

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for March 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, Bill McNeer, Pat Ferguson, and Bill Fagan. Board Member Rick Szabrak was absent. Also present were Staci Knisley, Al Moyer, Jerry Benson, Lonnie Watts, Lori Leach, Greg Heaton, and Kooper Dessecker.

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

There were no public comments.

**Approval of Minutes for the February 12, 2018 meeting**

*On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the February 12, 2018 meeting.*

*Voting aye thereon: Kochis, Kaper, Burns, Ferguson, and Fagan*

*Abstaining was: McNeer*

*Absent were: Szabrak*

*Motion passed.*

**Historical Aircraft Squadron (HAS) update**

*No updates were given.*

**Airport Manager Update**

a. Monthly Board Report

Mr. Watts reviewed his Monthly Board report, see attached to minutes.

b. Landing patterns for proposed area for new school

*No updates were given.*

c. Chart Supplement status

Mr. Watts reported that the parachute symbol is still on the chart. It should be removed soon.

**Standing Committee Updates:**

1. Airport Improvement – Jon Kochis

a. Tax Assessments

Mr. Kochis reported that the tax exemptions will be completed soon. These exemptions are sent to the Ohio Tax Commissioner. The Board of Commissioners,

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Prosecutor, and Mr. Kochis disagree with the County Auditor on the exemption status of the area inside the loop of Election House Road.

Mr. Kaper reported that the County Auditor makes a recommendation to the Tax Commissioner.

Mr. Kochis reported that there is a separate tax parcel for Hangar A & Hangar H. These taxes will be treated differently. The rest of hangars that are leased space. There will be an appeal of valuation of the property for the leased hangars.

Mr. Kochis stated that a big portion of the loop is for farming. Mr. Kaper talked to the Eversole's about amending their lease and they were not in favor of changing anything in the lease. There could be a tax implication and costs for maintenance. He has no estimates for the 2 blown drainage tiles. There are some cracks in other places.

Mr. Kaper reported that the Eversole's are aware of the drainage tile issues. They asked to keep informed.

Mr. Kochis stated that the drainage problems are due to the tillage of farming. He suggests that there is no farming after the Eversole lease ends in 2020.

Mr. Kaper reported that Doug Majors expressed an interest in another Noxious Weed Control Agreement when the Eversole lease ends.

Mr. Kochis reported that Soil & Water have recommend a plan to fill in all the wet areas.

Mr. Kochis stated that the Eversole Lease is with the Board of Commissioners. The school that is being built to the south of us, has also encountered some storm water problems. He suggests cheap fixes inside the loop until the end of the lease.

b. Capital Improvement Projects

i. Storm Water System Rehabilitation/Tree Clearing

Mr. Kochis reported that Kull Excavating has started on the trees. The trees should be down in the next day or two. There is thorny brush that needs removed. They asked if they could burn the brush. As far as he knows, the

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approval of the township department is needed. He is unsure about FAA rules.

Mr. Heaton recommended a NOTAM be issued the day of burning the brush.

Mr. Kochis will check with the township to make sure the brush can be burned.

Mr. Kochis will seek estimates for the repairs inside the loop.

ii. Roof Repair – Maintenance Hangar

Mr. Kochis reported that the repair has not happened yet due to the weather. He will follow up with the contractor, The Final Coat, Inc.

c. Crawford Murphy Tilly (CMT) Engineer's Summary Report

Mr. Heaton reviewed the Engineer's Summary Report, see attached to minutes.

Mr. Ferguson asked if the concrete pad behind Hangar A would be paved.

Mr. Kochis stated that if successful and awarded the grant for paving at that end of the Airport it is intended to pave behind Hangar A. We have budget for additional paving but the priority was to pave up to 6 inches in front of the hangars.

Mr. Kochis asked if the lighting will be tied into the terminal. The terminal electric usage has increased in the last 3 months. He wants to verify to see if the new lighting is attached to the terminal.

Mr. Moyer stated that there is trouble with the terminal thermostat regulation. He stated that in the mornings it is 85 degrees in the terminal.

Mr. Kochis has never been informed of the thermostat issue and will check into the thermostat at the terminal.

Mr. Heaton will check with South Central Power regarding the transmission source and report back to Mr. Kochis.

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d. ODOT 2018 Inspection

Mr. Heaton reported that ODOT is contracted by the FAA to do the inspection. Mr. Kochis would like to be the contact for scheduling the inspection.

Ms. Knisley will contact ODOT and let them know that Jon Kochis will be the point of contact for the inspection.

e. Business Radio Licensing Renewal and Modifications

Mr. McNeer will review the renewal and discuss with the Board later.

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

Mr. Kaper reported that he has nothing new to report. Ms. Knisley will forward to Mr. Kaper the prior emails from the public.

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

a. Noxious Weed Control Agreement with Douglas Majors (Amendment proposed)

Mr. Kaper reviewed the recommended amendment. The section regarding mowing has changed. Soil & Water recommended that the requirements for mowing be reduced to 3 so long as the chosen variety of crop does not exceed the maximum required height of 14 inches.

**Approval of Amendment to the Noxious Weed Control Agreement with Douglas Majors**

*On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority voted to approve the amendment to the Noxious Weed Control Agreement with Douglas Majors, see attached to minutes.*

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

4. **FBO Liaison – Pat Ferguson**

Nothing new to report.

5. **Finance - Glenn Burns**

a. Financial Reports

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Ms. Knisley asked the Board to review the financial reports and asked if there are any questions. The fuel reconciliation is still in progress. She is working with Lonnie Watts to balance.

b. Payment of Bills

**Approval for payment of bills totaling \$20,130.71**

*On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$20,130.71. (See invoice summary attached to minutes)*

*Voting aye thereon: Kaper, Kochis, Burns, Fagan, McNeer, and Ferguson*

*Absent were: Szabrak*

*Motion passed.*

6. **Security – Jon Kochis & Bill McNeer**

Mr. Kochis reported that with the tree removal project, the fence posts will be removed. Our property line will not have a physical demarcation. There will be a few fence posts left in the wetland area.

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

Dr. Burns asked the Board to review the newly created spreadsheet related to the tenants.

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

Nothing new to report.

**Old Business**

a. Columbia Pipeline

Mr. Kochis reported that Columbia Pipeline as started survey work on our north property line. If there are any issues, let him know.

b. AED at Terminal

Mr. Kochis reviewed the AED quote for the terminal. The quote is \$1,116. He will have them add pediatric pads to the order. Fairfield Medical Center will have a representative to come to the terminal that will train staff and others.

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**Approval for purchase of an Automated External Defibrillator (AED) with a not to exceed of \$1,200**

*On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority voted to approve the purchase of an Automated External Defibrillator (AED) with a not to exceed of \$1,200.*

*Voting aye thereon: Kochis, McNeer, Burns, Fagan, Kaper, and Ferguson*

*Absent was: Szabrak*

c. **Columbus Regional Airport Authority – potential opportunities**

Nothing new to report.

**New Business**

a. **Property Damage**

Mr. Ferguson reported that a Lady ran into fence by the guardrail. She got out of her car and was confused. They called the Emergency Squad. The car remained at the Airport. An employee of Sundowner Aviation got in her vehicle and got her insurance information. We received a check from her insurance but never seen an estimate. There should not have been anyone entering that car. One of our Board members should have been notified.

Ms. Knisley reported that a check for \$2,062.51 was received and deposited. The Engineer's Office issued an invoice related to their guardrail repair to the Airport for \$ 1,058.11.

Mr. Moyer will request HAS to prepare an estimate to repair the fence.

**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 - *Mr. McNeer and Mr. Ferguson will attend.*  
Ms. Knisley will ask Board Member Rick Szabrak if he is available to attend.
- 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

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**Adjournment**

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to adjourn at 6:57 p.m.

**Next meeting is scheduled for Monday, April 9, 2018 at 6:00 p.m.**

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*Meeting minutes for the March 12, 2018 meeting were approved on April 9, 2018.*

Aye

Glenn Burns

Aye

Bill Fagan

Aye

Rick Szabrak

Aye

Jon Kochis

Absent

Michael Kaper

Aye

William McNeer

Aye

Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

# MONTHLY BOARD REPORT

~~DECEMBER 2017~~

February 2018

| ITEM                      | QUANTITY | REMARKS |
|---------------------------|----------|---------|
| T HANGAR OCCUPANCY        | 60/72    |         |
| R HANGAR OCCUPANCY        | 6/6      |         |
| NEW LEASES                | 0        |         |
| OVERNIGHT                 | 0        |         |
| FUEL SALES 100LL          | 2282.15  |         |
| FUEL SALES JET            | 1003.5   |         |
| NUMBER OF OPERATIONS      | 1300     |         |
| HANGAR MAINTENANCE ISSUES | NONE     |         |
| PUBLIC COMMENTS           | none     |         |
| INCIDENTS REPORTED TO FAA | None     |         |

Reviewed at March 12, 2018 Board Meeting.



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**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project

Project scope

Base Bid: New Taxiway B LED edge lighting system

Additive Alternate 1: New Taxiway D LED edge lighting system

Additive Alternate 2: Anchored maintenance pads around each light

Anticipated Project Schedule:

|                        |           |
|------------------------|-----------|
| Prefinal Design        | 3/12/2018 |
| ODOT Plan review       | 3/16/2018 |
| Bid Advertisement 1    | 4/3/2018  |
| Bid Advertisement 2    | 4/10/2018 |
| Pre-Bid Meeting        | 4/12/2018 |
| Bids Opened            | 4/26/2018 |
| Bid Values due to ODOT | 5/1/2018  |

Prefinal design is complete and final review submittal by the end of the week. Bid values due in to ODOT by May 1.

Project Estimated Cost: \$408,460

ODOT Share (95%): \$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

## AMENDMENT TO NOXIOUS WEED CONTROL AGREEMENT

March (SAIC) This Amendment to Noxious Weed Control Agreement ("Amendment") effective ~~February 12~~, 2018, amends that certain Noxious Weed Control Agreement dated January 5, 2018 between the Fairfield County Airport Authority through its Airport Board ("the Airport") and Douglas Majors, an individual ("the Contractor").

### RECITALS

WHEREAS, the Airport and the Contractor entered into an agreement, a copy of which is attached hereto and the terms of which are incorporated herein, on or about January 5, 2018 ("the Original Agreement"); and

WHEREAS, the Airport and the Contractor desire to amend the Original Agreement in accordance with the terms and conditions set forth herein; and

WHEREAS, hereafter the Original Agreement as amended shall be referred to as "the Amended Agreement".

NOW THEREFORE, for adequate consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties to this Amendment do hereby agree as follows:

1. Paragraph number 1 of the Original Agreement will be amended to reduce the required number of annual cuttings from five (5) to three (3), so long as the chosen variety of cover crop does not exceed the maximum required height of 14 inches and/or result in the seeding of the crop. The Airport reserves the right to require cuttings should the cover crop either exceed the maximum allowable height or mature to the point of a seeding of the crop.

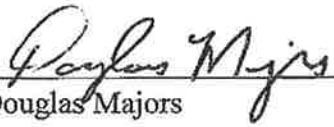
2. Paragraph number 2 of the Original Agreement will be amended to delete the preferred target date language, allowing for the reduction in number of annual cuttings from five (5) to three (3). The dates of cutting/mowing shall be at the discretion of the Contractor, so long as the cover crop is not allowed to exceed a height of 14 inches and/or result in seeding. The Airport reserves the right to require mowing should the cover crop either exceed the maximum allowable height or mature to the point of a seeding of the crop. All other requirements stated in Paragraph 2 will remain the same.

3. The first sentence of Paragraph number 4 of the Original Agreement will be amended to read as follows:

"As payment for the services that Contractor provides hereunder, Contractor shall be paid an annual fee of \$50, to be paid by January 31 of each contracted year."

Except as specifically amended or modified as set forth above, all other provisions of the Original Agreement shall remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties have signed below.

  
\_\_\_\_\_  
Douglas Majors  
Contractor

2-15-18  
Date

  
\_\_\_\_\_  
Glenn R. Burns  
President, Fairfield County Airport Authority Board

~~2/12/18~~  
\_\_\_\_\_  
Date  
3/12/18

## Summary for Payment of Bills

| Vendor                                       | Amount      | Inv#         | Description  | Service Dates |
|--|-------------|--------------|--|---------------|
| Sundowner Aviation                           | \$1,000.00  | n/a          | snow removal   | 2/9/2018      |
| Fairfield County Engineer                    | \$1,058.11  | n/a          | repairs to fence                                     | 2/22/2018     |
| CMT  | \$11,605.00 | 117341       | rehab taxiway b lighting, design, bid & construction | 1/1-1/26/18   |
| CMT  | \$485.00    | 117345       | construct taxiway d design                           | 1/1-1/26/18   |
| Superior Petroleum                           | \$2,124.75  | 18268-PM     | FUEL PUMP REPAIRS                                    | 9/5/2017      |
| Superior Petroleum                           | \$1,968.44  | 18749-PM-ATG | FUEL PUMP REPAIRS                                    | 3/2/2018      |
| Sundowner Aviation                           | \$1,515.50  | n/a          | 10% for hangars rented in February                   | 2/1-2/28/18   |
| Sundowner Aviation                           | \$371.63    | n/a          | fuel sales for February                              | 2/1-2/28/18   |
| Sundowner Aviation                           | \$2.28      | n/a          | adjustment for fuel sales from January               | 1/1-1/31/18   |
| Total Invoices for 03.12.18<br>Board Meeting |             |              |  |               |
|  | \$20,130.71 |              |  |               |