

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for April 8, 2019**

**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, Pat Ferguson, Bill McNeer, Michael Kaper, and Rick Szabrak. Board Member Bill Fagan was absent. Also present were Staci Knisley, Al Moyer, Kip Kelsey & James Shadd.

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

Mr. Kip Kelsey asked the Board to check into removing the old vehicles that is sitting at the old business, Newman Auto. It is on the access road and is an eye sore for people coming to the Airport.

Mr. Kochis reported that the vehicles are involved in an open criminal investigation with local law enforcement. The building owner is not allowed to remove anything from the property.

Mr. Kelsey reported that Sundowner Aviation will be ordering a new dumpster for the Anniversary Celebration event.

Mr. Kochis will follow-up on the investigation.

**Approval of Minutes for the March 11, 2019 meeting**

On motion of Pat Ferguson and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the March 11, 2019 meeting.

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

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that all receipts are turned into Ms. Knisley. Mowing will commence this week.

**Sundowner/Airport Manager Update – Monthly Board Report**

Mr. Shadd reviewed the monthly board report with the Board, see attached to minutes. The hangars are full. There are 3 people on the waiting list. The Jet A pump is out of commission. Superior Petroleum is replacing a gear box when it comes in. We are on the docket for the installation of the new Fuelmaster system.

Mr. Ferguson reported that the gear box repair estimate is less than \$4,500. It had a leaking seal that ran dry for a while.

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Mr. Shadd reported that they have about 400 gallons of Jet A fuel left in the Fuel truck. They issued a NOTAM to call first to see if Jet A fuel is available.

Mr. Kochis recommended clearing out hangar F7 that currently has Airport equipment in it and make it available for rent. The snow plow equipment can be placed outside.

Mr. Moyer reported that there is equipment in another half hangar that also can be cleaned out.

Mr. Moyer reported that hangar G6 still has equipment and other miscellaneous items that need to be stored. He does not recommend removing the equipment at this time.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**

a. **Crawford Murphy Tilly (CMT) Engineer’s Report**

Mr. Kochis presented the Engineer’s report, see attached to minutes.

- FY2018 ODOT Aviation grant project
- FY2018 FAA grant – Construct Taxiway Delta

Mr. Kochis reported that if bid results come back higher, we may need to ask to see if the FAA has discretionary funds available to get the project finished this year. We may have to revisit this in the fall or next spring.

- FY2019 ODOT Aviation grant -Rehabilitate Terminal Apron

Mr. Kochis reported that the project will start after the 50<sup>th</sup> Anniversary Celebration.

Mr. Kochis recommended that a sub-committee talk about all capital projects including paving maintenance.

Mr. McNeer, Mr. Szabrak, and Mr. Kochis will start their discussions after May 2019.

- FAA Supplemental Grant Priorities
- FY2019 FAA AIP Grant Application

- Action Items

**A resolution to approve to proceed with the application for the FY2020 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT)**

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve a resolution to approve to proceed with the application for the FY2020 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT). (See attached to minutes)

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

**b. Runway Protection Zone (RPZ) Tree Trimming**

Mr. Shadd stated that he received a report that there was a Coyote on the runway. He has heard no complaints about tree height and obstruction.

Mr. Kochis stated that the Board has done everything they can in trying to keep wildlife away from the airport according to the recommendation of the Wildlife report.

**c. Tax Assessments**

Mr. Kochis reported that the remaining exemption is in the Lancaster City School Board's legal counsel and county prosecutor's hands.

**d. Storm Water System Rehab**

Mr. Kochis reported that upon the inspection of the main culvert on the runway, it was reported there is cracking and rebar is showing. Long term, this may need addressed. (See pics attached to minutes)

**e. HAS agreement with Board of Commissioners/potential mowing agreement**

Mr. Kochis reported that the HAS lease with the Commissioners expires at the end of 2022. The Board of Commissioners debt on the HAS building will be paid off at the end of 2019. He has been talking with HAS about future agreements with the Airport Board relating to maintenance.

Mr. Kelsey reported that HAS liability insurance company put a rider on their policy for volunteers at HAS that operate any equipment on Airport owned land.

Mr. Kochis recommended that the Airport Board consider proposing an agreement with HAS for snow plowing and mowing. He has gathered costs from Agrosapes to come up with a proposal for \$2,000 a month, or \$24,000 a year. The Airport Board will provide the equipment.

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Mr. Ferguson asked Mr. Kochis to keep in mind there may be a time where the county equipment will not be able to remove all the snow. He also stated that HAS has a rule that if there is less than 2 inches of snow, they do not remove the snow.

Mr. Kochis recommends that Sundowner Aviation and HAS work together on when snow removal is needed. He does not want to micro-manage the agreement.

Mr. Kochis stated that there is no action to take. He wants a blessing from the Airport Board to approach the Board of Commissioners on ending their agreement early.

Dr. Burns asked Mr. Kochis to present it to the Board of Commissioners.

**2. Community Relations – Michael Kaper & Rick Szabrak**

**a. Email Inquiry**

Mr. Kaper reported that he took care of an inquiry relating to the Young Eagles this week.

**b. Anniversary Celebration – May 18, 2019 update**

Mr. Kaper recommended that the Board approve the insurance for the celebration be approved. The amount will cost \$882 with a coverage of one million dollars.

**Approval of additional insurance coverage for the 50<sup>th</sup> Anniversary Celebration with a cost of \$882**

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the additional insurance coverage for the 50<sup>th</sup> Anniversary Celebration with a cost of \$882. (See attached to minutes)

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

Absent was: Fagan

Motion passed.

Mr. Szabrak gave an update on the Anniversary celebration. A facebook page for the airport was created. There is an invite about the celebration. Currently Facebook shows 100 people coming and 1,100 people that are interested. The Billboards will be up in a week. They are on Route 33 by the Airport. One going north and one going south. The B-25 aircraft picture and event times will be on the billboards. The B25-Aircraft will be here to offer rides at a cost of \$425 to the customer that are posted on their website. They are also bringing 2 other aircrafts, \$80 rides for 15 minutes. Also, the following will be here: The Tuskegee Airmen, Ohio State Highway Patrol, Medflight, Greenfield Township Fire Department, the National Guard, and the Classic Car Club of Lancaster. The Korean Memorial, Freedom's Never Free will be here. HAS will have all their equipment. It is also possible that the DC-3 from Athens will be here.

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At noon, there will be speeches from Elected Officials, Colonel Tom Moe will be the keynote speaker, and Dan Bolger will talk a little about the history. Dr. Burns will also talk about the history and the future of the Airport.

Mr. Szabrak will be meeting with Chief Lape in the Sheriff's Office for scheduling deputies to direct traffic. Anchor Hocking is creating and donating 500 glasses for HAS to sell to help offset their costs. There will be 3 food trucks and Gypsy Joe's ice cream.

HAS is providing breakfasts and lunches for volunteers, VIP's, and pilots. The first \$500 of the glasses will go towards the \$500 we agreed to pay them. Angel from Mr. Szabrak's office will sell the glasses inside the terminal.

The color guard is scheduled.

Ms. Knisley will gather a list of former Board members so we could invite them.

Mr. Kelsey reported that there will be a moment of silence for Sergeant Joseph Collette.

Mr. Szabrak is working on a program for the event that includes sponsors. There is a donation of \$500 from CMT. Kroger is donating 15 trash liners and bins.

- Disaster Table Top Drill

Mr. McNeer led a table top disaster drill for the 50<sup>th</sup> Anniversary event.

3. Facilities and Grounds – Michael Kaper & Bill Fagan (absent)

Nothing new to report.

4. FBO Liaison – Pat Ferguson

Nothing new to report.

5. Finance - Glenn Burns

- a. Financial Reports

The Board reviewed the following financial reports:

- 2019 Budget Projection & YTD report
- 2019 Expense Detail
- Purchase Order list
- Fuel Smart Card accounts

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- Utility cost report

b. Payment of Bills

**Approval for payment of bills totaling \$15,688.80**

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$15,688.80. (See invoice summary attached to minutes)

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

Absent was Fagan

Motion passed.

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

Nothing new to report.

7. **Tenant Relations – Glenn Burns & Bill Fagan(absent)**

a. Rent Status Spreadsheet

The Board reviewed the rent status spreadsheet.

8. **Web – Bill McNeer & Rick Szabrak**

Ms. Knisley reported that the hangar vacancy report is updated on the website. There are no vacancies today.

Mr. Shadd reported there are 3 on the hangar waiting list.

**Old Business**

a. Taxiway/R hangar ramp area

Mr. Kochis reported that they would look at this area when we do the Taxiway B project.

b. Bridge behind R Hangars

Mr. Kochis recommended that the bridge be removed. It is not county property. He will check to see if the county parks might want it.

c. Local funded Capital projects

Mr. Kochis reported that a snow removal barn is eligible for FAA grant funds in the next 2-3 years. We can add it into the ACIP if we want to wait that long.

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d. Request for Qualifications (RFQ) for Engineer Services received

Mr. Kochis reported that this process will be good for the next 5 years. Crawford Murphy Tilly, Inc. (CMT) & Richland Engineering Limited submitted proposals. Both engineering firms met all expectations. CMT is a larger firm with multi-state references. Both firms were qualified on their special design team. CMT is favored on project and understanding due to prior history with our airport.

Mr. McNeer checked on references. He was able to get some responses for the references submitted. One (1) reference stopped using Richland Engineering because the firm was too small. Another reference doesn't recommend using them. One (1) of the CMT references stated they had Richland Engineering as their firm. They don't recommend using Richland Engineering. They had to terminate their contract and contract with CMT. The reference recommended CMT.

Mr. McNeer stated that CMT is a better fit for us.

Mr. Kochis agreed.

Mr. Szabrak stated that references that won't recommend a firm concerns him.

Mr. Kochis recommended that the Board continue with CMT.

**Approval to continue with Crawford Murphy Tilly, Inc. for engineering services for the next 5 years**

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to continue with Crawford Murphy Tilly, Inc. (CMT) for engineering services for the next five (5) years.

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

Absent was: Fagan

Motion passed.

**New Business**

None

**Informational Items**

None

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

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

a. April 9-10 – OAA Conference

Mr. McNeer and Mr. Kochis attending the conference. They will talk about paving and stormwater with Joe Ortega with ODOT to keep them informed.

b. 50-year Anniversary Celebration – Saturday, May 18, 2019

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- c. Aviation Insurance expires 12/31/19
- d. HAS lease agreement w/Commissioners expires on 12/31/19
- e. HAS authorization for use of 3 unoccupied hangars expires 12/31/19
- f. Storm Water Plan – Review and Approve annually – February 2020
- g. FBO agreement expires 12/31/2020
- h. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- i. Legal Services agreement with County Prosecutor expires 12/31/2021
- j. FAA lease for space expires 9/30/2022 (Pat F. following up to amend lease for moving to another area)
- k. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

**Adjournment**

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:18 p.m.

**Next meeting is Monday, May 13, 2019 at 6:00 pm at the Airport Terminal**

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*Meeting minutes for the April 8, 2019 meeting were approved on May 13, 2019*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
William McNeer

Aye  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk





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Board Meeting, April 8, 2019**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project  
Taxiway B Lighting Rehab – Project substantially complete  
Final punchlist items to be completed in Spring 2019  
Some anchors on maintenance pads were reset/improved and the new taxiway regulator is fully functional again.
2. FAA FY18 Grant – Construct Taxiway D  
Design is almost complete. Plans and specification submitted to FAA for review. Anticipated advertisement date in late April with bid opening date of late May 2019. Final costs remain a concern with the FAA and bid results will determine final construction schedule and funding.
3. FY 19 ODOT Aviation Grant – Rehabilitate Terminal Apron  
Project bid results have been sent to ODOT for final grant contracting.  
Low bidder – B&B Sealing LLC dba DuraSeal           \$185,907.50
4. FAA Supplemental Grant Update – April 2019... – no announcements have been made yet. Anticipate any day.
5. FY 19 FAA AIP Grant Application  
Preapplication was submitted in 2018, final application will be prepared once Taxiway D bids have been received and finalized. Anticipated drafting May 2019 for June 1 delivery.
6. Action Items:
  - a. Resolution for FY 20 State Grant for east Terminal Apron Rehab Application

**A resolution to approve to proceed with the application for the FY2020 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT)**

**WHEREAS**, the Fairfield County Airport Authority Board expressed interest to pursue the FY2020 Ohio Airport Grant; and

**WHEREAS**, Crawford Murphy Tilly, Inc. will prepare the application requesting state grant funds; and

**WHEREAS**, this resolution gives the President of the Board, Dr. Glenn R. Burns authorization to sign the application when completed; and

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**NOW THEREFORE, BE IT RESOLVED BY THE AIRPORT AUTHORITY BOARD, COUNTY OF FAIRFIELD, STATE OF OHIO:**

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**Section 1.** That the Fairfield County Airport Authority Board approves to proceed with the application for the FY2020 Ohio Airport grant and gives Dr. Glenn R. Burns authorization to sign the application when completed.

Motion by: Jon Kochis

Seconded by: Bill McNeer

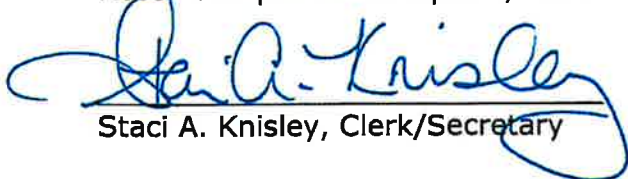
Ayes: Kochis, McNeer, Burns, Ferguson, Kaper, and Szabrak

Nays: None

Abstentions: None

Absent: Bill Fagan

Resolution passed on April 8, 2019

  
Staci A. Knisley, Clerk/Secretary





**FAIRFIELD COUNTY AIRPORT AUTHORITY**

**CLIENT AUTHORIZATION TO BIND COVERAGE**

After careful consideration of Gallagher's proposal dated March 13, 2019, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

**POLICY OPTIONS:**

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Airshow Event Liability Coverage – ACE Property and Casualty Insurance Company – Quote \$882.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Airshow Event Liability Coverage – ACE Property and Casualty Insurance Company – Quote \$942.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Airshow Event Liability Coverage – ACE Property and Casualty Insurance Company – Quote \$1,153.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Airshow Event Liability Coverage – ACE Property and Casualty Insurance Company – Quote \$1,303.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Airshow Event Liability Coverage – ACE Property and Casualty Insurance Company – Quote \$1,363.00
<input type="checkbox"/>	<input type="checkbox"/>	Bind TRIA Terrorism Coverage – Quote available upon request

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

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**EXPOSURES AND VALUES**

We confirm the payroll, values, schedules, and other data contained in the proposal, and submitted to the underwriters, are compiled from our records and we acknowledge it is our responsibility to see that they are maintained accurately. If no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies.

We agree that your liability to us arising from your negligent acts or omissions, whether related to the insurance or surety placed pursuant to these binding instructions or not, shall not exceed \$20 million, in the aggregate. Further, without limiting the foregoing, we agree that in the event you breach your obligations, you shall only be liable for actual damages we incur and that you shall not be liable for any indirect, consequential or punitive damages.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

I have read, understand and agree that the above-information is correct and has been disclosed to us prior to authorizing Gallagher to bind coverage and/or provide services to us.

  
\_\_\_\_\_  
Client Signature  
4/18/19  
\_\_\_\_\_  
Dated

## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$595.94	n/a	March fuel fees	3/1-3/31/2019
Sundowner Aviation	\$1,620.10	n/a	March rent fees	2/1-2/28/19
Precision Overhead Doors	\$5,835.00	20513	maintenance on hangars	3/28/2019
Superior Petroleum Equipment	\$2,109.51	19949-PM	planned maintenance on fuel equipment	3/15/2019
CMT	\$3,535.00	203078	professional services for design, bid and construction of Rehabilitate Apron A & 11 pavements	1/26-2/22/19
CMT	\$1,993.25	202774	professional services for design, bid and construction of rehabitae Taxiway B lighting	1/1-1/25/2019
Total Invoices for 4.8.19 Board Meeting	\$15,688.80			