

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Road, NW, Carroll, Ohio 43112**  
**Minutes for March 9, 2026**

**Regular Meeting to order**

Glenn Burns called the Regular Meeting to order at 5:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Jon Kochis, John Smith, Michael Kaper, and Bill Fagan. Tom Brennan and Scott Richardson were absent.

Also present were: Al Moyer, Ian Coil, Ben Riggs, Taylor Forquer, and Staci Knisley.

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

None.

**Approval of the Minutes for February 9, 2026 Meeting**

On motion of John Smith and second Jon Kochis of the Fairfield County Airport Authority Board voted to approve the minutes from the February 9, 2026, meeting.

Voting aye thereon: Glenn Burns, Jon Kochis, John Smith, Michael Kaper, and Bill Fagan. Tom Brennan and Scott Richardson were absent.  
Motion passed.

**Historical Aircraft Squadron (HAS) update**

Nothing to report.

**Fixed Base Operator (FBO)/Airport Management update with Sundowner Aviation – Monthly Board Report**

a. Monthly Report

Mr. Rooney presented the FBO Monthly report with the board; see attached to minutes.

Mr. Coil reported that a wheel has broken off one of the entrance gates and that the replacement part has been ordered; he is also contacting Eversole to obtain a repair quote.

Mr. Coil also reported that he contacted the vendor regarding the leaks, but Eversole has not responded.

**Airport Improvement – Jon Kochis & Tom Brennan (absent)**

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

Mr. Kochis reviewed the Engineer's Summary report; see attached to minutes.

b. Storm Water

Mr. Kochis stated jetting the main line in 2027 will be required and is expected to be expensive.

Mr. Riggs reported that the infield was full of water and debris following the most recent storm; Mr. Coil stated that the debris appears to be caught in pipe; Mr. Kochis will be inspecting the issue.

c. Hangar Construction Update

Mr. Kochis reported that Sutherland has completed the grinding work on Hangars A and B, and testing confirmed the surfaces are functioning as intended. The epoxy application is still pending due to weather delays, with completion expected by April 1. For the remaining hangars, the plan is to attempt cutting instead of grinding; however, Mr. Kochis expressed concern that cutting will not be sufficient and that the T-hangars will likely not be ready by April. Mr. Kochis will follow up with Sutherland regarding project status, noting that the airport is currently out three months of rent. Additionally, the Prosecutor's opinion will be sought regarding withholding Sutherland's final payment.

Mr. Kochis reported that all items remain the same as last month. He stated that the airport was not approved for the supplemental grant but will reapply next year. He has submitted the application for the hangar expansion and has not yet received a response. Approval of the project scope through CMT is currently on hold with the FAA due to the entitlement fund being exhausted.

No further questions.

**Community Relations – Michael Kaper**

Mr. Kaper asked whether any military flying was planned, and it was noted that none is scheduled at this time due to ongoing construction. Mr. Coil added that nothing has been scheduled yet, but it is likely that HAS will arrange something in the future.

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

- Bureau of Underground Storage Tank Regulations (BUSTR) report

Mr. Coil reported that three inspections are required to be completed within the calendar year. He noted that BUSTR conducted its visit, and Superior was on-site today to complete the inspection scheduled for March 9. The completed report will be submitted to BUSTR soon.

**Fixed Base Operator (FBO) Liaison – Scott Richardson (absent)**

Nothing new to report.

**Finance - Glenn Burns & Staci Knisley**

- a. Financial Reports

**Fairfield County Airport Authority Board Meeting**  
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**Minutes for March 9, 2026**

The Board reviewed the following financial reports:

- Revenue/Expense Summary
- Cash Projection
- Purchase Order list
- Utility cost report
- Smart Card Report

b. Payment of Bills

**Motion to approve retroactively February payment of invoices totaling \$ 18,309.87**

On motion of Jon Kochis and second of Michael Kaper the Fairfield County Airport Authority Board motioned to approve retroactively February invoices totaling \$18,309.87; see attached to minutes.

Voting aye thereon: Glenn Burns, Jon Kochis, John Smith, Michael Kaper, and Bill Fagan.

Tom Brennan and Scott Richardson were absent.

Motion passed.

**Security & Safety – Jon Kochis & John Smith**

Nothing new to report.

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

The board reviewed the following reports and other items:

- Rent Status Spreadsheet

Ms. Knisley reported that one tenant is currently delinquent and will be sent a letter soon. She also noted that a few tenants are still paying the 2025 rates.

- Hangar Waiting List

**Web – Tom Brennan (absent)**

Nothing new to report. Tom Brennan is absent.

**Old Business**

- a. Fee Corp estimate

Mr. Kochis recommended that the catch basin and the water-flow issues be evaluated to determine the cause and necessary corrective actions.

- b. Prosecutor opinion related to waiving deposit

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**New Business**

Nothing new to report.

**Informational**

Nothing new to report.

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

The Board reviewed the calendar for upcoming events and other important dates; see attached to minutes.

**Adjournment**

On motion of John Smith and second of Bill Fagan the Fairfield County Airport Authority Board voted to adjourn at 5:20PM.

**Next Regular Meeting is Monday, April 13, 2026 at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112**

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*Meeting minutes for March 9, 2026 meeting were approved on April 13, 2026.*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Tom Brennan

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
John S. Smith

Aye  
Scott Richardson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk



Fairfield County Airport Authority  
Board Meeting, March 9, 2026

Engineer's Summary Report

1. Past Grant Summary
  - a. FY 21 FAA AIP – Master Plan - Closeout revisions to FAA, waiting final approval.
  - b. FY 24 FAA AIP Grant – Runway 10/28 Crackseal – Final reimbursement requested
  
2. FY 24 FAA AIP Grant – Apron and Taxiway Rehab/Hangar Development (County funded)
  - a. Concrete grinding still underway. Closeout and occupancy being reviewed and coordinated now.
  - b. Once complete, project is substantially complete and will be closed out.
  
3. FY 26 FAA –North side development environmental
  - a. Scoping for environmental tasks, cost proposal and grant admin preapplication is underway now.
  
4. ~~FY27 ODOT – Supplemental Program – Hangars~~
  - ~~a. Proposed project included dual box hangars east of new t hangar~~
  - ~~b. Grant application documents submitted prior to Dec 31 deadline.~~
  - ~~c. Project was not selected for ODOT funding this year.~~
  
5. FY26 FAA ATP Grant – Terminal Expansion
  - a. Grant application to be submitted for terminal expansion funding, very competitive grant. Unlikely to be awarded.
  
6. Action Items:
  - a. none

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2026 02

JOURNAL DETAIL 2026 2 TO 2026 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	180,000	205,562	43,725.68	13,478.89	159,911.71	1,925.00	99.1%
2026/02/000381	02/09/2026 API	220.00	VND 001281	PO 26000239	PORTA KLEEN	RENTAL FOR PORTABLE TOILET 1/3		5447125
2026/02/000759	02/17/2026 API	504.71	VND 003668	PO 26000041	LOCAL WASTE SERVICE	TRASH DISPOSAL FOR AIRPORT 2/2		5447783
2026/02/000760	02/17/2026 API	17.90	VND 016659	PO 26000112	SUNRUSH WATER	DRINKING WATER SERVICES 1/20/26		5447842
2026/02/000772	02/17/2026 API	40.75	VND 016659	PO 26000112	SUNRUSH WATER	DRINKING WATER SERVICES 2/2026		5447843
2026/02/001060	02/23/2026 API	595.53	VND 005790	PO 26000328	OHIO DEPT OF TAXATIO	SALES TAX FOR FUEL SALES 01/01		5447798
2026/02/001060	02/23/2026 API	9,600.00	VND 007099	PO 26000351	SUNDOWNER AVIATION I	AIRPORT MANAGER 3/2026		5448258
2026/02/001060	02/23/2026 API	2,500.00	VND 005552	PO 26000059	HISTORICAL AIRCRAFT	SNOW PLOWING/MOWING 3/2026		5448250

80780000 541001	ELECTRIC/UTILITIES	25,000	30,716	12,152.13	3,890.80	18,563.74		100.0%
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2026/02/000022	02/02/2026 API	264.39	VND 003823	PO 26000299	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD 12/12/25-		5446672
2026/02/000022	02/02/2026 API	245.97	VND 003823	PO 26000299	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 12/12/25-		5446673
2026/02/000022	02/02/2026 API	129.94	VND 003823	PO 33	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 12/12/25-		5446674
2026/02/000760	02/17/2026 API	164.64	VND 023650	PO 26000764	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS RD 12/31/25-		5447864
2026/02/001060	02/23/2026 API	409.83	VND 001373	PO 26000249	SOUTH CENTRAL POWER	TERMINAL RUNWAY 1/13-2/10		5448201
2026/02/001060	02/23/2026 API	299.63	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR O 1/13-2/10		5448202
2026/02/001060	02/23/2026 API	280.87	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR P 1/13-2/10		5448204
2026/02/001060	02/23/2026 API	147.61	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR Q 1/13-2/10		5448205
2026/02/001060	02/23/2026 API	143.08	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR F 1/13-2/10		5448206
2026/02/001060	02/23/2026 API	258.48	VND 001373	PO 26000249	SOUTH CENTRAL POWER	TERMINAL Z 1/13-2/10		5448207
2026/02/001060	02/23/2026 API	147.74	VND 001373	PO 26000249	SOUTH CENTRAL POWER	MOPED ASOS 1/13-2/10/26		5448208
2026/02/001060	02/23/2026 API	99.00	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR C2 1/13-2/10/26		5448209
2026/02/001060	02/23/2026 API	105.00	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR C4 1/13-2/10		5448209
2026/02/001060	02/23/2026 API	113.00	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR C1 1/13-2/10		5448210
2026/02/001060	02/23/2026 API	236.00	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR C3 1/13-2/10		5448211
2026/02/001060	02/23/2026 API	572.00	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR M 1/13-2/10		5448212
2026/02/001060	02/23/2026 API	91.07	VND 001373	PO 26000249	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER 1/13-2		5448213
2026/02/001060	02/23/2026 API	182.55	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR G 1/13-2/10		5448214

80780000 543000	REPAIR AND MAINTEN	60,000	63,497	585.00	392.20	35,855.26	27,057.20	57.4%
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2026/02/000013	02/02/2026 API	392.20	VND 017223	PO 26000053	TOYOTA MATERIAL	02 HANGAR DOOR		5446725
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80780000 544000	RENTALS/LEASE	191,500	191,500	191,500.00	.00	.00	.00	100.0%
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80780000 553000	COMMUNICATIONS/TEL	0	1,140	.00	.00	1,139.94	.00	100.0%
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# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2026 02

JOURNAL DETAIL 2026 2 TO 2026 2

ACCOUNTS FOR : 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 554000 ADVERTISING	1,500	2,400	.00	.00	1,800.00	600.00	75.0%
80780000 558000 TRAVEL REIMBURSEME	200	265	.00	.00	215.30	50.00	81.2%
80780000 560000 MATERIALS & SUPPLI	15,000	26,681	547.98	547.98	24,983.00	1,150.00	95.7%
2026/02/000381 02/09/2026 API	547.98 VND	001511 PO 26000017 R D HOLDER OIL INC			FUEL FOR AIRPORT MOWERS/TRACTO	5447129	
80780000 561000 GENERAL OFFICE SUP	500	592	.00	.00	191.99	400.00	32.4%
80780000 562600 FUEL (GASOLINE/DIE	575,000	699,842	37,650.03	.00	662,192.43	.00	100.0%
80780000 574000 EQUIPMENT, SOFTWAR	15,000	15,000	.00	.00	10,800.00	4,200.00	72.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	1,066,700	1,240,196	286,160.82	18,309.87	915,653.37	38,382.20	96.9%
TOTAL AIRPORT OPERATIONS	1,066,700	1,240,196	286,160.82	18,309.87	915,653.37	38,382.20	96.9%
TOTAL EXPENSES	1,066,700	1,240,196	286,160.82	18,309.87	915,653.37	38,382.20	

**Calendar of Dates; including expiration, due, and events**

Description	Other Notes	Expiration/Due Date
ODOT Airport Improvement FY2026 Grant		3/15/2026
OAA Annual Conference		4/6-4/8/2026
Petroleum Underground Tank	UST Certificate of Coverage	6/30/2026
OTTER/UST		6/30/2026
Storm Water Pollution Plan Review		7/1/2026
2027 Appropriation & Revenue Budget Approved for Budget Commission	Due in August annually	8/1/2026
ODOT inspection		9/10/2026
Blue Lightning Initiative (BLI)		9/30/2026
HAS mowing and snow removal contract		9/30/2026
QTpod subscription	auto renews annually unless cancel before due date	11/1/2026
MS4 training of Board and FBO	Training on 12/8	12/31/2026
Hangar J Lease		12/31/2026
Jon Kochis, John Smith, and Michael Kaper		12/31/2026
EAA lease renewal with the Board of Commissioners		12/31/2026
Lease agreement with Board of Commissioners to operate facilities		10/25/2027
Noxious Vegetation Control, LLC - Agreement for annual spraying		12/31/2027
Glenn Burns board appointment		12/31/2027
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2028
Legal services agreement with County Prosecutor		12/31/2028
FBO Agreement	option to renew two (2) one (year) periods	12/31/2028
Insurance Agreement		1/1/2029
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Gorsuch Land Lease#1		7/31/2037
Gorsuch Land Lease#2		7/31/2037
Co-sponsor agreement with the Board of Commissioners		5/13/2044
SAS land lease agreement		6/30/2049