

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for January 14, 2019**

**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, Jon Kochis, Pat Ferguson, Bill McNeer, Michael Kaper, Rick Szabrak, and Bill Fagan. Also present were Staci Knisley, Kip Kelsey, Al Moyer, James Shadd, and George Brock.

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

No public comments were given.

**Approval of Minutes for the December 10, 2018 meeting**

*On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the minutes from the December 10, 2018 meeting.*

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

**Approval for Election of Officers**

*On motion of Bill McNeer and second of Rick Szabrak, 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, Szabrak, Burns, Ferguson, Kaper, Fagan, and Kochis.*  
*Motion passed.*

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that they are maintaining and making small repairs to the new snow plow truck. He requested that a load be added to the bed of the truck.

Mr. Kochis stated that he will contact the Engineer's Office for rocks to be added to the bed of the truck.

Mr. Moyer reported that the 5510-tractor's clutch is slipping. The estimate to repair from JD Equipment is \$3,500. It needs to be repaired in the winter before spring.

Mr. Kochis reported that a new tractor with attachments is approximately \$70,000.

**Approval to repair the 5510-tractor with JD Equipment**

*On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the repair to the 5510-tractor with JD Equipment.*

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

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Mr. Moyer reported that the taxiway current regulator is still not powered up. That means it is still piggy-backing on the runway lights.

Mr. Kochis reported that the parts for the lighting project are hard to come by. The lighting project is still ongoing. It is on the punch list for spring.

Mr. Moyer asked if we are receiving any spare parts from the lighting project.

Mr. Kochis reported that there are a few spares. When the project is closed out we will know for sure.

**Sundowner/Airport Manager Update – Monthly Board Report**

Mr. Shadd presented Sundowner Aviation's monthly report, see attached to minutes. Fuel sales have gone up in December.

Mr. Shadd reported that Mr. Rooney talked to the insurance adjuster regarding the static aircraft. They are trying to sell it. They will owe the county for the ramp fee.

Mr. Szabrak reported that Eastland-Fairfield Career Center might be interested in the aircraft. They also will be calling to visit our airport for a tour. They are interested in a hangar for their general aviation technology program.

Mr. McNeer recommended that the hangar not be rented for no costs.

Mr. Shadd reported that there is a student from the Graham School located in Columbus is coming down and working with us in the maintenance hangar three (3) days a week. This is part of a program that they have and he is interested in working on aircrafts.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**

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

Mr. Kochis presented the Engineer's report, see attached to minutes.

• **FY2018 ODOT Aviation grant**

The lighting project will restart in the spring. We will have a punch list before closing out the project.

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- FY2018 FAA grant application – Construct Taxiway Delta  
Mr. Kochis reported that he emailed the FAA a few weeks ago relating to the government shutdown.
  - FY2019 ODOT Aviation grant -Rehabilitate Terminal Apron  
Mr. Kochis reported that construction will start after the Airport's Anniversary Celebration, May 18, 2019.
  - FAA Supplemental Grant Priorities  
Nothing new to report.
  - ACIP and FAA Pre-Application  
Nothing new to report.
- b. **Runway Protection Zone (RPZ) Tree Trimming**  
Nothing new to report.
- c. **Tax Assessments**  
Mr. Kochis reported that the Board of Education of the Lancaster City Schools made an appeal to the Fairfield County Board of Revision related to the new values of the Airport for parcel# 014-08005-00, #013-00678-00, and #013-08200-00.
- d. **Wildlife Control**  
Mr. Kochis asked the Board to review the estimate for the grass fescue from West Fairfield, Inc. This is the 4 acres that we have woods on. The next step is to plant fescue grass that keeps animals away. No action is needed tonight. He asked that the Board review the estimate. The work includes hydro-mulch. On the east end of the RPZ, there are 3 spot repairs, grading and filling. They will fill them in and grade them off. They will take the hump out, and seed all the grass. He is also waiting on additional estimates from other contractors. There will be about 32 acres of grass to mow.
- Mr. Kochis stated that the Board still needs to work with HAS for the additional mowing.
- e. **Storm Water System Rehab**  
Nothing new to report.

2. **Community Relations – Michael Kaper & Rick Szabrak**

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Mr. Kaper reported that the Lancaster Eagle Gazette wrote an article on the Airport's economic impact, courtesy of Rick Szabrak.

He also reported that he had a few customer feedback emails. One was relating to flying at night and the other was related to model airplanes. Also, there was an email related to any openings for security.

Mr. Shadd reported that they have no positions available currently.

3. **Facilities and Grounds – Michael Kaper & Bill Fagan**

Mr. Kochis recommended that Mr. Kaper & Mr. Fagan be included in the HAS mowing discussion.

- Airport Property/Old Med Flight House

Mr. Kochis reported that the Old Med Flight property needs winterized.

Mr. Brock stated he would submit a proposal to the Board next month relating to renting the property.

4. **FBO Liaison – Pat Ferguson**

Mr. Ferguson reported that Mr. Rooney got an estimate of \$1,300 for the fence repair. He told Mr. Rooney to proceed. The front door in the terminal was fixed. The back door now needs fixed.

Mr. Ferguson reported that Russ Everson with HAS was using the snow thrower and ran into 2 garden hoses at the Gorsuch Aviation hangar. He thinks they have been replaced or repaired.

Mr. Kochis asked Sundowner Aviation to check in with Gorsuch Aviation.

Mr. Kochis asked Mr. Shadd if there were any plans to update the kitchen area. If that is being considered, he recommends that the carpet in the terminal be replaced.

Dr. Burns asked that Sundowner Aviation coordinate any terminal renovations or updates with Mr. Kaper and Mr. Fagan.

Mr. Ferguson reported that a trap was installed in the kitchen cabinet. The flexible lines were grounded in furnace room. It totaled around \$128.

Mr. Ferguson reported that the ramp coming out the alley near the R hangars to the taxiway is narrow. It is dangerous when snow is plowed. There is nowhere to put the snow. He suggested that area be filled in and paved.

5. **Finance - Glenn Burns**

a. **Financial Reports**

The Board reviewed the financial reports.

Ms. Knisley reported that the surplus for 2018 was \$25,000. The accumulated carryover was \$325,000.

Mr. Kochis recommended that the Board identify a priority list of capital projects to present to the Board of Commissioners.

b. **Payment of Bills**

**Approval for payment of bills totaling \$15,395.72**

*On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$15,395.72. (See invoice summary attached to minutes)*

*Voting aye thereon: Kochis, Kaper, Burns, Fagan, Szabrak, and McNeer*

*Abstaining was: Pat Ferguson*

*Motion passed.*

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

Mr. McNeer reported that Barefoot bandit is out of prison now. He's concerned with copycats. The best security is provided by the Airport Management, HAS & Tenants.

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

a. **Rent Status Spreadsheet**

The Board reviewed the spreadsheet.

Mr. Shadd reported that there is a new tenant in January and there will be at least one new tenant in February.

b. **Eastland-Fairfield Career Center Aviation Technology Program**

Mr. McNeer reported that a reduced rate on a hangar can be discussed.

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Mr. Szabrak reported that now they are in the discussion stages. They are meeting here at 12:30 on Thursday if anyone would like to attend. Most of the curriculum will be done on campus but they would like to partner with the airport. There are 5 classes that they will be offering relating to aviation. Aviation, pilot training, aviation management, air traffic control, and Ground maintenance. There are no high school programs like this in central Ohio. They are capping it at 20 students. The goal is for students that aren't ready for college could consider jobs at the Columbus Airport and TSA. There are all kinds of different directions this program could go.

Dr. Burns stated this would be great to publicly announce the program at our anniversary celebration.

Mr. Szabrak reported that HAS could use the students as interns to work around the airport.

Mr. Fagan asked Mr. Shadd how many flight instructors are located at the airport.

Mr. Shadd reported that there are around 6 flight instructors at our airport.

Mr. Szabrak reported that if this program takes off, it could also lead to flight instruction.

8. **Web – Bill McNeer & Rick Szabrak**  
Nothing new to report.

**Old Business**

1. **County Prosecutor services**

Mr. Kochis reported that there is language that needs to be worked out relating to the first year costs of services. He hopes to have it ready for February's meeting.

2. **Request for Qualifications (RFQ) for Engineer Services**

Mr. Kochis reported that the draft is at the FAA for their approval. The draft is a 5 year agreement.

**New Business**

Nothing new to report.

**Informational Items**

No informational items were received or discussed.

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

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

- a. **Storm Water Plan – Review and Approve annually - February 2019**

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b. Fuel Card Reader (revisit in May 2019)

c. 50-year Anniversary – Saturday, May 18, 2019

Mr. Szabrak reported that HAS is working on getting different types of aircraft for the event. Motts Military museum will be contacted to see if they can bring any military aircrafts to the event. We would like to have a guest military speaker. We are going to work with classic car clubs but the big theme will be relating to military. Hours have yet to be determined. Sunday is a rain-day if needed.

Mr. Kelsey with HAS does not envision that an Air Boss is needed at this point.

Mr. Szabrak reported that elected officials locally will be invited.

Mr. Szabrak asked Sundowner Aviation to join the next meeting on January 28<sup>th</sup> at 4 p.m. It will be at the Terminal.

Mr. Shadd recommended the Liberty Aviation Museum in Ottawa County be contacted. They have tri-motors that travel around.

Mr. Ferguson recommended a military outfit that are reenactors be contacted. They are out of Grove City.

Mr. Kochis reported that he has a list of food truck vendors.

d. Aviation Insurance expires 12/31/19

*Ms. Knisley reported that the insurance is paid and covered for 1 year. It expires on December 31, 2019.*

*Mr. Kochis reported that he clarified with CORSA what they cover and what additionally needs covered.*

*Mr. Ferguson asked Ms. Knisley to check and see if we can extend the policy to 3 years.*

e. HAS lease agreement w/Commissioners expires on 12/31/19

f. HAS authorization for use of 3 unoccupied hangars expires 12/31/19

g. Doug Majors Noxious Weed Control agreement expires 12/31/2020

h. FAA lease for space expires 9/30/2022 (Pat F. following up to amend lease for moving to another area)

i. 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 7:01 p.m.

**Next meeting is Monday, February 11, 2019 at 6:00 pm at the Airport Terminal**

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*Meeting minutes for the January 14, 2019 meeting were approved on February 11, 2019*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Absent  
Michael Kaper

Aye  
William McNeer

Aye  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk





**Fairfield County Airport Authority  
Board Meeting, January 14, 2019**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project  
Project scope: Taxiway B & D LED edge lighting system, with anchored maintenance pads around each light  
  
Appalachian Foothills has substantially completed the project and will finish the punchlist items in the spring 2019. No further action until Spring 2019.
2. FAA FY18 Grant – Construct Taxiway D  
Design is underway, preliminary plan walkthrough was completed this afternoon. Plans and specification review schedule for FAA at the end of 2018, early January 2019.
3. FY 19 ODOT Aviation Grant – Rehabilitate Terminal Apron  
Project scope includes a 2" mill and asphalt overlay of the terminal apron pavements. Plans and specifications sent to ODOT for review. Bidding scheduled for February 2019, and construction start June 2019.
4. FAA Supplemental Grant Update – Feb 2019 at best
5. ACIP and FAA Pre-Application  
ACIP and Preapplication were submitted in 2018.
6. Action Items:
  - a. None

**PROJECT** LHQ – Construct Taxiway D - Design

**CMT NO.** 18065001.00

**REPORTING PERIOD** Thru January 11, 2019

**SCHEDULE**

<b>Project Start</b>	August 2018
<b>Estimated Completion</b>	June 2019
<b>Causes of Delay</b>	-

**ENGINEER**

Crawford, Murphy & Tilly, Inc.

**TOTAL PROJECT BUDGET**

\$52,150 FAA Design budget

**EXTRA WORK ITEMS**

**PREVIOUS WORK**

Design underway, survey and Geotech completed Oct 2018.

**UPCOMING WORK**

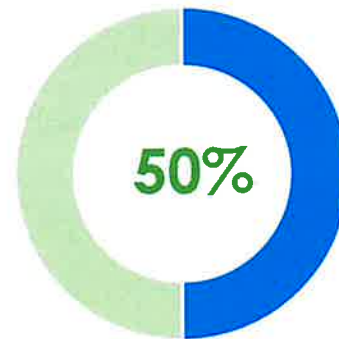
Plans and specifications to the FAA for review Jan 2019.  
CSPP submittal Jan 2019.  
April 2018 bidding anticipated.

**CLIENT ACTION/APPROVALS**

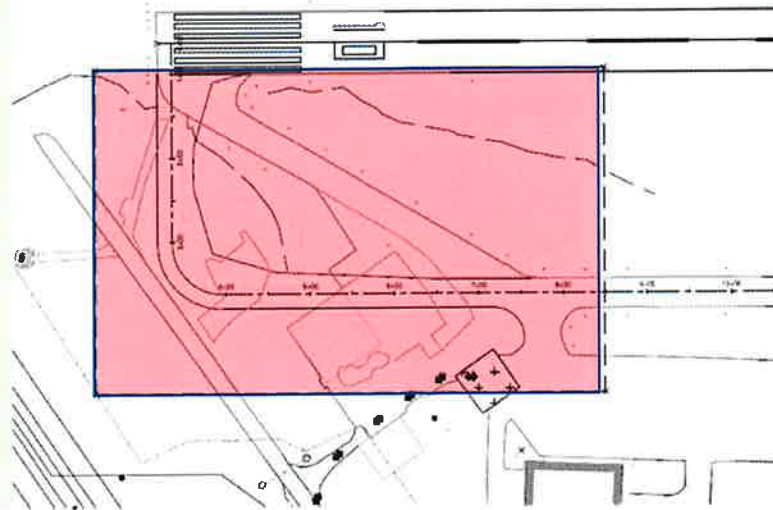
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**ADDITIONAL DISCUSSION**

**PERCENT COMPLETE**



**PROJECT WORK AREA**



**PROJECT** Rehabilitate Terminal Apron – Design & Construction

**CMT NO.** 18065002.00

**REPORTING PERIOD** Thru January 11, 2019

**SCHEDULE**

<b>Project Start</b>	August 2018
<b>Estimated Completion</b>	August 2019
<b>Causes of Delay</b>	-

**ENGINEER**

Crawford, Murphy & Tilly, Inc.

**TOTAL PROJECT BUDGET**

\$229,975 ODOT grant

**EXTRA WORK ITEMS**

**PREVIOUS WORK**

Plans and specification sent to ODOT for review  
 CSPP submitted last week

**UPCOMING WORK**

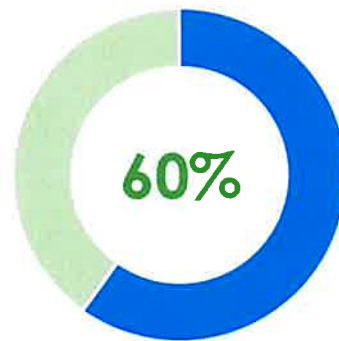
Final design, preparation of bid document  
 Bidding anticipated Feb 2019

**CLIENT ACTION/APPROVALS**

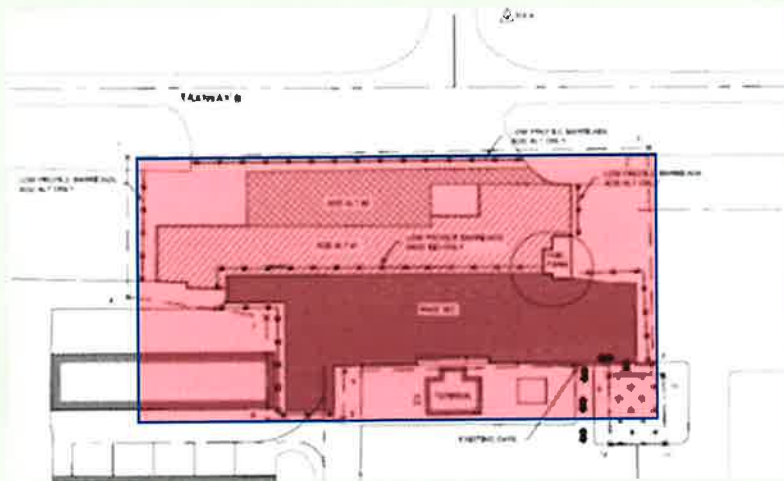
none

**ADDITIONAL DISCUSSION**

**PERCENT COMPLETE**



**PROJECT WORK AREA**



## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$881.60	n/a	November fuel	11/1-11/30
Sundowner Aviation	\$508.39	n/a	December fuel	12/1-12/31
Sundowner Aviation	\$1,525.00	n/a	December rent fees	12/1-12/31
Sundowner Aviation	\$510.00	n/a	reimb for hangar j ceiling repair & snow truck repair	11/30 & 12/6
Crawford Murphy Tilly	\$2,604.95	0202037	rehabilitate taxiway B lighting - design, bid, and construction phase	10/27-11/23
Crawford Murphy Tilly	\$2,715.78	0202050	construct taxiway D - design phase	10/27-11/23
Crawford Murphy Tilly	\$5,650.00	0202051	design, bid and construction phase to rehab Apron A & I1	10/27-11/23
HAS	\$1,000.00	n/a	snow removal	1/13/2019
Total Invoices for 1.14.19 Board Meeting				
				\$15,395.72