

**Meeting to order**

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Scott Richardson, Jon Kochis, Bill McNeer, Bill Fagan, Rick Szabrak, and Michael Kaper. Also present were Staci Knisley, Greg Heaton, Al Moyer, Pat Rooney, Ben Riggs, and Pat Ferguson.

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

There was no public comment.

**Approval of the Minutes for the February 8, 2021 Meeting**

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the minutes from the February 8, 2021 meeting.

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

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that all equipment is back in service.

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

a. Monthly Report

Mr. Rooney presented the monthly report.

Mr. Rooney reported that there was an electrical issue in one of the Hangar Q hangars. It is likely the rest of the hangars could start having problems.

**Standing Committee Updates:**

**Airport Improvement – Jon Kochis**

a. **Engineer’s Summary Report –Crawford Murphy Tilly, Inc. (CMT)**

Mr. Heaton reviewed the CMT report, see attached to minutes.

The FY19 FAA grant for the Taxiway Delta project closeout is underway. We are still waiting on final closeout from the FAA.

The revised scope of the master plan is being sent up to Katie Delaney at the FAA. The FY21 FAA grant application due first of May. He recommends the master plan get started next month prior to the grant approval. The plan costs can be reimbursed once grant is approved.

Mr. Heaton reported that in the Federal COVID plan, grants could be 100% paid for with no grant match.

The FY22 ODOT state grant application for obstruction removal will be ready in May for the Board. He has high hopes for additional funding hearing discussions from the General Assembly.

Mr. Kochis recommends that the Board start the master plan prior to the grant approval. The master plan costs can be paid by operating funds or general fund dollars and later reimbursed. He would like to have the master plan update completed for the November Airport Capital Improvement Plan (ACIP) teleconference with the FAA. He recommends that a special meeting at 5:00 before the 6:00 regular scheduled meeting start in April for about 6 months to discuss master plan outcomes.

**Approval to move forward with the master plan**

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to move forward with the master plan.

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

Dr. Burns asked Mr. Heaton if the State or Federal Government grants will fund window replacement in the sunroom at the terminal.

Mr. Heaton reported that it is not on the priority list currently for the State. He recommended that all paving be completed first. Once the federal and state inspects all paving, and we can ask for rehabilitation costs for a new building or replace the terminal sunroom windows. It should be added to the ACIP and discussed in the master plan.

Mr. Kochis reported that the terminal expansion has been discussed in the past. It could be around \$350,000 which would be a 2-year apportionment with the federal grants. It is all about priority on what the Board wants to spend their apportionments on. The seals are bad on the windows. In the long term, we are running out of space in the terminal. We just need to decide on our priorities for more space in the terminal or replacing the windows.

Mr. Heaton recommended that the Board decide what the need is for the terminal and add it to the master plan.

Mr. Kochis stated that for the next 6 months (April-September) the Board meeting will start at 5:00 p.m. before the 6:00 monthly regular meetings to discuss and complete the master plan. The 5:00 meeting will be an organized agenda for the master plan purpose discussions only. In October, there will be a public meeting for comments on the proposed master plan.

b. **South Access Road/Culvert Repair**

Mr. Kochis stated that paving should be starting soon as soon as the paving plants open. He will follow-up with the contractor.

c. **Storm Water System Rehab**

- **Tile Repair**

Mr. Kochis reported that the tile repair will tie together after the drainage is flushed out.

- **SE field drainage problems**

Mr. Kochis reported that Kirkbride should be about completed with digging out the culvert for the drainage easement. This will help us develop the north side of the Airport. We can go to FEMA and let them know it is no longer a floodway.

**Strategic Planning Committee – Bill McNeer, Jon Kochis, Rick Szabrak**

Mr. Kochis reported that the committee will no longer meet separately. The master plan will be discussed at the 5:00 p.m. meetings.

Mr. Kaper reported that he and Mr. Kochis are meeting with the City of Lancaster Mayor Dave Scheffler tomorrow (Tuesday) to go over future development north side of the Airport.

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

Mr. Kaper reported that he had a few email inquiries relating to small groups touring the Airport. He will follow up and have them schedule with HAS.

Mr. Fagan reported that he followed up with HAS relating to Mr. Jeff Gerken's complaint regarding the snow removal process. Dr. Burns followed up with Mr. Gerken.

Mr. Moyer reported that HAS made special provisions for Mr. Gerken to get his aircraft out and he did not show up that day.

Dr. Burns and Mr. Fagan stated that HAS did a great job removing snow and ice during the storms.

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

Nothing new to report.

**FBO Liaison – Scott Richardson**

Dr. Burns reported that Mr. Richardson's duties include checking in with Airport Management and tenants if necessary.

Mr. Ferguson, former Board Member stated that he checked in with Airport Management frequently and to try to settle complaints without bringing to the Board.

**Finance - Glenn Burns**

**a. Funding Discussion**

Mr. Kochis reviewed the funding of the Airport for Mr. Richardson. The fuel and rent collected pay for the operations of the Airport. The Board of Commissioners are responsible for capital projects. The Commissioners are responsible for matching capital grant projects and debt with general fund dollars. The Commissioners intend on funding \$75,000 annually for paving and other capital projects based on their availability of funds.

Mr. Szabrak stated that the goal is for the Airport Board to be self-sustained.

**b. Approval to appropriate from unappropriated funds into a major expenditure object category for contractual services in the amount of \$ 30,000**

On motion of Jon Kochis and second of Michael Kaper the Fairfield County Airport Authority Board voted to approve to appropriate from unappropriated funds into a major expenditure object category for contractual services in the amount of \$ 30,000 (See attached to minutes)

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

**c. Financial Reports**

The Board reviewed the following financial reports:

- 2021 Budget Year to Date and Projection
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

**d. Payment of Bills**

• **Approval for payment of bills totaling \$7,547.31**

On motion of Bill McNeer and second of Rick Szabrak the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$7,547.31 (See invoice summary attached to minutes)

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

• **Motion to approve retroactively February payment of invoices totaling, \$ 7,252.90**

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively February invoices totaling \$ 7,252.90 (See attached to minutes)

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

### **Security & Safety – Jon Kochis & Bill McNeer**

Mr. McNeer informed the board that Catalytic converters are a hot item in Columbus that have been stolen.

### **Tenant Relations – Glenn Burns & Bill Fagan**

a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

b. Lease Addendum for Outdoor Storage Space

Mr. Kochis reviewed the addendum to current leases drafted by the County Prosecutor. Any tenant that requires outdoor space should request it. He recommends that this be added to our policies. There are two (2) tenants that this affects now. There are no additional costs in the draft addendum. This requires the 2 tenants in row R to retroactively agree. It releases the Airport from the liability of potential hazardous items stored outside their hangar.

Mr. McNeer recommends that costs per square foot be added to the addendum for space used outside the hangar.

Mr. Kochis reported that costs could be added on an individual basis or that the costs be discussed later and included in a new standard lease agreement. Currently this is only affecting tenants in Hangar R1 and R3.

Mr. Rooney recommends that the “Outdoor Storage Space” title of the addendum be changed. He does not see it as outdoor storage use.

Mr. Kochis recommends approving the lease addendum and talking about costs at a later time. Currently there is no policy stating that a tenant can or cannot store items outside their hangar.

### **Approve the lease addendum for outdoor storage space for tenants**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the lease addendum for outdoor storage space for tenants. (See attached to minutes)

Voting aye thereon: Kochis, Fagan, Burns, Szabrak, Richardson, and Kaper

Voting nay thereon: McNeer  
Motion passed.

Mr. Kochis asked Mr. Rooney to get the addendums signed by the tenants in Hangar R1 and Hangar R3.

(Mr. McNeer left the meeting to attend a funeral)

c. Q20 new lease (transfer of lease)

Mr. Rooney reported that Mr. Bryer, the son of Linda Winters requested transferring her current lease to him. He filled out a new lease effective March 1, 2021. It is still the same aircraft; nothing has changed but the lessee's name.

Ms. Knisley asked the board for confirmation relating to the refund to Ms. Winters and deposit from Mr. Bryer.

Dr. Burns recommended that the transfer be approved with no refund to Ms. Winters and no deposit from Mr. Bryer.

**Approval to waive deposit for Jesse Bryer with no refund of deposit back to Linda Winters on the new lease for Hangar Q20**

On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to waive the deposit for Jesse Bryer with no refund of deposit back to Linda Winters on the new lease for Hangar Q20.

Voting aye thereon: Kaper, Kochis, Burns, Fagan, Szabrak, and Richardson  
Absent was: McNeer

**Web – Bill McNeer & Rick Szabrak**

Mr. Szabrak will update the Airport webpage with the new Board member picture that was taken tonight.

**Old Business**

a. Fuel Truck repairs with Primeflight Aviation

Mr. Kochis reported that the truck is torn apart. So far, there is nothing further needs repaired as originally projected. They anticipate no change in their original scope.

Mr. Rooney reported that Primeflight Aviation called asking questions relating to the tank on the truck.

b. EAA proposal for the former Medflight Property

Mr. Kochis reported that they are in the final stages of the lease. It will be presented to the Board of Commissioners in the next few weeks. They intend on occupying the garage, living room, 1 of the 3 bedrooms, and the common space in the kitchen, bathroom, and

utility room. We reserved the back 2 bedrooms for storage. At the end of every year, we have the option to charge EAA for the overage for the costs of utilities.

c. Snow Removal Equipment (SRE) Facility

Mr. Kochis reported that the SRE project is on the schedule for May. The construction costs are still high.

d. HAS equipment storage (discuss in June)

Mr. Kochis reported that this discussion will be after the SRE project is completed.

**New Business**

None.

**Informational**

None.

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

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

- a. Meeting with Board of Commissioners, Tuesday, May 25, 2021 @ 9:30 a.m. relating to Economic Development at the Airport (Rick and Jon to attend)
- b. CMT Master agreement expires 9/9/2021 (option to extend 3 one-year extensions)
- c. FBO Agreement expires 12/31/2021
- d. Legal Services agreement with County Prosecutor expires 12/31/2021
- e. FAA lease for space expires 9/30/2022
- f. HAS mowing and snow removal contract expires on 9/30/2022
- g. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- h. Hangar J Lease agreement expires 12/31/22
- i. Insurance Coverage lock in rates expire 12/31/22
- j. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23

**Adjournment**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 6:53 p.m.

**Next meeting is a special meeting to discuss the Master Plan on Monday, April 12, 2021 at 5:00 p.m with the regular meeting following at 6:00 p.m. at the Airport Terminal 3430 Old Columbus, Road NW, Carroll Ohio**

Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for March 8, 2021

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*Meeting minutes for the March 8, 2021 meeting were approved on April 12, 2021*

*Absent*

Glenn Burns

*Aye*

Bill Fagan

*Aye*

Rick Szabrak

*Aye*

Jon Kochis

*Absent*

Michael Kaper

*Aye*

William McNeer

*Aye*

Scott Richardson

*Staci A. Knisley*

Staci A. Knisley, Airport Clerk

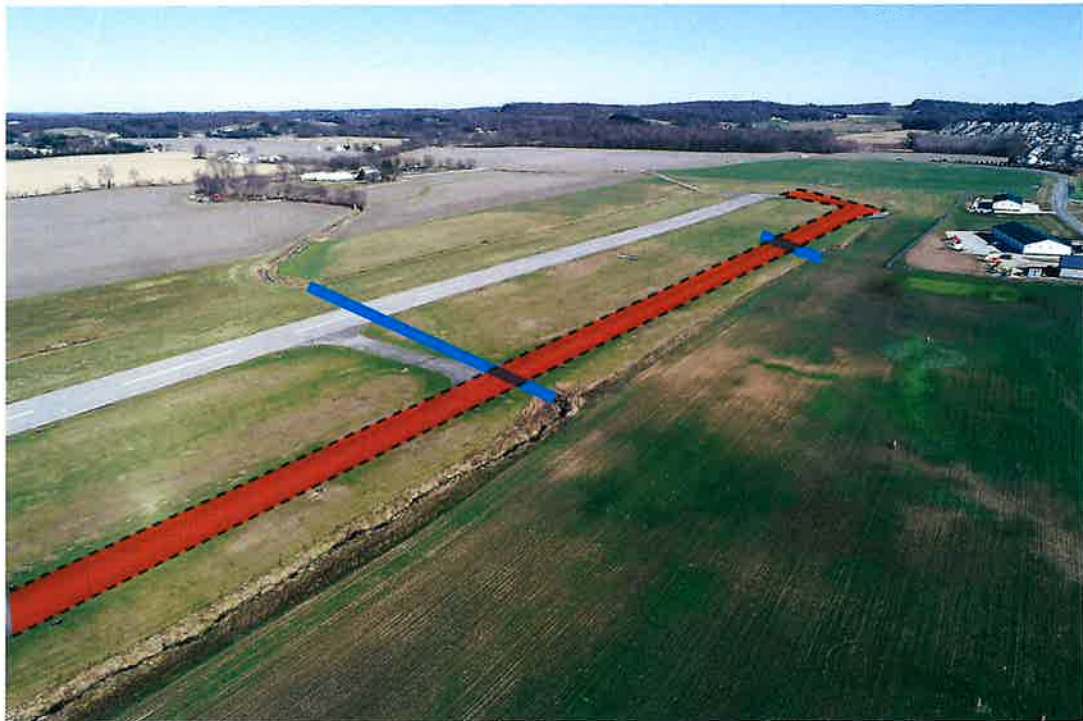




Fairfield County Airport Authority  
Board Meeting, March 8, 2021

Engineer's Summary Report

1. FY 19 FAA AIP – Taxiway D Construction  
Grant Closeout Report finalized, submitted in February. Final ODOT matching grant reimbursement will follow closeout.
2. FY 21 FAA AIP Grant Preapplication  
**Master Plan**  
Comments received on Master Plan scope – Scope revised and back to FAA.



**Rehab Taxiway B and Improve Airfield Drainage – Design only included in FY21 grant preapplication.**  
IFE's are underway for Design contracts.

3. SRE Storage Bldg – Bidding to be redone in June 2021.
4. OH FY 22 State grant application – Obstruction Removal.
  - a. Proposed scope
  - b. Application requirements review
  - c. Resolution
5. Action Items:



## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$281.40	n/a	February fuel fees	2/1-2/28/21
Sundowner Aviation	\$1,996.52	n/a	February rent fees	2/1-2/28/21
Superior Petroleum Equipment	\$283.35	22897	Annual ATG compliance	3/2/2021
Sundowner Aviation	\$1,113.04	n/a	reimbursements	12/29/20-2/22/21
CR Strohmeier	\$1,150.00	n/a	replace water heaters	2/17/2021
Frazier Electric	\$2,723.00	20-130R	Airport portion of LED/electric work @ HAS Museum	2/1/2021
Total Invoices for 03..08.21 Board Meeting	\$7,547.31			

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2021 02

JOURNAL DETAIL 2021 2 TO 2021 2

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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### 80780000 AIRPORT OPERATIONS

80780000	530000	CONTRACTUAL SERVIC	157,500	176,398	26,805.35	6,094.03	145,254.92	4,338.00	97.5%
2021/02/000007	02/01/2021	API	38.15	VND 012572	PO 20001109	LEWELLENS SERVICES I	drinking water srvc		5324925
2021/02/000217	02/08/2021	API	10.70	VND 012572	PO 21000810	LEWELLENS SERVICES I	drinking water services 9.23.2		5325331
2021/02/000217	02/08/2021	API	18.15	VND 012572	PO 21000810	LEWELLENS SERVICES I	drinking water services01/23/2		5325331
2021/02/000609	02/16/2021	API	318.06	VND 003668	PO 21000680	LOCAL WASTE SERVICE	Local waste services 2/1-2/28		5325739
2021/02/000611	02/16/2021	API	497.27	VND 005790	PO 21000720	OHIO DEPT OF TAXATIO	Sales tax for fuel sales 01/01		5325757
2021/02/000611	02/16/2021	API	2,618.20	VND 007099	PO 21000924	SUNDOWNER AVIATION I	10% of hanger rent & fuel sale		5325774
2021/02/000612	02/16/2021	API	2,500.00	VND 015929	PO 21000838	MICHAEL BAKER INTERN	Independent Fee/Airport Master		5325810
2021/02/000864	02/22/2021	API	93.50	VND 001281	PO 21000616	PORTA KLEEN	3430 Old Columbus - 2/5-3/4		5326018
80780000	541001	ELECTRIC/UTILITES	15,000	14,100	801.56	355.37	13,298.44	.00	100.0%
2021/02/000863	02/22/2021	API	101.10	VND 023650	PO 21000842	FAIRFIELD CO UTILITI	3383 Old Columbus 12/31-1/29/2		5326093
2021/02/000863	02/22/2021	API	101.10	VND 023650	PO 21000842	FAIRFIELD CO UTILITI	3430 Old Columbus 12/31-1/29/2		5326094
2021/02/000864	02/22/2021	API	132.17	VND 003823	PO 21000687	NORTHEAST OHIO NATUR	3430 Old Columbus - 01/11-02/0		5326038
2021/02/000864	02/22/2021	API	21.00	VND 003823	PO 21000687	NORTHEAST OHIO NATUR	3383 Old Columbus 01/11-02/08		5326038
80780000	543000	REPAIR AND MAINTEN	10,000	25,051	1,150.00	230.00	23,686.69	214.23	99.1%
2021/02/000611	02/16/2021	API	230.00	VND 004476	PO 21000697	PRECISION OVERHEAD D	service on doors/repairs/test		5325751
80780000	553000	COMMUNICATIONS/TEL	2,100	2,482	.00	.00	2,482.41	.00	100.0%
80780000	554000	ADVERTISING	2,000	3,070	140.95	140.95	2,729.53	200.00	93.5%
2021/02/000863	02/22/2021	API	140.95	VND 003690	PO 21000682	MEDIA NETWORK	advertising Lanc Eagle Gazette		5326036
80780000	558000	TRAVEL REIMBURSEME	200	200	.00	.00	150.00	50.00	75.0%
80780000	560000	MATERIALS & SUPPLI	15,000	21,399	828.87	432.55	18,129.38	2,440.63	88.6%
2021/02/000611	02/16/2021	API	79.98	VND 015530	PO 21001898	WASHINGTON AUTO PART	AIRPORT SUPPLIES 12/29/20		5325805
2021/02/000611	02/16/2021	API	24.99	VND 015530	PO 21001898	WASHINGTON AUTO PART	AIRPORT SUPPLIES12/28/21		5325805
2021/02/000611	02/16/2021	API	49.58	VND 071270	PO 21000862	STATE ELECTRIC SUPPL	supplies for airport1/12/21		5325825
2021/02/000612	02/16/2021	API	278.00	VND 007900	PO 21002510	OFFICE MART	Bookcase at Airport terminal 0		5325780
80780000	561000	GENERAL OFFICE SUP	500	800	.00	.00	400.00	400.00	50.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02

JOURNAL DETAIL 2021 2 TO 2021 2

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 562600 FUEL (GASOLINE/DIE	250,000	264,527	29,394.11	.00	235,132.96	.00	100.0%
80780000 570000 CAPITAL OUTLAY	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574000 EQUIPMENT, SOFTWARE	1,000	16,086	15,086.00	.00	.00	1,000.00	93.8%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	466,300	537,114	74,206.84	7,252.90	441,264.33	21,642.86	96.0%
TOTAL AIRPORT OPERATIONS	466,300	537,114	74,206.84	7,252.90	441,264.33	21,642.86	96.0%
TOTAL EXPENSES	466,300	537,114	74,206.84	7,252.90	441,264.33	21,642.86	

**LEASE ADDENDUM  
(OUTDOOR STORAGE SPACE)**

This Addendum constitutes an amendment to the Lease Agreement entered into between the Fairfield County Airport Authority ("Lessor") and \_\_\_\_\_ ("Lessee") on \_\_\_\_\_ ("the Lease").

The parties hereto agree that the Lease shall be modified as set forth herein:

Any other provision of the Lease notwithstanding, Lessee shall be granted the nonexclusive right to store equipment or other personal property outside of the hangar currently occupied by Lessee in areas specifically designated by Lessor.

Lessee agrees to assume all risks with respect to security of the area, and that Lessor will not be responsible for any loss, damage, or destruction to any property stored outside of the hangar.

Lessee shall keep all property stored outside of the hangar in a neat and orderly condition and shall remove any property stored outside of the hangar at the written request of the Lessor or the Lessor's designee.

Lessee shall not store any hazardous or otherwise noxious material or property outside of Lessee's hangar.

Lessee shall be responsible for damage to pavement or other property belonging to Lessor caused by or relating to Lessee's storage of property or equipment outside of Lessee's hangar.

Lessee to agrees to indemnify, defend, protect and hold Lessor harmless against and from any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgments, suits, proceedings, costs, disbursements or expenses of any kind or of any nature whatsoever (including, without limitation, attorneys' and experts' fees and disbursements) which may at any time be imposed upon, incurred by or asserted or awarded against Lessor and arising from or in connection with the loss of life, personal injury and/or damage to property arising from or out of any occurrence in or upon the outdoor storage areas utilized by Lessee, unless caused by any negligent or willful act or omission of Lessor or its agents, contractors, servants or employees.

All other terms of the original Lease not expressly modified herein shall remain unchanged and in full force throughout the duration of the Lease.

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

LESSOR:

LESSEE:

\_\_\_\_\_

\_\_\_\_\_

Printed name: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_