

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for March 13, 2017

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, Pat Ferguson, Jon Kochis, Michael Kaper, Bill McNeer, Bill Fagan, and Rick Szabrak. Also present were Al Moyer, Dan Bolger, Lori Leach, Darrell M. Loos, Greg Heaton, Red Williams, and Steve Slater.

Opportunity for the Public to Address the Board

No member of the public addressed the board at this time.

Approval of Minutes for the February 13, 2017 Meeting

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the February 13, 2017 meeting.

Voting aye thereon: Kochis, Ferguson, Burns, Kaper, McNeer, and Szabrak.

Abstaining was Bill Fagan.

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that the LED lights were installed on the obstruction lights at the west end of the field. We accepted the spare parts for the runway lights from Jess Howard Electric. They also replaced the alternator on the snow/dump truck.

Airport Manager Update

Mr. Loos reviewed the February Airport Manager Report. (See attached to minutes)

Mr. Loos stated that fuel sales were down due to weather.

Mr. Loos reported that there was an issue with an out of state fuel customer. The customer purchased 120 gallons of fuel out of pump# 3 and claims that it was contaminated.

Mr. Loos reported that Sundowner Aviation did a white bucket test. The filters were clean. They have a report on the filters when they were cleaned. There has never been any trouble reported with our fuel.

Mr. McNeer recommended that tail#s be recorded when purchasing our fuel. He would like to see documentation of transactions before and after the claim.

Mr. Kochis stated that he will review the security footage

Ms. Knisley reported that she received a phone call requesting who the fuel farm was insured by. At that point she was unsure whether CORSA or their general aviation insurance covered the fuel farm. She said she would return his call after further research.

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Mr. Ferguson stated he will work with the underwriter of our general aviation insurance regarding the fuel claim accusation.

Standing Committee Updates:

1. Airport Improvement – Jon Kochis

a. Runway Projects Update

Mr. Kochis reported that the Shelly Company is finished with rehabilitation of the runway. Their final invoice is on the agenda to be approved. The Shelly Company is responsible for making payment for the repairs to the sensor.

Mr. Ferguson stated that he would follow-up with Lonnie and Pat with Sundowner Aviation regarding the repair to the sensor.

Mr. Kochis reported that Jess Howard Electric is almost finished with the rehabilitation of the lighting on the runway. There is an invoice on the agenda today to be approved. The invoice does not include the retainage amount. Once the project is completed, they will submit the final retainage invoice.

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

Mr. Heaton reviewed the Engineer's Summary Report with the Board. (See attached to minutes)

Mr. Heaton reported that that he is working with Jess Howard Electric regarding the couple of connections in the PAPIs that aren't working properly. They are sending a quote for the repair that can possibly be added to the FY16 FAA grant.

Mr. Heaton also reported that the FY18 ODOT grant application could include multiple packages. Taxiway Delta, terminal rehabilitation, and taxiway lights could all be applied for.

Mr. Heaton stated that FAA project managers might be present at the Ohio Aviation Association Conference to discuss future grant projects.

c. Hangar A Discussion

Mr. Kochis reviewed the summary (See summary attached to minutes) regarding Rent vs. Land Lease for Hangar A.

Mr. Ferguson added that the profit ends up about the same with both scenarios.

Mr. Kochis stated that the Rent scenario could not happen for another 2 ½ years when the lease expires with Dan Bolger.

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Mr. Kochis stated that the list of building upgrades costs were put together by Mr. Ferguson, Dan Bolger, and Steve Slater.

Mr. Slater stated that he preferred the land lease over the rent scenario.

Mr. Bolger stated the land lease is a cleaner deal and is beneficial to the Airport.

Mr. Kochis stated that Mr. Bolger would officially have to terminate his current land lease in order for the Board to negotiate with Steve Slater on the new land lease. The land lease would have the same structure as the Gorsuch lease, which is a 15 year lease with a 5 year extension. He recommends that a motion be approved for the land lease negotiation with Steve Slater. Once the land lease is negotiated, it will have to be presented to the Board of Commissioners.

Mr. Heaton stated that the plan for the land lease is a good project. He cautioned the Board of that the repairs that Mr. Slater proceeds with could be subject to procurement because it is a public improvement.

Mr. Kochis stated that he will review the procurement procedures with the County Prosecutor.

Approval to pursue and negotiate with Steve Slater regarding a Land Lease for Hangar A

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the negotiation with Steve Slater regarding a Land Lease for Hangar A.

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

d. **Airport Class E Status**

Mr. Slater asked the Board to consider not changing the status to Class E due to the increase of costs to helicopter pilots.

Dr. Burns recommended that Mr. Slater talk with Pat Rooney with Sundowner Aviation about his concerns.

e. **Medflight Property**

Mr. Kochis reported that he and Assistant Prosecutor Joshua Horacek have offered a price of \$180,000 for the purchase of the Medflight Property. They did not accept the offer. They will accept no lower than \$200,000. Ms. Knisley updated the Airport cash projection by reducing the Commissioners allocation by \$20,000 annually for 10 years in for the borrowing of \$200,000 from the Commissioners for this purchase. The Board of Commissioners has no interest in this property. They are willing to loan the money if the Airport Board has interest in the property. This property can be used for a non-aeronautical use. There is also a possibility that in the future

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if this land has no purpose for non-aeronautical uses that the FAA could reimburse for the purchase.

Approval to negotiate up to \$200,000 for the Medflight Property

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve to negotiate up to \$200,000 for the purchase of the Medflight Property.

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

f. Signage

Mr. Kochis reported that the County Engineer's Office is going to install ODOT approved signs to direct traffic to the Terminal.

g. LED Lighting for Hangars

Mr. Kochis presented an estimate (See attached to Minutes) from Frazier Electric to install all LED lighting to the exterior of the hangars. There is a potential rebate of \$8,000 from South Central Power. Estimated savings for the installation of the LED lighting and fixtures is approximately \$2,800 annually.

Mr. McNeer recommended that Hangar J and Hangar B be added to the estimate.

Mr. Kochis stated he would also ask the tenants at Hangar A and H if they are interested with the understanding that they will pay for their portion.

Approval to proceed with the installation of the LED Lights with Frazier Electric with a not to exceed cost of \$ 24,000

On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve to proceed with the installation of the LED Lights with Frazier Electric with a not to exceed cost of \$24,000.

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

h. Gorsuch Aviation Land Lease

Mr. Kochis reported that we have failed to enforce the 3% increase to their rent. He recommended that the prior increases not be enforced but starting this year the increase of 3% will take effect.

Ms. Knisley stated that she sent Gorsuch Aviation a letter notifying them of the 2017 increase. She also stated that her calendar is now marked as a reminder that the rent increases annually.

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i. Capital Improvement Projects

Mr. Kochis asked the board to review the Capital Improvement Projects draft (see attached to minutes). These are local funding projects. They are not grant eligible.

j. Capital Project invoices

Approval of payment of invoices for the Shelly Company and Jess Howard Electric totaling \$ 154,357.93

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority voted to approve the following invoices totaling \$ 154,357.93:

- *Jess Howard Electric Company \$ 97,232.32*
- *The Shelly Company \$ 57,125.61*

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

2. Community Relations – Michael Kaper & Rick Szabrak

Mr. Kaper reported to the Board that there was nothing new to report.

3. Facilities and Grounds – Michael Kaper & Bill Fagan

Mr. Fagan reported that there was nothing further to report.

4. FBO Liaison – Pat Ferguson

Mr. Ferguson stated that he would connect with Sundowner Aviation regarding a second quote for the fence repair.

5. Finance - Glenn Burns

a. Financial Reports

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

b. Payment of Bills

Ms. Knisley asked the Board to review the summary of invoices.

Approval for payment of bills totaling \$ 9,015.31

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$9,015.31 (See invoice summary attached to minutes)

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

6. Security/Internet – Jon Kochis & Bill McNeer

a. Internet Update

Mr. Kochis reported that he is still working on internet connectivity to the Maintenance Hangar J.

b. Telephone switch to Voice over Internet Protocol (VOIP)

Mr. Kochis reported that he is still researching the purpose and use of the remaining land lines.

c. Security Cameras

Mr. Kochis reported that the cameras are live and working.

7. Tenant Relations – Glenn Burns & Bill Fagan

a. Rent Status

Ms. Knisley stated that she will follow up P20 this week regarding the past due account.

Dr. Burns stated that he talked to Kevin Farmer in F6. Mr. Farmer has vacated and his intent is to buy another airplane and lease another hangar. Dr. Burns asked Ms. Knisley to refund his deposit.

Ms. Knisley reported that the language approved last month for the new lease

8. Web – Bill McNeer & Rick Szabrak

Mr. Szabrak and Mr. McNeer reviewed with the Board a draft layout of the updated website.

Mr. McNeer reported that he is working on getting all of the policies updated for the website.

Mr. Szabrak reported that the layout is based loosely off of the Wilimington Airport. There will be the Airport phone number and search box on every page. He and Mr. McNeer are still working on getting updated photographs. He would like to add a photograph of all of the Board members. There will be a link to the Visitor's Bureau website for hotels and restaurant information. There will also be a feed from the Fairfield 33 Development Alliance which is updated frequently. The hangar spreadsheet will be added to the website. This will show which hangars are vacant.

Mr. Kochis recommended that there be a link that directs new businesses to Fairfield 33 Alliance.

Old Business

The Board reviewed the following old business and had no updates.

- a. Storm Water Plan (MS4 docs)
- b. Farm Leases
- c. Fence on Eversole Property

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New Business

Mr. Kochis reported that he was contacted by a representative of TransCanada. TransCanada acquired the Columbia Pipeline Group. There are in the process for a plan for a new pipeline that will straddle north of the Airport property. They asked that the Airport Board adjust their Master Plan.

Mr. Kochis recommended that the Board hire specialized legal counsel to navigate any future discussions.

Mr. Heaton encourages the Board to hire specialized legal counsel.

Informational Items

No informational items were received or discussed.

Calendar of Upcoming Events/Other

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

- a. Business Radio Licensing - \$95 fee – revisit in March 2017
Mr. McNeer reported that he has mailed the application in.
- b. 2016 Quality Asphalt Paving Awards on March 14th at noon
- c. OAA Annual Conference – April 18-19, 2017
Mr. McNeer will be attending the conference.
- d. State of the County Address – April 25, 2017
- e. Pville farming lease expires 12/31/17
- f. Doug Majors farming lease expires 12/31/17
- g. Insurance expires 12/15/18
- h. Bolger Lease expires on 10/31/19
- i. HAS lease agreement w/Commissioners expires on 12/31/19
- j. FAA lease for space expires 9/30/2022

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:37 p.m.

Next meeting is scheduled for April 10, 2017 at 6:00 p.m.

Meeting minutes for the March 13, 2017 meeting were approved on April 10, 2017.

Aye
Glenn Burns

Absent
Bill Fagan

Absent
Rick Szabrak

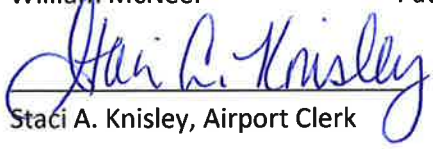
Aye
Jon Kochis

Aye
Michael Kaper

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William McNeer


Pat Ferguson


Staci A. Knisley, Airport Clerk

MONTHLY BOARD REPORT

MARCH 2017 Meeting

February

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	59/72	
R HANGAR OCCUPANCY	6/6	
NEW LEASES	1	
OVERNIGHT/WEEKLY HANGR	0	
FUEL SALES 100LL	1701.1	
FUEL SALES JET	1585.6	
NUMBER OF OPERATIONS	1080	
HANGAR MAINTENANCE ISSUES	NONE	
PUBLIC COMMENTS	none	AT GOOD
INCIDENTS REPORTED TO FAA	none	

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Board Meeting, March 13, 2017**

Engineer's Summary Report

1. Previous FAA grants

-2515 FAA project (PAPI, wildlife) ongoing;

2. FY 2015 Projects

PAPI Rehab

PAPI commissioning complete. Close out report for submission.

Wildlife Assessment

Final report has been submitted to FAA. Submitted for FAA review, awaiting comment or acceptance.

3. FY 16 Projects

ODOT Aviation Grant Runway Rehabilitation.

Contractor: The Shelly Company.

Runway overlay work complete. Final pay application received.

FY 16 FAA Grant – Runway Edge Lighting Rehabilitation

Contractor: Jess Howard Electric.

Punchlist inspection complete, final items to be addressed Spring 2017.

AGIS (FAA survey requirements) survey scheduled for next week.

4. FY 18 ODOT Aviation Grant Application

State grant program announcement will be released by March 15, with applications due back May 1. Anticipate including apron pavement rehabilitation and maybe Taxiway D again.

5. Action Items:

Contractor Invoices.

Hanger A

Rent vs. Land Lease

1. Land Lease

- A. Land lease would continue at the current rate of \$350 per month with 3% per year increase. Lease requirement would include necessary repairs listed below. Repairs would be required to be made within a 5 year period.
- a. \$350 = 3% Monthly Base Rent +3% Annual Increase
 - b. lessee would be responsible for tax payments

\$350/month land lease to start – year 15 = \$529/month

2. Rent

- A. Building would need approximately \$100,000 in upgrades. This could be borrowed from the County GF and repaid over 10 years. Using a base rent plus capital repayment model.
- a. \$350 Monthly Base Rent +3% Annual Increase
 - b. \$833 per/month capital repayment
 - c. \$76 per month Tax (2016) likely to increase yearly

\$1259/month to start – year 15=\$1362/month (not including taxes)

Building upgrades required/requested

A. New Radiant Tube Natural Gas Heat	\$18,286
B. Fan	\$9388
C. Ceiling Insulation	\$12140
D. Block Wall Insulation	\$2370
E. Wall Insulation	\$13570
F. Door Repair	\$15,000
G. Exterior Paint	\$4,000
H. T-Hanger Roof repair	\$6,000

Total Estimate \$80,750

*Not included: Pavement repair will be addressed separately



FRAZIER ELECTRIC INC.

February 24, 2017

Fairfield County Airport

Proposal # 17-27

Jon Kochis

Proposal for new LED outdoor lighting for hangars F, G, O, P, Q and R.

- Remove all exterior HID lighting on the above hangars.
- (4) 400 watt wall packs
- (16) 400 watt floods
- (41) 100 watt wall packs
- Replace with the following
- (4) 120 watt wall packs
- (16) 119 watt wall packs
- (41) 36 watt wall packs
- Submit for South Central Power lighting rebate of 7998.00
- Monies are limited and projects have to be completed by June 1st.
- These LED fixtures have a 76,000 hour life (approximate 17 years).
- They carry a 5 year warranty
- You will be going from 12,100 watts to 3860 watts (with better light output).
- Current Kilo watt hours 52,560 @ .08/kwh= \$4205.00/year
- New kilo watt hours 17,520 @ .08/kwh = \$1402.00
- There will be no maintenance.

593 WHILEY RD. LANCASTER, OH 43130 PHONE: 740-689-3719 FAX: 740-689-3721



FRAZIER ELECTRIC INC.

<u>Total Amount of this proposal:</u>	<u>\$19,500.00</u>
South Central Power Rebate	(\$7998.00)
Total out of pocket expense	<u>\$11,502.00</u>

Thanks for the opportunity,

Please let me know if this is something you are interested in so we can submit to South Central Power. Proposal is based on rebate from South Central Power being available (Program ends 6/1/17). All projects that are approved must be completed by June 1, 2017.

Thank you from Frazier Electric Inc.

Sincerely,

Jeff Frazier

Airport Capital Improvement Draft

Potential Projects

Stormwater System rehab

Ditch work – Project2 infield, Project2 outfall, Project 7 Dipping

Concrete Work – Repair work to drains and joints

Pavement Crack rehab – see paving

Apron Paving

Areas identified on ODOT report/non grant eligible

North West parcel development

Tree Clearing

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Crawford Murphy Tilly	\$1,335.00	112541	design and bid phase engineering services - 10/28 overlay	1/1-1/27/17
Crawford Murphy Tilly	\$3,351.80	112551	construction phase - runway 10/28 overlay	1/1-1/27/17
Precision Overhead Door	\$1,767.00	17637	install new gearbox on hangar door in G8	2/8/2017
Sundowner Aviation	\$849.01	n/a	fees paid for February fuel sales	2/1-2/28/17
Sundowner Aviation	\$1,712.50	n/a	10% fees paid for February hangar rent	2/1-2/28/17
Total Invoices for 03.13.17 Board Meeting	\$9,015.31			