

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for February 8, 2016

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, Michael Kaper, Lonnie Rush, and Jon Kochis. Bill Fagan was absent. Also present were Staci Knisley, Pat Rooney, Branson Rutherford, and Lonnie Watts.

Dr. Burns announced that the new Economic Development Director Rick Szabrak will be at our March meeting.

Opportunity for the Public to Address the Board

No one from the public addressed the Board.

Approval of Minutes for the January 11, 2016 Meeting

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the January 11, 2016 meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Rutherford reported that the HAS has plowed snow twice this month. We spent around 3 days snow plowing. The JD tractor clutch is getting weak. It will have to be sent out for repair next winter season. Costs will be around \$2-3,000. The tractor clutch is fine for mowing season but is too heavy for a snow plow.

Airport Manager Update

Mr. Rooney presented their monthly report, see attached to minutes. He reported that Ohio Skydiving Center had activities in January.

Mr. Watts reported that the jet fuel tank by the quick disconnect is leaking. He would like to use Superior Petroleum as a new vendor to repair the fuel tanks. They are located in Grove City and operate 365 days a year and 24 hours a day. They are fuelmaster certified and will be here tomorrow to service the tank.

Mr. Watts will check on the status of the fuel cart that the Board approved to purchase.

Mr. Rooney reported that there were leaks in the upper tile in the bathroom before the terminal renovation started. He had a roof company come out and check out the roof. The roof company suggested that the drains in the roof be heated and that a new roof be put on the terminal to prevent ruining the new tile in the bathroom.

Mr. Rooney reported that they are testing LED bulbs in a few hangars. They are more expensive but last longer.

Mr. Kochis recommend that they contact City Electric Supply for prices. They are located on Lincoln Avenue in Lancaster.

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Standing Committee Updates

a. Airport Improvement – Jon Kochis

i. CMT Engineer’s Summary Report

Mr. Kochis reviewed the Engineer’s Summary (see attached to minutes) provided by Crawford Murphy Tilly, Inc. (CMT).

Mr. Kochis reported that he and Greg Heaton with CMT have a teleconference with the FAA tomorrow. The call is regarding the lighting project funded by FAA and the runway rehabilitation that is being funded with ODOT. ODOT will not pay for the design of the runway rehabilitation. Mr. Heaton is confident that the FAA will pick up the costs for the design.

Mr. Kochis reported that Walsh Custom Builders, LLC submitted a change order for some problems that they were running into including the asbestos. Their original submission of the change order of \$5,890 was rejected by CMT and VPL Architects due to lack of documentation and information. They came back with a change order of \$4,580.36 that included detail of the changes. Mr. Kochis is satisfied and asked the Board if they have any questions before he approves the change order. (See attached to minutes).

Mr. Kochis asked about the shirts being hung up by Sundowner Aviation. He needs to know if they will still be hung so he can direct the contractor to finish the paint.

Mr. Ferguson stated that all local airports hang up their flight solo shirts.

ii. OAA Conference

Mr. Kochis asked if anyone from the Board would like to attend the Ohio Aviation Association (OAA) conference held April 19-20.

Ms. Knisley will make reservations for the OAA conference for Bill McNeer, Pat Ferguson, and Lonnie Rush.

b. Community Relations – Michael Kaper

Mr. Kaper stated that he had nothing to report.

c. Facilities and Grounds – Lonnie Rush & Bill Fagan

i. Terminal Roof repair and improvement

Mr. Rush reported that he spoke with Mr. Heaton & Mr. Cooley regarding the roof improvement. Mr. Rush recommends that the Board take action and move forward with replacing the roof as soon as possible.

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Approval to move forward with the bidding process to replace the Terminal Roof and Mansard

On motion of Lonnie Rush and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve to move forward with the bidding process to replace the Terminal Roof.

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

ii. Loadmaster Gate/Terminal Door Seals

Mr. Rush reported that there are problems with the Loadmaster Gate. The gate drags on the power box. He will talk to CMT regarding the gate. He also will ask CMT about the seals to the doors in the sunroom at the Terminal.

d. Finance - Glenn Burns

i. Financial Reports

Ms. Knisley asked the Board to review the financial reports and asked if there were any questions.

Mr. Kochis asked what the carryover balance is for the capital projects fund.

Ms. Knisley reported that there should be \$80-90,000 additional in the capital projects fund. The monies originated from the pipeline money.

ii. Payment of Bills

Ms. Knisley stated that she is still reconciling fuel the reports with Sundowner Aviation. There will not be a payment to Sundowner Aviation for fuel this month.

Approval for payment of bills

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

Vendor	Amount	Description
Sundowner Aviation	\$1,669.90	10% of hangar rent collected in January (\$16,669 rent collected)
Crawford Murphy Tilly, Inc.	\$1,777.50	11/28-12/31/15 - construction phase eng services for VGSI Runway 10/28 inv# 107917
Crawford Murphy Tilly, Inc.	\$1,369.15	through 12/31/15 - eng services for the runway 10/28 overlay inv# 107920
Crawford Murphy Tilly, Inc.	\$2,032.90	11/28-12/31/15 - eng services for construction phase of terminal improvements
Crawford Murphy Tilly, Inc.	\$2,016.66	11/28-12/31/15 - professional services for Wildlife Hazard site assessment
Walsh Custom Builders	\$21,910.39	app# 2 - terminal improvements

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Total Invoices for
Approval

\$30,776.50

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

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

i. Key Access Code for Tenants

Mr. McNeer reported that there were no updates.

ii. Web updates

Mr. Kochis reported that he would send updated pictures of the Airport to Webchick for the website updates.

f. Tenant Relations – Glenn Burns

Ms. Knisley reported that there are few tenants late. She contacted them for payment. Payments should be updated by next week.

g. Liaison – Pat Ferguson

Mr. Ferguson stated that there is nothing new to report.

Old Business

a. Internet Connectivity

Mr. Kochis reported that he met with Horizon last week. Horizon is the company that will be providing the internet connectivity. The City of Lancaster is ready to go “Live” on their fiber. Horizon will drop a vault on Medflight’s property. A line from that point to the terminal will have to be ran. We will have to find a 3rd party contractor to bury the line and pay for it. There will be no future monthly internet costs to connect. There will be some user-end products. This is part of the county’s contract. He will get a quote hopefully by next meeting.

b. County Credit Card Process

Mr. Kochis reported that when the internet is connected, they can move forward with the credit card process.

c. Repair Terminal Parking Lot (revisit in Jan/Feb for spring bid)

Nothing new to report.

d. Steve Slater – possible future land lease

Mr. Kochis reported that he talked to the County Prosecutor regarding future land uses. The Ohio Revised Code states that the Board of Commissioners’ can only allow 25 year leases. If the Commissioners grant the Airport Authority to lease the land, the Authority can lease for 30 years. He recommends that the Authority Board get the Board of Commissioners to retro-actively approve giving the Airport Authority Board permission to lease land or stick with the 25 year lease with an option to extend 5 years.

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Mr. McNeer reported that he talked with Greg Heaton with CMT regarding resealing or paving within 50 feet of a hangar.

Mr. McNeer stated that he has concern with helping pay for the 50 foot door. He recommends that the lease be identical to the Gorsuch land lease.

Mr. Rush stated that during discussions of rebuilding Hangar K, that the Board later decided not to rebuild, there was an idea of designing a larger hangar for corporate aircrafts. He asked Mr. Slater to consider adding a taller door for future needs of the Airport Board. Mr. Slater told him that the larger hangar door would cost quite a bit more to add on.

Mr. Rush stated that Mr. Slater has been a great steward of the Airport.

Mr. Ferguson stated that Mr. Slater will update the Board next month.

New Business

a. Airshow 2017

Dr. Burns reported that he talked with Mike Lorenzi and Steve Clapper who are with the Veterans Military Museum. They would like to propose to the Board an Airshow for 2017. They would like a 5 year contract. They have corporate sponsors lined up. Mr. Clapper has helped with the HAS airshows in the past. They would like to make a presentation to the Board on a Saturday due to their work schedule. They are also thinking about building on Airport land if the Airshow gets a 5 year contract. Part of the contract states that they will donate dollars to the Airport every year.

Dr. Burns recommends that a Special Board meeting be held on an available Saturday at noon.

Dr. Burns will email the Board the draft contract and decide on a Saturday to hold the special meeting.

Ms. Knisley will publish the notice.

Mr. Ferguson stated that HAS has dealt with both Mr. Lorenzi and Mr. Clapper. Mr. Clapper left HAS on adverse conditions.

b. ODOT Office of Aviation Certificate

Mr. Rush asked Ms. Knisley to frame the certificate presented from ODOT. The certificate is for the Airport grant program grant the Airport received that was sponsored by ODOT Office of Aviation.

Mr. Rush asked Mr. Kaper to talk to the Lancaster Eagle Gazette about writing an article about the grant the Airport received.

Informational

The Board reviewed the following informational items.

- a. ODOT/FAA Workshop held @ Columbus on March 24, 2016 (other dates & locations available)

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Registration and Tail # Update

Mr. McNeer reported that Ms. Knisley has updated the spreadsheet with all hangar tenants. She has added columns for the registration and tail# for each tenant. He recommends that this get updated for future funding. She was able to find many of them on their insurance certificate and the federal registry. There are still quite a few she can't locate to update.

Calendar of Upcoming Events/Other

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

1. Wetland Ditch – work to be done in Spring
2. Pville farming lease expires 12/31/17
3. Insurance expires 12/15/18
4. November 2019 - coordinate HAS/Comm's lease agreement approved on 11.17.15 (exp 12/31/19)

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:11 p.m.

Next meeting is scheduled for March 14, 2016 at 6:00 p.m.

Meeting minutes for the February 8, 2016 meeting were approved on March 14, 2016.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Lonnie Rush

Aye
Jon Kochis

Absent
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

MONTHLY BOARD REPORT

Sundowner Aviation / airport manager

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	60/72	INCLUDES THE 4 WE OCCUPY
R HANGAR OCCUPANCY	6/6	
NEW LEASES	0	1 THIS MONTH
OVERNIGHT/WEEKLY HANGR	0	
FUEL SALES 100LL	3442.74	
FUEL SALES JET	191/218	PUMP/TRUCK
NUMBER OF OPERATIONS	1320	ESTIMATE 480 HOURS
HANGAR MAINTENANCE ISSUES	0	
PUBLIC COMMENTS	0	
INCIDENTS REPORTED TO FAA	0	

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Board Meeting, February 8, 2016**

Engineer's Summary Report

1. Previous FAA grants

- 2212 FAA still reviewing
- 2414 FAA reviewing, submitted 12/2015

2. FY 2015 Projects

PAPI Rehab

Project underway, underground work completed. Delivery of PAPI equipment expected Mid-~~January~~ February, 2016.

Wildlife Assessment

Project has commenced. Draft report expected Feb 2016
June – scheduled final report submittal

Terminal Improvements (ADA)

Work resuming with schedule Feb 18th completion.

3. FY 16 ODOT Aviation grant Runway Rehab

Design starting, anticipated bid advertisement March/April.

4. FY 16 FAA Grant

Pre-application submitted November 25 2015
Runway Lighting Rehabilitation design pending FAA concurrence with
project funding – Next FAA telecon Feb 9th

5. Action Items:

None at this time.

FYI- Ohio Aviation Association Conference April 19-20

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Change Order

PROJECT: <i>(Name and address)</i> Terminal Accessibility Improvements Rebid Fairfield County Airport 3430 Old Columbus Rd., Carroll, Ohio, 43112	CHANGE ORDER NUMBER: 004 DATE: 02/08/2016	OWNER <input checked="" type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i> Walsh Custom Builders, LLC. 685 South Front Street. Columbus, OH 43206	ARCHITECT'S PROJECT NUMBER: 15650-02 CONTRACT DATE: 11/9/2015 CHANGE ORDER NO: CO-004	

The Contract is changed as follows:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

Please refer to Pg. 2-3 of this Change Order for the detailed summary of costs and credits.

The original Contract Sum was	\$	<u>52,650.00</u>
The net change by previously authorized Change Orders	\$	<u>3,969.50</u>
The Contract Sum prior to this Change Order was	\$	<u>56,619.50</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>4,580.36</u>
The new Contract Sum, including this Change Order, will be	\$	<u>61,199.86</u>
The Contract Time will be unchanged by		<u>(25) days.</u>
The date of Substantial Completion as of the date of this Change Order, therefore, is		<u>02/23/2016</u>

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Crawford, Murphy & Tilly, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Walsh Custom Builders, LLC.</u> CONTRACTOR <i>(Firm name)</i>	<u>Fairfield County Airport Authority</u> OWNER <i>(Firm name)</i>
<u>8101 N. High St. Columbus, OH 43235</u> ADDRESS	<u>685 S. Front Street, Columbus, OH 43206</u> ADDRESS	<u>3430 Old Columbus Rd., Carroll, OH 43112</u> ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
<u>Ben Cooley</u> <i>(Typed name)</i>	<u>Michael Walsh, Owner</u> <i>(Typed name)</i>	<u>Jon Koehis</u> <i>(Typed name)</i>
<u>DATE</u>	<u>2-8-2016</u> DATE	<u>2-8-16</u> DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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Change Order

Detailed Summary of items included in CO-004 as stated on the previous page.

- 1. Additional Construction Days to be added to Schedule due to Asbestos Abatement Delays**
 - a. Total days to be added to construction schedule: **25 days.**
 - b. Updated Project Completion Date: **February 23rd, 2016. (02/23/2016)**

- 2. Credit to Owner for demolition not performed by GC due to Asbestos**
 - a. Lepi Enterprises, Inc. removed Existing Wall Tile and Existing Drywall in both Men's & Women's Restrooms.
 - b. Existing Wall Tile: **\$285.00** to be credited back to Owner.
 - c. Existing Drywall: **\$235.00** to be credited back to Owner.
 - d. Total Cost to be credited back to Owner: **\$520.00 Total Cost**

- 3. Additional Costs for Project Management and Field Personnel during delay.**
 - a. Rate for *Project Superintendent*: **\$45.00/hour**
Total Cost: (25 hours x \$45.00/hour) = **\$1,125.00**
 - b. Rate for *Project Manager*: **\$40.00/hour**
Total Cost: (14 hours x \$40.00/hour) = **\$560.00**
 - c. Rate for *Project Engineer*: **\$25.00/hour**
Total Cost: (7 hours x \$25.00/hour) = **\$175.00**
 - d. **General Condition fees to be added due to schedule extension: (a. + b. + c.) = \$1,860.00 Total Cost**

- 4. Additional Costs for having to contract new Drywall Subcontractor**
 - a. Due to delay the originally planned drywall subcontractor was no longer able to perform the scheduled work, by changing drywall subcontractors this lead to a cost increase.
 - b. Total cost increase from original subcontractor to new subcontractor:
\$1,397.00 + 15% (O&P) = \$1,606.78 Total Cost

- 5. Additional Costs for Storage and Handling of Materials**
 - a. Total costs for storing materials and additional handling of materials:
\$785.00 + 15% (O&P) = \$902.75 Total Cost

- 6. Additional Costs for Dumpster Rental**
 - a. Dumpster Rental per day cost is **\$5.00.**
 - b. **Total Cost for additional dumpster rental days:**
25 days x \$5.00 per day = \$125.00 + 15% (O&P) = \$143.75 Total Cost

- 7. Labor and Material Cost for Handicap Access Route Signage (*Engineer / High Intensity Grade*)**
 - a. **Cost of Materials & Labor: \$85.50 + 15% (O&P) = \$98.33 Total Cost**



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Change Order

Detailed Summary of items included in CO-004 as stated on the previous page.

8. **Labor to Remove Existing R-7 in Exterior Walls of Men's & Women's Restrooms**
 - a. Labor Cost to Remove Insulation: (\$75.00 + 15% (O&P)) = \$86.25 Total Cost

9. **Labor and Material to Rework Cabling at Testing Room for Simulator Equipment.**
 - a. Demo existing CAT 5 Cables
 - b. Demo extension cord that was installed inside existing wall.
 - c. Remove existing Romex cable.
 - d. Furnish and install (1) wall junction box with blank plate.
 - e. Furnish and install new 12/4 cord from junction box to equipment.
 - f. Labor and Material to Install GFCI Receptacles in Restrooms.
 - g. Re-install (1) 20A GFCI in each restroom. These were required to be removed in the demo phase.
 - h. GFCI work includes MC cable, device and plates required for installation.
 - i. Total Cost for work above: (\$350.00 + 15% (O&P)) = \$402.50 Total Cost

10. **Summary of Costs:**

ITEM #1.....	N/A (Time Extension)
ITEM #2.....	(\$520.00) Credit
ITEM #3.....	\$1,860.00
ITEM #4.....	\$1,606.78
ITEM #5.....	\$ 902.75
ITEM #6.....	\$ 143.75
ITEM #7.....	\$ 98.33
ITEM #8.....	\$ 86.25
<u>ITEM #9.....</u>	<u>\$ 402.50</u>
TOTAL.....	\$4,580.36