Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for April 12, 2021

Special Meeting to discuss the Strategic Planning for the Master Plan at 5:00 p.m.

Jon Kochis called the special meeting to order at 5:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Jon Kochis, Scott Richardson, Bill McNeer, Bill Fagan, and Rick Szabrak. Board Members absent were Glenn Burns & Michael Kaper. Also present were Staci Knisley, Greg Heaton, Bob Miller, Al Moyer, and Haylee Koester.

Mr. Kochis asked the Board to review the scope of work for the master plan. (See attached to minutes) He asked the Board to pose questions if needed. The purpose of the special meeting is to discuss improvements to the Airport for the next 10-20 years.

Mr. Miller with Sundowner Aviation reported on the demographics of their customers at the Airport. About 50% are here for private pilot's certificate for recreational purposes. About 25% come into get their commercial pilot certificate. pilots. The remaining 25% of pilots are tenants at the Airport and want to maintain their license. This is based on a survey they sent out in February. They received good responses. Other reports from the survey showed that customers will be flying more this year.

Mr. Richardson reported halfway through a 5-year cycle of huge retirements of pilots.

Mr. McNeer wants to narrow down if there will be a demand for pilots.

Mr. Richardson reported that the trend was to get your pilot certificate locally, move to Regionals, and move on up from there.

Mr. Heaton introduced Haylee Koester part of his staff with Crawford Murphy Tilly, Inc. (CMT).

Mr. Heaton reviewed the scope for the Master Plan.

Forecasts & Critical Aircraft

The FAA approved the grant reimbursement for the master plan only for the forecast numbers and the drawings. In the forecast, we will forecast the based aircraft. The forecast will be the number of based aircrafts, the type of aircraft, and the number operations. In that process we will find out what is the most demanding/critical aircraft on the field. The threshold for the activity is 500 operations or 250 flights. An operation is a landing and a take-off. In 2005-2007 the Airport was categorized as a B2 for the critical aircrafts. The category is based on its approach speed and wing speed on the aircraft. Identifying the category again for the most demanding aircraft on the field will help us determine what size is needed for the runway in the future.

Mr. Kochis reported that Company Wrench's type of aircraft might have the most demanding aircraft but may not meet the 500 operations.

Mr. Heaton recommended that we identify the aircrafts that come into the airport on occasion and document it the best we can.

Mr. Heaton reported that the Fairfield County Airport is not a towered facility. Data can be pulled down from the FAA for any aircraft that has a flight plan.

Mr. Heaton will talk to Airport Management (Sundowner Aviation) on how to capture the activity of aircrafts.

Mr. Heaton recommended that details on the growth of the airport be a part of the forecast.

Public Involvement

Mr. Heaton asked the Board to think about how they want to get the word out relating to the master plan.

Mr. Kochis reported that there is a meeting scheduled to update the Board of Commissioners on Tuesday, May 25.

Mr. Szabrak recommended to reach out to our Airport neighbors and tenants.

Mr. Heaton reported that they would create a schedule. We will push to go fast but can slow down at any time. Ordinarily the process takes about 12 months. The goal is to be far enough along to share our Capital Improvement plan (CIP) on our fall teleconference call with the FAA.

Mr. Szabrak reported that he and Mr. Kochis will build a stakeholder list.

Recess

Mr. Kochis stated that the Airport Board is in recess at 6:03 p.m.

Meeting to order

Jon Kochis called the Regular Meeting to order at 6:11 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Jon Kochis, Scott Richardson, Bill McNeer, Bill Fagan, and Rick Szabrak. Board Members absent were Glenn Burns & Michael Kaper. Also present were Staci Knisley, Greg Heaton, Bob Miller, Al Moyer, and Haylee Koester.

Approval to authorize Board Member Jon Kochis to lead tonight's meeting and sign all documents presented

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve to authorize Board Member Jon Kochis to lead tonight's meeting and sign all documents presented.

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

Opportunity for the Public to Address the Board
There was no public comment.

Approval of the Minutes for the March 8, 2021 Meeting
On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the minutes from the March 8, 2021 meeting.

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

Historical Aircraft Squadron (HAS) update
Mr. Moyer reported that there will be an invoice from Mid-State Tire for the 5010-tractor repair. The tires were flat. They sealed the rim and put another core in.

Sundowner Aviation/Airport Manager Update – Monthly Board Report

a. Monthly Report

Mr. Miller presented the Airport Management Monthly Report. (See attached to minutes)

Mr. Miller reported that the biggest problem for management is the lack of hangar availability. There are 22 on the waiting list for hangars. The other issue is there is a demand for pilot training. To expand our business, we need more hangars to store aircrafts. There is a shortage of hangars everywhere. The demand is for box hangars. He looks at this as an opportunity for the Airport to build new hangars.

Mr. Heaton stated that if the demand is there, the prices for hangars will not get any cheaper.

Ms. Knisley stated that the Board of Commissioners are responsible for all debt and capital at the Airport. The funding and project would have to be approved by the Board of Commissioners.

Ms. Knisley asked if all 22 people on the hangar waiting list have aircrafts. She reported that in the last few years, there were many people on the waiting list that could not commit to a lease agreement because they were waiting to purchase an aircraft.

Mr. Miller had no knowledge of whether the current waiting list people had aircrafts or not.

Mr. Kochis confirmed that Pat Rooney said there was an element of not having aircrafts for those people on the waiting list.

Mr. McNeer reported that the hangar rates are based on the cost per square foot. The costs are currently not based on location. Rates were not increased for 2021 based on the unknown of the Pandemic.

Standing Committee Updates:

Airport Improvement – Jon Kochis

a. **Engineer's Summary Report –Crawford Murphy Tilly, Inc. (CMT)**
Mr. Heaton reviewed the CMT report. (See attached to minutes)

The FAA FY2021 & the ODOT grant applications are due the 1st week in May. CMT proposes three (3) agreements to be approved for the grants.

Approval of the CMT agreements for the Master Plan, Taxiway B rehab design agreement, and Airfield Drainage project Design Services

On motion of Rick Szabrak and second of Scott Richardson, the Fairfield County Airport Authority voted to approve the CMT agreements for the Master Plan, Taxiway B rehabilitation design agreement, and Airfield Drainage project design services. (See attached to minutes – 3 agreements)

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

Approval to proceed with the application for the FY2022 Ohio Airport Grant program from the Office of Aviation/Ohio Department of Transportation (ODOT)

On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority voted to approve to proceed with the application for the FY2022 Ohio Airport Grant program from the Office of Aviation/Ohio Department of Transportation (ODOT)
(See attached to minutes)

Voting aye thereon: McNeer, Szabrak, Kochis, Richardson, and Fagan

Absent were: Burns & Kaper
Motion passed.

b. **South Access Road/Culvert Repair**
No update was given.

c. **Storm Water System Rehab**
- SWP3 2nd quarter report

The SWP3 quarterly report for the 2nd quarter was done by Fairfield County Soil & Water. The Board reviewed the report. (See attached to minutes)

Mr. Kochis reported that the stockpile of dirt will be removed this year to fill the holes around the airport. He passed on to Jimmy Shad to label containers that are outside the maintenance hangar. He reported to Soil & Water that the hydraulic leak was from the snowplow truck and that the snow and ice prevented them from using something to absorb it.

- Tile Repair
Nothing new to report.

- SE field drainage problems
Nothing new to report.

Strategic Planning Committee – Bill McNeer, Jon Kochis, Rick Szabrak
Nothing new to report.

Community Relations – Michael Kaper (absent) & Rick Szabrak
Mr. Szabrak reported that he had inquiries relating to Young Eagles. He referred them on to HAS.

Mr. Kochis recommended Facebook for the Airport be updated. He has social media staff that can take care of it.

Mr. Szabrak will give Mr. Kochis the access to update the Airport's Facebook.

Facilities and Grounds – Michael Kaper (absent) & Bill Fagan
Nothing new to report.

FBO Liaison – Scott Richardson
Mr. Richardson reported that the motors in Hangar O6 were repaired. He spoke with Pat Rooney.

Ms. Knisley reported that the invoice is included in tonight's payment of bills total.

Finance - Glenn Burns (absent)

a. Financial Reports

The Board reviewed the following financial reports:

- 2021 Budget Year to Date and Projection
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

b. Payment of Bills

- **Approval for payment of bills totaling $4,009.88**
  On motion of Bill Fagan and second of Bill McNeer the Fairfield County Airport Authority Board voted to approve the payment of bills totaling $4,009.88 (See invoice summary attached to minutes)

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

- **Motion to approve retroactively March payment of invoices totaling $ 61,645.27**
  On motion of Rick Szabrak and second of Bill Fagan the Fairfield County Airport Authority Board motioned to approve retroactively March invoices totaling $61,645.27. (See attached to minutes)

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

Security & Safety – Jon Kochis & Bill McNeer

a. Security Letter to tenants
Mr. McNeer reviewed with the Board the draft security letter to tenants. He is concerned that aircrafts are kept secure. He proposes this be sent to all tenants.

Ms. Knisley will send out by email and US mail. (See attached to minutes)

Tenant Relations – Glenn Burns (absent) & Bill Fagan

a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

Ms. Knisley reported that the tenant in P20 is past due. The last payment was June 2020. Sundowner Aviation reported at that time that the tenant was vacating. She reached out to him at that point and never received confirmation that he terminated his lease. Mr. Rooney confirmed last week that the aircraft is still in the hangar.

Mr. Miller asked what the next steps are.

Ms. Knisley sent an email this week related to the past due amounts. The next step is a letter to be sent for possible termination and then follow-up with the Prosecutor's Office if there is no response from the tenant.

Web – Bill McNeer & Rick Szabrak
Nothing new to report.

Old Business

a. Fuel Truck repairs with Primeflight Aviation
Mr. Kochis reported that the truck should be completed by April 19. There was a military order that bumped us. He will follow up this week.

b. EAA proposal for the former Medflight Property
Mr. Kochis reported that Human Resources & Risk Management reviewed the proposal. The agreement is ready for the Board of Commissioners agenda.

c. Snow Removal Equipment (SRE) Facility
Mr. Kochis reported that the rebid is scheduled for May. The county has a need for an additional building for the county SWAT. This would house their armor and their vehicles. It is a good fit for us in his opinion. There would be 2 structures. The building will be consistent with ours.

Mr. Miller liked the idea. There would be an increased presence at the Airport.

d. HAS equipment storage (discuss in June)
Nothing new to report.

e. Lease addendum for outside storage
Mr. Kochis reported that the addendums were sent to Mr. Rooney for tenants in R1 & R4 to sign.

Mr. Miller will follow up with Pat Rooney for status on the addendums.

New Business

a. Mr. Kochis reported that Soil & Water donated to the Airport two (2) propane canons. They could be used to scare away birds in the standing water areas. For now, we will just store the canons.

b. Mr. Kochis reported that the Engineer's Office will transfer (donate) another truck for snow plowing in exchange for one that they donated 2 years back. They have an EPA grant that will issue a rebate for the exchange.

Informational

None.

Calendar of upcoming events and other important dates

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

a. Meeting with Board of Commissioners, Tuesday, May 25, 2021 @ 9:30 a.m. relating to Economic Development & Master Plan at the Airport (Rick, Bill F. and Jon to attend)
b. CMT Master agreement expires 9/9/2021 (option to extend 3 one-year extensions)
c. FBO Agreement expires 12/31/2021
d. Legal Services agreement with County Prosecutor expires 12/31/2021
e. FAA lease for space expires 9/30/2022
f. HAS mowing and snow removal contract expires on 9/30/2022
g. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
h. Hangar J Lease agreement expires 12/31/22
i. Insurance Coverage lock in rates expire 12/31/22
j. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:16 p.m.

Next meeting is a special meeting to discuss the Master Plan on Monday, May 10, 2021 at 5:00 p.m with the regular meeting following at 6:00 p.m. at the Airport Terminal 3430 Old Columbus, Road NW, Carroll Ohio

Meeting minutes for the April 12, 2021 meeting were approved on May 10, 2021

Absent
Glenn Burns

Aye
Bill Fagan

Aye
Rick Szabrak

Aye
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

Monthly Board Report 2021

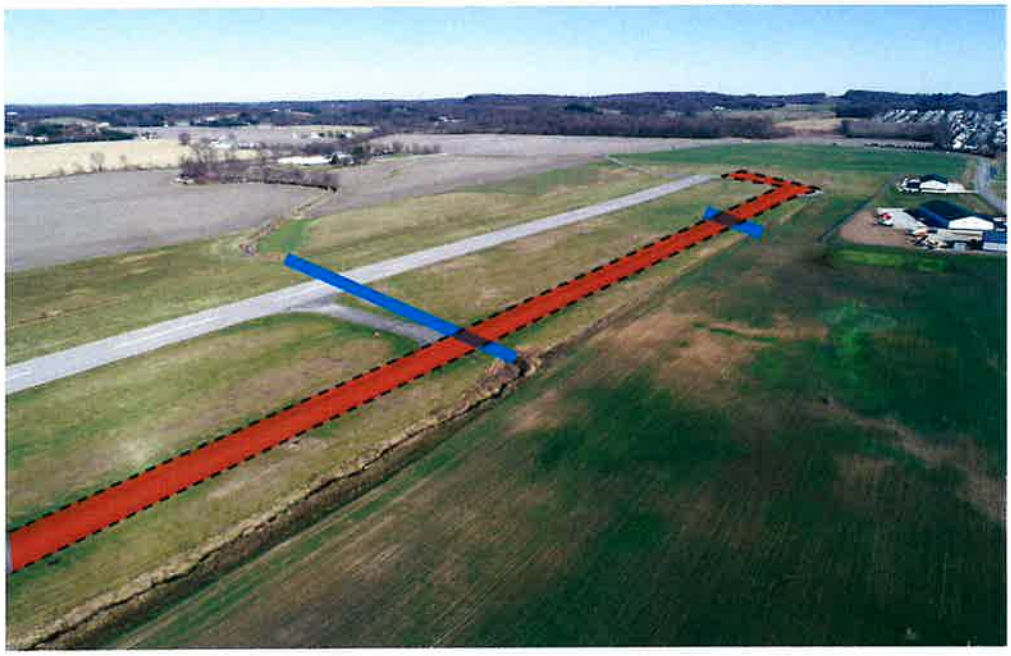
ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
T HANGAR	72/72	72/72	72/72									
OCCUPANCY	12 Waiting		22 Waiting									
R HANGAR	6-Jun	6 of 6	6 of 6									
OCCUPANCY	4 Waiting											
NEW LEASES	0	0	0									
OVERNIGHT	0	0	0									
FUEL SALES	2395.02	1739	5221									
100LL	$ 10,131.84	$7,179	$22,684.40									
FUEL SALES	1265.9	177	273.5									
JET A	$ 4,064.10	687.69	$882									
# OPERATIONS	1800	1000	2700									
HANGAR	0	1 elec	1 Motor									
ISSUES			transmission									
PUBLIC	0	0	0	0	0	0	0	0	0	0	0	0
COMMENTS												
FAA	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
INCIDENTS												

Fairfield County Airport Authority
Board Meeting, April 12, 2021

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.

2. FY 21 FAA AIP Grant Application
   Master Plan – Agreement needs executed. Kick off this evening.



   Rehab Taxiway B and Improve Airfield Drainage – Design only included in FY21 grant application.

3. SRE Storage Bldg – Bidding to be redone in June 2021.

4. OH FY 22 State grant application – Obstruction Removal.
   a. Proposed scope
   b. Application requirements review
   c. Resolution

5. Action Items:
   a. Master Plan Agreement approval and execution.
   b. Taxiway B Rehab design agreement approval and execution.
   c. Airfield Drainage project Design services

2021 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

WITNESSETH, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

Prepare Master Plan Update in accordance with FAA's SOP 2.0 and attached Scope of Services.

NOW THEREFORE, the **ENGINEER** agrees to provide the above described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

☒ On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.

☐ At the lump sum amount of $_____.

IT IS MUTUALLY AGREED THAT, payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**.

IT IS FURTHER MUTUALLY AGREED:

Fee shall be invoices at a not-to-exceed basis of no more than $335,000.00.

The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This **AGREEMENT** is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 12th day of April, 2021.

CLIENT:

Fairfield County Airport Authority
(Client Name)

(Signature)

Jon Kochis, Board Member
(Name and Title)

4/12/21
Date

ENGINEER:

CRAWFORD, MURPHY & TILLY, INC.

(Signature)

Greg Heaton, Vice President
(Name and Title)

4/7/21
Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed $50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

8. Risk Allocation ☐ Check box if this does not apply

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of $50,000, whichever is greater.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT**, **ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2021

Classification	Regular Rate
Principal	$ 230
Project Engineer II Project Architect II Project Manager II Project Environmental Specialist II	$ 220
Project Engineer I Project Architect I Project Manager I Project Environmental Specialist I Project Structural Engineer I	$ 190
Sr. Structural Engineer II	$ 175
Sr. Technician II	$ 160
Aerial Mapping Specialist	$ 155
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	$ 150
Technical Manager II Environmental Specialist III	$ 140
Sr. Technician I	$ 135
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	$ 130
Environmental Specialist II Technician II	$ 115
Planner I Technical Manager I Environmental Specialist I Technician I Project Administrative Assistant	$ 95
Administrative/Accounting Assistant	$ 60

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2022.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

Fairfield County Airport Authority
Airport Master Plan

Scope of Work

PROJECT SCHEDULE

CMT anticipates the completion of the First DRAFT of the ALP and all Master Plan Documents 12 months from a written Notice to Proceed or receipt of the signed agreement. Final schedule for completion to be based on FAA review and approvals. CMT will not be responsible for FAA or Owner delays but will work with the Owner and its representative and take any necessary actions to keep the project on schedule, should delays begin to occur, due to review and approval times.

Task 1 GRANT AND PROJECT ADMINISTRATION

1.1 Project Management: This task includes a scoping exercise to define the goals, preparing a project plan, team meetings, sub-consultant coordination and any special issues associated with the proposed planning project. Project meetings by the PM once a month are included over a 12–18-month period.

1.2 Grant Administration and Coordination: Grant administration will be performed by CMT and will include preparing/submitting FAA quarterly reports, FAA pay request with invoice preparation for the Owner's submissions, project setup and closeout (FAA SF-429) and pay requests. The Consultant will provide supporting information as required for the Owner to generate FAA/ODOT requested reports/documents. Project duration is estimated at 12-18 months and the Consultant is not responsible for FAA/ODOT (agency) and Owner delays.

Task 2 PUBLIC INVOLVEMENT PROGRAM, VISION & MISSION STATEMENTS

2.1 Airport/Fairfield County Airport Authority Public Involvement Development Meetings: This task is to assist the Fairfield County Airport Authority in establishing the Public Outreach Program, Identifying/Coordinating with Key Stakeholders, finalizing project meeting and delivery dates (consultant coordination) and discussing with the Owner the Vision and Mission of the Airport to ensure the direction of the plan is prepared as the project moves forward. This task includes the development of a tenant/user survey to be distributed and collected electronically.

2.2 Public Information Meetings: This task includes Key CMT personnel (Senior PM, Senior Planner and Senior Engineer or more as required) to attend up to a maximum of three (3) Public Meetings and preparation meetings (onsite or over conference call). CMT is to prepare exhibits and presentations detailing the project elements or components at each meeting as requested by the Owner. The Fairfield County Airport Authority will be responsible for securing the venue. It is anticipated that meetings will be held at the Airport, on Fairfield County Airport Authority Property or Fairfield County Commissioner owned facilities.

2.3 Technical Advisory Committee (TAC) Meetings: This task includes Key CMT personnel (Senior PM and Senior Planner or more as required) to attend up to a maximum of four (4) TAC meetings and preparation meetings (on-site or over conference call). CMT will prepare exhibits and presentations detailing the project elements or components at each meeting as requested by the Owner. CMT will be running the meetings but the Fairfield County Airport Authority is responsible for securing the venue. It is anticipated that meetings will be held at the Airport, on Fairfield County Airport Authority Property or Fairfield County Commissioner owned facilities.

2.4 Prepare Draft Chapter: Documentation of the public involvement program should appear in an appendix to the Master Plan. Copies of committee rosters, meeting minutes, advertisements, public comments and other elements of public involvement will be included.

Task 3 ENVIRONMENTAL OVERVIEW

This element includes an environmental overview of the airport property and immediate surrounding area. It is not intended to provide the detail of a categorical exclusion, environmental assessment, or environmental impact statement. Rather, it provides a summary of potential environmental impact associated with future development of the airport.

3.1 Environmental Research: This task will include environmental research in each of the NEPA environmental review categories via public sources and previous studies completed at the airport. The Fairfield County Airport Authority is to provide all available previous studies, reports

or evaluations (e.g., wildlife management studies). No field reconnaissance (e.g., wetland delineation) will be included under this task.

3.2 Summarize Findings for each Environmental Review Category: Findings in each of the review categories will be summarized with exhibits where appropriate.

3.3 Identify Key Environmental Permits: Key environmental permits from local, state, and federal agencies will be identified for future airport improvements by CMT.

3.4 Prepare Draft Chapter: A draft chapter of the environmental overview described above will be prepared and submitted to the Owner and FAA for comment.

3.5 Wildlife Hazard Evaluation: The Fairfield County Airport Authority has previously completed a Wildlife Hazard Site Assessment under grant by the FAA. This assessment and its identified recommendations as well as information from the FAA Wildlife Database and other relevant area wildlife reports, as relevant, will be reviewed and incorporated into the Master Plan Update accordingly. This task will provide any supplemental observations or documented wildlife interactions that have occurred since the WHSA was completed and the first phase of airport wildlife fencing in an effort to provide any information relevant to proposed ACVIP adjustments in regard to previously identified WHSA recommendations.

3.6 Noise Contour Development: The CMT Team will prepare one set of Day-Night Average Sound Level (DNL) runway contours reflecting the future (15- or 20-Year Master Plan Development) with-project case for KLHQ. The DNL contours will be prepared in five-decibel increments from DNL 60 to 65dB. The DNL contours will be placed over a base map of the KLHQ environs and on the Airport Layout Plan (Land Use Development).

3.6 A Data Collection and Review: Data developed in Task 5 as obtained through discussion with the Owner, FBO and Tenant operators including aircraft type, arrival/departure runway, time of the operation and destination will be used to determine the basis of the noise contour

input file for the Aviation Environmental Design Tool (AEDT), including total operations by operator category, aircraft type, runway usage, stage length and times of day for each aircraft type.

3.6 B AEDT Input Preparation: The data collected in Task 3.6A will be converted into a format that can be used in the most recent version of the AEDT (currently AEDT 2d). This includes identifying the specific AEDT-approved aircraft types for the actual aircraft operating at KLHQ.

3.6 C Noise Exposure Computation: Based on information developed in previous tasks, noise exposure levels will be determined using the latest version of AEDT. 60 and 65 DNL contours will be developed. The contours will be overlaid on base mapping developed for the project.

3.6 D Technical Summary: A brief summary will be prepared describing the DNL contour development process. The narrative will discuss the assumptions, input data and characteristics of the contour in detail. Information from the technical summary including a graphical depiction of the contours will be included in the Chapter 3 section.

Task 4 INVENTORY OF EXISTING CONDITIONS- This element consists of collecting, researching, and compiling data, and analyzing information obtained from the inventory process. This includes the following tasks:

- *Airport Business Plan:* This element to the developed by the Airport staff and provided to CMT for inclusion in the final plan document, if applicable.

4.1 **History of Airport**: An overview of the history of the airport will be conducted.

- *Airport Vision/Mission*: An overview of the airport's mission, serving Fairfield County and area aeronautical users, as well as the economic vitality of central Ohio. This section will describe the Fairfield County Airport Authority economic development efforts currently underway at the airport, and its potential to expand those activities in the future.

4.2 Regional Setting: The regional setting of the airport and surrounding land use will be described.

4.3 Inventory and Description of Existing Facilities: The existing facilities at the airport will be described including the runways, taxiways, lighting, markings, signage, aprons, fueling, terminal, and parking. A hangar inventory will also be conducted that includes dimensions and existing storage. Additionally, the runway PCN's will be listed (Owner provided information).

4.4 On-Site Inventory Validation: Provide for one day of on-site validation of the Inventory and Existing Facilities identified in task 4.3 above to ensure accuracy of the technical report.

4.5 Describe Surrounding Airports: The surrounding airports will be described including their activity, primary runways, and best navigational aids. The surrounding airports description shall include FAA ASSET classifications status and OH Airports Focus Study information, dated 2014.

4.6 Review Airspace/Air Traffic Control Considerations: The existing runway approach surfaces and obstructions, runway protection zones, runway safety areas, obstacle free zones and runway/taxiway spacing. Location and condition of each facility will be noted.

4.7 Review Airport Financial Data: The broad categories of operating revenues and expenses will be summarized to show how the airport funds its capital development program.

4.8 Tally and Analyze Users Survey: The user surveys distributed under Task 2 will be tallied and summarized.

4.9 UAS Conditions Inventory: Not applicable.

4.10 Facility Condition Assessment Verification: This task will cover a cursory review of all airport buildings with an Individual Building Condition Assessment and the preparation of a

simple individual report for each noting any significant conditions and recommendations to the building systems.

4.11 Prepare Draft Chapter: The documentation of existing airport conditions will be summarized into drawings, tables, aerial photographs, and exhibits, where possible, for ease of understanding and use. A draft chapter will be prepared and submitted to the Owner and FAA for comment.

Task 5 AVIATION FORECASTS- Forecasts of future levels of aviation activity are the basis for determining the need for new or expanded facilities. This task will include the preparation of a reliable activity baseline, selection of an appropriate forecast methodology, development of a forecast, comparison of that to the FAA Terminal Area Forecast for reasonableness, and submittal of the forecasts to the FAA for approval. These forecasts will be for general aviation activity only; no passenger service or enplanements will be included since there is no scheduled passenger service at the airport nor is it anticipated in the foreseeable future. Specifically, the following elements are included in this task:

5.1 Data Collection: The aviation activity measures identified for this general aviation forecasting effort are based on aircraft and operations. This element includes acquiring the following historical data:

- Historical total based aircraft.
- FAA Data: TAF; FAA Aerospace Forecast; FAA NBAI Current data to be provided by Airport Sponsor as only the airport has access to FAA web site; IFR Flight Plans for Preceding Year; and future projections.
- New hangar/tenant information including Academic Strategic/Growth Plans (Operations and Fleet Mix Changes) and existing construction projects underway.
- Community and Region Socioeconomic Data.

5.2 Fleet Mix: The Fleet Mix of the current based aircraft will be determined from airport activity logs, NBAI data and other flight tracker databases, and tenant/user records as available.

5.3 Critical Aircraft and Current Airport Reference Code: From the data collected in a previous element, the Consultant will identify the category for each based aircraft and each transient aircraft on an IFR flight plan during the preceding year(s). These will be tallied to determine the largest category of aircraft conducting 500 annual operations at the airport, thus indicating airport's reference code (ARC) for each runway. Should the sponsor identify the desire to explore the viability and justification for an extension to the primary runway and thus the exploration of critical aircraft and proposed activity in support of this will be accomplished. During this activity, if identified, refence will be made to AC 150/5100-17, Critical Aircraft and Regular Use Determination. Additionally, taxiway design groups (TDG's) will be determined for each taxiway.

5.4 Forecasts: Working from information gathered in previous elements, aviation forecasts will be prepared based on the following items:

- Prepare trend forecasts for based aircraft and aircraft operational activity and determine if statistically significant, correlated, and viable.
- Prepare market share (US GA Market) forecasts for based aircraft and determine if it is statistically significant, correlated, and viable.
- Based on socioeconomic data; prepare regression forecasts for based aircraft and operational activity, determine if it is statistically significant, correlated, and viable. The Master Plan will clearly identify actual information and local or area socioeconomic information utilized in the development of forecast factors.
- Include discussion of trends and impacts identified /experienced at the airport during the COIVD-19 National Health Emergency and experienced recovery to date.
- From above, prepare based aircraft and operations forecast envelope of low, baseline, and high if applicable.
- Prepare projections of peak characteristics for peak month, design day, busy day, and design hour for similar low, medium and high forecasts.

- Prepare instrument operations forecast in support of instrument approach capabilities at LHQ.
- Prepare planning activity levels and triggers for specific project requirements.
- Prepare based aircraft fleet mix forecast.
- Prepare local and Itinerant split operations forecast.
- Compare the final forecast envelop with the TAF describing any reasons for excessive differences.

5.5 Forecast Report: This element includes organizing background information, analyses, and findings of the forecasting work effort and preparing a summary draft report. The draft report will detail the results of the forecasts and will organize the rationale upon which selected forecasts are based. A comparison of the selected forecasts to the FAA's TAF will also be included in this draft report. The forecasts will be submitted to the Owner and then FAA for approval prior to beginning other dependent tasks by the Consultant. FAA must approve Forecast.

Task 6 FACILITY REQUIREMENTS

Under this element, any additional facilities that are needed to meet the forecasted activity are determined.

6.1 Summarize Forecasts, Survey Results, and Airport Reference Code from Critical Aircraft: This task begins with summarizing the forecast, survey results, and the ARC from the current critical aircraft. An assessment is then made of the ability of existing facilities to meet current and future demand.

6.2 Determine Airfield Capacity: A detailed airfield capacity analysis will not be performed as part of this scope of work. A cursory review of the operations and fleet mix will be conducted to verify the runway capacity of Runway 10/28.

6.3 Wind Analysis: The most recent ten (10) years of Wind Data will be acquired, and wind rose prepared and resulting wind coverages computed for the airport.

6.4 Weather Analysis: A comparison of Instrument Approach Procedures against weather data acquired will be performed to determine if pursuit of lower minimums is justifiable.

6.5 Landside & Airside Facility Requirements: Airside and landside requirements as outlined in FAA advisory circulars including 150/5235-4B, Runway Length Requirements, and others as appropriate are determined and will reflect such items as: Pavement strength; Runway length; Crosswind runway wind coverage analysis; Transient apron/corporate hangars; T-hangars; Capacity analysis (ASV); Airspace requirements; NAVAIDS; Marking and lighting; Aircraft parking aprons; Fueling facilities; Terminal building; Auto parking; Maintenance functions and roadway access.
The Fairfield County Airport is somewhat site constrained with the proximity of OH business Route 33 to its west perimeter and a previously relocated Fairfield County owned Election House Road (relocated as part of prior airport project) to its east perimeter. As such, the Master Plan does not anticipate a short-term runway extension potential, but the Mater Plan would seek to identify the ultimate potential for an extension based on these reasonably significant site constraints. Advisory Circular 150/5100-17, Critical Aircraft and Regular Use Determination will be referenced to identify current critical aircraft supporting the current facilities.

6.6 UAS Integration Requirements: FAA AC 150/5070-6B Airport Master Plans, Section 802 identifies emerging trends (including unique trends for a specific airport as not all are equal) as a part of the Facility Requirements Chapter. UAS operations are not currently being conducted at LHQ Based on tenant feedback in Task 4.9, future airside and airspace needs will be evaluated to determine if facilities may be required to support future integration of these operations.

6.7 Draft Chapter: A draft Facility Requirements chapter will be prepared summarizing all the above data and will be submitted to the Owner and FAA for comment.

TASK 6A FAA MODERNIZATION & REFORM ACT OF 2012 AND SUSTAINABILITY INITIATIVE

Under this element, the new requirements of H.R. 658 - FAA Modernization and Reform Act of 2012 and FAA Guidance on Airport Recycling, Reuse, and Waste Reduction Plans Memorandum (effective date of 9/30/2014) will be addressed. This element is not meant to include the level of effort required for a full sustainable management and operations plan or produce a baseline assessment of waste and emissions; rather, it is meant to address the beginning steps toward reducing the airport's environmental impact and pursing fiscal self-sufficiency. Specifically, this task will include the following:

- Policy Statement: A sustainability policy statement will be developed through coordination and approval of the airport director and Fairfield County Airport Authority staff.
- Airport Recycling/Waste Areas Facility Overview: This shall include a general overview of the airport. It shall describe any existing program the County/Authority or Airport currently has in place today and areas over which the airport has no direct control but may have or may not influence. It shall include information on the airport or cities current waste management program and how they fit together. Drivers for implementing the recycling program will be discussed as well as surrounding facilities that support airport recycling (if any) including those that have been used in the past and for what materials. The performance of these facilities should be evaluated. Existing and future waste/recycling locations shall be included on a basic map or aerial image.
- Waste Audit: This task will identify and document the source, composition and baseline quantity of waste streams generated at an airport (annually).
- Review of Recycling Feasibility: Describe the technical and economic factors affecting the airports ability to recycle (e.g., market conditions, logistics, contractual issues, local rules and other factors). It shall describe any federal, state or local guidelines/policies that aid/hinder recycling efforts.
- Review of Airport Waste Contracts: This task shall describe current contracting for waste management at the airport, how existing contracts encourage or impede the purchase of environmentally preferred products, identify tenant leases or service contracts issues or

concerns including the potential to update or incorporate in next agreement update and how these contracts are funded.

- Review of Waste/Recycling Revenue Generation: This task includes Identifying the potential recommendations for cost savings or revenue generation based on financial review of the program and its components (e.g. identify where recycling could cost less than landfilling).
- Proposed Plans to Minimize Solid Waste Generation: This task shall document the finale recycling, reuse, and waste reduction program recommendations with objective targets.
- Draft Chapter: A draft chapter will be prepared summarizing the above and submitted to the Owner and FAA for comment.

TASK 7 ALTERNATIVES DEVELOPMENT AND EVALUATION

This part of the master plan brings together the results of the previous elements of the planning process to identify and evaluate critical alternatives for meeting the needs of airport users and the aviation demand, as well as the strategic vision of the airport sponsor. This element includes the following tasks:

7.1 Airside and Airfield: This task will include identifying airside or airfield development (runways, approaches, taxiways, etc.) alternatives and basic impacts based on the aviation forecast and facility requirement findings. Alternatives that are anticipated include but are not limited to the following: north side development options, terminal access connections, and corporate hangar development locations. The scope includes up to 5 alternatives but not less than 3 most feasible alternatives for runway length analyses. Apron, terminal area, and hangar alternatives will include at least 3 feasible alternatives for comparison, evaluation and future implementation documentation. Evaluation criteria will include identification of strengths and weaknesses in operational effectiveness, financial costs, environmental, impact to airport surrounding properties at minimum. Additional criteria may be established during the stakeholder involvements identified in Task 2.

7.2 Landside: This task includes identifying landside development (aprons, hangars, buildings, fueling, etc.), alternatives and basic impacts to meet the aviation forecast and facility requirement findings. Evaluate the potential for lands inside the airport boundary to be used for non-aviation purposes (i.e., farm operations) and the regulations surrounding those activities.

7.3 Environmental Issues: This task includes identifying known environmental considerations associated with alternatives being evaluated.

7.4 Critical Factors: This task includes considering other critical factors that can be reasonably determined for planning such as: approaches, setback criteria, long term planning, terminal and support improvements, public development around the airport, and cost implications.

7.5 Agency Comments: This task includes identifying incorporate any early agency review comments from the FAA into the alternatives.

7.6 Exhibits: This task includes preparing and presenting required exhibits/documents to the sponsor with recommendations at a scheduled meeting. At this meeting the sponsor is required to identify preferred proposed development alternatives based on alternatives options. The sponsor is also required to identify why other options were not preferred.

7.7 Alternative Evaluation Coordination and Review: This task includes coordinating and reviewing work to ensure alternatives and evaluations represent a comprehensive approach to airport development and improvements and provide cost estimating. Alternatives will be reviewed with the ADO prior to submitting the ALP and Report to the FAA.

7.8 Zoning: This task includes a review of zoning ordinances around the airport and recommending any needed improvements based on the preferred alternatives selected by the airport.

7.9 Draft Chapter: This task includes preparing a draft alternatives development and evaluation chapter and submittal to the Owner and FAA for comment.

Task 8 AIRPORT LAYOUT PLAN (ALP) SET

The ALP is a set of drawings which depict the existing airport facilities and proposed developments based upon the results of the aviation activity forecasts, facility requirements, and alternatives analysis elements of the master plan. This is the one of the two elements of the airport master plan that is approved by the FAA. The ALP set will be developed in accordance with the FAA Standard Operating Procedure 2.0 for FAA Review and Approval of Airport Layout Plans (effective date of 10/01/2013). A copy of SOP 2.0 marked with included scope items is attached. The existing ALP elements must be photographed, mapped electronically, surveyed and data developed in accordance with AC 150-5300- 16B, 17C, 18B and as approved by the FAA Detroit District Office for ALP's. The proposed ALP elements developed must meet specific design criteria as outlined in AC 150-5300-13 – Airport Design. The Consultant reserves the right to combine sheets, plans, profiles or other as determined necessary for the development of the ALP set (except for the Existing and Proposed ALP which will be kept separate). The specific tasks under this element include the following:

8.1 ALP/GIS Imagery acquisition, Mapping, Survey and Data development

All ALPs developed today must meet the FAA's electronic standard of its district office requirements. At a minimum, the FAA Detroit District Office requires survey, imagery acquisition and any data development to be done in accordance with FAA AC 150/5300-16B, 17C and 18B with an approved statement of work. As a general approach, this planning analysis is to comply with the guidelines discussed in FAA's Advisory Circular 150/5300-16BA, 17C, and 18B, change 1. This task will produce "limited" airport data that is consistent with FAA's Geographic Information Systems (GIS) and electronic Airport Layout Plan (ALP) requirements. The primary airport planning services and related deliverables to be performed and completed in this task include:

1. Geodetic Control & Surveying
2. Aerial Photography

3. Planimetric Mapping
4. Obstruction Survey
5. Airports GIS Database

The Procedure Development and Airport Master Plan base map surveys will be completed to the specifications of
Table 2-1, Airport Layout Plan (ALP) column, of FAA Advisory Circular 150/5300-18B, Change 1. FAA must review and approve all GIS Statements of Work before submitting to the FAA Airport's GIS (ADIP).

Objective

The objective of this task is to prepare data for the Fairfield County Airport Authority Airport (KLHQ) that is compliant with Federal Aviation Administration's (FAA) Advisory Circulars 150/5300-16B, 17C and 18B, change 1, and submit safety critical data and the typical feature classes required for an Airport Layout Plan (ALP) to the FAA's Airports Geographic Information System (ADIP) website. Specific services to be performed by the consultant team in this task include the following:

8.1.A – Register with FAA's ADIP Website

Register with FAA Airports GIS Website – A first step in any FAA Airports GIS project is for the airport sponsor to obtain credentials to log into the FAA's Airports GIS website and then to set up a new project on this site. For this project, there will be two Airports GIS projects established; one for the safety critical obstruction survey file, and one for the non-safety critical ALP mapping components. All data prepared and submitted to the FAA will be loaded into these projects on the FAA site. CMT will prepare a Statement of Work documenting the scope of the project and upload it to the ADIP web site on Fairfield County Airport Authority's behalf. CMT will also manage communication and support the Fairfield County Airport Authority with making submittals to the FAA through the ADIP website.

8.1.B - Establish Geodetic Control

CMT will perform surveying related services in accordance with FAA Advisory Circular 150/5300-16B including the following: • Investigate the location/condition of existing survey monuments by utilizing GPS equipment, sketches, and field photography. • Validate the position of airport survey control monuments to include Primary Airport Control Stations (PACS). Reestablishing PACS or establishing Secondary Airport Control Stations (SACS) is not included in the scope of this task. If necessary, CMT will work with the Fairfield County Airport Authority to perform this work under a separate agreement. • Since KLHQ contains one (1) PAC and two (2) SACS, these marks will be utilized as the basis for control. If the PACS/SACS appear to have been disturbed or are destroyed, CMT will establish the position of Temporary Survey Marks (TSMs) to be utilized in accordance with AC 150/5300-16B.

8.1.C - Collect Aerial Photography

CMT will complete the aerial imagery related services in accordance with FAA Advisory Circular 150/5300-17C including the following:

- Prepare and upload an Imagery Plan to the ADIP website. Limits of the imagery are shown at the end of this section in Exhibit "A".
- Plan flights for ortho-rectified aerial imagery.

Note: The aerial imagery specifications include the following:

- *True color aerial imagery*
- *Geo-referenced and Ortho-rectified to NAD 83 OH South, US feet – Horizontal Datum (State Plane*
- *Coordinates), NAVD 88 – Vertical Datum*
- *Imagery covering the limits of all the Airport Airspace Analysis surfaces.*
- *Imagery at appropriate scale covering the Topographic/Planimetric Mapping limits as shown in Exhibit "B".*
- *Seamless mosaic*
- *GeoTIFF and ECW electronic file format deliverables*

- CMT proposes to use LIDAR data and Imagery to create a Digital Elevation Model (DEM) for image orthorectification meeting FAA standards for Airport Layout Plan Development (2 ft. Contours).
- Establish photo recognizable ground control when possible, in the event a photo recognizable point cannot be found, a painted or cloth photo control target will be utilized.
- It is anticipated that the flight missions will be conducted no later than September 2021 in order to ensure the Imagery contains full "leaf-on" coverage.
- Develop and submit Imagery deliverables to the Fairfield County Airport Authority, NGS, and the FAA as required by FAA, Advisory Circular 150/5300-17C.

8.1.D - Collect Field Survey Data

CMT will collect field safety critical survey data in accordance with FAA Advisory Circulars 150/5300-16B, 17C, and 18B, as applicable, including the following:

- Prepare and upload a Survey Work & Quality Control Plan to the ADIP web site.
- Identify approximate location of required survey control points using existing data and aerial imagery as a means of planning and streamlining fieldwork.
- Coordinate field access with KLHQ Operations staff as required.
- Locate and attribute the safety critical features as required by the above FAA Advisory Circulars. All survey data will be collected using Real Time Kinematic (RTK), Static GPS, or Conventional Electronic Distance Measuring (EDM) survey procedures. Some attributes will be populated in the field, while others are more efficiently populated in the office using data collected in the field and other resources.
- The CMT team will collect and submit existing runway centerline profile for Runway 10/28 according to the standards defined in the above FAA Advisory Circulars.

- Document collection of the position, elevation, and where required the appropriate navigational aid perpendicular point of all electronic and visual navigational aids located on or associated with Runway 10/28.
- Prepare a Final Survey Report upon completion of the project and uploaded to the ADIP website.

8.1.E - Complete Obstruction and Airspace Analysis

CMT will complete an Airport Airspace Analysis in accordance with FAA Advisory Circular 150/5300-18B including the following:

- An Airport Airspace Analysis will be completed for the existing Runway 10/28 in accordance with AC 150/5300-18B, 2.7.1.1 Runway with Vertical Guidance and 2.7.1.2 Analysis of Runways with Vertically Guided Operations.

Surfaces included in the analysis include:

- Vertically Guided Runway Primary Surface
- Vertically Guided Primary Connection Surface
- Vertically Guided Approach Surface
- Vertically Guided Protection Surface
- Vertically Guided Approach Transitional Surface
- Vertically Guided Horizontal Surface
- Vertically Guided Conical Surface

An Airport Airspace Analysis will be completed for the existing Runway 10/28 in accordance with the FAR Part 77 Imaginary Surfaces and TSS's. Surfaces that will be generated include (Non-Precision "C" for Runways 10 and 28, both existing and proposed future threshold locations:

- Primary surface
- Approach surface
- Departure surface
- Transitional surface
- Horizontal surface

- Conical surface

Collect, consolidate, and convert obstacle data utilizing newly acquired airport imagery, field survey data, OE/AAA,
and FCC obstruction data. CMT will provide a 3-dimensional merged Part 77 surface of the airspace at KLHQ to be used by the Fairfield County Airport Authority in being able to determine future potential issues, on new items to be constructed.

8.1.F – Planimetric Mapping (existing features)
CMT will develop planimetric mapping of the existing airport features in accordance with FAA Advisory Circular
150/5300-18B, including the following:

- Develop planimetric data of the existing facility using the using the Imagery acquired under Subtask 8.1.C according to the accuracy requirements specified in the above Advisory Circulars.
- The new planimetric data will be used as the basis for forming the point, line and polygon feature data required by the FAA, as well as the base map for the ALP sheets.
- Attribution of safety critical features or other features specifically called for in this scope that is required or calculable. These attributes will be entered into the GIS database for submittal to the ADIP website.
- Contours utilized for this project will be new 1' intervals generated from 8.1.C.

Once the mapping of existing features is complete, all data developed in Subtasks 8.1.C.D and E will be provided to the Fairfield County Airport Authority to perform a Quality Assurance review prior to uploading the data to ADIP. Upon the Fairfield County Airport Authority's acceptance of the data, CMT will upload the data developed in Subtasks 8A.4, 8A.5, and 8A.6 to the ADIP website. CMT will work with FAA, NGS, and the Fairfield County Airport Authority as necessary to obtain approval of the data.

It is very important to note that CMT is only creating an ADIP compliant deliverable originating from an AutoCAD format for the use with the ALP. Once the ADIP compliant deliverable is made to the FAA, the Owner may download the file in any of the three major GIS platforms for their use. The Part 77 airspace will be delivered to the Owner separately. In addition to the safety critical deliverable, a non-safety critical base map file with ADIP compliant features, which are attributed to the minimum requirements, will be created and submitted to the ADIP website. The scope of work currently does not include any CAD standards development.

8.1.G - Task Administration

During the task, bi-weekly teleconferences and monthly internal consultant team meetings will be conducted to identify and complete action items, monitor task schedule, and resolve any coordination and or production issues.

Representatives from this team will also participate in Project Kickoff, Project Progress and Final project meetings with the Fairfield County Airport Authority staff. The Consultant team will also join airport staff to brief FAA Airports District Office
(ADO) staff. The consulting team will provide on-site coordination with the Fairfield County Airport Authority to ensure that airport staff is aware of their role and provide the necessary inputs to the consulting team in a timely manner. The collection of required attribute data will require interaction and follow up.

8.1.H - Deliverables

CMT will prepare a final report documenting the survey procedures, supplemented with the ALP safety critical
dataset and other supporting graphics as necessary to document the ADIP/ALP process completed under Task 8.1.

A preliminary draft ALP safety critical dataset and final report (PDF and JPG Files) will be submitted to the Fairfield County Airport Authority for review and comment. A draft ALP safety critical dataset will then be submitted to FAA Airport District office (ADO) staff for review and approval. Upon receipt of FAA and or ADO staff comments, a copy of the final ALP safety critical dataset (at a minimum) and supporting final report will be prepared for submittal to the

Airports GIS website. CMT will provide PDF files, Word files and CAD files of the deliverables described above to the Fairfield County Airport Authority for reproduction by others. In addition, CMT will coordinate all GIS data with the County's GIS requirements.

8.1.I - ALP & ADIP Production Schedule

CMT anticipates completing the services discussed in Task 8.1 in approximately 12 months. CMT will ensure
that the project is completed in a timely and efficient manner however, there are certain elements such as weather,
FAA review durations, NGS review durations, master planning process, and other unforeseen circumstances that are
beyond the team's control. The following ALP plan sheets are anticipated to be developed as part of the scope. Also listed are basic elements to be included on each sheet.

8.2 Title Sheet: The existing cover sheet will be updated to include the following: titles, index of drawings, location
map, vicinity map, AIP Project Number.

8.3 Airport Layout Plan: This drawing depicts a combination of the existing and future facilities including the depiction
of all applicable design standards.

8.4 Airport Data Sheet: This drawing will be updated to include a wind rose and a wind rose table, abbreviations,
airport data, runway data; list of approved modifications to FAA airport design standards.

8.5 Existing Airport Layout Drawing: This drawing will be updated to include any new existing facilities including titles,
changes in airside, landside, and road pavement, changes in building configurations and navigational aids, and

legend.

8.6 Future Airport Layout Plan: This drawing will be updated to include any future facilities identified in the alternative analysis, including titles, changes in airside, landside, and road pavement, changes in building configurations and navigational aids, and legend.

8.7 Plan and Profile Sheets: This task includes preparing the existing and future plan and profile sheets for FAR Part 77 and AC 150/5300-13 Threshold Siting Surfaces Including Engineering Brief #99A (7/24/2020) as follows:

- Runway 10 Plan and Profile Part 77
- Runway 10 Plan and Profile Threshold Siting Surface
- Runway 28 Plan and Profile Part 77
- Runway 28 Plan and Profile Threshold Siting Surface

***NOTE**: Existing VAS 20:1 nighttime restriction obstruction will be identified on the plan and profile sheets.*

8.8 Imaginary Surface Map: This task includes preparing the imaginary surfaces map in plan view using the new aerial base map information developed in 8.1.

8.9 Terminal Area Layout and Existing Utility Plan: This map will include an update of the terminal area plan in areas with significant terminal facility development and identify critical utilities that support the airfield (as provided by the airport). The Consultant is not field surveying utilities.

8.10 Land Use Map: This map will be updated to include land uses and zoning on and surrounding the airport.

8.11 Exhibit A; Property Map: The previous ALP property map prepared for the airport will be updated and formulated into an Exhibit A Map as part of the deliverables meeting the FAA

Standard Operating Procedures (SOP) 3.00, Review of Exhibit A Property Inventory Maps (effective date 10/1/2013). A copy of SOP 3.0 marked with included scope items is attached. This map will depict the airfield, major buildings and roads with screened lines as required by the checklist and will identify how each tract/parcel of land was acquired (i.e., federal funds, surplus property, etc.). Meets and bounds of the outer property line will be included as part of the exhibit, however they outer property line will not be field surveyed for verification. The Consultant is not field surveying individual parcels or providing title certification. Owner to certify title.

8.12 ALP Quality Control / Quality Assurance: This task ensures that each ALP sheet plan is reviewed and evaluated for completeness/second opinion of FAA design criteria applications towards future airport improvements for the following stages of ALP development; Preliminary Review, Draft Review, Final Draft Review, and Final Review.

8.13 FAA ALP Checklist Preparation and Plan Set Distribution: This task ensures that the SOP Checklist that identifies the elements of a complete FAA review submittal has been reviewed against the actual ALP preparation status. Prepare draft sets of ALP plans for distribution as required to provide ODOT / FAA / Client / User consultations.

8.14 ALP Preparation Direct Project Expenses: This task is for tracking and requesting reimbursement of direct project expenses including; Travel – Vehicle, Color Reproductions (Preliminary, Draft, and Final), Package Mailings and Shipping, and Computer/IT services for storage (CD's, Flash Drives, etc.).

8.15 Draft Chapter and Plan QA/QC: A draft chapter along with the ALP and FAA Checklist will be prepared summarizing the above tasks and submitted to the Owner and FAA for review and comment.

Task 9 FACILITIES IMPLEMENTATION & FINANCIAL FEASIBILITY ANALYSIS

Facility implementation plans vary depending on the complexity of the projects and the airport sponsor's preferences.
For Fairfield County Airport Authority, this will include the airport's Capital Improvement Program (CIP) that would be submitted to ODOT and the FAA that covers the Master Plan period (20 years). Specifically, this task includes the following:

9.1 CIP: This task includes the formulation of the CIP and project sequencing.

9.2 CIP: This task includes the formulation of the CIP project estimating.

9.3 Funding and Financial Plan: This task includes identifying the sources of funding and financial plan for the CIP elements and any matching local, state, and federal shares where appropriate.

9.4 Draft Chapter: A draft chapter will be prepared summarizing the above tasks and submitted to the Owner and FAA for comment. The document shall include a review with recommendations of existing/potential revenue development opportunities at the airport and a review of the county/authority/airport budget for major expenses and possible cost reductions.

Task 10 DRAFT AND FINAL TECHNICAL DOCUMENTS

10.1 Draft Technical Report with ALP Deliverable: This task includes the preparation of the full draft technical report and where all the separate chapters are pulled together for the complete first DRAFT document. Upon completion of all tasks and approved by the Owner the following will be shipped out as directed:

- 1-2 CD (Flash Drive as approved) copies of the report and ALP (all deliverables) will be provided.
- 1-2 Full Size Color ALP's (and half sized drawing sets) will be provided as requested.
- All sheets of the ALP will be delivered in PDF format as their own sheet and combined into one PDF. All of which can be downloaded from an FTP at the request of the Owner/FAA. PDF shall match printed version.

10.2 Final Technical Report with ALP Deliverable: Based upon comments from all parties, the final report will be prepared and printed. Upon completion of all tasks and approved by the Owner the following will be shipped out as directed:

- 3 CD (Flash Drive as approved) copies of the report and ALP (all deliverables) will be provided.
- 8 copies of the Final Report (Bound) and 3 Full Size Color ALP's will be provided.
- All sheets of the ALP and the Technical Report Chapters will be delivered in PDF format as their own file and combined into one PDF respectively. All of which can be downloaded from an FTP at the request of the Owner/FAA. PDF shall match printed version.
- CAD and GIS Files shall be delivered to the Owner via the FTP or CD/Flash Drives as requested.
- Environmental Field Studies (Wetland, Archeological, Noise, etc.) – Not Anticipated.
- NEPA or Agency submittals including Storm Water Pollution Prevention Plans – Not Anticipated.
- Safety Management Systems (unless noted) – Not Anticipated other than SRA's
- Preliminary Engineering or Design – Not Anticipated.
- Terminal Building or Other (Interior) Planning – Not Anticipated. (Owner provided reports will be included.)
- Setting of PACs and SACs Monumen – Not Required as Existing are in Place.

CRAWFORD, MURPHY & TILLY, INC.

CONTRACT ATTACHMENT - EXHIBIT A - 2021 PROFESSIONAL SERVICES COST ESTIMATE

CLIENT: FAIRFIELD COUNTY AIRPORT AUTHORITY

PROJECT NAME: MASTER PLAN & ALP UPDATE

CMT JOB NO.: CMT JOB NO.

Prep By	PROJ MGR
DATE	02/15/21

Apprvd	PROJ PNCL
DATE	03/03/21

TASK NO	TASKS \ CLASSIFICATIONS	Principal	Proj Mgr II / Proj Engr II / Proj Arch II / Proj Envr Scntst II	Scientist I / Proj Engr I / Proj Arch I / Proj Envr Scntst I	Proj Engr I / Proj Mgr I / Proj Arch I / Proj Structural Engr	Sr. Structural Engr II / Proj Arch I / Proj Envr Scntst II	Sr. Technician II	Aerial Mapping Specialist / Sr. Structural Engr I / Land Surveyor	Sr. Engr I / Sr. Arch I / Sr. Structural Engr I / Envr Scientist III	Technical Manager II / Envr Scientist III	Sr. Technician I	Engr I / Arch I / GIS Specialist / Struct Engr I	Sr. Planner I / Envr Scientist II / Technician II	Planner I / Envr Scientist I / Proj Admin Asstnt	Tech Mgr I / Tech I / Proj Admin Asstnt	MAN HOURS & LABOR SUMMARY	
	CURRENT YEAR 2016 HOURLY RATES	$230	$220	$190	$175	$160	$155	$150	$140	$135	$130	$115	$95	TOTAL
1	GRANT AND PROJECT ADMINISTRATION		[illegible]								[illegible]			156
	Task 7.1 - Project Management		28								24			52
	Task 7.2 - Project Administration/Coordination		40								64			104
2	PUBLIC INVOLVEMENT PROGRAM										[illegible]			138
	Task 2.1 - Airport PI Program Development		4								4			8
	Task 2.2 - Public Information Meetings		16								32	12		60
	Task 2.3 - Technical Advisory Cmte Meetings		16								16		8	40
	Task 2.4 - PIM Summary - Draft Chapter		6								24			30
3	ENVIRONMENTAL OVERVIEW		[illegible]											42
	Tasks 3.1 - 3.6		2	4					24			8	4	42
4 to 7	MASTER PLAN REPORT		[illegible]											346
	Task 4.1 - 4.11- Inventory		16	4							40			60
	Task 5.1 - 5.5 - Aviation Forecasts		12	20						32	70			134
	Task 6.1 - 6.7 - Facility Requirements		12								40			52
	Task 7.1 - 7.9 - Development of Airside/Landside Alternatives		16	20						24	40			100
[illegible]	AIRPORT LAYOUT PLAN (ALP)													772
	Task 8.1 - ALP/GIS Imagery Acq., Mapping, Survey & Eval		8		24					40				72
	Task 8.2 - Title/Cover Sheet									4	6			10
	Task 8.3 - Airport Data Sheet			2						8	20			30
	Task 8.4 - Existing Airport Layout Plan		8	6						24	60			98
	Task 8.5 - Future Airport Layout Plan		16	6						60	80			162
	Task 8.6 - Inner Portion Approach Surface Drawings			2						24	40			66
	Task 8.7 - Airport Airspace Drawing			2						16	16			34
	Task 8.8 - Terminal Area Drawing			4						16	30			50
	Task 8.9 - Land Use Drawing			2						8	16			26
	Task 8.10 - Property Line Map		2	2						48	70			122
	Task 8.11 - ALP QA/QC		8	12						24	16			60
	Task 8.12 - ALP Checklist Preparation and Distribution			2						16	24			42
9	FACILITY IMPLEMENTATION/CIP									[illegible]				94
	Task 9.1 - CIP project identification and schedule		12		12					8	8			40
	Task 9.2 - CIP cost estimate preparation		8				24							32
	Task 9.3 - CIP Funding Plan		4							4				8
	Task 9.4 - CIP Draft Report Chapter		2							12				14
10	FINAL REPORT AND DRAWINGS		[illegible]							[illegible]				206
	Task 10.1 - Draft Technical Report & ALP Drawings		12	16						40	60		16	144
	Task 10.2 - Final Technical Report & ALP Drawings		6	8						16	24		8	62
	TOTAL MAN HOURS		254	112	36		24		24	424	824	20	36	1,754
	SUBTOTAL - BASE LABOR EFFORT		$55,880	$21,280	$6,300		$3,720		$3,360	$57,240	$107,120	$2,300	$3,420	$260,620

	TASKS (CONTINUED)	TOTAL LABOR EFFORT	DIRECT EXPENSE & REIMBURSABLES: TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP-MENT	MISC	SURVEY MTL	SUBS	SUBS ADMIN	OTHER EXP	OTHER EXP	TOTAL EXPENSE	TOTAL FEE
[illegible]	GRANT AND PROJECT ADMINISTRATION													
	Task 7.1 - Project Management	$9,280	$300	$50									$350	$9,630
	Task 7.2 - Project Administration/Coordination	$17,120	$125	$50									$175	$17,295
[illegible]	PUBLIC INVOLVEMENT PROGRAM													
	Task 2.1 - Airport PI Program Development	$1,400												$1,400
	Task 2.2 - Public Information Meetings	$9,060	$500	$100									$600	$9,660
	Task 2.3 - Technical Advisory Cmte Meetings	$6,360	$750										$750	$7,110
	Task 2.4 - PIM Summary - Draft Chapter	$4,440	$500	$200									$700	$5,140
[illegible]	ENVIRONMENTAL OVERVIEW													
	Tasks 3.1 - 3.6	$5,860	$250	$100									$350	$6,210
4 to 7	MASTER PLAN REPORT													
	Task 4.1 - 4.11- Inventory	$9,480												$9,480
	Task 5.1 - 5.5 - Aviation Forecasts	$19,860												$19,860
	Task 6.1 - 6.7 - Facility Requirements	$7,840												$7,840
	Task 7.1 - 7.9 - Development of Airside/Landside Alternatives	$15,760												$15,760
8	AIRPORT LAYOUT PLAN (ALP)													
	Task 8.1 - ALP/GIS Imagery Acq., Mapping, Survey & Eval	$11,360												$11,360
	Task 8.2 - Title/Cover Sheet	$1,320												$1,320
	Task 8.3 - Airport Data Sheet	$4,060												$4,060
	Task 8.4 - Existing Airport Layout Plan	$13,940												$13,940
	Task 8.5 - Future Airport Layout Plan	$23,160												$23,160
	Task 8.6 - Inner Portion Approach Surface Drawings	$8,820												$8,820
	Task 8.7 - Airport Airspace Drawing	$4,620												$4,620
	Task 8.8 - Terminal Area Drawing	$6,820												$6,820
	Task 8.9 - Land Use Drawing	$3,540												$3,540
	Task 8.10 - Property Line Map	$16,400												$16,400
	Task 8.11 - ALP QA/QC	$9,360							$15,000				$15,000	$24,360
	Task 8.12 - ALP Checklist Preparation and Distribution	$5,660			$500				$53,000				$53,500	$59,160
9	FACILITY IMPLEMENTATION/CIP													
	Task 9.1 - CIP project identification and schedule	$6,860												$6,860
	Task 9.2 - CIP cost estimate preparation	$5,480												$5,480
	Task 9.3 - CIP Funding Plan	$1,420												$1,420
	Task 9.4 - CIP Draft Report Chapter	$2,060	$125	$50	$500								$675	$2,735
10	FINAL REPORT AND DRAWINGS													
	Task 10.1 - Draft Technical Report & ALP Drawings	$20,400												$20,400
	Task 10.2 - Final Technical Report & ALP Drawings	$8,880	$500	$200									$700	$9,580
	TOTALS	$260,620	$3,050	$750	$1,000				$68,000				$72,800	$333,420
	TIME PERIOD OF PROJECT	2021	2022	2023	2024	TOTAL	EST % OF OT HRS INCLUDED ABOVE						MULTI-YEAR + OT	
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	90%	10%			100%	AVERAGE OVERTIME RATE PREMIUM					20%	MLTPLR & AMT	
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	0.9000	0.1050			1.0050	OT ADJUSTMENT FACTOR						1.0050	$1,300
	ESTIMATED CONTINGENCY													
	ROUNDING													
	TOTAL FEE	MATH CROSS CHECK IS OK												$334,720

MARTINEZ GEOSPATIAL

A GEOSPATIAL SERVICE PROVIDER

Scope and Fee Proposal

Survey, Photogrammetry & Airports-GIS Services

Fairfield County Airport (LHQ)

02/01/2021

2915 Waters Road Suite 100 Eagan, Minnesota 55121

Tel: 651-686-8424 • www.mtzgeo.com

PROJECT SUMMARY

CLIENT	CMT
CLIENT CONTACT	Greg Heaton
CLIENT ADDRESS	8101 North High Street, Suite 150 Columbus, OH 43235
PROJECT LOCATION	Fairfield County Airport (LHQ)

Martinez Geospatial, Inc. (MTZ) will provide **CMT** with remote-sensing and photogrammetry services in support of a Master Plan/Airport Layout Plan at Fairfield County Airport (LHQ).

This proposal also includes tasks required to comply with FAA Airports-GIS program standards. All survey and photogrammetry work will be accomplished in accordance with the following Advisory Circulars:

AC-150/5300-16B (16B)
AC-150/5300-17C (17C)
AC-150/5300-18B (18B)

The Airports-GIS objective for this project is to collect and submit *Safety-Critical* data for the airport. Furthermore, base-mapping (planimetric & topographic data) will also be collected, formatted and submitted to Airports-GIS. Specifically, acquisition of data will include an Airport Airspace Analysis for the existing runways, NAVAID inventory & survey, Runway Ends & Profiles survey, and collection (through remote-sensing) of planimetric & topographic data.

MTZ will fulfill the data collection, formatting, and delivery requirements of the FAA Airports-GIS program. In general, MTZ's approach to fulfilling the GIS requirements will be accomplishing those required tasks as outlined in **Table 2-1 (Survey Requirements Matrix)** of **18B, Column "Airport Layout Plan."**

PROJECT SPECIFICATIONS

STATE	OHIO
COUNTY	FAIRFIELD
PROJECT TYPE	AVIATION (AIRPORTS-GIS INCLUDED)
COORDINATE SYSTEM	OHIO STATE PLANE – SOUTH ZONE
HORIZONTAL DATUM	NAD83
VERTICAL DATUM	NAVD88 (GEOID18)
FIELD-SURVEY PROVIDED BY	MARTINEZ GEOSPATIAL
MAPPING SCALE	1"=100', 2' CONTOURS
MAPPING FORMATS REQUIRED	STANDARD CAD w/ DTM and AIRPORTS-GIS
ORTHO RES & PHOTO FORMAT	0.5' GSD, TIF/TFW FORMAT (TILED) and SID (MOSAIC)

PROJECT AREA DEFINITION

The total project area consists of two major components:

AREA A	**Airspace Analysis Limits** - Horizontal Limits of the applicable Obstruction Identification Surfaces (OIS) as defined by FAR Part 77, Engineering Brief 99A and AC-150/5300-18B.
AREA B	**Planimetric & Topographic Mapping Limit** - This area defines the limit for the compilation of planimetric & topographic data, necessary for the ALP update.

PROJECT TASKS

Project Planning/Project Management/FAA Airports-GIS Coordination/Field-Survey Consultation

MTZ will assist CMT in developing, submitting, and gaining approval of the "Statement of Work" for the project through the ADO and FAA Airports-GIS. MTZ will develop, submit, and gain approval of the "Imagery/Remote Sensing Plan" and the "Survey & Quality Control Plan" required by the FAA Airports-GIS Program. MTZ will work with the field-surveyors to obtain necessary FAA Report information regarding field-survey, including methodologies and equipment specifications.

Aerial Imagery Acquisition

New color aerial imagery will be captured for all areas defined in the **PROJECT AREA DEFINITION** section of this proposal utilizing a digital photogrammetric camera. The aerial imagery acquisition flight mission will be executed in accordance with all guidelines and specifications within FAA AC 150/5300-17C.

The aerial imagery acquisition flight mission will consist of a single block of imagery, collected to the following specifications:

IMAGERY RESOLUTION	PURPOSE/USE
10cm	Covering AREA A & AREA B. Will be utilized for planimetric/topographic mapping, airspace analysis/obstruction surveys, and development of ortho imagery.

Upon completion of the flight mission, the imagery will be reviewed through in-house Quality Assurance procedures for photogrammetric acceptability and compliance with AC 150/5300-17C requirements.

Geodetic Control / Validate PACS & SACS (Field-Survey)

There is one PACS monument and two SACS monument existing on the airfield. Field-Surveyors will validate/utilize these monuments to serve as the project tie to the National Spatial Reference System (NSRS). If the existing PACS/SACS monuments are determined to be damaged or the validation is unsuccessful the surveyors will establish temporary geodetic control points, as required. Geodetic data will be tied to the NSRS using the latest published adjustment (2011).

Following are the specific PACS & SACS locations to be used:

Station Type	Designation	PID	Horizontal Datum	Vertical Datum	GEOID
PACS	*I15 A*	*AB6024*	*NAD83(2011)*	*NAVD88*	*GEOID18*
SACS	*I15 B*	*AD9346*	*NAD83(2011)*	*NAVD88*	*GEOID18*
SACS	*I15 C*	*AD9347*	*NAD83(2011)*	*NAVD88*	*GEOID18*

Survey Imagery Photo Control (Field-Survey)

A combination of photo-identifiable control points and artificial targets will be selected or set/surveyed for use as imagery ground control. Imagery Control will be set, surveyed (properly tied to NSRS), and documented in accordance with AC-150/5300-17C and FAA Airports-GIS requirements. Ground Control data and documentation will be submitted to FAA Airports-GIS along with the AP Acquisition Report.

Aero Triangulation

The digital aerial imagery will be imported onto a digital photogrammetric workstation where it will be oriented with field-surveyed ground control. This procedure will establish both horizontal and vertical control for orienting individual photogrammetric models. This orientation will be accomplished using Soft Copy Aerial Triangulation methods.

Create Digital Ortho Imagery

Digital orthophotos will be produced to meet the needs of CMT and the Airport as well as to comply with the requirements of the FAA Airports-GIS program and AC 150/5300-17C. One set of ortho imagery will be produced, covering the following defined areas and meeting the following specifications:

RESOLUTION	COVERAGE LIMIT
0.50' GSD	AREA A

Runway Surveys (Field-Survey)

Surveyors will accomplish survey of Runway 10/28. Survey tasks will include survey of runway-end-points/thresholds and runway-profiles. For each runway-end-point, a monument will be set, surveyed, and documented in accordance with AC-150/5300-18B. Runway-centerline-profiles will be surveyed utilizing mobile-RTK. Runway survey data will be utilized for the Airport Airspace Analysis/Obstruction Surveys task. Runway survey data will be properly formatted by MTZ and reported in the FAA Airports-GIS deliverable. Final profile data will be reported to FAA at 50-foot station spacing.

NAVAID Surveys (Field-Survey)

Surveyors will accomplish survey of NAVAIDs associated with LHQ. Each NAVAID will be surveyed and documented in accordance with AC-150/5300-18B. NAVAID survey data will be properly formatted by Martinez Geospatial and reported in the FAA Airports-GIS deliverable. NAVAIDs to be surveyed include the following:

AIRPORT BEACON	10 PAPI
28 PAPI	10 REILs
28 REILs	ASOS
WINDCONES	

Airport Airspace Analysis/Obstruction Surveys

18B/AGIS

An Airport Airspace Analysis will be performed in accordance with AC 150/5300-18B for the existing conditions at the airport. The Airport Airspace Analysis will meet the following specifications:

RUNWAY	ANALYSIS TYPE
10/28	Runways-With-Vertical-Guidance

Formatting of final reported 18B/AGIS obstacles will adhere to the specifications of AC 150/5300-18B, Chapter 5 *Airport Data Features*.

Part 77/Obstacle Clearance Surfaces

An FAR Part 77/OCS Obstruction Survey will be performed in support of the Airport Layout Plan Update. Using the digital stereo imagery, the prescribed Part 77 and OCS Obstruction-Identification-Surfaces will be examined and analyzed to identify natural and manmade objects penetrating the surfaces.

The Part 77/OCS Obstruction Survey will meet the following specifications:

RUNWAY	ANALYSIS TYPE
10	Non-Precision-Instrument-C (NPI-C) (>3/4 mi visibility minimums)
28	Non-Precision-Instrument-D (NPI-D) (3/4 mi visibility minimums)
10	Applicable Obstruction Clearance Surfaces from FAA Engineering Brief-99A
28	Applicable Obstruction Clearance Surfaces from FAA Engineering Brief-99A

Part 77 Collection Criteria

The obstruction-identification-surfaces, defined in the previous section, will be digitally referenced with the 3D Stereo Imagery. Using the 3D imagery, trained technicians will visually examine all surfaces and collect X-Y-Z point data for objects meeting collection criteria. Collected data will then be mathematically analyzed against the surfaces using custom processes to produce a final dataset. Multiple Quality-Assurance processes are performed for obstruction data through the project life cycle to ensure accuracy and completeness. Data will be collected to fulfill the following criteria:

1) A single X-Y-Z point will be collected / analyzed for any manmade or natural object penetrating a surface. The point will be placed on the highest point of the object. The X-Y location will correspond to the horizontal position of the highest portion of the object, not necessarily the center or middle.

2) If a large group of trees or terrain (obstruction area) is found to penetrate a surface, representative selection criteria will be used. In this case, the obstruction area will be outlined with a bounding polygon in order to represent the horizontal extents of the area. A grid will then be overlaid on the area. Within each grid sector, the highest object will be collected. Within the primary surface, the transitional surface, and within the first 5,000 feet of the approach surface, 100-foot grid spacing will be used. Within 10,000 feet of the approach surface, but outside

5,000 feet, 200-foot grid spacing will be used. 200-foot grid spacing will also be used within the horizontal surface. Within the conical surface, 500-foot grid spacing will be used.

Deliverable Format for Part 77 Obstruction Data

DELIVERABLE	DESCRIPTION
AutoCAD FILE	This file will contain the following pieces of data: 1) Obstruction Surface Linework 2) Obstruction X-Y-Z Points (with description, number, & elevation) 3) Obstruction Area Polygon (if applicable) 4) Obstruction Area Grid (if applicable)
SPREADSHEET (EXCEL)	This file will contain the following pieces of data: • Object type • Object number (corresponding to CAD File) • Northing / Easting / Elevation • Latitude/Longitude • Height-Above-Runway-End • Height-Above-Touchdown-Zone • Height-Above-Airport-Elevation • Distance-to-Runway-End • Distance-From-Runway-Centerline (and direction) • Penetration Value • Surface Affected • Approximate AGL Height
SHAPEFILE	Will contain the same linework and point data as the CAD file. The attribute data delivered in the Excel Spreadsheet will be included in the Shapefile as Object Data Attributes.

Planimetric & Topographic Mapping Compilation

Utilizing the aerotriangulated digital imagery, photographic stereo pairs will be oriented and compiled on digital photogrammetric workstations within **AREA B**. Mapping data will be compiled meeting the following specifications:

PLANIMETRIC DATA SCALE	1"=100' SCALE (CLASS II STANDARDS)
TOPOGRAPHIC DATA SCALE	2' CONTOUR INTERVAL (CLASS II STANDARDS)

MAPPING DELIVERABLE	FORMAT
PLANIMETRIC FILE	AUTOCAD
CONTOUR FILE	AUTOCAD
DIGITAL-TERRAIN-MODEL FILE	AUTOCAD

Mapping Edit and GIS Formatting

In addition to generating mapping data in CAD formats, all collected data will be edited and formatted in the appropriate AGIS format. In general terms, the final AGIS file created by MTZ will include both Safety-Critical and Non-Safety-Critical Data. This includes the following:

1) **Safety-Critical**
   a. Airport Airspace Analysis Data (Obstructions)
   b. Runway Survey Data
   c. NAVAID Data

2) **Non-Safety-Critical**
   a. Planimetric Data
   b. Topographic Data

Final GIS data will meet the following specifications:

GIS DATA-MODEL UTILIZED	FAA Airports-GIS (*AC 150/5300-18B, Chapter 5)*
GIS DELIVERY FORMAT	ArcGIS Shapefile

DELIVERABLE OVERVIEW
1) Statement of Work Report (for Airports-GIS approval)
2) Aerial Imagery / Remote Sensing Plan (for Airports-GIS approval)
3) Survey & Quality Control Plan (for Airports-GIS approval)
4) Aerial Photography Acquisition Report (for Airports-GIS approval)
5) Airports-GIS Airport Airspace Analysis Data
6) Part 77/OCS Surface Obstruction/Penetration Data
7) Airfield Base-map (Planimetric & Topographic Mapping Data)
8) Digital Ortho Imagery of AREA A (0.50' Resolution)
9) Comprehensive FAA Airports-GIS Deliverable, consisting of: A) Safety Critical Data (Runway, NAVAID, and Airport Airspace Analysis Data) B) Non-Safety Critical Data (Planimetric & Topographic Mapping)
10) Final Report (for Airports-GIS approval)

FEE SCHEDULE

It is understood that compensation for this project will be on a **LUMP SUM** basis. MTZ will invoice CMT monthly based on percent-complete of each category below. The following is a proposed fee schedule based on major production processes/work category:

TASK	FEE
Project Planning/Project Management/FAA Airports-GIS Coordination/Field-Survey Consultation	$5,192.10
Imagery Acquisition (Flight Mission)	$11,964.00
Aerotriangulation	$3,360.00
Orthophoto Production (0.50' GSD)	$7,740.00
Planimetric/Topographic Mapping	$14,496.00
Airspace Analysis/Obstruction Survey (Airports-GIS, Part 77)	$14,592.00
Mapping Edit, GIS Formatting / FAA Compliance (Mapping & Obstruction Survey)	$5,654.58
Field-Survey	$25,236.32
TOTAL	**$ 88,235.00**

Area A - Airports-GIS Airspace Analysis

Green Polygons - 18B/Airports-GIS Obstruction Identification Surfaces
Blue Boundary - 0.50' GSD Ortho Imagery Limit

MTZ | Martinez Geospatial
2915 Waters Road Suite 100
Eagan, Minnesota 55121
Tel: 651.686.8424 Fax: 651.686.8389

Area B - Planimetric & Topographic Mapping

Red Polygon - Planimetric & Topographic Mapping Limit

MTZ | Martinez Geospatial
2915 Waters Road Suite 100
Eagan, Minnesota 55121
Tel: 651.686.8424 Fax: 651.686.8389

2021 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

WITNESSETH, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

Prepare Design Phase Engineering services for Rehabilitate Taxiway B project at the Fairfield County Airport. See attached Scope of Work for more details of project.

NOW THEREFORE, the **ENGINEER** agrees to provide the above described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

☒ On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.

☐ At the lump sum amount of $_____.

IT IS MUTUALLY AGREED THAT, payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**.

IT IS FURTHER MUTUALLY AGREED:

Fee shall be invoices at a not-to-exceed basis of no more than $30,000.

The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This **AGREEMENT** is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 12th day of April, 2021.

CLIENT:

Fairfield County Airport Authority
(Client Name)

Jon Koch
(Signature)

Jon Kochis, Board Member
(Name and Title)

4/12/21
Date

ENGINEER:

CRAWFORD, MURPHY & TILLY, INC.

(Signature)

Greg Heaton, Vice President
(Name and Title)

4/12/21
Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed $50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

8. Risk Allocation ☐ Check box if this does not apply

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of $50,000, whichever is greater.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT**, **ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2021

Classification	Regular Rate
Principal	$ 230
Project Engineer II Project Architect II Project Manager II Project Environmental Specialist II	$ 220
Project Engineer I Project Architect I Project Manager I Project Environmental Specialist I Project Structural Engineer I	$ 190
Sr. Structural Engineer II	$ 175
Sr. Technician II	$ 160
Aerial Mapping Specialist	$ 155
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	$ 150
Technical Manager II Environmental Specialist III	$ 140
Sr. Technician I	$ 135
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	$ 130
Environmental Specialist II Technician II	$ 115
Planner I Technical Manager I Environmental Specialist I Technician I Project Administrative Assistant	$ 95
Administrative/Accounting Assistant	$ 60

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2022.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

April 8, 2021

ATTACHMENT 1

Fairfield County Airport
Lancaster, Ohio

Rehabilitate Taxiway B
Design Phase Engineering Services

SCOPE OF SERVICES

Location: Fairfield County Airport
Owner: Fairfield County Airport Authority

The consultant shall provide professional services for the design, bid and construction phase services for the Rehabilitate Taxiway B pavements at the Fairfield County Airport. The scope generally includes pavement surface mill, asphalt overlay and remarking of the Taxiway B area. This work will be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the airport.

Professional services to be provided by the consultant shall include, at a minimum, civil engineering services required to accomplish the following items:

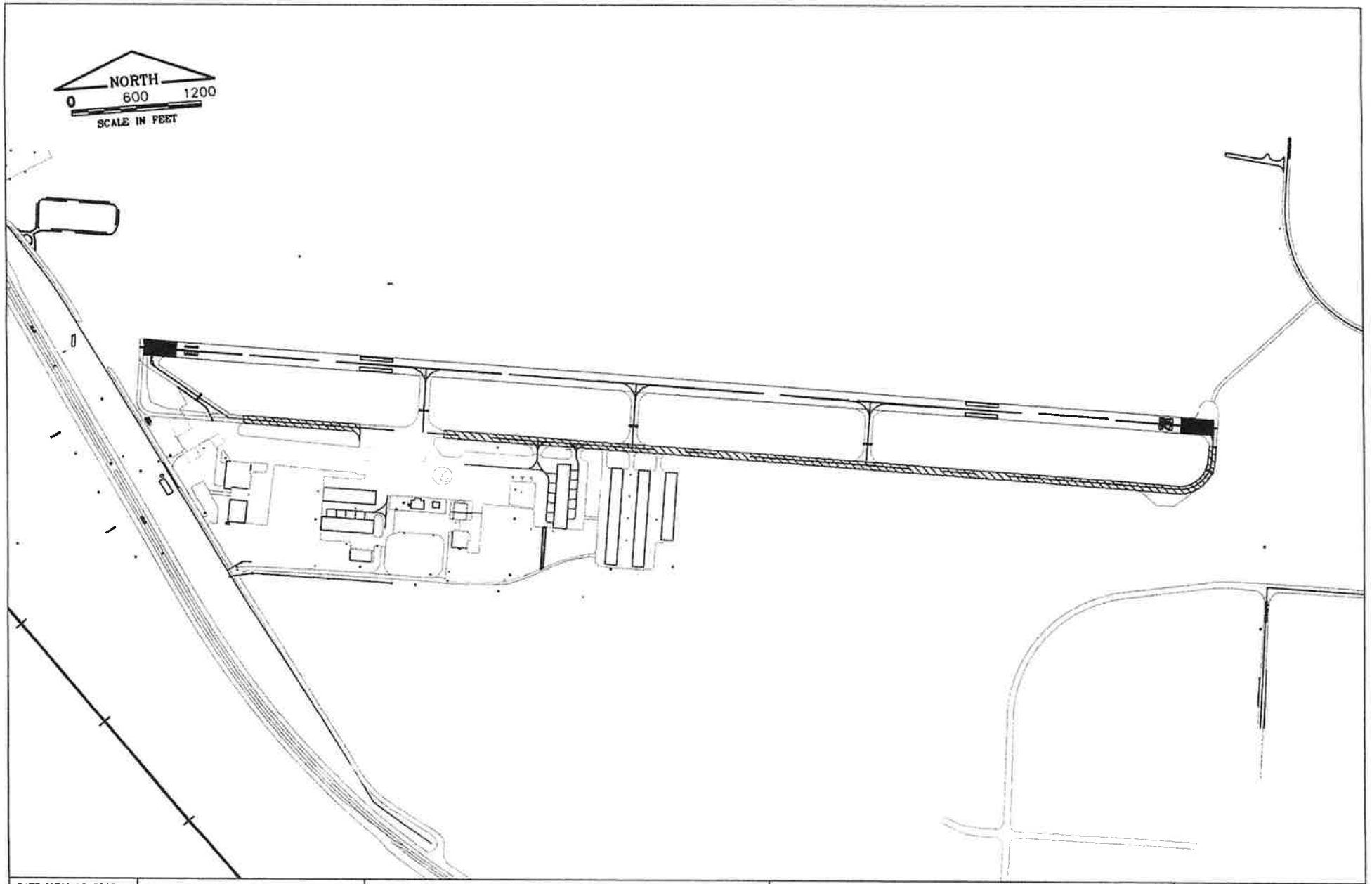
TASK 1
DESIGN PHASE ENGINEERING SERVICES

1. Compile and field verify the existing site conditions and other data obtained through surveys and other information obtained or provided by the Airport.

2. Develop construction technical specifications and Federal contract requirements using FAA base specifications and format. Develop front end documents and prepare final bidding and contract documents including exhibit preparation for those documents. CMT will prepare all technical specifications for inclusion into the final bidding documents.

3. Prepare bidding documents, including plans and specifications, for the project Rehabilitate Taxiway B pavement areas in accordance with FAA requirements.

4. Prepare a Safety and Phasing Plan, as required, revising the plan to include any comments provided by the Airport during the review process. The Safety and Phasing Plan shall be submitted to the FAA-ADO for review and acceptance following the 70% review submittal. Prepare and file the required FAA 7460 form for construction project.



DATE: NOV. 16, 2018 JOB No: SHEET: 1 OF 1	CMT License No. 184-000613	FAIRFIELD COUNTY AIRPORT LANCASTER, OH	REHABILITATE TAXIWAY B PROJECT SKETCH	

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CRAWFORD, MURPHY & TILLY, INC.

CONTRACT ATTACHMENT - EXHIBIT A - 2021 PROFESSIONAL SERVICES COST ESTIMATE

CLIENT Fairfield County Airport

PROJECT NAME Rehabilitate Taxiway B - Design

CMT JOB NO. TBD

Prep By	BDC
DATE	-

Approved by	
DATE	-

TASK NO.	TASKS \ CLASSIFICATIONS	Principal	Proj Mgr II / Proj Eng II / Proj Envr Spec II	Proj Arch II	Proj Mgr I / Proj Eng I / Proj Envr Spec I / Proj Structural Eng I	Proj Arch I	Sr. Structural Eng II	Sr. Technician II	Aerial Mapping Specialist	Sr. Eng I / Sr. Structural Eng I / Land Surveyor	Sr. Arch I / Envr Specialist III	Technical Manager II	Sr. Technician I	Eng I / Arch I / GIS Specialist / Struc Eng	Sr. Planner I / Envr Specialist Technician II	Envr Specialist II / Proj Admin Assist	Planner I / Envr Specialist I / Tech Mgr I / Tech I	MAN HOURS & LABOR SUMMARY
	CURRENT YEAR 2021 HOURLY RATES	$230	$220	$190	$175	$160	$155	$150	$140	$135	$130	$115	$95	TOTAL
1	Project Development		2	4										6
2														
3	Project Design		8	20			8	30					20	86
4	Project Deliverables - Specs and Plans		2	16				36					20	74
5	Project Management		2	8				2						12
6	Airspacing and CSPP Submission		1	2			6				3		2	14
7														
8														
9														
10														
11														
12														
13														
14														
15														
	TOTAL MAN HOURS		15	50			14	68			3		42	192
	SUBTOTAL - BASE LABOR EFFORT		$3,300	$9,500			$2,170	$10,200			$390		$3,990	$29,550

	TASKS (CONTINUED)	TOTAL LABOR EFFORT	DIRECT EXPENSE & REIMBURSABLES: TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP-MENT	MISC	SURVEY MTL	SUBS	SUBS ADMIN	OTHER EXP	OTHER EXP	TOTAL EXPENSE	TOTAL FEE
1	Project Development	$1,200												$1,200
2														
3	Project Design	$13,200	$200		$100								$300	$13,500
4	Project Deliverables - Specs and Plans	$10,780												$10,780
5	Project Management	$2,260	$100										$100	$2,360
6	Airspacing and CSPP Submission	$2,110												$2,110
7														
8														
9														
10														
11														
12														
13														
14														
15														
	TOTALS	$29,550	$300		$100								$400	$29,950
	TIME PERIOD OF PROJECT	2021	2022	2023	2024	TOTAL	EST % OF OT HRS INCLUDED ABOVE						MULTI-YEAR + OT MLTPLR & AMT	
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	100%				100%	AVERAGE OVERTIME RATE PREMIUM					15%		
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	1.0000				1.0000	OT ADJUSTMENT FACTOR						1.0000	
	ESTIMATED CONTINGENCY													
	ROUNDING													$50
	TOTAL FEE	MATH CROSS CHECK IS OK												$30,000

2021 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

WITNESSETH, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

Prepare Design Phase Engineering services for Improve Airfield Drainage project at the Fairfield County Airport. See attached Scope of Work for more details of project.

NOW THEREFORE, the **ENGINEER** agrees to provide the above described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

☒ On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.

☐ At the lump sum amount of **$**_____.

IT IS MUTUALLY AGREED THAT, payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**.

IT IS FURTHER MUTUALLY AGREED:

Fee shall be invoices at a not-to-exceed basis of no more than $53,000.

The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This **AGREEMENT** is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 12th day of April, 2021.

CLIENT:

Fairfield County Airport Authority
(Client Name)

(Signature)

Jon Kochis, Board Member
(Name and Title)

4/12/21
Date

ENGINEER:

CRAWFORD, MURPHY & TILLY, INC.

(Signature)

Greg Heaton, Vice President
(Name and Title)

4/12/21
Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed $50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

8. Risk Allocation ☐ Check box if this does not apply

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of $50,000, whichever is greater.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT, ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2021

Classification	Regular Rate
Principal	$ 230
Project Engineer II Project Architect II Project Manager II Project Environmental Specialist II	$ 220
Project Engineer I Project Architect I Project Manager I Project Environmental Specialist I Project Structural Engineer I	$ 190
Sr. Structural Engineer II	$ 175
Sr. Technician II	$ 160
Aerial Mapping Specialist	$ 155
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	$ 150
Technical Manager II Environmental Specialist III	$ 140
Sr. Technician I	$ 135
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	$ 130
Environmental Specialist II Technician II	$ 115
Planner I Technical Manager I Environmental Specialist I Technician I Project Administrative Assistant	$ 95
Administrative/Accounting Assistant	$ 60

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2022.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

April 8, 2021

ATTACHMENT 1

Fairfield County Airport
Lancaster, Ohio

Improve Airfield Drainage
Design Phase Engineering Services

SCOPE OF SERVICES

Location: Fairfield County Airport
Owner: Fairfield County Airport Authority

The consultant shall provide professional services for the design, bid and construction phase services for the Improve Airfield Drainage at the Fairfield County Airport. The scope generally includes ditch regrading, earthwork and structural stormwater drainage improvements of the Taxiway B and Runway 10/28 area. This work will be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the airport.

Professional services to be provided by the consultant shall include, at a minimum, civil engineering services required to accomplish the following items:

TASK 1
DESIGN PHASE ENGINEERING SERVICES

1. Compile and field verify the existing site conditions and other data obtained through surveys and other information obtained or provided by the Airport.

2. Perform a geotechnical evaluation, coring and boring program, as required, to verify the existing pavement structure versus record drawings. Perform laboratory analysis of pavement layers, aggregate base layers and subsurface soils.

3. Survey and investigate the existing drainage system in the project area as possible through existing as built record drawings and non-intrusive on-site observations. This work will include investigation into the condition of the existing subsurface drainage system utilizing the equipment and services of the utility investigation firm.

4. Develop Preliminary Design Report based on the investigations and recommendations completed as a part of this initial design effort (30%). This deliverable will be in the format of a report with only key details and base sheets included.

5. Develop construction technical specifications and Federal contract requirements using FAA base specifications and format. Develop front end documents and prepare final bidding and contract documents including exhibit preparation for those documents. CMT will prepare all technical specifications for inclusion into the final bidding documents.

6. Prepare bidding documents, including plans and specifications, for the project Improve Airfield Drainage in accordance with FAA requirements.

7. Prepare a Safety and Phasing Plan, as required, revising the plan to include any comments provided by the Airport during the review process. The Safety and Phasing Plan shall be submitted to the FAA-ADO for review and acceptance following the 90% review submittal. Prepare and file the required FAA 7460 form for construction project.

CRAWFORD, MURPHY & TILLY, INC.
CONTRACT ATTACHMENT - EXHIBIT A - 2021 PROFESSIONAL SERVICES COST ESTIMATE

CLIENT	**Fairfield County Airport**
PROJECT NAME	**Improve Airfield Drainage**
CMT JOB NO.	**TBD**

Prep By	BDC
DATE	-
Approved by	
DATE	-

TASK NO.	TASKS \ CLASSIFICATIONS	Principal	Proj Mgr II / Proj Eng II / Proj Envr Spec II	Proj Mgr I / Proj Eng I / Proj Envr Spec I / Proj Structual Eng I / Proj Arch II	Sr. Structural Eng II / Proj Arch I	Sr. Technician II	Aerial Mapping Specialist	Sr. Eng I / Sr. Structural Eng I / Land Surveyor	Sr. Arch I / Technical Manager II / Envr Specialist III	Sr. Technician I	Eng I / Arch I / GIS Specialist / Struc Eng	Sr. Planner I / Envr Specialist II / Technician II	Envr Specialist I / Proj Admin Assist	Planner I / Tech Mgr I / Tech I	MAN HOURS & LABOR SUMMARY
	CURRENT YEAR 2021 HOURLY RATES	$230	$220	$190	$175	$160	$155	$150	$140	$135	$130	$115	$95	TOTAL
1	Project Development		2	4										6
2	Stormwater Modeling		6	10			20	28				8	12	84
3	Drainge Culvert Design		8	20			8	30			8		20	94
4	Project Deliverables - Specs and Plans		2	16				36					20	74
5	Project Management		2	8				2						12
6	Airspacing and CSPP Submission		1	2			6				3		2	14
7														
8														
9														
10														
11														
12														
13														
14														
15														
	TOTAL MAN HOURS		21	60			34	96			11	8	54	284
	SUBTOTAL - BASE LABOR EFFORT		$4,620	$11,400			$5,270	$14,400			$1,430	$920	$5,130	$43,170

	TASKS (CONTINUED)	TOTAL LABOR EFFORT	DIRECT EXPENSE & REIMBURSABLES: TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP-MENT	MISC	SURVEY MTL	SUBS	SUBS ADMIN	OTHER EXP	OTHER EXP	TOTAL EXPENSE	TOTAL FEE
1	Project Development	$1,200							$3,500	$350			$3,850	$5,050
2	Stormwater Modeling	$12,580												$12,580
3	Drainge Culvert Design	$14,240	$200		$100				$5,000	$500			$5,800	$20,040
4	Project Deliverables - Specs and Plans	$10,780												$10,780
5	Project Management	$2,260	$100										$100	$2,360
6	Airspacing and CSPP Submission	$2,110												$2,110
7														
8														
9														
10														
11														
12														
13														
14														
15														
	TOTALS	$43,170	$300		$100				$8,500	$850			$9,750	$52,920
	TIME PERIOD OF PROJECT	2021	2022	2023	2024	TOTAL	EST % OF OT HRS INCLUDED ABOVE						MULTI-YEAR + OT	
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	100%				100%	AVERAGE OVERTIME RATE PREMIUM					15%	MLTPLR & AMT	
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	1.0000				1.0000	OT ADJUSTMENT FACTOR						1.0000	
	ESTIMATED CONTINGENCY													
	ROUNDING													$80
	TOTAL FEE	MATH CROSS CHECK IS OK												$53,000

A resolution to approve to proceed with the application for the FY2022 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 FY2022 Ohio Airport Grant for the Obstruction Removal project; and

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

WHEREAS, this resolution gives Airport Board Member Jon Kochis authorization to sign the application when completed; and

---

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

Section 1. That the Fairfield County Airport Authority Board approves to proceed with the application for the FY2022 Ohio Airport grant and gives Jon Kochis authorization to sign the application when completed.

Motion by: Bill McNeer

Seconded by: Rick Szabrak

Ayes: McNeer, Szabrak, Fagan, Kochis, and Richardson

Nays: NONE

Abstentions: None

Absent: Michael Kaper & Glenn Burns

Resolution passed on April 12, 2021

Staci A. Knisley, Clerk/Secretary

Knisley, Staci A

From: Jonathan Ferbrache <Jonathan.Ferbrache@fairfieldswcd.org>
Sent: Tuesday, March 23, 2021 3:03 PM
To: Kochis, Jon P; Knisley, Staci A
Subject: [E] Airport SWP3 review -2nd quarter 2021
Attachments: 3-23-21 Quarterly-AIRPORT.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Airport SWP3 review -2nd quarter 2021

The gate over the pipelines by the creek was open yesterday.

I would encourage the well by the terminal to be plugged if it is not going to be used. Violet Township just plugged their old well at their old service cneter and could give you current prices.

Jonathan Ferbrache, PLA, CPESC
Professional Landscape Architect and Resource Specialist
Fairfield Soil and Water Conservation District
831 College Avenue, Suite B
Lancaster, OH 43130
jferbrache@fairfieldswcd.org
1-740-653-8154 ext. 3925
1-740-415-3925 Direct Number
1-740-777-7392 Cell

FAIRFIELD COUNTY AIRPORT AUTHORITY

QUARTERLY STORMWATER VISUAL INSPECTION

LOCATION & SITE CONTACTS

Name: Fairfield County Airport Authority		**Address: 3430 Old Columbus Road NW Carroll, Ohio 43112**	
Telephone: 740-654-7001		**Primary Facility Contact Information:** Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		**Security:** Fairfield County Sherriff 740-652-7900	
SIC Code 9999	EHS 0	County	Fairfield
Total Impervious Surface Acres: Appx 35		Municipality	Carroll
Total Facility Acres: 235.746			
Storm Water Discharge to Greenfield Creek with 100 year flood diversion toward Claypool Run (NW)			
Name(s) of water(s) that receive storm water from this facility: Hocking River			
Hocking River Watershed			

Date: 3-22-21 **Time Storm Event Began:** NA

Estimated Total Rainfall for Storm Event: NA

OUTFALL MONITORING (the outfall from the Water Quality Basin):

Monitoring Point #1	Time:			
Color				
Odor				
Clarity				
Floating Solids				
Settled Solids				
Suspended Solids				
Foam				
Oil Sheen				
Characteristics to Monitor:				
Color: yellow, brown, green, gray, etc. and degree of color: none, slightly, very, etc.				
Odor: petroleum, chemical, sulfur, algae, sewage, etc. and degree of odor none, slight, strong, etc.				
Clarity: clear, slightly cloudy, very cloudy				
Floating Solids: yes/ no				
Settled Solids (allow to sit for 5 minutes): yes/no				
Suspended Solids (hold a white piece of paper behind jar to see): yes/no Foam: yes/no				
Oil Sheen: yes/no				

Were all samples collected within the first 30 minutes of discharge? Yes/no

If no, when were the samples collected? _____

_____

SITE INSPECTION:

Issue Being Evaluated	Yes	No	N/A	Comments (stains, odors, leaks, trash, etc)
Are stored materials exposed to storm water contact?		x		1-Is there a plan to level and seed the soil piles at the south end of Hangar R?
Are oily parts and/or drums exposed to storm water contact?	x			1-Several used oil containers on the asphalt pad outside Building J were removed so only 4 total containers are present. We would encourage the remaining containers to be labeled "USED OIL".
Are the loading and unloading areas clean?	x			
Are areas around containers clean?	x			
Is the area around the covered salt storage area free of significant salt?			x	
Is the area around the fuel island and nearest catch basin clean and free of grease, oil, fuel, etc.?	x			
Is there a buildup of oil and grease in the parking lots or equipment storage areas?		x		
Are there leaks or stains around drums or aboveground storage tanks?		x		
Is the drainage swale in the south central part of the facility and catch basins clean of debris?		x		-Storm system #2 -prioritize clearing of easement and sediment removal at end of pipe. Adjacent property line is currently staked and visible.
Are trash cans and dumpsters kept covered?	x			
Is a stocked spill kit available at the fuel island?	x			
Are spill containment materials and stocked cleanup kits readily available?	x			-Yellow can at the fuel farm has cracks about a foot from the bottom.
Is there evidence of soil erosion?	x			

OTHER OBSERVATIONS:

A-Evidence of a hydraulic cylinder leak was present in the parking lot outside the Terminal. Airport personnel estimate less than 25 gallons (most likely 7 or less) was spilled on the asphalt during a snow event with a truck.

B-There are indications the main tile under the runway, that is connected to the recently repaired blow hole north of the runway, may be plugged as most water from the repair is following from the "relief" pipe to the culvert under the runway and back to the catch basin to the main tile in the infield. This inlet was block completely with grasses. This inlet needs checked after major rain event to reduce infield flooding risk.

C-FSWCD previously identified 4 blowholes in the south field and 1 blow hole in the east field at the fence. FSWCD was unable to access the south field this winter to help locate the tile as the area had recently been reseeded and we did not want to make a muddy mess with minimal grass cover. It is still on the work list.

Inspected By: ___Jonathan Ferbrache, PLA, CPESC -Fairfield SWCD_____

Signature: _____

A-Assumed Parking Lot Spill

B-North tile overflow to taxiway culvert overflow. Flow is strong several days past recent rain.

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	$580.49	n/a	March fuel fees	3/1-3/31/21
Sundowner Aviation	$1,845.10	n/a	March rent fees	3/1-3/31/21
Precision Overhead Door	$280.00	23054	repair to Q20 hangar door	3/12/2021
FulFab, Inc.	$1,304.29	9804	repair to Hangar O6	3/31/2021
Total Invoices for 04.12.21 Board Meeting	$4,009.88			

FAIRFIELD COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2021 03 JOURNAL DETAIL 2021 3 TO 2021 3

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 AIRPORT OPERATIONS								
80780000 530000	CONTRACTUAL SERVIC	157,500	170,924	45,790.85	18,985.50	110,795.14	14,338.00	91.6%
2021/03/000021	03/01/2021 API	35.75	VND 012572	PO 20001109	LEWELLENS SERVICES I	11/14/20 drinking water srvc		5326537
2021/03/000021	03/01/2021 API	9.95	VND 012572	PO 20001109	LEWELLENS SERVICES I	11/13/20 drinking water srvc		5326537
2021/03/000021	03/01/2021 API	23.60	VND 012572	PO 20001109	LEWELLENS SERVICES I	1/27/20 drinking water srvc		5326537
2021/03/000021	03/01/2021 API	9.95	VND 012572	PO 21000810	LEWELLENS SERVICES I	2/12/21 drinking water service		5326537
2021/03/000024	03/01/2021 API	30.25	VND 012572	PO 21000810	LEWELLENS SERVICES I	drinking water services		5326537
2021/03/000300	03/08/2021 API	2,000.00	VND 005552	PO 21000718	HISTORICAL AIRCRAFT	3.1-3.31.21 snow plowing and m		5326864
2021/03/000300	03/08/2021 API	4,281.00	VND 007099	PO 21000747	SUNDOWNER AVIATION L	3.1-3.31.21 airport manager		5326877
2021/03/000605	03/15/2021 API	2,723.00	VND 009191	PO 21001585	FRAZIER ELECRIC INC	HAS museum - electrical work/L		5327338
2021/03/000605	03/15/2021 API	625.00	VND 007099	PO 21000748	SUNDOWNER AVIATION L	2/22/21 reimbursement for serv		5327323
2021/03/000605	03/15/2021 API	2,277.92	VND 007099	PO 21000924	SUNDOWNER AVIATION L	2/2021 10% of hanger rent & fu		5327323
2021/03/000605	03/15/2021 API	318.06	VND 003668	PO 21000680	LOCAL WASTE SERVICE	3430 OLD COLUMBUS - 3/2021 Loc		5327298
2021/03/000605	03/15/2021 API	236.32	VND 005790	PO 21000720	OHIO DEPT OF TAXATIO	2/1-2/28 Sales tax for fuel sa		5327313
2021/03/000952	03/22/2021 API	40.20	VND 012572	PO 21000810	LEWELLENS SERVICES I	drinking water services		5327784
2021/03/000953	03/22/2021 API	93.50	VND 001281	PO 21000616	PORTA KLEEN	3430 OLD COLUMBUS RD - 3/5-4/1		5327721
2021/03/001088	03/25/2021 API	2,000.00	VND 005552	PO 21000718	HISTORICAL AIRCRAFT	4.1-4.30 snow plowing and mowi		5327913
2021/03/001088	03/25/2021 API	4,281.00	VND 007099	PO 21000747	SUNDOWNER AVIATION L	4.1-4.30 airport manager		5327923
80780000 541001	ELECTRIC/UTILITES	15,000	14,100	1,173.34	371.78	12,926.66	.00	100.0%
2021/03/000605	03/15/2021 API	101.10	VND 023650	PO 21000842	FAIRFIELD CO UTILITI	3430 old Columbus - 1/29-2/26		5327388
2021/03/000605	03/15/2021 API	101.10	VND 023650	PO 21000842	FAIRFIELD CO UTILITI	3383 old Columbus - 1/29-2/26		5327389
2021/03/000952	03/22/2021 API	115.55	VND 003823	PO 21000687	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD - 2/8-3/1		5327742
2021/03/000952	03/22/2021 API	54.03	VND 003823	PO 21000687	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 2/8-3/11		5327742
80780000 543000	REPAIR AND MAINTEN	10,000	32,103	2,869.12	1,719.12	29,020.00	214.23	99.3%
2021/03/000300	03/08/2021 API	285.77	VND 011340	PO 21002681	WOFFORD, CHARLES	2/19/21 repairs to snow plow t		5326907
2021/03/000605	03/15/2021 API	1,150.00	VND 000189	PO 21002514	STROHMEYER, CHARLES	replace 2 water heaters @ Airp		5327269
2021/03/000605	03/15/2021 API	283.35	VND 006709	PO 20001243	SUPERIOR PETROLEUM E	3/2/21fuel pump srvc		5327321
80780000 553000	COMMUNICATIONS/TEL	2,100	2,100	883.18	883.18	1,216.82	.00	100.0%
2021/03/000605	03/15/2021 API	883.18	VND 074480	PO 21000863	A T & T INC	9/20/20-2/19/21 Monthly phone		5327407
80780000 554000	ADVERTISING	2,000	2,000	281.48	140.53	1,518.52	200.00	90.0%
2021/03/000021	03/01/2021 API	140.53	VND 001430	PO 21000628	COLUMBUS DISPATCH	1/1-1/31/21advertising for Pic		5326467

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80780000 558000	TRAVEL REIMBURSEME	200	200	.00	.00	150.00	50.00	75.0%
80780000 560000	MATERIALS & SUPPLI	15,000	15,059	3,123.45	2,294.58	9,144.07	2,791.58	81.5%
2021/03/000021	03/01/2021 API	1,164.57	VND 011450	PO 21002590	FNB-CARDMEMBER SERVI	replacement for tank on snow p		5326533
2021/03/000022	03/01/2021 API	562.55	VND 001511	PO 21000632	R D HOLDER OIL INC	2/16/21 Fuel for airport mower		5326476
2021/03/000022	03/01/2021 API	35.34	VND 014612	PO 21000829	AG-PRO OHIO, LLC	2/18/21 supplies for airport		5326551
2021/03/000301	03/08/2021 API	44.08	VND 015530	PO 21001898	WASHINGTON AUTO PART	AIRPORT SUPPLIES		5326933
2021/03/000605	03/15/2021 API	488.04	VND 007099	PO 21000749	SUNDOWNER AVIATION L	12/29/20-2/10/21 reimb for sup		5327323
80780000 561000	GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600	FUEL (GASOLINE/DIE	250,000	250,000	66,644.69	37,250.58	183,355.31	.00	100.0%
2021/03/001321	03/29/2021 API	37,250.58	VND 005545	PO 21000717	PURVIS BROTHERS INC	fuel purchases for airport		5328079
80780000 570000	CAPITAL OUTLAY	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574000	EQUIPMENT, SOFTWAR	1,000	16,086	15,086.00	.00	.00	1,000.00	93.8%
80780000 590310	REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS		466,300	516,072	135,852.11	61,645.27	348,226.52	31,993.81	93.8%
TOTAL AIRPORT OPERATIONS		466,300	516,072	135,852.11	61,645.27	348,226.52	31,993.81	93.8%
TOTAL EXPENSES		466,300	516,072	135,852.11	61,645.27	348,226.52	31,993.81	

FCA Authority Board:
Glenn Burns, DDS
William McNeer, CPP
Bill Fagan
Michael J. Kaper, J.D.
Jon Kochis
Rick Szabrak
Scott Richardson

April 13, 2021

To: Fairfield County Airport Tenants

Subject: Aircraft Security

As we recover from the pandemic and commence more activity at the airport, there are villains who are looking for an "easy mark".

The ground pounder thief continues to be very active on Ohio streets. In the three-year period from 2016 through 2018, Ohio had 12,596 vehicle thefts with keys left inside. "It amazes me with the push-button starts that so many people leave their keys in their car," Cuyahoga Falls Police Chief Jack Davis said. He estimated that 75 percent of the stolen vehicle reports in the city involve keys or fobs being left inside, making the vehicle an easy target for a thief (The Alliance Review).

There are aviation knowledgeable crooks that are scouting for the easy mark. Unknown persons in the area always raise a concern, but the unlikely possibility that a known person could be a threat can't be ignored. On Labor Day in 1960, an enlisted crewmember misappropriated a US Navy SP-2E aircraft and flew it solo from California to Shreveport La. The barefoot bandit, Colton Harris Moore of the Seattle area initially was not known until he stole a couple of aircraft. Even though Colton became well known in the Pacific Northwest area, he still managed to steal an additional 3 aircraft; his burglar streak ended in 2010 with a several year prison sentence. On August 10, 2018, a Horizon Air employee stole a turboprop aircraft at Seattle; unfortunately, his return to earth was not survivable.

Your assistance is needed to ensure that there are not any "easy marks" at our airport. The recommended best practices for aircraft security are:

- Aircraft unattended (out of visual range of owner or operator) and not in a hangar shall be locked to prevent an aircraft being operated illegally, vandalized, burglarized, etc.
- The use of propeller locks, control block locks, wheel boot locks, throttle quadrant locks as appropriate is acceptable.
- Aircraft owners and operators shall maintain physical control of aircraft keys at all times.
- Aircraft keys will not be provided to an unlicensed person unless that person is providing services or otherwise authorized to have access to the aircraft by the aircraft owner.

Thanks,

Fairfield County Airport Authority Board

Fairfield County Airport Authority
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