAA September Conference
Ms. Knisley reported that she will check into this date. Mr. Rush stated that it could possibly be about the aviation fuel tax.
- d. October - establish 2016 Hangar Rents
- e. November - coordinate HAS/Commissioners lease contract (exp 12/31/15)
- f. December - submit revised ACIP

Adjournment

On motion of Bill McNeer, the Fairfield County Airport Authority Board voted to adjourn at 6:30 p.m.

Next meeting is scheduled for Monday, February 9, 2015 at 6:00 p.m.

Meeting minutes for the January 12, 2015 meeting were approved on February 9, 2015.

Aye
Glenn Burns

absent
Bill Fagan

absent
Lonnie Rush

Aye
Jon Kochis

Aye
Michael Kaper

absent
William McNeer

abstain
David Roebuck

Staci A. Knisley
Staci A. Knisley, Airport Clerk

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Board Meeting, January 12, 2015**

Engineer's Summary Report

1. Previous FAA grants

- 2111 FAA has not completed close-out package review.
- 2212 FAA still reviewing

2. FY 2013 Projects –

Project work completed, FAA grant Close-out underway.

3. FY 2014 Projects:

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

FAA Grant received, work to be scheduled in Spring 2015.

Other: EMA Building Proposal

1. Revised sketch attached, location moved to northern property edge
2. Airspace review submitted Dec '14, response pending but no anticipated concerns or objections
3. Located outside the floodplain limits, see attached
4. Draft FAA land release letter attached, if site accepted by Board, letter can be submitted
5. Draft list of design criteria being developed.

FY 2015 Pre-App

Submitted Dec 2014 – Includes PAPI replacement and relocation
Wildlife Assessment

ACIP Update

Submitted Jan2015

January 12, 2015

Alex Erskine
FAA-Detroit ADO
11677 South Wayne Rd, Suite 107
Romulus, MI 48174

RE: Fairfield County Airport
Lancaster, OH
EMA building-Land Release

Dear Mr. Erskine,

I am writing to you regarding the proposed construction of an EMA building by the Fairfield County office of Emergency Management and Homeland Security on airport property. The building would support Emergency response and EMS operations in the local community and support surrounding communities. We anticipate a land release or change from aeronautical to non-aeronautical use is required as part of this effort.

Enclosed are the responses to FAA 5190.6.PPM as required by the FAA. Please let us know if there is any further information we can provide.

Sincerely,

Crawford, Murphy & Tilly, Inc.

Greg Heaton, P.E.

CC: CMT-file
Fairfield County Airport Authority

Enclosure:
Location Exhibit with notes
FAA 5190.6.PPM Q/A

REQUEST FOR RELEASE FROM LAND COVENANTS

Fairfield County Airport

Lancaster, OH

January 12, 2015

Overview:

The Fairfield County Airport Authority (LHQ) proposes to release or repurpose the use of approximately 0.2 acres of land owned by the Fairfield County Airport Authority (Fairfield County Commissioners). The property, owned by the county, would be used for the construction of an 50' x 100' vehicle and equipment storage facility by the Fairfield County Office of Emergency Management and Homeland Security. The proximity of the facility to the airport would add value by providing access to on-site emergency medical response. The sponsor is proposing to release this portion of property per any applicable local zoning regulations.

Response to PPM 5190.6 Appendix 2

1. What agreement(s) with the United States are involved?

The property proposed to be leased was purchased by the Authority in 2011 with participation of FAA Airport Improvement Program funding in grant number 3-39-0044-2212 and 3-39-0044-2313..

2. What type of a release, modification, reformation, or amendment to the foregoing agreement(s) is being requested?

The Fairfield County Airport Authority requests a release that would allow a long term lease from the Authority/County Commissioners to the County EMA Department.

3. What is the reason for the request

The EMA proposes to construct a facility within the county to house all of its response equipment at a single location. The Airport's location with respect to County Highway 33A as its location as well as its function as an airport make its highly attractive sight to locate this equipment. The site areas is located in close proximity to identified floodway/floodplain limits and thus would appear to be limited in its potential aeronautical use. Its limitation will be access to the airfield from this small land area. The authority proposes to enter into a long term lease with EMA for the development of this storage facility. This long term use of the land area will not hinder the airport's long term development needs or is identified for any aeronautical use within the long term planning future nor desirable due to its location with regard to identified flood areas.

4. What facts and circumstances justify the request? (Must show how action will benefit airport.)

In addition to the comments above in question and response #3, the locating of emergency response vehicles and equipment at the airport will provide a greater response capability for any unfortunate incident in the future. The airport will likely also serve as an emergency response location for larger natural tragedy events within the county and the co-location of EMA equipment and vehicles will aid in that response capability.

5. List any requirements of State or local law or ordinances which should be provided for in the language of an FAA prepared release document if the request is consented to or granted.

The requirement that all site development including the placement of surplus topsoil material shall not intrude upon delineated floodplain/flood way or wetland areas shall be incorporated into the lease documents and be part of all review and approval processes for the building permitting.

6. What property or facilities are involved? (If land, provide drawing accurately depicting tract with legal description.)

See attached exhibit. The lease are is a part of Parcel 0130094500.

7. How was the property acquired or obtained by the airport owner?

The property was acquired in 2011 by the Fairfield County Airport Authority from willing seller as part of an acquisition plan to provide protection to the airport by ensuring compatible land uses on this north side of the airfield as well as potential future development area for aircraft storage or aviation related businesses. Subsequently the floodplain mapping was redeveloped by USGS and limits of these areas was expanded rendering some parts of this acquired property encumbered by this additional development constraint.

8. What is the present condition of property or facilities involved and what present use is being made of this property or these facilities?

The portion of property is an undeveloped grass and shrub area located on the northern side of the airport runway on an undeveloped but platted development site area.

What use or disposition will be made of the property or facilities?

The land will be used for a Fairfield County Emergency Management and Homeland Security storage facility.

9. What is the appraised fair market value of property or facilities? (Land and facility values must be supported by an appraisal(s) conducted in accordance with FAA Order 5100.37A. If land is to be exchanged, evidence must be provided to show that equivalents are being exchanged.)

The table below gives a general approximate total sales value of the property being requested for release.

Parcel Groupings	Acres	Recent Value* (per acre)	Expected Value* (per acre)	Expected Value per Group
0130067800	0.2	\$28,000.00	\$28,000.00	\$5,600.00
Total	0.2			\$5,600.00

* Actual values upon sale may vary but will be determined by appraisals and negotiation.

10. What proceeds are expected from the use or disposition of the property and what will be done with any net revenues derived?

No proceeds are expected from this user. The property is owned by the County Commissioners, co-sponsor for the Airport Authority and for the Fairfield County Office of Emergency Management and Homeland Security. The anticipated long term lease is for a nominal \$1.00 per year.

11. A comparison of the relative advantage or benefit to the airport from sale or other disposition as opposed to retention for rental income.

No sale or rental income is anticipated from other commercial interests. If not utilized this fashion, it is anticipated that the Airport Authority would continue to maintain only vacant property in this area.

12. A plan identifying the intangible benefits, if any, accruing to the airport, the amount attributed to the intangible benefits and the merit of their application as an offset against the Fair Market Value (FMV) of the property to be released. The plan should also include as a minimum:

a. Source of Airport's funds over the last three years has been:

The Fairfield County Airports' source of revenues include fuel sales, hangar and ground leases, commercial business fees and County general revenue funds contribution.

b. Future sources of funds needed for the continued operation and maintenance of the airport:

Future sources of revenues are anticipated to be similar to those currently experienced.

c. a statement of the financial capability and intent to accomplish the airport development included in the current Capital Improvement Program (CIP) or NPIAS (for airports without a CIP)

the lease of this small areas to another County agency at a nominal value will not adversely affect the Airport Authority's capacity to meet future CIP requirements.

d. must be shown to be in accordance with the ALP.

The development of this EMA facility is not in conflict with the current approved ALP. However, the ALP will require revision to depict this small site area being released upon tentative concurrence.

Other benefits include:

- The resulting economic benefits to the local economy associated with a public service development. Temporary construction jobs, permanent jobs and taxes generated as a result of salaries and spending in the area.
- Proximity and access to State Route 33, allowing the EMA facility to support surrounding counties in emergency responses.
- Enhanced Emergency Response at the airport with this public service

13. If the release pertains to donated real property, conveyed by the Federal government under Public Law 289, a written commitment obligating the airport owner with respect to an amount equal to the net proceeds of a sale of the property at its current fair market value is required.

None

A height restriction setting forth the applicable height limits, above which no structure or growth will be permitted, will be included in the instrument of release. The height restriction data computation, computed according to the current effective FAA criteria, as applied to the airport is required.

An airport review for minimum standard of compliance and an airspace review will be conducted. The parcel to be released for use will be granted a change in use or ownership only with

FARFIELD COUNTY AIRPORT AUTHORITY FARFIELD COUNTY AIRPORT LANCASTER, OHIO		EMA FACILITY SITE PLANNING	
CMT CONSULTING ENGINEERS CONSULTING ENGINEERS & ARCHITECTS 1000 N. W. 10th St. Fort Lauderdale, FL 33304		SHEET NO. 01 OF 01 DATE: 01/15/2011	
PROJECT NO.: 11000001 DRAWING NO.: 11000001-01	CLIENT: FAAR PROJECT: EMA FACILITY SITE PLANNING	DESIGNER: J. B. BROWN CHECKED BY: J. B. BROWN APPROVED BY: J. B. BROWN	DATE: 01/15/2011 JOB NO.: 11000001
REVISIONS			
NUMBER	BY	DATE	



11/15/2011 10:00 AM
 FILE: 2011_01_15_11000001_01.dwg
 PLOT: 2011_01_15_11000001_01.plt
 PLOT DATE: 01/15/2011 10:00 AM
 PLOT TIME: 10:00 AM
 PLOT SCALE: 1.0000