

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for February 10, 2014**

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, Bill McNeer, Dave Roebuck, Bill Fagan, Lonnie Rush, and Martin Lohne. Absent was Kurt Lape. Public in attendance were: Oran Hoover, Branson Rutherford, Jerry Benson, David Grum, Thomas J. Palmer, Pat Ferguson, Lonnie Watts, Patrick Rooney and Staci Knisley.

Opportunity for the Public to Address the Board

Pat Ferguson with the Historical Aircraft Squadron (HAS) updated the board on their work done at the Airport. Mr. Ferguson recommended that a snow-thrower be purchased. The 6th winter on record since they have started keeping track. There has been a lot of snow on the runways. There has been ice around the doors. Having a snow-thrower would help and make keeping up a lot easier.

Mr. Rush thanked HAS for all of their efforts this winter.

Dave E. Grum, Farm Manager with the Southeastern Correctional Institution (SCI) asked that they be considered for the next contract for bailing hay at the airport.

Dr. Burns stated that everyone has an opportunity but now is in contract with Doug Majors. Dr. Burns asked Staci to look into the terms of the current contract.

Dr. Lohne stated that he remembered it being a 2-3 year term that was just entered in a few years ago.

Ms. Knisley asked for Mr. Grum's contact information to be written on the sign-in sheet for follow up.

Minutes for the December 9, 2013 Meeting

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Board voted to approve the minutes for the December 9, 2013 meeting.

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

Abstaining was Lohne, he was absent at the December 9 meeting.

Motion passed.

Minutes for the January 13, 2014 Meeting

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the minutes for the January 13, 2014 meeting.

Voting aye thereon: McNeer, Lohne, Roebuck and Burns

Abstaining were Rush and Fagan, they were absent at the January 13 meeting.

Motion passed.

Airport Manager/Fixed Based Operator (FBO) - Sundowner Aviation update

a. Underground Storage Tank (UST)

Patrick Rooney stated that they are fully compliant with the state department of UST. Four (4) of Sundowner Aviation's staff has a class C license. This is needed to pump fuel.

b. Update on Airport operations by Patrick Rooney

- No trailer located outside for pilot training. The classroom is now inside the pilot lounge.
- Continuous NOTAM 2 miles of Lancaster was issued by Chris Chapman with Skydive Columbus. Mr. Rooney took Mr. Chapman off of the list. Only the Airport Manager (Sundowner Aviation) has the authority to issue a NOTAM. There will only be NOTAM issued if there is skydive happening.
- Mr. Rooney stated that HAS did a fabulous job with keeping up with the snow removal.
- Mr. Rooney stated that they will be renting R4 and will be taking over the electric bill.

c. Skydive Columbus Operations

Mr. Rooney will send the Board a drafted operations plan.

Dr. Burns stated that Mr. Chapman contacted him with a complaint regarding the Mr. Rooney being a bully to him.

Mr. Rooney stated that the issue had to do with issuing the NOTAM. Mr. Rooney stated that he sent a letter to the FAA with names of Sundowner Aviation staff to be the only ones authorized to issue NOTAMs.

Mr. McNeer asked that the Acrobatic Box be renewed and to keep HAS informed.

Mr. Rush stated that at the time the Acrobatic Box was presented to the Board, Mr. Chapman instituted and took the responsibility to issue the NOTAMs.

Dr. Burns stated that he agrees with Mr. Rooney who has taken care of the authorization with the FAA for only Sundowner Aviation to have authority to issue NOTAMs.

Mr. Roebuck asked Mr. Rooney why he has not worked with Mr. Chapman on drafting the Operations Plan. Mr. Rooney responded that when Mr. Chapman was finished with taking his Board test they were to get together. Mr. Rooney explained that the NOTAM issue was not negotiable. The FAA's rule is for only the Airport Manager to manage NOTAMs. He will not be stopped from jumping or having the NOTAM. It will be issued when skydiving occurs. There has been no jumping for the last 3 months. Mr. Rooney stated that Mr. Chapman is supposed to contact him when he has taken his test to work on the operations plan.

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Mr. Rush stated that he spoke with an Airport Manager at a California airport regarding skydiving at their airport. The Airport Manager stated that it was a detriment to their corporate traffic at the airport to have skydiving. Mr. Rush has heard from many airports that corporate traffic does not like skydive airports.

Mr. Roebuck stated that he flown with NETJETS for 23-24 years and they never had a problem with going into airports with skydiving.

Mr. McNeer stated that he worked for NETJETS for years also. He screened airports for Pilots to avoid skydiving and any other acrobatic activities.

Mr. Rush stated that having skydiving at the airport is a detriment to the Economics. Mr. Rush stated that he welcomes all business to the Fairfield County Airport but it is not fair for one business to have a negative impact on other potential businesses.

Mr. Rooney stated that he has had pilots call the Airport to ask if there is skydiving and they have to check with their dispatchers to find another airport to fly into.

Dr. Burns agreed with Mr. Rooney and stated that allowing Mr. Chapman to issue a NOTAM is not negotiable.

d. Localizer removal update

Dr. Burns reported that the maintenance contract has been cancelled. The localizer has been decommissioned unofficially.

Lonnie Watts reported that the official letter for removal has not been received.

Dr. Burns stated that other Airports might be interested in the equipment. Also Al Moyer with HAS recommended that advertisement signs can be hung on it.

Standing Committee Updates

a. Airport Improvement – Kurt Lape & Greg Heaton absent

Ms. Knisley reported that nothing has changed from last month's summary report from CMT.

b. Community Relations – Marin Lohne

Nothing to report

c. Facilities and Grounds – Lonnie Rush

- Water leak

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Ms. Knisley stated that there was no high usage on this month's water bill. Mr. Rush reported that the toilet had been running in the Maintenance hangar. Mr. Watts stated that a new toilet will be installed. Ms. Knisley will keep a report on water usage and track the bills.

- **MOU for \$200,000 loan**

Approval of Memorandum of Understanding (MOU) with the Fairfield County Board of Commissioners regarding the loan for \$200,000 for the construction of the hangar replacement

On motion of Lonnie Rush and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the MOU with the Fairfield County Board of Commissioners regarding the loan for \$200,000 for the construction of the hangar replacement.

Discussion: Mr. Rush reported that the funding from the Commissioners is more than adequate based on the preliminary plan. Ms. Knisley reported that she designed the payment plan, the Commissioners are loaning the monies without interest and that if future pipelines came available the loan would then be paid off early.

Voting aye thereon: Rush, McNeer, Burns, Fagan, Lohne and Roebuck. Motion passed.

d. Finance - Glenn Burns

Ms. Knisley presented the following reports to the Board. Ms. Knisley asked the Board to review and can ask her questions if needed.

- Cash Projection 2014-2018
- 2014 Income & Expenses (All funds)
- 2014 Detail Expenses (Operating only)

- Payment of bills

Approval of payment to Sundowner Aviation for \$1,503 for January hangar rent and \$251.66 for January fuel sold

On motion of Bill McNeer and second of Martin Lohne, the Fairfield County Airport Authority Board voted to approve payment to Sundowner Aviation for \$1,503 for February hangar rent and \$251.66 for February fuel sold.

Voting aye thereon: McNeer, Lohne, Burns, Fagan, Roebuck and Rush. Motion passed.

Approval of payment to Crawford Murphy Tilly, Inc. (CMT) for \$51.50 & \$1,031.70 for professional services

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On motion of Martin Lohne and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve payment to Crawford Murphy Tilly, Inc. (CMT) for \$51.50 & \$1,031.70 for professional services

Voting aye thereon: Lohne, Rush, Burns, Roebuck, Fagan and McNeer. Motion passed.

e. Security & Hangar Rent – Bill McNeer

- Hangar J update

Mr. McNeer reported that at the last meeting it was approved that a new lease for \$780 a month be presented to Mr. O’Conner. Mr. McNeer recommends that the amount be amended to \$775 a month. After reviewing the bill it was discovered that the Board was debiting \$15 and \$10 seems to be a better figure. The security deposit was waived for hangar R1 because of his former lease with former FBO Matt McCarty. Mr. McNeer recommended that the security deposit also be waived for Mr. O’Conner for the same reason.

Approval to amend the lease that Bill McNeer is presenting to Mr. Mike O’Conner for Hangar J to \$775 per month and waive the security deposit

On motion of Bill McNeer and second of Martin Lohne, the Airport Authority Board voted to approve the amendment to the lease that Bill McNeer is presenting to Mr. Mike O’Conner for Hangar J to \$775 per month and to waive the security deposit.

Voting aye thereon: McNeer, Lohne, Burns, Roebuck, Fagan and Rush. Motion passed.

f. Tenant Relations – Glenn Burns

- Updated leases

Mr. McNeer reported to the Board that approximately 30 new leases have been collected. Ms. Knisley stated that there were a few more for Dr. Burns to sign and that at least 6 tenants have not sent theirs in. Ms. Knisley stated that she will contact those who have not sent theirs in.

- Review of hangar lease termination policies

Mr. McNeer reported to the Board that it is the tenant’s responsibility to notify the FBO in writing of the termination and delivery of the keys. The FBO is to contact Staci Knisley with the termination information. Mr. McNeer recommended that the FBO encourage the hangar tenant to mail their payment directly to Theresa in the Commissioners’ office.

- Rent Status

Ms. Knisley stated that F2, Mr. Gonzales is now paid in full until March for his hangar rent. Ms. Knisley asked if the Board desired to renew F2’s lease. Mr. McNeer recommended that a new lease be effective March 1st. Dr. Lohne stated that F2 has been frequent with late hangar rent and thought that this was a hassle. Ms. Knisley stated that she informed tenant in F2 that there is a new process in place for eviction and that payment needs to be made on time in the future.

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Mr. Roebuck stated that the Board had many vacancies and that evicting tenants is not what they want.

- O1/R4 – Old Fart Aviation/Sundowner Aviation hangar lease
Old Fart Aviation is moving into R4. Sundowner Aviation will be the actual lessee for hangar R4 and asked that the deposit be waived. Mr. McNeer and Dr. Burns agreed to waive the deposit.
- R2, Mr. Watts verified that a plane registered to CNDT Assets is in the hangar. Old lease with Fairfield Investment. Fairfield Investment signed the lease in June of 2013. Last payment was in June. Had a lease in O4, moved to R2 in June. Ms. Knisley will contact Fairfield Investments.
- F8 has vacated, waiting on final payment of \$821.70.

g. Fixed Based Operator (FBO) Liaison – Dave Roebuck

Nothing new to report.

Old Business

The Board reviewed the following old business items:

- MOU from Bernie Fleming with the Balloon Festival (Al Moyer to get with Mr. Fleming) MOU due in April - Mr. Rooney stated he would follow up with Al Moyer.
- Strawser Construction remaining payment of \$9,261 (come back in Spring to finish crackseal project)
- Sundowner Aviation contract/Hangar K
Dr. Burns asked Mr. Rooney to have something in writing.
- FAA 2.7.14 request regarding Skydive Columbus complaint
Mr. McNeer is working on the request. He will meet with Ms. Knisley next week to put together the request. He will send out information to the Board regarding the methodology of the electric charges. He researched the minutes from 2005 and 2006. All the hangar collections were turned over to the Airport Manager. The Airport Manager was in charge of electric charges at that time but was never followed through. Mr. Rooney reported that he made contact with the current R hangar tenants except Jason with Company Wrench were notified of the change of electric charges.

Ms. Knisley will contact Deb with the FAA to inform her that the information will be gathered and at the next Board meeting the information will be reviewed before the response is set.

New Business

- CAUV renewal application
The Board reviewed the application. Mr. Roebuck instructed Ms. Knisley to renew the application.

Informational

The Board reviewed the following information.

- Save the date April 22-23, OAA 2014 Annual Conference
- UST Pipeline Newsletter
- Quarterly Newsletter, Purvis Bros/Phillips 66

Adjournment

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On motion of Bill McNeer and second of David Roebuck, the Fairfield County Airport Authority Board voted to adjourn at 7:05 p.m.

Meeting minutes for the February 10, 2014, were approved on March 10, 2014.

Glenn Burns *Aye*

Bill Fagan *Aye*

Lonnie Rush *Aye*

Kurt Lape *abstained*

Martin Lohne *Aye*

William McNeer *Aye*

David Roebuck *Aye*

Staci A. Kousky
Airport Clerk
3/10/14

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Engineer's Summary Report

1. Previous FAA grants

- 1608 In close-out, final reimbursement pending
- 2010 In close-out, final reimbursement pending
- 2111 In close-out, final reimbursement pending
- 2212 Close-out resubmitted per comments, final reimbursement pending

2. FY 2013 Projects –

Rehab Txyw A and a/c parking areas (crack sealing)
Work to be revisited and areas redone by Strawser Paving in spring.

Perimeter Fence Installation
Work completed.

Land Acquisition reimbursement
FAA reimbursement complete.

FAA close-out report will be prepared following final completion.

3. FY 2014 Projects:

1. Rehab T/H G
2. Rehab Apron B and C1
3. Construct Apron Expansion (hangar K area site work)
4. Local only crack seal plan
5. Construct Hangar K

Scope of Work and fee estimates being prepared for submittal to committee for review and Board approval. All are FAA eligible and were included in the FAA FY 14 pre-application.

3. Other:

