

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for March 10, 2025

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, Tom Brennan, Jon Kochis, Bill Fagan, Michael Kaper, and John Smith. Scott Richardson was absent.

Also present were Staci Knisley, Al Moyer, Ian Coil, and Craig Weaver.

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for February 10, 2025, Meeting

On motion of Jon Kochis and second of Tom Brennan, the Fairfield County Airport Authority Board voted to approve the minutes from the February 10, 2025, meeting.

Voting aye thereon: Kochis, Brennan, Burns, Fagan, Smith, and Kaper

Absent was: Scott Richardson

Motion passed.

Historical Aircraft Squadron (HAS) update

None.

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

a. Monthly Report

Mr. Coil reviewed the FBO Monthly report with the board; see attached to minutes.

He reported that there was one new lease with a tenant vacating. There is another tenant leaving at the end of the month. They are both leaving for medical reasons.

Mr. Brennan asked Mr. Coil to update his report for future meetings. He asked that the report have a trailing 12 months rather than calendar year.

Airport Improvement – Jon Kochis & Tom Brennan

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

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

Mr. Kochis reported that our FAA grant contact Mark Grennell has retired from his position. There will be no FAA representatives at the OAA conference this year. He asked Ms. Knisley to cancel his reservation to attend in April.

Mr. Kochis also reported that there will be some utility locating on the south side of the airport. Spectrum will be prepping for this. The equipment will be located behind Hangar J.

- b. Storm Water
Nothing new to report.
- c. Hangar Construction update

Mr. Kochis reported that the project's completion date is in September. The Box Hangars have prospective tenants. The T-hangar lease details still need to be worked out.

Community Relations – Michael Kaper

Mr. Kaper reported that he has received multiple emails for cleaning jobs at the terminal.

Mr. Coil suspects that the emails are more than likely spam.

Mr. Kaper also reported that we received an HVAC public records request. There was no information to give.

Facilities and Grounds – Bill Fagan & Michael Kaper

Mr. Fagan recommended Row Q hangars to get painted this year. Dr. Burns recommended Mr. Fagan get an estimate.

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

Nothing new to report.

Finance - Glenn Burns & Staci Knisley

- a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

Motion to approve retroactively February payment of invoices totaling \$57,767.14.

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively February invoices totaling \$57,767.14; see attached to minutes.

Voting aye thereon: Kochis, Kaper, Burns, Fagan, Smith, and Brennan.

Absent was: Scott Richardson

Motion passed.

Security & Safety – Jon Kochis & John Smith

Mr. Smith reported he talked with Mr. Coil about the inactive gate outside before the meeting. They will try to repair it this week once the ground thaws.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports and other items:

- Rent Status Spreadsheet
- Hangar Waiting List
- F4 vacating

Ms. Knisley reported to the Board that Greg Fisher will be vacating F4 at the end of March. He did just sign the new lease effective 1/1/2025 at the Board's request. Mr. Fisher is vacating due to health reasons. She recommended that the board approve an early termination with no implications.

Dr. Burns recommended that the Board honor the request. He is a long time tenant of the Airport.

Approval to terminate the Hangar F4 lease agreement with Greg Fisher with no early termination implications

On the motion of John Smith and seconded by Tom Brennan, the Fairfield County Airport Authority Board voted to terminate the Hangar F4 lease agreement with Greg Fisher with no early termination implications.

Voting aye thereon: Smith, Brennan, Burns, Kochis, Fagan, and Kaper.

Absent was: Scott Richardson

Web – Tom Brennan

Mr. Kochis asked Ms. Knisely to pull the rate sheet off the Airport website.

Mr. Brennan has no updates.

Old Business

- **Trespassing Signs**

Mr. Kochis reviewed sign quotes with the board. The amounts are under \$500. This is in response to the First Amendment Auditor inquiry.

Mr. Kochis will proceed with the purchase.

Mr. Coil and his staff will add them to the fences around the airport.

Mr. Moyer stated that HAS will help also.

- **Fuel tanks to be moved in the Spring**

Mr. Kochis asked Mr. Fagan to get with Thompson Concrete to install a concrete pad near the current dumpsters by HAS. They will be doing the concrete job at Hangar A.

- **Letter to tenants related to purchasing fuel**

- **Obstruction Removal Area/Dip**

- **CMT Agreement for North Development Letter of Map Revision (LOMR) project - \$77,000**

- Local monies (will need appropriations added to 2025 budget in January if approved)

- **Apron Rehabilitation Partnership**

- \$10,000 to Thompson Concrete

- **New leases for tenants prior to September 13, 2021**

- **New hangars**

- Tenants
- Lease
- Sub-Committee for all hangar rates

Mr. Kochis reported that he has spoken with the Board of Commissioners, County Administrator and the County Auditor related to paying back the proposed return on investment. It was suggested that we pay the land lease and we the board set the rate and take in the revenues. It will be an agreed amount to pay back the commissioners. The rent schedule will fill the gap.

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The Board reviewed estimated new rates for all hangars and a plan to pay back the Board of Commissioners. No decisions were made. The Board will review individually the airport projection and do other research to discuss at the April Airport Board meeting.

New Business

None.

Informational

The Board reviewed the following informational items.

- ODOT FY2026 Grant application information
- FAA Spectrum Fiber project
- Toyota Prolift information

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 Bill Fagan and second of Tom Brennan, the Fairfield County Airport Authority Board voted to adjourn at 6:19 p.m.

Next Regular Meeting is Monday, April 14, 2025, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for March 10, 2025, meeting was approved on April 14, 2025.

Absent

Glenn Burns

Aye

Bill Fagan

Absent

Tom Brennan

Absent

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 10, 2025**

Engineer's Summary Report

1. FY 21 FAA AIP Grants
Master Plan – Final efforts are complete. Grant closeout underway.
2. FY 23 FAA AIP Grant - Master Drainage Report
CMT submitted grant closeout.
3. OH FY 22 State grant – Obstruction Removal (East).
 - a. East End - Phase 2 – On hold, check up every few months.
4. OH FY 24 State grant – Runway 28 RSA Clearing
 - a. Removal of Election House Road and RSA grading, project complete. Grant closeout underway. CMT designed a quick alternative for additional grading for mowing concerns, provided to airport last month.
 - b. **Silt fence removal request has been passed along to the contractor. Schedule updated will be provided when available.**
5. FY 24 FAA AIP Grant – Runway 10/28 Crackseal
 - a. Work completed. Final inspection and aerial survey complete.
 - b. Closeout documentation underway.
6. FY 24 FAA AIP Grant – Apron and Taxiway Rehab/Hangar Development (County funded)
 - a. Setterlin work continues on box hangars.
 - b. Next steps are foundation and slab pours, after under slab plumbing and sewer is placed.
7. FY 25 FAA – Pending Project
 - a. **CMT is preparing a financial plan for north apron and taxiway for submission in March or April.**
 - b. Approval by FAA needed prior to environmental grant writing.
8. FY26 ODOT Direct Grant
 - a. Project from ACIP was listed as AWOS relocation. No coordination with equipment owner (NOAA-NWS), but funds could be applied for with projected estimates. Resolution needed by board to apply and accept funds if project is selected.
 - b. Grant applications are due by May 1, no bidding needed in advance, just cost estimates are acceptable.
 - c. Any other priorities?
9. Action Items:
 - a. none

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

JOURNAL DETAIL 2025 2 TO 2025 2

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD	EXPENDED	MTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
7800 AIRPORT OPERATIONS	APPROP	BUDGET						BUDGET	USED

80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVIC 175,000 187,462 30,349.52 12,184.20 154,694.28 2,418.00 98.7%

2025/02/000313 02/10/2025 API	2,500.00 VND	005552 PO 43	HISTORICAL AIRCRAFT	snow plow/mowing contract for	5420250	
2025/02/000313 02/10/2025 API	8,333.33 VND	007099 PO 239	SUNDOWNER AVIATION L	FBO/Airport Management 2.2025	5420259	
2025/02/000313 02/10/2025 API	23.00 VND	016659 PO 95	SUNRUSH WATER	DRINKING WATER SERVICES 1/20/2	5420348	
2025/02/000682 02/18/2025 API	220.00 VND	001281 PO 5	PORTA KLEEN	RENTAL OF PORTABLE TOILET 1/31	5420792	
2025/02/000682 02/18/2025 API	472.34 VND	003668 PO 29	LOCAL WASTE SERVICE	TRASH DISPOSAL @ AIRPORT 2/202	5420827	
2025/02/000682 02/18/2025 API	625.58 VND	005790 PO 25002497	OHIO DEPT OF TAXATIO	fuel sales tax 1/1-1/31/25	5420852	
2025/02/000682 02/18/2025 API	9.95 VND	016659 PO 95	SUNRUSH WATER	DRINKING WATER SERVICES 2/2025	5420914	

80780000 541001 ELECTRIC/UTILITIES 30,000 35,002 4,071.26 1,955.24 25,931.17 5,000.00 85.7%

2025/02/000313 02/10/2025 API	68.47 VND	003823 PO 33	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD 12/13/24-	5420233	
2025/02/000682 02/18/2025 API	104.13 VND	023650 PO 110	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS RD 12/31/24-	5420944	
2025/02/000682 02/18/2025 API	104.13 VND	023650 PO 110	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS RD 12/31/24-	5420945	
2025/02/001017 02/24/2025 API	378.35 VND	001373 PO 7	SOUTH CENTRAL POWER	Terminal 2 - 1/9-2/10/25	5421276	
2025/02/001017 02/24/2025 API	177.32 VND	001373 PO 7	SOUTH CENTRAL POWER	Moped ASOS 1/9-2/10/25	5421276	
2025/02/001017 02/24/2025 API	74.99 VND	001373 PO 7	SOUTH CENTRAL POWER	Hangar G 1/9-2/10/25	5421276	
2025/02/001017 02/24/2025 API	78.16 VND	001373 PO 7	SOUTH CENTRAL POWER	3383 Columbus Lanc Rd 1/9-2/10	5421276	
2025/02/001017 02/24/2025 API	104.59 VND	001373 PO 7	SOUTH CENTRAL POWER	Hangar F 1/9-2/10/25	5421276	
2025/02/001017 02/24/2025 API	154.25 VND	001373 PO 7	SOUTH CENTRAL POWER	Hangar O 1/9-2/10/25	5421276	
2025/02/001017 02/24/2025 API	165.85 VND	001373 PO 7	SOUTH CENTRAL POWER	Hangar P 1/9-2/10/25	5421276	
2025/02/001017 02/24/2025 API	168.71 VND	001373 PO 7	SOUTH CENTRAL POWER	Hangar Q 1/9-2/10/25	5421276	
2025/02/001017 02/24/2025 API	376.29 VND	001373 PO 7	SOUTH CENTRAL POWER	Terminal Runway Lights 1/9-2/	5421276	

80780000 543000 REPAIR AND MAINTEN 70,000 71,180 7,162.19 5,486.20 42,931.34 21,086.00 70.4%

2025/02/000682 02/18/2025 API	1,086.10 VND	006709 PO 25002869	SUPERIOR PETROLEUM	E repairs to fuel pumps 2/5/25	5420868	
2025/02/000682 02/18/2025 API	536.10 VND	006709 PO 24000493	SUPERIOR PETROLEUM	E repairs to fuel pumps 1/31/25	5420869	
2025/02/000683 02/18/2025 API	3,288.00 VND	001373 PO 25002730	SOUTH CENTRAL POWER	3430 OLD COLUMBUS RD - AID TO C	5420804	
2025/02/000683 02/18/2025 API	576.00 VND	001373 PO 25002730	SOUTH CENTRAL POWER	3430 OLD COLUMBUS RD AID CONST	5420805	

80780000 553000 COMMUNICATIONS/TEL 2,100 2,464 387.58 193.82 2,076.73 .00 100.0%

2025/02/000015 02/03/2025 API	170.55 VND	074480 PO 24006680	A T & T INC	telephone service for Airport	5419788	
2025/02/000015 02/03/2025 API	23.27 VND	074480 PO 122	A T & T INC	telecom/monthly phone services	5419787	

80780000 554000 ADVERTISING 2,000 2,269 .00 .00 1,168.55 1,100.00 51.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

JOURNAL DETAIL 2025 2 TO 2025 2

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
7800	AIRPORT OPERATIONS	APPROP	BUDGET				BUDGET	USED
80780000	TRAVEL REIMBURSEME	200	275	.00	.00	225.36	50.00	81.8%
80780000	MATERIALS & SUPPLI	25,000	43,593	11,876.31	166.52	19,317.03	12,400.00	71.6%
2025/02/000313	02/10/2025 API	166.52 VND	002239 PO 16	LOWES COMPANIES INC supplies for Airport				
80780000	GENERAL OFFICE SUP	500	600	.00	.00	200.00	400.00	33.3%
80780000	FUEL (GASOLINE/DIE	600,000	713,192	72,149.91	37,781.16	641,042.49	.00	100.0%
2025/02/001016	02/24/2025 API	37,781.16 VND	005545 PO 25001262	PURVIS BROTHERS INC fuel purchases at the Airport				
80780000	EQUIPMENT, SOFTWARE	15,000	15,000	.00	.00	14,400.00	600.00	96.0%
80780000	FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000	REFUNDS OF HANGAR	3,000	3,000	442.00	.00	.00	2,558.00	14.7%
TOTAL AIRPORT OPERATIONS		927,800	1,079,038	126,438.77	57,767.14	901,986.95	50,612.00	95.3%
TOTAL AIRPORT OPERATIONS		927,800	1,079,038	126,438.77	57,767.14	901,986.95	50,612.00	95.3%
TOTAL EXPENSES		927,800	1,079,038	126,438.77	57,767.14	901,986.95	50,612.00	

Calendar of Dates; including expiration, due, and events

Description	Other Notes	Expiration/Due Date
Noxious Vegetation Control, Inc. - Doug majors		12/31/2024
Noxious Weed Control Agreement		12/31/2024
OTTER/UST		6/30/2025
Petroleum Underground Tank	UST Certificate of Coverage	6/30/2025
Storm Water Pollution Plan		7/1/2025
Blue Lightning Initiative		9/30/2025
QTpod subscription		10/29/2025
MS4 training of Board and FBO		12/31/2025
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2025
Insurance Agreement		12/31/2025
Legal services agreement with County Prosecutor		12/31/2025
FBO Agreement		12/31/2025
ODOT Airport Improvement FY2026 Grant		3/15/2026
HAS mowing and snow removal contract		9/30/2026
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
Glenn Burns board appointment		12/31/2027
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Co-sponsor agreement with the Board of Commissioners		5/13/2044
SAS land lease agreement		6/30/2049