

Regular Meeting to order

Mr. 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: Bill McNeer, Scott Richardson, Glenn Burns, Jon Kochis and Bill Fagan. Also present were Emylee Gussler, Al Moyer, and Don Kuhn. Board members absent: Rick Szabrak and Michael Kaper.

Opportunity for the Public to Address the Board

No public comments.

Approval of the Minutes for the February 14, 2022 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 14, 2022, meeting.

Voting aye thereon: Fagan, McNeer, Richardson, Kochis, and Burns.

Absent: Kaper & Szabrak

Motion passed.

Historical Aircraft Squadron (HAS) update

None to report.

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

a. Monthly Report

Don Kuhn provided fuel report to board for review. Mr. Kuhn reported that low lead (LL) fuel costs has gone up \$1.01/gal.

Mr. Kuhn asked what could be done regarding the aircraft remaining in P20.

Jon Kochis stated that it must be posted on the hangar, a notice of eviction for 5 days – and then the board can proceed with the eviction process. The bailiff of the court will come to assist with the removal of the property from the hangar and the airport will store the property. The aircraft would then be tied down on the runway to secure and avoid the craft being a projectile. The airport board is not assuming liability for any damage to the property. Following this the tenant has an amount of time, set by the courts to retrieve

the property. If the tenant does not claim the property, then the property would be disposed of, perhaps by auction.

Mr. Kuhn provided copies of claims from R3 and R5 hangars for damage. Mr. Kochis stated that he would take the copies to Assistant Prosecutor Josh Horacek for review, however more information regarding the claims is necessary. Mr. Kuhn reported that something smoldering in R4 threw paint dust throughout 3 hangars and caused damage/cleaning to 3 hangars. Board inquired as to why they were not notified, and Mr. Kuhn said he was not aware that the board did not know. The incident occurred in January. Mr. Kuhn will speak with Pat Rooney for more information.

Scott Richardson asked Don Kuhn what LL fuel is right now. Mr. Kuhn reported that LL fuel costs has gone up \$1.01/gal.

Standing Committee Updates:

Airport Improvement – Jon Kochis

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

CMT Absent.

Jon Kochis reported finalizing the close out for taxiway delta. MP is at FAA for approval & Layout plan. Taxiway Bravo drainage project going for bid Friday. Bids will be due April 5th. SRE building construction to begin Wednesday by Eversole. Will be freeing up 2 hangars for lease.

Mr. Kochis reported that the board will need to circle back to writing the new lease, adding in the cancellation of the lease if the tenant doesn’t pay within 2 months. Language regarding this addition is on-hand from the prosecutor’s office. Mr. Kochis suggested a bigger discussion regarding the new lease agreement verbiage. Mr. Kochis suggested a workgroup for the new lease and considering new rates. Mr. Kochis will continue the discussion on the lease agreements at another time.

Mr. Kochis updated regarding the Ohio 22 state grant – Phase 1 - lots of trees are gone with approximately 5 more to remove.

Mr. Kochis reported that Phase 2 is underway and there is a need to reach agreement with 3 landowners regarding the removal of the trees on their properties. Mr. Cooper has been contacted. Mr. Schafer (sp) landowner passed away in January and Michael Kaper is in contact with the family. Mr. Paulus is interested in trimming, which is not ideal. Mr. Kochis reported that a trim of the trees would buy about 5 years.

Mr. Kochis reported that for the MP – Commissioners are interested in building more hangars, potentially hangars C & M. Mr. Kochis mentioned that in a community hangar, discussion would need to happen regarding how priority would be decided for use.

Glenn Burns inquired with Don Kuhn if there is ever request for use of a large hangar for a jet. Mr. Kuhn stated that there have been requests, though not many.

Mr. Kochis reported on the ACIP – there is a new column labeled “infrastructure”. Due to the infrastructure bill, funds have been awarded and the board has been asked to earmark projects by the FAA.

Mr. Kochis reported that next on the plan is a study regarding the water drainage, followed by the north taxiway apron design and environmental study and local paving in 2023, as well as applying for western approach obstruction removal and T Hangar taxiway design. Going into 2024, taxiway design, T hangar and a new entrance drive.

Mr. Kochis reported that fence along the road from the entrance to the plane will be replaced by the water department with 6 ft fence as the existing 4ft fence needs to be removed for the laying of new water pipe. Mr. Kochis stated that the board may want to discuss if they want to continue the 6ft fence around HAS.

b. **Storm Water System Rehab/Culvert Repair**

Mr. Kochis presented the invoice from Kull Excavating for materials only, is included in the bill list, reflected in the amount, for payment so that the project can begin.

Community Relations – Michael Kaper & Rick Szabrak

No report – Rick Szabrak & Michael Kaper absent.

Facilities and Grounds – Michael Kaper & Bill Fagan

Bill Fagan reported on the R1 water leak – 2 quotes received.

Mr. Kochis received a quote from River Valley Restorations was to get on roof and pull and repair screws and grommets, but additional work would be at additional cost. The estimate is general. The cause of the leak is still unknown.

Mr. Fagan stated that the quote he received from Mr. Sharpe was to replace the screws and grommets, but an estimate for the rest would come after getting on the roof. Mr. Fagan reported that Mr. Sharpe did not get on the roof to provide the estimate.

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for March 14, 2022**

Mr. Kochis supposed that the leak may have been from an ice jam, which upon melting pooled and leaked into the unit.

Bill McNeer suggested that someone get on the roof or utilize a drone to view the damage and provide an estimate.

Mr. Kochis suggested using Mr. Sharpe to complete repairs up to the \$750. Anything additional would require a new quote. No motion needed – under \$1000.00

- **3383 Old Columbus – Gas & Electric Bills & Renewal of Lease**

Jon Kochis reported there is no renewal of lease on the calendar for the house on premises. NE Ohio Gas increased the rates, resulting in an increase of utility cost, no increase in the water invoices. Mr. Kochis reported that Setterlin has access for storage as well. Mr. Kochis suggests extending the lease to February of 2023 and not charging them any of the extra cost over the existing bills. Lease states by EAA request, the lease is renewed. Mr. Kochis to take it to the Commissioners for completion.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing to report.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

Nothing new to report

The Board reviewed the following financial reports:

- Purchase Order list
- Utility cost report

b. Payment of Bills

- **Approval for payment of bills totaling \$ 32,349.73**

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$32,349.73 (See invoice summary attached to minutes)

Voting aye thereon: Fagan, Richardson, McNeer, Burns, and Kochis.

Absent: Kaper & Szabrak

Motion passed.

- **Motion to approve retroactively February payment of invoices totaling \$15,524.47**

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for March 14, 2022**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve retroactively February invoices totaling \$15,524.47 (See attached to minutes)

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

Security & Safety – Jon Kochis & Bill McNeer

a. Security Plan

Bill McNeer requested a security notice to be sent to tenants regarding recent thefts/break-ins at some airports in the USA. (Ms. Knisley sent out the notice on April 7, 2022, see attachment)

Tenant Relations – Glenn Burns & Bill Fagan

a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

b. P20 tenant – eviction process

Mr. Kochis reported that the board will proceed with the eviction of P20. Mr. Kochis will place the notice of eviction on the hangar, as required.

Web – Bill McNeer & Rick Szabrak

Nothing to report.

Old Business

Nothing to report.

New Business

Bill Fagan mentioned that the United for Ohio Aviation is happening May 9th – 11th in Dublin, Ohio. Advised to go through OAA (Ohio Aviation Association) if interested in attending.

Al Moyer reported that HAS is Considering holding fly-in sometime in May, and it may include Breakfast & lunch. Mr. Rooney asked if the Board would like to be involved? Board stated they are open to it.

Informational

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for March 14, 2022**

Jon Kochis thanked Al Moyer for recognizing the signs of a gas leak last summer and acting quickly. Mr. Kochis reported that Columbia Gas had abandoned a line from the 1950s which was hit when the fiber optic line was put in circa 2016. Mr. Kochis reported that a subcontractor for NE Ohio Gas had tied into the old line, causing gas to leak for 6 months, it is now resolved.

On Motion of Bill McNeer and second by Bill Fagan, the Fairfield County Airport Board voted to formally thank Al Moyer for his discovery and action regarding the gas leak.

Voting aye thereon: Fagan, McNeer, Burns, Kochis, and Richardson.

Absent: Kaper & Szabrak

Motion passed

Calendar of upcoming events and other important dates

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

- a. CMT Master agreement expires 9/9/2022 (option to extend 2 one-year extensions)
- b. FAA lease for space expires 9/30/2022
- c. HAS mowing and snow removal contract expires on 9/30/2022
- d. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- e. Hangar J Lease agreement expires 12/31/22
- f. Insurance Coverage lock in rates expire 12/31/22
- g. FBO Agreement expires 12/31/2022
- h. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23
- i. Legal Services agreement with County Prosecutor expires 12/31/2025

Other

None.

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 6:03 p.m.

Next Regular Meeting is Monday, April 11, 2022, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for the March 14, 2022, meeting was approved on April 11, 2022.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for March 14, 2022

Absent

Glenn Burns

Absent

Bill Fagan

Aye

Rick Szabrak

Aye

Jon Kochis

Aye

Michael Kaper

Aye

William McNeer

Aye

Scott Richardson

Staci A. Knisley

Staci Knisley, Airport Clerk

Fairfield County Airport Authority
Board Meeting, March 14, 2022

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. Still awaiting FAA approval of GIS data submitted in January.

2. FY 21 FAA AIP Grant Application

Master Plan – Inventory and Forecasts and Facility requirements submitted to FAA for review. Awaiting review comments. Final documents being prepared, ALP drafting.



Rehab Taxiway B and Improve Airfield Drainage – Design only included in FY21 grant application. Txwy B design and drainage 100% complete and underway for bidding this week. Bids will be due April 5. Grant applications due April 11.

3. SRE Storage Bldg – Contractor: Eversole - \$162,808. Status: Building permit process underway. RFIs, Shop submittals and material ordering underway. Schedule for field construction start not set yet.

4. OH FY 22 State grant application – Obstruction Removal.

- a. Phase 1 Plans 100% complete – Bidding complete. Work has started.
- b. Phase 2 plans underway with early to mid-February bid. March 15 deadline for ODOT grant submission. Final bidding date to be set, proposed date is April 11.

5. Action Items:

- a. None

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2023 to FY-2032

Airport Name: Fairfield County Airport		Associated City: Lancaster, OH		Sponsor: Fairfield County Airport Authority		NIPAS No. 39-0044		Date prepared: March 10, 2022	
Airport ID: LHQ		Congressional District: Ohio 15th District		Prepared By: Crawford, Murphy & Tilly, Inc.		Telephone No.: 614-468-1200			
Item #	Description	Fiscal Year	Total Cost	\$150,000/Year		\$159,000/Year		Local	Remarks/Item Justification
				Entitlement	Apportionment Discretionary	Infrastructure Funds	State Non-FAA		
	Master Drainage Study	22	\$175,000			\$157,500		\$17,500	
1	Construct North Taxiway (680' x 35') and Apron (3,000 S'Y) - Design	23	\$75,000	\$67,500	\$0	\$0	\$3,750	\$3,750	
2	Construct North Taxiway (680' x 35') and Apron (3,000 S'Y) - Environment	23	\$175,000	\$82,500	\$75,000	\$0	\$8,750	\$8,750	Local Funding to be reimbursed in FY23
	Rehabilitate East T/H Taxiways	L23	\$40,000	\$0	\$0	\$0	\$0	\$40,000	Local Funding
	Obstruction Removal - West Approach	S23	\$250,000	\$0	\$0	\$0	\$237,500	\$12,500	West Approach Clearing
3	East T-Hangar Taxiways - Design	23				\$75,000			
4A	Construct North Taxiway (680' x 35')	24	\$450,000	\$150,000	\$255,000	\$0	\$22,500	\$22,500	
4B	Construct North Apron (3,000 S'Y)	24	\$400,000	\$0	\$360,000	\$0	\$0	\$40,000	
5	Land Acquisition/Easement Reimbursement	24	\$250,000	\$0	\$225,000	\$0	\$12,500	\$12,500	West RPZ
6	East T-Hangar Taxiways - Construction	24	\$250,000			\$225,000		\$25,000	
	East T-Hangar - Construction	L24	\$900,000					\$900,000	8-unit adjacent to Hangar O - Locally funded
	Relover NPE funds	25	\$0	\$0	\$0	\$0	\$0	\$0	
7	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Design	26	\$95,000	\$85,500	\$0	\$0	\$4,750	\$4,750	Connecting Taxiways - Remove direct apron access
8	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Construction	27	\$560,000	\$504,000	\$0	\$0	\$28,000	\$28,000	
9	Construct Entrance Drive - Environmental	28	\$150,000	\$135,000	\$0	\$0	\$7,500	\$7,500	
10	Construct Entrance Drive - Design	29	\$100,000	\$90,000	\$0	\$0	\$5,000	\$5,000	
11	Construct Entrance Drive - Construction	30	\$2,000,000	\$235,500	\$1,564,500	\$0	\$100,000	\$100,000	
12	Partial Perimeter Wildlife Fencing - Phase 1	31	\$250,000	\$150,000	\$75,000	\$0	\$12,500	\$12,500	North Side Property Line
13	Partial Perimeter Wildlife Fencing - Phase 2	32	\$250,000	\$150,000	\$75,000	\$0	\$12,500	\$12,500	

FORM / PROPOSAL



River Valley Restoration, LLC
 1306 Collins Rd NW
 Lancaster, OH 43130
 andrea@rivervalleyrestoration.com
 (740) 785-5000

For: Fairfield County Airport
 Job Address: 3430 Old Columbus Road
 Carroll, OH 43112
 jon.kochis@fairfieldcountyohio.gov
 (740) 438-5304

Job Id 2201-3052346-01	Job # 2021-1889	Proposal # 2021-2830
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Proposal Amount	\$5,322.00
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Proposal Date 03/08/2022

Contractor license # State of Ohio # 201617203282
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#	Name	Line Total
1	Metal Roof Repair Description: Locate leak by removing panels where leak is incurring up to ridge cap. Reset panels (If panel does need discarded, an additional fee of \$788 will incur per panel) replace any screws that have rusted on the back side of the building, and weather in panels to prevent leaks in the future.	\$5,322.00
Total		\$5,322.00

Customer Rep Signature:

<i>Casey Welch</i>
03/08/2022

Customer Signature:

<i>Signature</i>
Signature Date

Sharp Home improvements

9770 lake rd millersport ohio 43046

7408080546

make checks payable to Alan Sharp

sharp51966@yahoo.com

ESTIMATE

EST0020

DATE

03/14/2022

TOTAL

USD \$750.00

TO

Fairfield county airport

3430 Old columbus rd. Carroll ohio 43112

(750)475-7657

billfagan@columbus.rr.com

DESCRIPTION	RATE	QTY	AMOUNT
Remove and reinstall new screws with rubber washers on roof only. Any additional work will be brought to attention for approval.	\$750.00	1	\$750.00
Hangar R1	\$0.00	1	\$0.00
TOTAL			USD \$750.00

YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 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	175,000	189,495	27,829.42	10,701.90	136,027.63	25,638.00	86.5%
2022/02/000433 02/14/2022 API	339.63	VND 003668	PO 22000340	LOCAL WASTE SERVICE	trash disposal for airport 2/2		5346630
2022/02/000433 02/14/2022 API	307.70	VND 016659	PO 22002827	SUNRUSH WATER	water services at Terminal 8/3		5346677
2022/02/000457 02/14/2022 API	812.45	VND 005790	PO 22000342	OHIO DEPT OF TAXATIO	sales tax for fuel sales 1/202		5346642
2022/02/000812 02/22/2022 API	2,761.12	VND 007099	PO 22000358	SUNDOWNER AVIATION L	10% of hangar rent & fuel sale		5347074
2022/02/001010 02/28/2022 API	2,000.00	VND 001281	PO 22000335	PORTA KLEEN	rental for portable toilet 2/4		5347331
2022/02/001011 02/28/2022 API	2,000.00	VND 005552	PO 22000341	HISTORICAL AIRCRAFT	snow plowing/mowing 3/2022		5347378
2022/02/001011 02/28/2022 API	4,281.00	VND 007099	PO 22000345	SUNDOWNER AVIATION L	airport manager contract MARCH		5347384

80780000 541001 ELECTRIC/UTILITIES	25,000	35,173	4,533.36	2,403.72	29,739.72	900.00	97.4%
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2022/02/000812 02/22/2022 API	137.51	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR Q - 1/6/22-2/6/22		5347009
2022/02/000812 02/22/2022 API	154.02	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR G - 1/6/22-2/6/22		5347009
2022/02/000812 02/22/2022 API	155.66	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR P - 1/6/22-2/6/22		5347009
2022/02/000812 02/22/2022 API	206.41	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR F 1/6/22-2/6/22		5347009
2022/02/000812 02/22/2022 API	356.40	VND 001373	PO 22000424	SOUTH CENTRAL POWER	TERMINAL RUNWAY - 1/6-2/6/22		5347009
2022/02/000812 02/22/2022 API	387.39	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR O - 1/6-2/6/22		5347009
2022/02/000812 02/22/2022 API	139.83	VND 001373	PO 22000424	SOUTH CENTRAL POWER	MOPED ASOS - 1/6-2/6/22		5347009
2022/02/000812 02/22/2022 API	241.75	VND 001373	PO 22000424	SOUTH CENTRAL POWER	TERMINAL 2 - 1/6-2/6/22		5347009
2022/02/000812 02/22/2022 API	35.86	VND 001373	PO 22000424	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER 1/6-2/		5347009
2022/02/000812 02/22/2022 API	101.10	VND 023650	PO 22000492	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS - 12/30/21-1		5347131
2022/02/000812 02/22/2022 API	101.10	VND 023650	PO 22000492	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS RD 12/30/21-		5347132
2022/02/001010 02/28/2022 API	107.37	VND 003823	PO 22000437	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD - 1/10-2/		5347365
2022/02/001010 02/28/2022 API	279.32	VND 003823	PO 22000437	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD - 1/10-2/		5347365

80780000 543000 REPAIR AND MAINTEN	65,000	112,947	5,075.34	1,275.34	60,539.64	47,332.00	58.1%
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2022/02/000812 02/22/2022 API	1,087.34	VND 006709	PO 22002921	SUPERIOR PETROLEUM E	Fuel pump serviced 1/24/22		5347070
2022/02/000812 02/22/2022 API	188.00	VND 015835	PO 22002924	KESSLER HEATING & CO	terminal furnace repair 1/24/2		5347115

80780000 553000 COMMUNICATIONS/TEL	2,100	2,636	174.48	174.48	2,461.19	.00	100.0%
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2022/02/000195 02/07/2022 API	174.48	VND 074480	PO 21000863	A T & T INC	12/20/21-1/19/22 Monthly phone		5346255
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80780000 554000 ADVERTISING	2,000	3,519	.00	.00	3,318.52	200.00	94.3%
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80780000 558000 TRAVEL REIMBURSEME	200	316	.00	.00	266.22	50.00	84.2%
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YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7800 AIRPORT OPERATIONS							
80780000 560000 MATERIALS & SUPPLI	15,000	20,984	969.03	969.03	16,215.23	3,800.00	81.9%
2022/02/000195 02/07/2022 API							
969.03 VND 001511 PO 22000379 R D HOLDER OIL INC 1/19/22 fuel for airport mower 5346157							
80780000 561000 GENERAL OFFICE SUP	500	600	.00	.00	400.00	200.00	66.7%
80780000 562600 FUEL (GASOLINE/DIE	250,000	250,000	61,264.18	.00	188,735.82	.00	100.0%
80780000 570000 CAPITAL OUTLAY	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574000 EQUIPMENT, SOFTWARE	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	557,800	638,670	99,845.81	15,524.47	437,703.97	101,120.00	84.2%
TOTAL AIRPORT OPERATIONS	557,800	638,670	99,845.81	15,524.47	437,703.97	101,120.00	84.2%
TOTAL EXPENSES	557,800	638,670	99,845.81	15,524.47	437,703.97	101,120.00	