

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for February 11, 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, Rick Szabrak, and Bill Fagan. Board Member Michael Kaper was absent. Also present were Staci Knisley, Al Moyer, Greg Heaton, Steve Slater, and Darrell Loos.

Opportunity for the Public to Address the Board

No public comments were given.

Approval of Minutes for the January 14, 2019 meeting

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the minutes from the January 14, 2019 meeting.

Discussion: Mr. McNeer recommended that page 5 of 8, section relating to security have wording added to include HAS and tenants.

Voting aye thereon: Kochis, Ferguson, Burns, McNeer, Fagan, and Szabrak

Absent was: Kaper

Motion passed.

Approval of Minutes for the January 30, 2019 Special meeting

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the January 30, 2019 Special meeting.

Voting aye thereon: McNeer, Kochis, Burns, Fagan, Ferguson, and Szabrak

Absent was: Kaper

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that everything is running up to date.

Sundowner/Airport Manager Update – Monthly Board Report

Mr. Loos reported that they are having trouble with the credit card reader after hours. They have contacted Purvis to resolve the issue. While the reader is down, they are selling fuel manually. There is a NOTAM out stating the credit card machine for fuel is down after hours.

Mr. Kochis reported that the plan is to replace the fuel credit card system at the same time the paving is being done.

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Mr. Loos also reported that they are having computer issues communicating with the fuel pump. He recommends the computer be replaced.

Mr. Kochis recommended that Mr. Loos consider the bare minimum for replacing the computer at this time.

Mr. Kochis also recommended that the system be publicly bid or using the State Term Bid process as another option.

Mr. Loos presented Sundowner Aviation's monthly report, see attached to minutes

Standing Committee Updates:

1. Airport Improvement – Jon Kochis

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

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

- FY2018 ODOT Aviation grant

Mr. Heaton reported that there is a change order request from Appalachian Foothills for \$5,270.40. This amount is not covered by the ODOT grant.

Mr. Kochis reported that the overage on the project is less than 10% and will have to be paid out of general operating costs.

Approval of change order#1 with Appalachian Foothills Contracting, Inc. in the amount of \$5,270.40 to rehabilitate Taxiway B Lighting Project

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve change order# 1 with Appalachian Foothills Contracting, Inc. in the amount of \$5,270.40 to rehabilitate Taxiway B Lighting Project, see attached to minutes.

Voting aye thereon: Kochis, McNeer, Burns, Fagan, Ferguson, and Szabrak

Absent was: Kaper

Motion passed.

- FY2018 FAA grant application – Construct Taxiway Delta

Mr. Heaton reported that bids should be back in June to get to the FAA in time.

- FY2019 ODOT Aviation grant -Rehabilitate Terminal Apron

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Mr. Heaton reported that the public bid for the project is advertised for Thursday, February 14, 2019.

Mr. Kochis stated that when the contract is bid for this project we will take the opportunity to add on for other pavement projects such as the west side of Hangar A and other projects that are determined.

Mr. Slater reported that the areas between Hangar A & HAS need paved.

Mr. Kochis reported that the area between Hangar A & HAS also has a drainage problem.

- FAA Supplemental Grant Priorities

Mr. Heaton reported that there are no updates from the FAA.

- ACIP and FAA Pre-Application

Nothing new to report.

b. Runway Protection Zone (RPZ) Tree Trimming

Mr. Kochis reported that Mr. Cooper has talked to a State Forester so they have a plan for his trees. That's the area parallel to Long Bow Drive which is perpendicular to the Runway. It's not a major problem. We will meet with those landowners eventually to discuss tree trimming.

c. Tax Assessments

Mr. Kochis reported that the County Auditor issued refund checks totaling \$84,000 for the real estate tax assessments. Ms. Knisley has deposited them into the Airport Operations fund. The next step is to reapply for tax-exemption for other properties.

d. Storm Water System Rehab

Mr. Kochis reviewed estimates from Westfield Fairfield, Inc. and Kull Excavating.

Estimates:

Kull Excavating - \$38,113.50

West Fairfield - \$10,156.25

West Fairfield - \$6,515

The estimates are to repair the drainage and seed to the waterways. West Fairfield, Inc. estimates are for the seeding. Kull excavating is to repair the drainage. The seed is pasture mix. It should save time in mowing.

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Mr. Loos recommended that the bridge behind R hangars be removed. It is causing a drainage problem.

Mr. Kochis reported that they will revisit the bridge discussion in the spring or June.

Approval to proceed with the repairs and seeding with a not to exceed of \$54,784.75

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority voted to proceed with the repairs and seeding with a not to exceed of \$54,784.75.

Voting aye thereon: Kochis, Fagan, Burns, Ferguson, Szabrak, and McNeer

Absent was: Kaper

Motion passed.

2. Community Relations – Michael Kaper (absent) & Rick Szabrak

a. 50th Anniversary Celebration – Saturday, May 18

Mr. Szabrak reported that there was a meeting held today relating to the anniversary celebration. To get bigger aircrafts here the budget could exceed the \$5,000 originally approved. It is possible that we can get donations to HAS to help offset costs. We can get aircrafts that will do free flights for kids through Young Eagles. Jimmy Shad is talking to Anchor Hocking about making anniversary glasses. Colonel Tom Moe is going to be the guest keynote speaker. This is also Armed Forces Day so we are combining the events. Debbie Haven who is a Two-Star admiral is introducing Colonel Moe. Congressman Stivers office is excited to help in getting military vehicles. Porta John quotes are \$1,000. Some aircrafts are coming here for free. SAS Aviation will host flight seeing trips at a cost to the public. Newark Airport will also be flying out that day. Blackhawks are also going to be asked to attend.

Mr. Szabrak would like to get a press release out later this week.

Mr. Kochis will coordinate with the Sheriff's office for air traffic control.

Mr. Szabrak stated that parking signs are also needed.

Mr. Moyer stated that they have a few signs at HAS.

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Mr. Kochis will check into signage options.

Mr. Kochis reported that the Sheriff's Office typically bring their Mine-resistant Ambush Protected (MRAP) vehicle. Greenfield Fire will bring a medical rescue vehicle. He will give Mr. Szabrak military contact information to get more vehicles and aircrafts. He will also get him a contact list for food truck vendors.

Mr. Moyer reported that Eagle Golf carts will supply golf carts at no cost.

Mr. Szabrak stated that there is a concern with parking. The former gun club that is adjacent to the airport property has been used for parking in the past. There is a lot of brush there now.

Mr. Kochis reported that he was unsuccessful in getting in contact with owner.

Mr. Moyer reported that they can use all the grass inside the gate between HAS and the Terminal if the area is dry.

Mr. Szabrak reported that Classic Cars and will be here for the event.

Mr. Heaton will follow-up with publicizing the event on the Ohio Aviation Association website.

3. Facilities and Grounds – Michael Kaper (absent) & Bill Fagan

a. Hangar J update

Mr. Kochis reported that Boyden Renovations was approved with a not to exceed of \$8,000 at the January 30, 2019 special meeting. There was an increase in costs that exceed the amount approved by \$75 due to making the hangar secure. We have kept the pieces that have fallen for evidence.

i. Approval of payment to Boyden Renovations, LLC in the amount of \$8,075 for Hangar J clean up

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment to Boyden Renovations, LLC in the amount of \$8,075 for hangar J clean-up.

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

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ii. Boyden Renovations quote for \$11,850

Mr. Kochis reported that the quote is to install new metal and electrical. They will reinsulate and put all the electricals back up and secure it. This will take 4 days to a week to complete. They can start right away if approved tonight. He was unable to seek other quotes timely. He recommends that the quote is approved. It is possible that we can seek the costs back through insurance.

Mr. Loos reported that they worked well on removing the metal and clean up.

Approval of Boyden Renovations, LLC proposal in the amount of \$11,850 for the re-installation project & Electrical for Hangar J

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the Boyden Renovations, LLC proposal in the amount of \$11,850

Discussion: Mr. Kochis reported that he will contact Boyden Renovations tonight.

Voting aye thereon: Kochis, Fagan, Burns, Szabrak, Ferguson, and McNeer

Absent was: Kaper

Motion passed.

Mr. Kochis reported that if Boyden Renovations could not start this project this week, he will request a special board meeting to discuss and approve other options.

Mr. Kochis reported that CORSA, the county's property insurance has denied our claim. Their advice was to consult with the county prosecutor to seek damages from the original contractor, Hillyard Contractors. The County has appealed CORSA's decision. Also, Hillyard Construction have been put on notice. A letter from the Prosecutor has been sent to them.

Mr. Kochis has contacted CHUBB our underwriter of our secondary insurance. They are working with Sundowner Aviation's insurance.

Mr. Loos reported that an estimate to repair the aircraft damaged is around \$100,000. It is insured for \$260,000. He doesn't believe that is the value.

Mr. Kochis reported that he and the Board of Commissioners recommended that there a be a moratorium for 2 months for Hangar J.

Approval to forgive rent to Sundowner Aviation for Hangar J for February & March

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On motion of Jon Kochis and seconded of Pat Ferguson, the Fairfield County Airport Authority Board voted to forgive the rent for Hangar J for February and March.

Voting aye thereon: Kochis, Ferguson, Burns, Fagan, Szabrak, and McNeer

Absent was: Kaper

Motion passed.

iii. Equipment

Mr. Kochis recommended that the Board seek quotes for the investment of our equipment for mowing. He and Mr. Moyer talked about a Tractor, a cab, snow thrower and, an articulated mower. It is possible HAS will be mowing 40 additional acres with a new contract.

Mr. Ferguson recommended a tow motor for the fuel cart also be invested in.

4. FBO Liaison – Pat Ferguson

Nothing new to report.

5. Finance - Glenn Burns

a. Financial Reports

The Board reviewed the financial reports.

b. Payment of Bills

Mr, Kochis added the \$300 invoice from SAS Aviation for secure and remove the damaged aircraft.

Approval for payment of bills totaling \$30,478.09

On motion of Pat Ferguson and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$30,478.09. (See invoice summary attached to minutes)

Voting aye thereon: Ferguson, McNeer, Burns, Kochis, Szabrak, and Fagan

Absent was: Kaper

Motion passed.

6. Security – Jon Kochis & Bill McNeer

Nothing new to report.

7. Tenant Relations – Glenn Burns & Bill Fagan

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a. Rent Status Spreadsheet

The Board reviewed the spreadsheet. Ms. Knisley reported that late rent notices went out last week.

b. Hangar Lease Process

Mr. McNeer reviewed the hangar lease process. Ms. Knisley made some administrative changes, see attached to minutes. The process will be discussed again next month.

8. Web – Bill McNeer & Rick Szabrak

Nothing new to report.

Old Business

1. County Prosecutor services

Mr. Kochis presented the agreement with the county prosecutor for legal services. They have agreed that there will be no costs for 2 years.

Approval of agreement for legal services with the Fairfield County Prosecutor

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority voted to approve the agreement for legal services with the Fairfield County Prosecutor, see attached to minutes.

Voting aye thereon: Kochis, Fagan, Burns, Ferguson, McNeer, and Szabrak

Absent was: Kaper

Motion passed.

Ms. Knisley will update the Board's contact information list and include the Prosecutor's contact information on it.

2. Request for Qualifications (RFQ) for Engineer Services

Mr. Kochis reported that the FAA has not responded yet for their approval on the RFQ. The county prosecutor has reviewed it. He used a similar model from Delaware County. This would be a RFQ that would be scored with criteria qualifications.

Approval to proceed with Request for Qualifications (RFQ) for engineering services

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to proceed with the RFQ for engineering services.

Voting aye thereon: Kochis, McNeer, Burns, Szabrak, Fagan, and Ferguson

Absent was: Kaper

Motion passed.

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Mr. Kochis will advertise the RFQ in the papers and OAA.

3. Wildlife Control

Mr. Kochis reported that the drainage and seed repairs that were approved earlier helps the wildlife control. The only thing outstanding is the fence project.

4. R Hangar

Mr. Kochis stated that the successful awardee of the paving give us a quote on the narrow taxiway next to the ditch.

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

Mr. Kochis stated that the only thing added was “no de-icing occurs at the airport” on page 27, section 3.9. The key things are hazardous fluids that could leak out of a hangar. No salt is used inside the fence area. The best storm water pollution prevention is Airport Management and HAS keeping an eye out for things. He also will add “If salt is used, it should be stored properly”.

Mr. Kochis recommended that the airport policy should encourage no salt use.

Approval of Storm Water Plan

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the Storm Water Plan, see attached to minutes.

Voting thereon: Kochis, McNeer, Burns, Fagan, Ferguson, and Szabrak

Absent was: Kaper

Motion passed.

b. April 9-10 – OAA Conference

Mr. McNeer stated that he will attend. There is a \$200 conference fee per person if reserved before February 28.

c. Fuel Card Reader (revisit in May 2019)

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

Mr. Szabrak asked who should sign off on agreements relating to the celebration.

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Dr. Burns stated that any agreements should be brought to the board meetings.

Mr. Ferguson recommended all food truck vendors bring generators.

Mr. Szabrak will bring an updated budget of costs to the March meeting. The \$5,000 budget may need to be reviewed.

- e. Aviation Insurance expires 12/31/19
- f. HAS lease agreement w/Commissioners expires on 12/31/19
- g. HAS authorization for use of 3 unoccupied hangars expires 12/31/19
- h. FBO agreement expires 12/31/2020
- i. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- j. FAA lease for space expires 9/30/2022 (Pat F. following up to amend lease for moving to another area)
- k. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

Adjournment

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 7:23 p.m.

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

Meeting minutes for the February 11, 2019 meeting were approved on March 11, 2019

Aye
Glenn Burns

Aye
Bill Fagan

Absent
Rick Szabrak

Aye
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, February 1, 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. Change Order #1 attached for review and discussion. CO #1 includes quantity overage in cable required to route cable to additional signs and through existing conduits under taxiway pavement. This work was completed prior to the approval of this change order. Two spare light fixtures and isolation transformers are also included to be purchased and provided by the contractor.

2. FAA FY18 Grant – Construct Taxiway D
Design is underway, preliminary plan walkthrough was completed January 2019. Plans and specification review schedule for FAA in February. Additional utility coordination has delayed the final plan submission.
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 approved for bidding by ODOT. 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. Taxiway B Lighting – Change Order #1 approval

FINAL CHANGE ORDER

Order No. 1
Date: February 8, 2019

Project: Rehabilitate Taxiway B Lighting
Fairfield County Airport ODOT Project #18-08
Owner: The Fairfield County Airport Authority
Contractor: Appalachian Foothills Contracting, Inc.

The following changes are hereby made to the Contract Documents:

ADD:

2	L-108 L-824, No. 8 AWG, Type C, Cable, Direct Bury	(1,214 LF @ 3.60/LF)	\$4,370.40
Spare	L-125 Elevated Taxiway Edge Light, LED, Spare	(2 EA @ \$300/EA)	\$600.00
Spare	L-125 Isolation Transformer, Spare	(2 EA @ \$150/EA)	\$300.00

Total Add	\$	5,270.40
Total Deduct	\$	0.00
C/O Value	\$	5,270.40

Original Contract Price:	\$	<u>328,231.50</u>
Previous Adjustments:	\$	<u>0.00</u>
Adjustment This Change Order:	\$	<u>5,270.40</u>
Total Adjusted Contract Price:	\$	<u>333,501.90</u>

Change to Contract Time: NONE

Approved: _____
Contractor Title Date

Approved: _____
Consultant Title Date

Approved:  President 2/11/19
Authority Title Date

PROJECT LHQ – Construct Taxiway D - Design

CMT NO. 18065001.00

REPORTING PERIOD Thru February 11, 2019

SCHEDULE	
Project Start	August 2018
Estimated Completion	June 2019
Causes of Delay	Additional utility coordination required

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

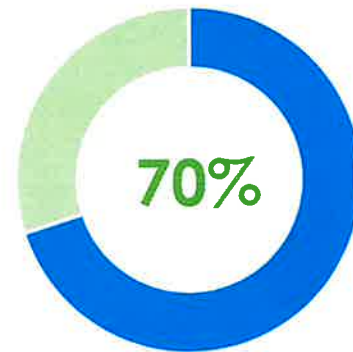
Plans and specifications to the FAA for review Feb 2019.
CSPP submitted Jan 2019.
April 2018 bidding anticipated.

CLIENT ACTION/APPROVALS

none

ADDITIONAL DISCUSSION

PERCENT COMPLETE



PROJECT WORK AREA



PROJECT Rehabilitate Terminal Apron – Design & Construction

CMT NO. 18065002.00

REPORTING PERIOD Thru February 11, 2019

SCHEDULE	
Project Start	August 2018
Estimated Completion	August 2019
Causes of Delay	-

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

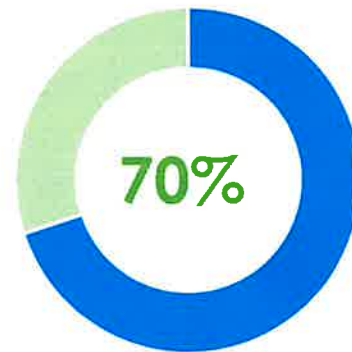
Final design, preparation of bid document
 Bidding anticipated Feb 2019

CLIENT ACTION/APPROVALS

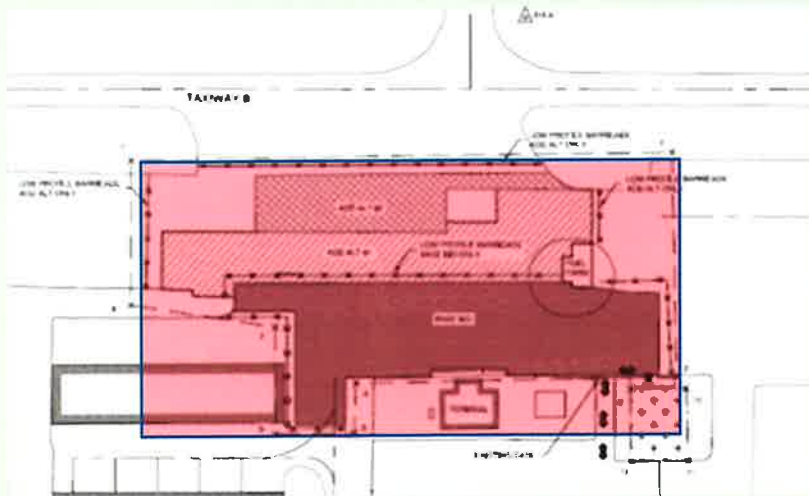
none

ADDITIONAL DISCUSSION

PERCENT COMPLETE



PROJECT WORK AREA



Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$495.74	n/a	January fuel	1/1-1/31/19
Sundowner Aviation	\$1,704.40	n/a	January rent fees	1/1-1/31/19
Crawford Murphy Tilly	\$1,023.60	0202329	rehabilitate taxiway B lighting - design, bid, and construction phase	11/24-12/31/18
Crawford Murphy Tilly	\$19,279.30	0202342	construct taxiway D - design phase	11/24-12/31/18
Crawford Murphy Tilly	\$4,645.00	0202343	design, bid and construction phase to rehab Apron A & I1	11/24-12/31/18
HAS	\$1,000.00	n/a	snow removal	1/20/2019
HAS	\$1,000.00	n/a	snow removal	2/1/2019
Sundowner Aviation	\$1,030.05	n/a	reimbursement for services & supplies purchased	12/12-2/6/19
SAS Aviation	\$300.00	1045	Hangar J - stabilized Piper Navajo from fallen ceiling	2/11/2019
Total Invoices for 2.11.19 Board Meeting	\$30,478.09			

An Administrative Approval for the agreement for legal services between the Fairfield County Commissioners, Fairfield County Prosecuting Attorney and the Fairfield County Airport Authority Board

WHEREAS, the Fairfield County Airport Authority Board approved the agreement for legal services provided by the County Prosecutor on February 11, 2019; and

WHEREAS, the agreement shall be from March 1, 2019 through December 31, 2021; and

WHEREAS, the County Prosecutor approved the legal agreement on February 12, 2019; and

WHEREAS, Administrative Approval for signing contracts up to \$50,000 is permitted as per resolution 2014-09.30.a; and

NOW THEREFORE, BE IT APPROVED BY THE COUNTY ADMINISTRATOR, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the County Administrator approves the agreement for legal services.

AGREEMENT FOR LEGAL SERVICES

This Agreement is made as of the last date indicated below by and between the Board of Fairfield County Commissioners ("County Commissioners") jointly with the Fairfield County Prosecuting Attorney ("the Prosecutor") and the Board of Trustees of the Fairfield County Airport Authority ("the Airport Board").

WHEREAS, the Airport Board is a board of trustees of a regional airport authority duly organized under R.C. Chapter 308; and

WHEREAS, pursuant to R.C. 309.09(I), a prosecuting attorney and a board of county commissioners jointly may contract with a board of trustees of a regional airport authority for the prosecuting attorney to provide legal services to the regional airport authority that the board of trustees operates; and

WHEREAS, the Airport Board desires to contract with the Prosecutor for legal services, and the Prosecutor is willing to provide said services in accordance with this agreement;

NOW, THEREFORE, the parties agree as follows:

1. The Prosecutor shall serve as the legal advisor and general counsel to the Airport Board ("Legal Services") and shall control the scope and provision of legal services to the Airport Board. Legal services shall include representation of and advice to Airport Board officers and employees acting within their official capacities, but *do not* include representation of officers or employees acting in their individual capacity and/or for actions exceeding the scope of their authority as officers or employees of the Airport Board.
2. The Airport Board shall pay to the Fairfield County Treasurer for deposit into the Prosecuting Attorney's Legal Services Fund a flat fee of \$5,000 per year for services rendered by the Prosecutor as legal advisor and general counsel during the term of this Agreement. Said fee shall be waived by the Prosecutor for the first two years of this agreement in consideration of funding that the Prosecutor has received from the Fairfield County General Fund. The Airport Board shall pay the fee for the third year of this Agreement no later than March 1, 2021.
3. In the performance of the duties of legal advisor and general counsel, the Prosecutor, in his sole judgment may decline to provide services if there exists a conflict of interest or the subject matter of the services or litigation is beyond the expertise of the Prosecutor. Examples of conflicts include, but are not limited to, annexation proceedings in which the county is a fact finder or disputes with other governmental entities which the Prosecutor is obligated by statute to serve as legal counsel. Examples of services which may be beyond the Prosecutor's expertise

includes such matters as, but may not be limited to, providing opinions on the issuance of regulated securities, patent law and other similar specialties.

4. The term of this Agreement shall be from March 1, 2019 through December 31, 2021. The term notwithstanding, either the Prosecutor or the Airport Board may terminate this Agreement by providing sixty (60) days written notice to the other. In the event of such a termination, the Airport Board may submit a written request to the County Commissioners for a refund of the share of the fee paid under Section 2 of this Agreement in proportion to the time remaining in the term of this Agreement as of the date of termination.
5. This Agreement shall be governed by the laws of the State of Ohio.
6. This Agreement constitutes the entire written understanding of the parties. It may not be contradicted by any oral representations not set forth herein. This Agreement may be modified only in writing, by mutual agreement of the parties.


In consideration whereof, the parties have affixed their signatures hereto with intent to be fully bound as of the dates indicated.

BOARD OF TRUSTEES OF THE
FAIRFIELD COUNTY AIRPORT
AUTHORITY

By: _____

Title: _____

Date: _____




President
2/11/19

THE FAIRFIELD COUNTY
PROSECUTING ATTORNEY

By: _____

Date: _____




R. Kyle Witt, Prosecuting Attorney
2/10/19

THE FAIRFIELD COUNTY BOARD OF
COUNTY COMMISSIONERS

By: _____

Title: _____

Date: _____



County Administrator
2.12.19

Signature Page

Administrative Approval No. AA.02.12-2019.a

**An Administrative Approval for the agreement for legal services between the
Fairfield County Commissioners, Fairfield County Prosecuting Attorney and the Fairfield
County Airport Authority Board**

(Fairfield County Prosecutor)

Approved on 2/12/2019 11:58:01 AM by Carri Brown, County Administrator, pursuant Ohio
Revised Code 305.30 and resolution 2014-09.30.a




Carri Brown, County Administrator
Board of County Commissioners
Fairfield County, Ohio

includes such matters as, but may not be limited to, providing opinions on the issuance of regulated securities, patent law and other similar specialties.

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5. This Agreement shall be governed by the laws of the State of Ohio.
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In consideration whereof, the parties have affixed their signatures hereto with intent to be fully bound as of the dates indicated.

BOARD OF TRUSTEES OF THE
FAIRFIELD COUNTY AIRPORT
AUTHORITY

By: 
Title: President
Date: 2/11/19

THE FAIRFIELD COUNTY
PROSECUTING ATTORNEY

R. Kyle Witt, Prosecuting Attorney
Date: _____

THE FAIRFIELD COUNTY BOARD OF
COUNTY COMMISSIONERS

By: _____
Title: _____
Date: _____

FAIRFIELD COUNTY AIRPORT AUTHORITY

FAIRFIELD COUNTY AIRPORT (KLHQ) STORM WATER POLLUTION PREVENTION PLAN

The purpose of the Fairfield County Airport Authority (FCAA), Fairfield County Airport (KLHQ) Storm Water Pollution Prevention Plan (SWP3) is to find, mitigate, and either eliminate or prevent discharge of storm water pollution from the FCAA facility, to eliminate illicit discharges into the storm water drainage system and to prevent the violation of surface water and ground water quality or sediment management standards.

To this end, the FCAA will identify the potential sources of storm water pollution that may affect the quality of storm water discharge from the FCAA Facility and evaluate the storm water contamination potential from the identified likely sources. The FCAA will also introduce storm water Best Management Practices (BMPs) that will be utilized at the facility site for prevention and control of pollutants in storm water discharge and identify the procedures, maintenance, inspections and record keeping needed to document those BMPs. This SWP3 reinforces and supports the “Minimum Standards for Aeronautical Activities at the Fairfield County Airport (KLHQ), Lancaster, Ohio 43130” Revised December 8, 2014 and is coordinated and references to individual hangar lease agreement format approved October 10, 2016 and all subsequent updates.

This plan is meant to meet the requirements of Fairfield County & Others Municipal Separate Storm Sewer System (MS4) Permit, Ohio EPA Facility #4GQ10006*CG. It contains the most relevant information to utilize within the parameters of the FCAA facility. This document also contains information for administration and record keeping of the plan.

The SWP3 will be reviewed annually by the FCAA Board, FCAA Management Company (Sun Downer Aviation LLC), FCAA Engineering Firm of Record (Crawford, Murphy, Tilly Inc.) in cooperation with the Fairfield Soil and Water Conservation District when requested to determine if updates to the plan are needed to reflect changes in the FCAA facility or activities conducted that could significantly increase the amount of pollutants in storm water runoff or cause a new location in the facility to be subject to storm water that might introduce a new pollutant. This plan will be amended if a state or federal inspector determines that it is not effective in controlling storm water pollutants discharged to waterways. Copies of the SWP3 will be maintained at the FCAA Terminal (Building I) at 3430 Old Columbus Road NW (Airport Road) Carroll, Ohio 43112.

1. LOCATION & SITE CONTACTS

Name: Fairfield County Airport Authority		Address: 3430 Old Columbus Road NW Carroll, Ohio 43112	
Telephone: 740-654-7001		Primary Facility Contact Information: Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		Security: Fairfield County Sherriff 740-652-7900	
SIC Code 9999	EHS 0	County	Fairfield
Total Impervious Surface Acres: Appx 35		Municipality	Carroll
Total Facility Acres: 177.88			
Storm Water Discharge to Greenfield Creek with 100 year flood diversion toward Claypool Run (NW)			
Name(s) of water(s) that receive storm water from this facility: Hocking River			

Ohio EPA Spill Reporting 1-800-282-9378

SWP3 Adopted January 9th, 2017
Revised and Approved February 2019

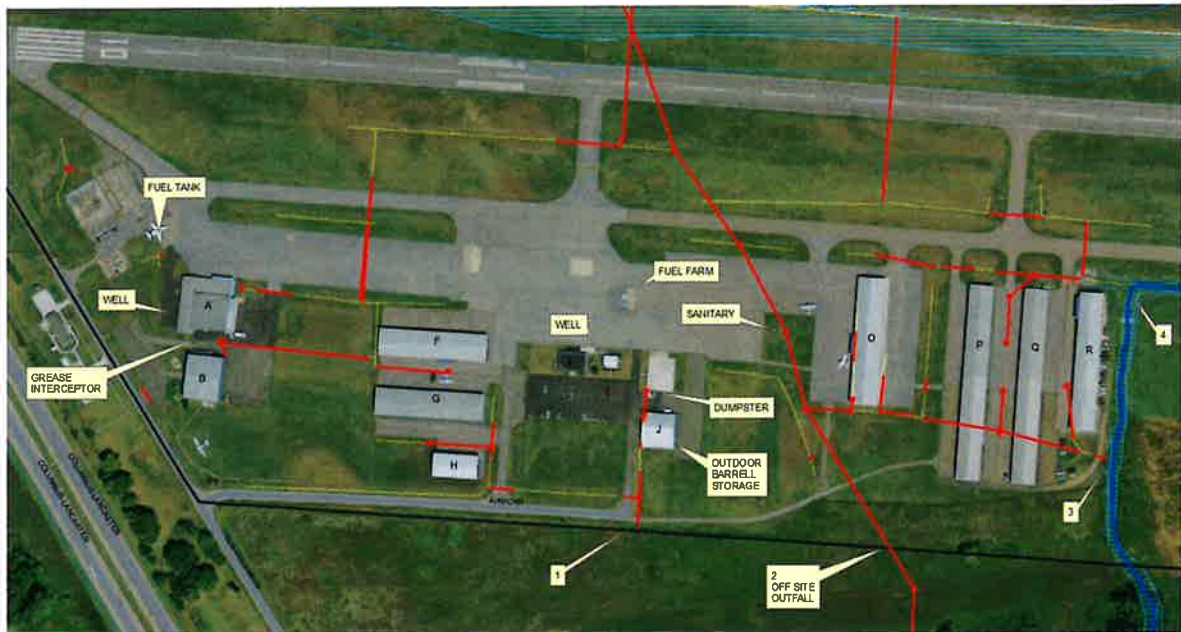
FACILITY MAPS



NORTH ↑

FIGURE A

See Appendix A for outfall No.2 off site easement



NORTH ↑

FIGURE B

See Appendix A for outfall No.2 off site easement

2. FACILITY AND OPERATIONS

The FCAA facility is comprised of several structures. The Terminal (Building I) faces Old Columbus Road NW (Airport Road). The Airport Managers maintenance shop in Building J is adjacent to the terminal in Building I.

Approximately 35 acres are paved or under roof and the remainder of the 142 acres are grass, maintained to FAA standard heights or agriculture production through lease agreements in compliance with the Conservation Plans on file with the Fairfield Soil and Water Conservation District. Except for the northern 28 acres and a small piece of property adjacent to the City of Lancaster east of Election House Road, the facility is surrounded by fences with the three 3 pilot gates that are locked by electronic lock. The FCAA facility is open 24 hours a day for pilots.

FCAA Facility Buildings used in day to day operations of the FCAA

Building I-Terminal with public access and houses emergency response documents and records. The Fuel Farm is located NE of Building I and dispenses Avgas and Jet Fuel through code controlled devices BUSTR ID 23010048. A fuel truck and fuel buggy are on site and are typically kept within the immediate vicinity of the Fuel Farm. A spill kit is kept at the Fuel Farm location.



Fuel Farm and Fuel Truck (10-31-16)



Fuel Buggy (10-31-16)

Building G-Hangar that contains airport maintenance equipment

The FCAA facility is the base of operations for maintenance of lawns, storm pipes, asphalt and buildings under the jurisdiction of the FCAA. The facility houses tractors, mowers and snow removal equipment in the NW bay of Building G along with products, such as, fuel, oils, and salt. Functions include fueling of vehicles, storage of equipment and vehicle maintenance.

Temporary stockpiles of aggregates, dirt, temporarily staged construction and demolition waste as well as material lay down areas are located NW of building A near the gate.

A 500 gallon fuel tank is located NW of Building A is maintained by Airport Authority for grounds maintenance. Records are retained by HAS for the Airport Authority. A spill kit is kept in proximity to this location.

Ohio EPA Spill Reporting 1-800-282-9378

*SWP3 Adopted January 9th, 2017
Revised and Approved February 2019*

FCAA Facility Buildings leased to others

- Private Fixed Base Operators**
- Private Non-Based Operator**
- Commercial Non Based Operator**

The FCAA will begin the process during lease renewals of hangars in the remainder of buildings to secure a one page SWP3 agreement for each hangar tenant including but not limited to;

- “No fuel, flammable liquids or other hazardous materials as defined by the Ohio State EPA shall be stored or kept on the leased premises except not more than eighty gallons of fuel will be permitted, provided it is stored in not larger than ten-gallon safety container of a type approved by the Underwriters Laboratories. All containers shall be stored at least two feet above the floor level of a hangar” per hangar unless additional storage is approved in writing on the lease.
- Proper fluid disposal (not down storm drains or ditches)
- Spill kit materials kept on site

Commercial Fixed Base Operator

The buildings below have larger public use and access than other hangers and buildings of the FCAA Facility. FCAA will review larger facility rental and develop an agreement for each in compliance with Section 3. *Pollution Prevention Best Management Practices (BMP)* of the current approved SWP3 of the FCAA

Building A- Commercial Fixed Base Operator (11-3-16)

Leased to Due North Aviation.
3380 Old Columbus Road 740-652-1722

Floor drains go to the grease interceptor located between building A and B tied only to Hanger B. Grease interceptor in maintained by Dan Bolger, owner of Hanger A.

Building B Commercial Fixed Base Operator (11-3-16)

Lease/use agreement with the Historic Aircraft Squadron a 501(c)3 organization.
3266 Old Columbus Road 740-653-4788

Building J Commercial Fixed Base Operator (11-3-16)

Leased to Sundowner Aviation LLC
3430 Old Columbus Road 740-475-8188

Covered dumpster is located north of building J on the public side of the fence to assure ease of access and usage by pilots and visitors.

Sundowner Aviation LLC maintains a list of the largest quantity of each type of fluid quantities they typically keep on site, (new and used), along with spill kits and disposal records for five years.

Temporary outdoor (covered and labeled) storage of fluids until shipped to approved facilities for disposal are kept outside Building J. They are kept on impermeable surfaces and are monitored daily for leaks by staff.

Records of disposal are kept on site in Building J.



Temporary fluid storage (10-31-16)

FCAA Grounds

The FCAA Facility is served by the Greenfield Township Water and Sewer District for sanitary sewer system and water. Two water wells are on site, See Figure B.

The facility ditches, storm structures and storm pipes are mapped per Figure A. The majority of the runway, taxiway, Fuel Farm, terminal parking, roof top water and access paving of Buildings A, B, F, G, H, I and K runoff is filtered through adjacent lawn areas and grass ditches before entering Greenfield Creek.

Catch basins and trench drains collect runoff from most roof tops and asphalt of Buildings I, O, P, Q and R.

Other lawn and agriculture field areas drain to Greenfield Creek or other adjacent municipal ditches controlled by the Fairfield County Engineer, Greenfield Township or the City of Lancaster.

The FCAA Facility operates with the following activities of concern:

- Loading, unloading, handling, and storage of antifreeze, asphalt, batteries, chemicals, concrete, fuel (avgas, jet fuel, diesel and gasoline), hazardous materials, new and used oil, paint products, scrap metal, solvents, trash and debris.
- Filling of underground storage tanks (USTs) with fuels.
- Dispensing of fuels to vehicles, equipment, and portable fuel containers.
- Vehicle and equipment parking and storage.
- Vehicle, equipment, and material washing and cleaning.

- Salt storage for parking and foot traffic areas only. **No runway or taxi way deicing occurs. No plane deicing occurs.**
- General maintenance and cleaning.
- *Pesticide storage and application is by agreements with licensed Commercial Applicators by the State of Ohio.*

The following areas are potential sources of contamination:

- Residue from vehicle and equipment washing areas if it is allowed to contaminate storm water. Equipment and plane washing should occur where soapy water can run off onto grassed areas or to floor drains connected to central sanitary sewers.
- Fuel spills and leaks during UST filling or pump dispensing.
- Rain water contact with the fueling area.
- Trash and windblown litter at the facility.
- Leaks from storage containers.
- Vehicle and equipment drips and leaks.

3. POLLUTION PREVENTION BEST MANAGEMENT PRACTICES (BMPs)

The FCAA recognizes the benefits of using both non-structural (e.g. good housekeeping) and structural (e.g. a roof or overhang) source control BMPs to minimize pollutants coming into contact with precipitation or storm water runoff. The following source control BMPs are used in the FCAA facility.

3.1 GOOD HOUSEKEEPING

These daily activities keep the facility sites clean and equipment operating correctly. While good housekeeping doesn't require a great deal of time or cost, it should be implemented on an everyday basis so as to become a part of the culture of the organization. Daily cleanup and inspection are the most effective way of achieving good housekeeping. While not an all-inclusive list of good housekeeping practices at this facility, the following list is followed:

- Tools and materials are to be returned to designated storage spots after use.
- Waste materials will be collected and disposed of properly on a daily basis.
- Indoor work areas are to be kept orderly, uncluttered and well ventilated to discourage the work being moved outdoors. Staying inside allows leaks and spills to be quickly found and controlled.
- Facility clean-up will be performed without water use whenever possible, by sweeping or wiping, or washing with as small amount of water as can be done. If wash water is used it should be contained, collected and disposed of properly.
- All changing of fluids is done indoors unless extreme conditions do not allow it, then spill kits will be brought to the location to assure prompt response if needed.
- Outdoor waste in trash bins are covered and emptied regularly. Areas around such receptacles need to be inspected for misplaced or wind-blown litter or debris.
- Pesticide storage, mixing, application, labeling, recordkeeping and disposal of containers will follow the procedures as laid out for licensed commercial applications by the State of Ohio. Pesticide records are kept in Building I for examination by the Ohio Department of Agriculture and the general public.

3.2 PREVENTIVE MAINTENANCE

Preventive Maintenance BMPs include regular inspections and maintenance designed to minimize storm water pollution by performing maintenance activities before problems arise. Equipment that fails or functions poorly may result in the discharge of pollutants to the storm water drainage system. The following preventive maintenance actions are used at this facility:

- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Drainage swales are kept clear of debris and maintained to prevent erosion.
- Pavement areas and landscaping will not be allowed to degrade to the point where they erode and contribute pollutants to runoff.
- Vehicles are regularly checked for leaks. Leaks are repaired promptly.
- Outdoor drums, storage tanks and containment areas are checked for leaks.
- Major equipment is subject to a preventive maintenance schedule for inspection, repair, or replacement of fluids (hydraulic, lubricating, cooling, etc.) greases, seals, hoses, filters, pressure gauges, piping, etc.

3.3 PROPER MATERIAL HANDLING AND STORAGE

Material handling and storage BMPs relate to controlling the potential for leaks, spills and loss of materials delivered, used and stored at the facility. The goal is to keep spills and leaks of materials from accumulating in soils or on surfaces where they could be carried away in storm water runoff or non-storm water discharges. Materials of concern at the facility include salt, asphalt cold mix, gravel, sand, lumber, topsoil, concrete, wood/brush, fuel, and metal products.

Materials of concern at the FCAA Facility will be stored in one of two ways:

- On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent contact with storm water run-off.
- On a specially constructed paved area with a drainage system with a slope to minimize water ponding. Drainage areas are designed to slope into catch basins to carry storm water runoff to a water quality basin.

Additional measures to assure proper material handling and storage include:

- Bulk solid materials, raw materials, and construction materials or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water.
- Hazardous materials brought into the facility for hazardous disposal will either be stored inside or covered under a tarp until the materials are picked up so rain water cannot carry contamination to storm water inlets.
- The parking lot or other surfaces near bulk material storage facilities will be swept periodically to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface.
- Designated personnel will perform regular walk-by inspection.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.

- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.6, Spill Prevention and Response.
- All scrap metal is cleaned of hazardous materials prior to storage on the scrap metal pile. Salvage vehicles have fluids removed prior to storage.
- Dumpster lids are closed except when being loaded.
- Deicing and salt storage areas are covered and loading areas are swept regularly to minimize salt laden runoff.
- Drainage from the salt truck loading area is directed to a lawn area before flowing to other storm water conveyance to minimize salt laden discharges from the FCAA Facility.
- The facility's paved surfaces will be kept clean and clear of debris and litter to keep such materials or their runoff from discharging to storm drains.

3.4 VEHICLE AND EQUIPMENT STORAGE AREAS

Vehicles and equipment are susceptible to leaking. If stored outside and uncovered, precipitation may wash leaked fluids into the storm drain system. The vehicle and equipment storage areas BMPs for the FCAA Facility include:

- Vehicles and equipment will be inspected to identify sources of spills or leaks.
- Designated facility personnel will perform regular walk-by inspection.
- Consistent parking spots will be designated for each vehicle so that a leak on the ground will identify a particular vehicle and it can be repaired.
- The facilities 'dirtiest' equipment will be parked indoors or on an impervious surface with no run-on in order to prevent discharges or leaks from contact with storm water runoff.
- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.6, Spill Prevention and Response.

3.5 PROPER WASTE HANDLING

Waste handling BMPs relate to properly controlling, collecting, storing, and disposing of wastes that are generated at the facility. For many wastes, reusing or recycling is the most cost effective means to prevent pollution.

All FCAA personnel, tenants, contractors, visitors, airport users should be aware that disposing any waste (including wash waters) into a storm drain inlet or storm water conveyance is considered illegal dumping. Likewise, disposing of waste (including wash waters) onto a paved or unpaved surface such that it may be carried to a storm drain inlet or storm water conveyance is also considered illegal dumping.

The waste handling and disposal procedures for the FCAA Facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed to keep storm water out. The dumpster is kept in a paved area and kept clean by picking up dropped trash and inspecting the area regularly.
- Liquid wastes that cannot be dried up and disposed of as solid wastes (e.g. the way paint can be disposed of) are kept out of the dumpster. Lids on liquid waste containers are to be kept closed.

- Scrap parts or other materials are kept inside.
- Scrap metal is collected for delivery to a scrap metal dealer and placed in scrap metal bins for pickup.
- Empty drums stored outdoors are sealed to be watertight and labeled as to their previous use.
- Hazardous materials, waste metal and other wastes are stored appropriately and are kept in a covered area or covered container.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

3.6 SPILL PREVENTION AND RESPONSE

Spills and leaks can be significant sources of water pollution and in many cases, are avoidable. The goal of spill prevention and response is to prevent spills and leaks by correcting potential spill situations before a spill can occur. When a spill does occur, quick and effective response is needed to keep pollutants from reaching storm water. The spill control and cleanup procedures for this facility area as follows:

- All spills will be cleaned up promptly.
- If the spill is on an unpaved surface, FCAA personnel will determine whether contaminated soil should be removed to prevent it from being a source of future storm water pollutants.
- Spill procedures will include cleaning up leaks, drips, and other spills without water whenever possible.
- Spill response of a hazardous material includes containing and collecting the spilled substance and then disposing of the substance and any contaminated soil in compliance with local hazardous material regulations.
- Small spills: These are spills that can be wiped up with a shop rag. These rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin manufactured for that purpose. Rags used to wipe up hazardous materials will be disposed of with other hazardous wastes.
- Medium-sized spills: These are spills too large to wipe up with a rag. Medium sized spills will be contained and soaked up using dry absorbent material such as oil dry or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary.
- Large spills: Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets will be plugged to prevent the spill from entering the storm sewer system. Employees will be trained on when and how to temporarily plug facility inlets. Hazardous materials spills will be handled in accordance with hazardous material regulations.
- The Spill/Release Incident Reporting Form found in Attachment A shall be used to document large spills and the response taken to remedy the situation.

3.7 VEHICLE WASH WATER AND WASTEWATER

Currently equipment washing occurs where runoff is directed to lawn areas before entering storm water conveyance to Greenfield Creek. In the future FCAA will strive to assure vehicle

washing takes place in a wash bay or wash pad areas where water will drain to oil interceptors before flowing into the sanitary sewer system.

The vehicle and equipment washing BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas.
- The area around the wash area is graded to prevent storm water run on.
- Washing takes place on concrete surfaces.
- Only biodegradable soaps are used.
- In buildings with floor drains the wash water is directed the oil interceptor, then a sanitary sewer.

3.8 VEHICLE AND EQUIPMENT FUELING AREAS

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids from coming into contact with storm water. The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A concrete slab is used for the fueling area.
- Gasoline overflows and spills will be cleaned using dry methods. Spills will not be allowed to run off or evaporate, and will not be flushed with a hose. Absorbent material will be used and disposed of properly. See Section 3.6, Spill Prevention and Response, for details.
- Dry clean-up materials will be kept in the fueling area, and employees will be instructed in the proper dry clean up methods.
- Facility personnel will inspect the area every workday for gasoline, motor oil, or other fluids that may have leaked.

3.9 SALT STORAGE AND DEICING

No salt storage is authorized on the Airport grounds. If authorized, salt storage areas must be enclosed in a hangar bay to prevent exposure to precipitation except when adding or removing materials from the bins. Spillages occurring during addition or removal from salt storage piles are to promptly cleaned.

No deicing occurs at the Airport.

3.10 VEHICLE AND EQUIPMENT MAINTENANCE

Vehicle and equipment maintenance is performed inside buildings except when absolutely necessary. The work should then be limited to getting the equipment started so it can be moved indoors. If this can't be accomplished a tarpaulin or other containment device should be utilized.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of-service vehicles awaiting restoration or service, and vehicles being held for resale need checked periodically for leakage.

- In buildings where floor drains exist indoor maintenance drains all discharge to oil interceptors in this facility. The remaining water from each oil interceptor then flows to the Greenfield Township sanitary sewer system.

3.11 NON-STORM WATER DISCHARGES

The following measures to help prevent non-storm water discharges will be implemented:

- Proper disposal or collection methods for solid or liquid waste will be used.
- Non-storm water discharges run into one of the trench drains that flow to an oil interceptor.
- Nothing is put into any catch basin outside of buildings within the facility except storm water. All catch basins within the facility are storm water basins. These drain directly to a water quality basin, then to streams and other water bodies without any treatment.
- Periodically inspect and maintain the facility operations and BMPs to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.

3.12 ALLOWABLE NON-STORM WATER DISCHARGES

Air conditioner condensation

4. IMPLEMENTATION

This section describes practices that are in place or that will be implemented by this SWP3 to control pollutants that have the potential to contaminate storm water.

4.1 GOOD HOUSEKEEPING

Often the most effective means of preventing pollution is maintaining and cleaning areas that may contribute pollutants to storm water discharges. As a result, FCAA good housekeeping practices include the following activities:

ACTIVITY	FREQUENCY
Routine Sweeping of Paved Surfaces	As Needed
Periodic Clean-up of Debris and Old Equipment	Quarterly
Removal of Trash and Garbage	On-Going
Routine Inspection for Leaks or Spills	On-Going
Prevention of Bulk Material Stockpiles from Eroding	On-Going
Preventing Run-on and Run-off	On-Going

4.2 PREVENTATIVE MAINTENANCE AND VISUAL INSPECTION REQUIREMENTS

Preventive maintenance includes the inspection, testing, and maintenance of facility equipment and systems to find conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters.

The FCAA is required to conduct storm water inspections as listed in Section 5.1 of this SWP3. During these inspections, all areas exposed to precipitation must be visually inspected for

pollutants entering the drainage system. FCAA personnel will visually inspect storm water discharges from material storage and yard areas to identify contaminated storm water and its possible sources.

An evaluation of whether existing pollution control measures are adequate or whether additional control measures are needed must be conducted. All inspections will be documented using the inspections forms provided in Appendix A of this plan.

4.3 EMPLOYEE TRAINING

All tenants and/or airport users will train employees or volunteers on an annual basis. Employee and volunteer training will be conducted and documented on an annual basis and will inform FCAA personnel at all levels of responsibility of components and goals of the SWP3. New employees will be required to review and understand the SWP3 prior to initiating work activities. The training sessions will cover the following topics:

- Harmful effects of improper disposal of materials into storm drains
- Potential Contamination Sources
- Spill Prevention and Response
- Good Housekeeping
- Material Management Practices / BMPs
- Periodic Inspections
- Proper disposal of non-storm water discharges
- Storm water catch basins connected to streams and water of the state without benefit of the treatment water in sanitary sewers receive
- Nothing is put into a catch basin outside a building except storm water
- Disposal of waste (including wash water) into a storm drain inlet or conveyance is considered illegal dumping
- Disposal of waste (including wash water) onto a paved or unpaved surface such that it may be carried to either is also considered illegal dumping
- Even very small spills while fueling, if they happen frequently, will add up to a significant amount of fuel in the drainage system.

Some elements of storm water training are included with other training such as the Emergency Action Plan, hazard communication and storage of fluids. Records of all training including a course description (slide show) and attendance log shall be maintained.

4.4 MANAGEMENT OF STORM WATER RUNOFF

The following management practices for runoff are used at this facility.

- Impervious areas have no curbs in order to encourage sheet flow runoff to vegetative areas.
- The FCAA Board will strive to implement a master plan to include increased water quality opportunities with new expansion and building opportunities in compliance with the General Construction Permit of the Ohio Environmental Protection Agency.

The following features are parts of the storm water conveyance system at the FCAA Facility to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases in storm water can be removed using oil absorbent materials to contain oil spills.
- Vegetated Areas- Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Storm water drains will be inspected after large storm events to eliminate clogging and to observe any potential presence of pollutants.

5. EVALUATION

The storm water BMP monitoring for this facility will rely upon quarterly wet and dry weather visual inspections of discharge quality to indicate obvious or potential problems and an annual BMP evaluation. The two primary purposes of this monitoring are to assess illicit discharges and non-storm water discharges and to determine if BMPs need maintenance. The Annual BMP Evaluation Form is a part of the Annual Site Inspection Form found in Appendix A. This section will assess the current BMPs in place and help determine if additional BMPs are needed or if current BMPs need to be modified. Inspections being performed are the responsibility of the Authority.

5.1 QUARTERLY WET & DRY WEATHER VISUAL MONITORING

Inspection of the outfalls to Greenfield Creek will be performed on a quarterly basis during wet and dry weather conditions. Appendix A contains the inspection forms.

Wet weather inspections means that discharges from the identified outfall will be assessed during a significant rainfall resulting in visible storm water runoff and discharges from the site. This rainfall should be approximately 0.1” or more in a 24-hour period, but site conditions and local rainfall patterns should be taken into account so that inspections can begin soon after significant rainfall begins. It should be noted that inspections are not required to be conducted outside of regular business hours or during unsafe conditions.

Dry weather inspections should be conducted when no rain has occurred at the facility for at least 24 hours prior to inspection.

Visual inspections consist of making observations of the visual characteristics of discharges from the outfall and recording them on the appropriate forms. These observations include recording the absence or presence and degree of the indicators outlined below:

- **Floatables:** Floatables indicate if obvious trash or other controllable debris, such as landscaping material, leaf litter, etc. has entered into the storm system.
- **Foam:** Foam indicates that potentially soap or other cleaning products have entered into the storm system. However, storm water can often be slightly foamy from pollen and other natural organic material. The way to tell the difference is by appearance and smell. If the foam is persistent and accompanied by a fragrant odor, it could be related to a cleaning product. If the suds break up quickly, then it could be from turbulence and/or natural conditions.

- **Sheen:** Sheen, which also looks like a rainbow hue on the water surface, is commonly indicative of petroleum products, often present from parking lot runoff. If gasoline or a flammable solvent is suspected, leave the immediate area, notify facility management immediately and take action to prevent fire or explosion.
- **Turbidity:** Turbidity, which makes the water appear cloudy, is usually an indication of dirt or sediment in the water.
- **Odor:** Certain contaminants in storm water can give off specific odors, which should be described as best as possible. Odors can include those similar to rotten eggs, solvent, fuel/oil, cleaning agent, etc. When noting odors, make sure the odor is not related sources other than beyond the runoff being inspected. If gasoline or a flammable solvent is suspected, leave the immediate area, notify the facility management immediately and take action to prevent fire or explosion.
- **Discoloration:** A red/orange color can indicate rust from iron pipes or iron bacteria. Other colors such as white could indicate paint or cleaning agent emulsions.
- **Flow:** Note presence or discharge from each outfall. If flow is present, the approximate discharge rate will be indicated on the inspection form (i.e. < 10gpm or >10 gpm).

5.2 RECORDKEEPING AND REPORTING

Records described in this SWP3 including leases with SWP3 agreements, dumpster, recycling and other disposal records will be retained on site for 5 years from the date of certification of the SWP3 of this facility covered under the Municipal Separate Storm Sewer System (MS4) permit. These records will be made available to state or federal inspectors upon request. Additionally, employee training records shall also be maintained.

6. ANNUAL CERTIFICATION

This Storm Water Pollution Prevention Plan has been prepared in accordance with good engineering practices. Qualified personnel properly gathered and evaluated information submitted for this SWP3. The information in this SWP3, to the best of my knowledge, is accurate and complete.



President of the Fairfield County Airport Authority Board

2-11-2019

Date

Copies to:

Airport Manager
 Fairfield County Utilities Director (MS4 permit manager)
 Fairfield Soil and Water Conservation District
 Post copy in Terminal Building I
 All Airport Tenants
 Airport Web Site

Appendix A
Site Inspection Forms

Facility/Operations Storm Water Inspection Checklist
Quarterly Storm Water Discharge Visual Inspection Form
Annual Site Inspection Form
Spill/Release Incident Reporting Form
Waste Oil Pickup Form
Outfall Number 2 Offsite Easement

FAIRFIELD COUNTY AIRPORT AUTHORITY

Facility/Operations Storm Water Inspection Checklist

Year: _____

Item	Date Completed
Annual Site Inspection	
STORM WATER INSPECTIONS	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	

FAIRFIELD COUNTY AIRPORT AUTHORITY

QUARTERLY STORMWATER VISUAL INSPECTION

Date: _____ Time Storm Event Began: _____

Estimated Total Rainfall for Storm Event: _____

OUTFALL MONITORING (the outfall from the Water Quality Basin):

Monitoring Point #1	Time:		
Color			
Odor			
Clarity			
Floating Solids			
Settled Solids			
Suspended Solids			
Foam			
Oil Sheen			
Characteristics to Monitor:			
Color: yellow, brown, green, gray, etc. and degree of color: none, slightly, very, etc.			
Odor: petroleum, chemical, sulfur, algae, sewage, etc. and degree of odor none, slight, strong, etc.			
Clarity: clear, slightly cloudy, very cloudy			
Floating Solids: yes/ no			
Settled Solids (allow to sit for 5 minutes): yes/no			
Suspended Solids (hold a white piece of paper behind jar to see): yes/no			
Foam: yes/no			
Oil Sheen: yes/no			

Were all samples collected within the first 30 minutes of discharge? Yes/no

If no, when were the samples collected? _____

SITE INSPECTION:

Issue Being Evaluated	Yes	No	N/A	Comments (stains, odors, leaks, trash, etc)
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is the area around the fuel island and nearest catch basin clean and free of grease, oil, fuel, etc.?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Is the drainage swale in the southeast corner of the facility and catch basins clean of debris?				
Are trash cans and dumpsters kept covered?				
Is a stocked spill kit available at the fuel island?				
Are spill containment materials and stocked cleanup kits readily available?				
Is there evidence of soil erosion?				
OTHER OBSERVATIONS:				

Inspected By:

Signature:

FAIRFIELD COUNTY AIRPORT AUTHORITY

ANNUAL SITE INSPECTION FORM

TO BE COMPLETED BY MARCH 1st EACH YEAR FOR ANNUAL REPORT SUBMITTAL
REVISIONS TO THE SWP3 RECOMMENDED BY THIS INSPECTION TO BE COMPLETED WITHIN 90 DAYS OF INSPECTION

Date/Time: _____ Site: Fairfield County Airport

STORM WATER MONITORING PROGRAM COMPLIANCE

1. Have non-storm water inspections been performed?

YES NO If no, indicate the reason:

2. Have storm water inspections been performed and documented?

YES NO If yes, list dates; if no, indicate reason:

3. Have there been any corrective actions recommended as a result of site inspections?

YES NO If yes, have the actions been included in updates the SWP3?
YES NO N/A If corrective action updates have not been made, indicate reason:

REVIEW SITE SWP3

1. Are there any changes to the site operations/activities?

YES NO

2. Are there any changes to storm water BMPs?

YES NO

3. Are there any changes to potential pollutant sources or activities?

YES NO

4. Are there any changes to storm water program personnel?

YES NO

5. Has employee training been conducted and documented?

YES NO If no, indicate reason:

SITE INSPECTION

1. Are preventive maintenance activities being implemented and documented (catch basins cleaned, parking areas cleaned, etc.)?

YES NO If no, indicate reason:

2. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, clean oily parts before storing outside, etc.)?

YES NO If no, indicate reason:

3. Are any special storm water BMPs being implemented (sediment erosion, curbs, spill prevention, etc.)?

YES NO If yes, describe BMP. If no, indicate reason:

4. Have spill prevention and response procedures been implemented and is spill prevention equipment operational and ready (secondary containment, personnel training, inspection of chemical storage areas, etc.)?

YES NO If no, indicate reason:

5. Have sediment erosion controls been implemented?

YES NO If no, indicate reason:

6. Are there any additional storm water controls recommended as a result of the site inspection?

YES NO If yes, describe:

UPDATE STORM WATER POLLUTION CONTROL PROGRAM

1. Have all updates been made to the SWP3?

YES NO If no, indicate reason:

EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

1. Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP	New BMP	Implementation Schedule
Water Quality Basin			At SWP3 introduction
Oil/Grease Interceptors			At SWP3 introduction

From the table above, answer the following questions:

1. Do the existing BMPs appear to be effective in reducing the potential for storm water pollution?

YES NO If no, indicate the reason:

2. Are additional BMPs needed to address sources of pollutants at the site (e.g. more frequent inspections of certain areas of operations, changes in operations, etc.)?

YES NO If yes, describe the additional BMPs needed to address sources of pollutants and a time schedule for implementation:

GENERAL COMMENTS:

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Date:	Title:
Name (print):	
Signature	

FAIRFIELD COUNTY AIRPORT AUTHORITY

SPILL / RELEASE INCIDENT REPORTING FORM

Use this form to document any large spill, which defined as follows: any spill/release of a magnitude that causes storm water drains to be plugged during containment or clean-up

Date and time of spill/release:
Location:
Material spilled/released:
Amount spilled/released:
Cause of spill/release:

Description of scene (e.g. contaminated soil, distance from storm basins, if spill/release was contained):

Description of actions taken to clean-up spill/release (e.g. containment methods, where recovered material was placed, how much material was not recovered, remaining actions to be taken):

List of offsite emergency responders contacted:

List of offsite emergency responders at scene:

Action taken to prevent reoccurrence:

Printed Name:	Signature:
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(USE BACK OF FORM FOR ADDITIONAL SPACE AS NEEDED)

FAIRFIELD COUNTY AIRPORT AUTHORITY

SPILL / RELEASE INCIDENT REPORTING FORM Additional Information

FAIRFIELD COUNTY AIRPORT AUTHORITY

WASTE OIL PICK-UP FORM

DATE: _____

COMPANY _____

NAME (Please Print) _____

SIGNATURE _____

FAIRFIELD COUNTY AIRPORT AUTHORITY

WASTE OIL PICK-UP FORM

DATE: _____

COMPANY _____

NAME (Please Print) _____

SIGNATURE _____

FAIRFIELD COUNTY AIRPORT AUTHORITY OFFSITE DRAINAGE EASEMENT FOR OUTFALL NUMBER 2

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EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT, in consideration of One Dollar (\$1.00) and other good and valuable consideration paid to EUGENE F. LANUZZA AND RUTH ANN LANUZZA, Husband and Wife, whose address is 1884 Martinsburg Road, Utica, Ohio 43080, hereinafter referred to as Grantors, by the BOARD OF COMMISSIONERS OF FAIRFIELD COUNTY, OHIO, hereinafter referred to as Grantee, the receipt of which is hereby acknowledged, Grantors do hereby grant, bargain, sell, transfer and convey unto the Grantee, its successors and assigns, an exclusive perpetual easement together with the right to erect, construct, install, lay, and thereafter use, operate, inspect repair maintain, replace, and remove a storm sewer main or mains and appurtenances, including the installation and maintenance of service connections and pipes, setting and maintaining all appurtenances and the making of all repairs to the mains, services and appurtenances connected therewith that in the opinion of the Grantee may be necessary at any time, also to disconnect any service or main, or to do any other thing that may be necessary or advisable in the judgment of the Grantee, its successors and assigns, in order to maintain, operate or remove said mains, connections, pipes, and appurtenances, over, across, and through the land of Grantors, situated in the State of Ohio and County of Fairfield, said exclusive, perpetual easement being described as follows:

Situated in the State of Ohio, Fairfield County, Greenfield Township, Township 15, Range 19, Section 28, and being described as follows:

Beginning at an axle (found) being, by previous survey, North 00° 07' West 719.46 feet, thence North 00° 09' 00" West 854.92 feet, thence North 89° 56' 00" West 434.88 feet from the Southeast corner of the Northeast Quarter of Section 28; thence South 00° 09' 00" East 748.0 feet to a point in the stream; thence North 89° 56' 00" West 20.00 feet to a point; thence North 00° 09' 00" West 648.0 feet to a point; thence North 45° 02' 30" West 141.69 feet to a point on the north property line; thence with the north property line, South 89° 56' 00" East 120.00 feet to the point of beginning, containing 0.458 acres more or less.

In addition, Grantors grant to Grantee, its successors and assigns, a temporary construction easement over, across, and through the land of Grantors which is described as follows:

Situated in the State of Ohio, Fairfield County, Greenfield Township, Township 15, Range 19, Section 28, and being described as follows:

Beginning at an axle (found) being, by previous survey, North 00° 07' West 719.46 feet, thence North 00° 09' 00" West 854.92 feet, thence North 89° 56' 00" West 434.88 feet from the Southeast corner of the Northeast Quarter of Section 28; thence South 00° 09' 00" East 748.0 feet to a point in the stream; thence North 89° 56' 00" West 30.00 feet to a point; thence North 00° 09' 00" West 748.0 feet to a point; thence South 89° 56' 00" East 30.00 feet to the point of beginning, containing 0.515 acres more or less.

The consideration hereinabove recited shall constitute payment in full for any damages to the land of Grantors, their heirs and assigns, by reason of the installation, operation, maintenance, and removal of the structures or improvements referred to herein. Grantee, its successors and assigns, agrees to maintain this easement in good repair so that no unreasonable damage will result from its use to the adjacent land of Grantors, their heirs and assigns. If any damage is caused to Grantor's property by Grantee's exercise of its rights under this easement,

GREENFIELD 21

