

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for February 12, 2018**

**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, Michael Kaper, Rick Szabrak and, Bill Fagan. Board Members Bill McNeer and Pat Ferguson were absent. Also present were Staci Knisley, Pat Rooney, Al Moyer, Lonnie Watts, George, and Greg Heaton.

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

There were no public comments.

**Approval of Minutes for the January 8, 2018 meeting**

*On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the January 8, 2018 meeting.*

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

*Absent were: McNeer and Ferguson*

*Motion passed.*

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that HAS plowed snow 4 times this winter season. They now have more staff to help plow snow. HAS saved an estimate of \$8,400 to the county airport by plowing the snow rather than using a private contractor.

He also reported that there has been maintenance issue on the John Deer tractor and Truck. HAS repaired the equipment.

Dr. Burns thanked Mr. Moyer and HAS for all the work they do for the Airport.

**Airport Manager Update**

Mr. Rooney reported that he has resubmitted the request to remove the parachute map out of the Chart Supplement in the FAA Directory. He expects to see it removed by the end of March.

Mr. Rooney reviewed his Monthly Board report, see attached to minutes. He reported that 3 tenants have vacated. There are about 10 vacant hangars. He hopes that more will be rented in the spring.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**

- a. Crawford Murphy Tilly (CMT) Engineer’s Summary Report (See attached to Minutes)

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Mr. Heaton reported that the taxiway lights north of the T-hangars are excessive according to the Advisory Circular. CMT is in discussions regarding the lights. The Taxiway B lights will be repurposed for Taxiway Delta. Depending on costs, an alternate bid will be issued.

Mr. Heaton invited the Board to the Ohio Aviation Association (OAA) Conference held in April. The OAA is asking for the state budget to be increased for aviation purposes. Individual Airports are starting to ask the State for aviation dollars.

Mr. Kochis reported that the design for Taxiway Delta is scheduled to be done in 2019 depending on the costs.

b. Airport Parcels

i. Real Estate Taxes

Mr. Kochis reported that the Auditor's Office completed the parcel changes. There are now 5 Airport parcels. There are the 2 general parcels that are in 2 different taxing school districts that are for the runway and grass. There is a parcel for each land lease Hangars, Hangar A and Hangar H. The 5<sup>th</sup> parcel consists of the general tenant hangars. The Board of Commissioners will be filing tax exemptions for the 2 general parcels that are the runway and the grass. This will take several months. Currently, the tax bills owed for the year is \$140,000.

Ms. Knisley reported that she will pay the half year taxes that are due. The total due is approximately \$69,000.

ii. Parcel Valuations

Mr. Kochis reported that a complaint will be sent to the Fairfield County Board of Revision to appeal the tax valuations for the Airport Parcels. If the county wins the appeal, the valuation and taxes will go down.

iii. Land inside the Loop (Eversole lease)

Mr. Kaper reported that he approached Mr. Eversole about ending the lease with the Commissioners. The new lease would be with the Airport and would be similar to the Doug Majors Noxious Weed Agreement to where the county would not receive money from the Eversoles. The Eversoles were not interested in a new lease but might be interested in amending the current lease with the Commissioners. In the original Commissioners agreement, it states that it can be cancelled with 12 months' notice.

c. Capital Improvement Projects

i. Storm Water System Rehabilitation/Tree Clearing

Mr. Kochis reported that the Kull Excavating had some equipment trouble. They should be starting in a few weeks. Soil & Water is working on a repair plan for stormwater issues inside the loop. Estimates should be ready by the March meeting.

Mr. Kaper reported that he spoke with Steve Eversole to tell him that work will be done inside the loop due to the stormwater issues.

Mr. Kochis stated that there is erosion inside the loop due to the issues. A good bit of topsoil will have to be brought in. There are utilities that are there also. Each utility has been asked to come out and check their depths. We will continue to work with Soil & Water engineers.

ii. Roof Repair – Maintenance Hangar

Mr. Kochis reported that the repair has not been done yet due to the weather. There needs to be 5 days straight of 50+ degrees.

2. Community Relations – Michael Kaper & Rick Szabrak

Mr. Kaper reported that an email inquiry regarding Skydiving Insurance. He will follow up with Pat Ferguson for further information and then will respond to the inquiry.

3. Facilities and Grounds – Michael Kaper & Bill Fagan

a. Noxious Weed Control Agreement Amendment

Mr. Kaper reported that the Noxious Weed control agreement will have an amendment added to it. The mowing section of the agreement will be amended to reflect “there are less mows needed” and “mowing has to be no higher than 14 inches”. He is waiting on the agreement to be returned from Mr. Doug Majors.

b. AED Quote

Mr. Kochis reviewed the current quote from Cardiac Science, for \$1,116. This is special county pricing. Fairfield Medical Center will do the training.

Dr. Burns asked that pediatric pads be added to the quote.

Mr. Watts reported that he is trying to obtain Mondri Akrosil’s AED at no cost. He will report back at the next meeting.

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4. **FBO Liaison – Pat Ferguson (absent)**  
Nothing new to report.

5. **Finance - Glenn Burns**

a. **Financial Reports**

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

b. **Payment of Bills**

**Approval for payment of bills totaling \$8,467.60**

*On motion of Jon Kochis and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$8,467.60. (See invoice summary attached to minutes)*

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

*Absent were: McNeer and Ferguson*

*Motion passed.*

c. **Automatic withdrawals for tenant rent**

Mr. Kaper reported that the County will not initiate automatic withdrawals.

d. **Electric Bills**

Mr. Kochis reported that the Hangar electric bills have shown savings. There was a lighting rebate and LED upgrades. There was an increase last month in the Terminal Runway light bill. He will research the reason for the increase.

6. **Security – Jon Kochis & Bill McNeer (absent)**

Mr. Kochis reported that Sundowner Aviation will be able to view the security cameras from the terminal soon.

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

Ms. Knisley asked the Board to review the newly created Tenant spreadsheet. She asked for comments and suggestions.

8. **Web – Bill McNeer (absent) & Rick Szabrak**

Nothing new to report.

**Old Business**

a. **Columbia Pipeline**

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Mr. Kochis reported that the Columbia Pipeline/TransCanada is starting the construction.

**New Business**

a. Columbus Regional Airport Authority

Mr. Szabrak spoke with their Government Affairs person. She was not interested that they have plenty of room and are planning on growing. He would still like to sit down with Rickenbacker Airport to discuss to see if they have any needs for us.

Mr. Watts stated that it is an advantage for Sundowner Aviation to work with Rickenbacker Airport.

Mr. Szabrak will work with Mr. Kochis and Mr. McNeer to set up a meeting.

**Informational Items (none)**

**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 2018
- b. OAA Annual Conference – April 10-11, 2018 (registration opens 2/2)
- c. Insurance expires 12/15/18
- d. FBO contract expires 12/31/2018
- e. HAS authorization for use of 3 unoccupied hangars expires 12/31/18
- f. 50-year Anniversary – June 18,2019
- g. HAS lease agreement w/Commissioners expires on 12/31/19
- h. Eversole lease with Commissioners expires on 10/26/2020
- i. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- j. FAA lease for space expires 9/30/2022
- k. Lease with Board of Commissioners to operate facilities expires on 11/16/2022


**Adjournment**


On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 6:49 p.m.

**Next meeting is scheduled for March 12, 2018 at 6:00 p.m.**

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*Meeting minutes for the February 12, 2018 meeting were approved on March 12, 2018.*

  
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Glenn Burns

  
\_\_\_\_\_  
Bill Fagan

  
\_\_\_\_\_  
Rick Szabrak

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Aye

Jon Kochis

Aye

Michael Kaper

Abstain

William McNeer

Aye

Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

# MONTHLY BOARD REPORT

~~DECEMBER 2017~~

January 2018

Feb 12, 2018  
Board mtg

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	60/72	
R HANGAR OCCUPANCY	6/6	
NEW LEASES	0	
OVERNIGHT	0	
FUEL SALES 100LL	1262.1	
FUEL SALES JET	1649.95	
NUMBER OF OPERATIONS	1800	
HANGAR MAINTENANCE ISSUES	NONE	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	None	

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Board Meeting, February 12, 2018**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project  
Rehabilitate Taxiway B Edge Lights. Design is underway. 60% to be prepared and shared with Airport Board/ODOT at March meeting with final plans out to bid by end of March/April 1. Bid values due in to ODOT by May 1.  
Project Estimated Cost: \$408,460  
ODOT Share: \$388,037
2. FY18 ACIP and FAA grant pre-application submitted previously.  
FAA FY 18 project includes Taxiway Delta reconstruction – design only. Design to begin in earnest in late summer/early fall with Geotech and survey.
3. Action Items:
  - a. none



## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$275.53	n/a	fees paid for January for fuel sold	1/1-1/31/18
Sundowner Aviation	\$2,106.70	n/a	10% fees paid for January hangar rent	1/1-1/31/18
Sundowner Aviation	\$2,034.06	n/a	12/13 & 12/14 snow removal & reimbursement for keys & trash bin	12/13-1/22/18
CMT	\$2,130.00	116972	AGIS Data Collection, survey and submission, engineering services for rehabilitate runway 10/28 lighting	11/25-12/31/17
CMT	\$1,921.31	116976	rehab taxiway b lighting, design, bid & construction	11/25-12/31/17
Total Invoices for 02.12.18 Board Meeting	\$8,467.60			