

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Road, NW, Carroll, Ohio 43112**  
**Minutes for April 14, 2025**  
**Regular Meeting to order**

Michael Kaper called the Regular Meeting to order at 5:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Michael Kaper, Tom Brennan, Bill Fagan, Scott Richardson, and John Smith. Glenn Burns and Tom Brennan were absent. Jon Kochis entered the meeting at 5:12 p.m.

Also present were Staci Knisley, Al Moyer, Craig Weaver, Ben Riggs, Steve Griffith, and Craig Weaver.

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

None.

**Approval of the Minutes for March 10, 2025, Meeting**

On motion of Bill Fagan and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the minutes from the March 10, 2025, meeting.

Voting aye thereon: Fagan, Richardson, Kaper, and Smith.

Absent was: Glenn Burns, Tom Brennan, and Jon Kochis.

Motion passed.

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that HAS is having the Kubota tractor picked up for repairs. There is a warranty until July.

Mr. Moyer would like to talk with Board Member Kochis later related to the snowplow truck credit card.

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

a. Monthly Report

Mr. Coil reviewed the FBO Monthly report with the board; see attached to minutes.

Mr. Coil reported that the fuel pumps are fixed.

**Standing Committees:**

- **Community Relations – Michael Kaper**  
None.

- **Facilities and Grounds – Bill Fagan & Michael Kaper**

Mr. Fagan reported that this year's estimate with Integrity Painting for Hangar Q row is \$31,200. Compared to last year it was \$1.90 a square foot and is now \$1.80 a square foot.

Ms. Knisley recommended a resolution for unappropriated in the amount of \$30,000 be approved to encumber the Purchase Order for the painting.

**Approval of a resolution to appropriate from unappropriated funds into a major expenditure category for contractual services, Fund# 7800 in the amount of \$30,000.**

On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the resolution to appropriate from unappropriated funds into a major expenditure category for contractual services, Fund# 7800 in the amount of \$30,000; see attached to minutes.

Voting aye thereon: Kaper, Fagan, Smith, and Richardson.

Absent: Glenn Burns, Tom Brennan, and Jon Kochis.

**Approval of to accept and proceed with the \$31,200 estimate with Integrity Painting for painting Hangar Q row.**

On motion of John Smith and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve to accept and proceed with the \$31,200 estimate with Integrity Painting for painting Hangar Q row.

Voting aye thereon: Smith, Richardson, Kaper, and Fagan.

Absent: Glenn Burns, Tom Brennan, and Jon Kochis.

Mr. Fagan reported that we will contact Integrity Painting to get an update on the timeframe. More than likely it will happen in the fall after the high heat temperatures.

- **Fixed Base Operator (FBO) Liaison – Scott Richardson**

Nothing new to report.

- **Finance - Glenn Burns (absent) & Staci Knisley**

- a. **Financial Reports**

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The Board reviewed the following financial reports:

- Revenue/Expense Summary
- Cash Projection
- Purchase Order list
- Smart Card fuel report
- Utility cost report

**b. Payment of Bills**

**Motion to approve retroactively March payment of invoices totaling \$ 70,675.46.**

On motion of Scott Richardson and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively March invoices totaling \$ 70,675.46; see attached to minutes.

Voting aye thereon: Richardson, Kaper, Smith, and Fagan.

Absent was: Glenn Burns, Tom Brennan, and Jon Kochis.

Motion passed.

- Purvis Invoice for \$2,475.44

Mr. Coil reported that the Purvis invoice is for the replacement relay board and recommends payment.

**Approval of payment of an invoice to Purvis in the amount of \$2,475.44**

On motion of John Smith and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve the payment of an invoice to Purvis in the amount of \$2,574.44.

Voting aye thereon: Smith, Fagan, Kaper, and Richardson.

Absent was: Glenn Burns, Tom Brennan, and Jon Kochis.

Motion passed.

- **Security & Safety – Jon Kochis (absent) & John Smith**

Mr. Coil reported that the Community Watch volunteers asked for permission to drive through the Airport. He did not give blanket permission for access, but advised they ask for permission each time when needed.

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

The board reviewed the following reports and other items:

- Rent Status Spreadsheet
- Hangar Waiting List

Mr. Coil reported that the hangar waiting list hovers between 25-30 people.

- Q7 – non-sufficient funds

Ms. Knisley reported that the tenant in Q7 has had non-sufficient funds for payments three (3) times since October 2024. He made 2 payments in April that gets him caught up on his rent if they do not come back as non-sufficient funds. It takes 3-4 weeks before they come back to our County Treasurer.

Board Member Jon Kochis attended the meeting at 5:12 p.m.

Mr. Kochis recommended Ms. Knisley send a letter to the tenant in Q7 stating that he is on notice and that this will be discussed at the May meeting with possible termination.

**Payment of bills continued**

- Thompson Concrete invoice for \$10,000

Mr. Kochis will inspect the project to make sure it is completed.

**Approval of payment of invoice of \$10,000 to Thompson Concrete pending final review by Jon Kochis**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the payment of the invoice for \$10,000 to Thompson Concrete pending final review of Board Member Jon Kochis.

Voting aye thereon: Kochis, Fagan, Kaper, Smith, and Richardson.

Absent was: Glenn Burns and Tom Brennan.

Motion passed.

**Web – Tom Brennan (absent)**

None.

**Airport Improvement – Jon Kochis & Tom Brennan (absent)**

- a. Engineer's Summary Report – Crawford Murphy Tilly, Inc. (CMT)

Mr. Kochis reviewed the Engineer's Summary report; see attached to minutes.

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- FY25 FAA grant application

Mr. Kochis reported that the total project is \$92,800 with a local grant match of \$ 4,640. He recommends proceeding with the grant application. This begins the environmental process for the northside development.

- CMT Agreement for North Development Letter of Map Revision (LOMR)

Mr. Kochis recommended approval of the CMT agreement paid by the FY25 FAA grant. This includes to get rid of the FEMA floodplain.

**Approval to give Board Member Jon Kochis authorization to proceed with application for the FY25 FAA grant in the amount of \$88,160 and to give authorization for any future documents related to said grant.**

On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve to give Board Member Jon Kochis authorization to proceed with application for the FY25 FAA grant in the amount of \$88,160 and to give authorization for any future documents related to said grant; see attached to minutes.

Voting aye thereon:. Kaper, Fagan, Smith, Richardson, and Kochis.

Absent was: Glenn Burns and Tom Brennan

Motion passed.

**Approval of CMT Agreement for North Development Letter of Map Revision (LOMR) project in the amount of \$92,800.**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the CMT Agreement for North Development Letter of Map Revision (LOMR) project - \$92,800; see attached to minutes.

Voting aye thereon:. Kochis, Richardson, Fagan, Smith, and Fagan.

Absent was: Glenn Burns and Tom Brennan.

Motion passed.

b. Statewide Airport Pavement Condition Index Inspection Program

Mr. Kochis will be attending the webinar Thursday, April 17. He and Mr. Cooley with CMT will attend the webinar for their new processes. He will report back to the Board at the next meeting on the new process.

c. Storm Water

- Quarterly Stormwater Visual Inspection Report dated 3/25/25

The Board reviewed the quarterly report; see attached to minutes.

Mr. Kochis reported that there was some damage to the culvert and ditch on the east end. There will be a project at the end of this year or next spring to go around the dips. It should be inexpensive. The culvert under the new T-hangars will be updated with the construction project.

d. Hangar Construction update

Mr. Kochis reported that the concrete pours are happening. The metals will be standing up soon. We are still trying to make the September timeline for completion. There is a change order that exceeds the budget. He is talking with the County Administrator. This is the result of the insulation factor of the hangar due to the changing of the code. It is now categorized as a warehouse structure. Each T-hangar and Box hangar will have a grounded point installed. This is also due to the changing of the code.

e. East-end runway ramp

Mr. Kochis reported that we are waiting on soil to be decent before moving dirt. The dirt needs to be less saturated.

**Historical Aircraft Squadron update (continued)**

Mr. Moyer asked Mr. Kochis about the credit card on snowplow truck.

Mr. Kochis reported that the credit card has been cancelled.

Mr. Moyer stated that HAS will start using the fuel in the tanks for the snowplow truck. The fuel comes from RD Holder regularly.

**Old Business**

- **Trespassing Signs**

Mr. Kochis reported that he has ordered and received 20 signs. He will install them soon.

- **Fuel tanks to be moved in the Spring**

Mr. Kochis reported that HAS has completed this.

- **Letter to tenants related to purchasing fuel**

Mr. Kochis reported that there were no new surveys received after the last meeting report.

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- **New leases for tenants prior to September 13, 2021**

Ms. Knisley reported that there are a few tenants left to return their leases.

- **New hangars**
  - Tenants
  - Lease
  - Sub-Committee for all hangar rates

Mr. Smith presented some numbers to review related to hangar rates.

Mr. Kaper stated that the Board of Commissioners are providing the funding for the construction of the new hangars.

Mr. Kochis stated that we have the ability to pay back the Board of Commissioners on an annual basis. He asked the Board to review Ms. Knisley's 5-year projection.

Mr. Kochis stated that the Board needs to have a payment agreement ready and approved by our May 12 Board Meeting to be presented at the Board of Commissioners Meeting on May 13.

The Board discussed options regarding pricing of hangars.

Mr. Kaper recommended that the sub-committee come up with a plan for approval at the May 12 Airport Board Meeting. He recommends the existing lease rates stay the same and that new lease agreements have a higher rate at \$.24 (24 cents) per square foot.

Mr. Kaper asked Ms. Knisley to draft a chart that includes rates for 5 years at 24 cents per square feet with a 3% increase each year. This would be the rates for new lease agreements only. Existing lease rates will remain the same with their annual increase.

**New Business**

None.

**Informational**

None.

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

The Board reviewed the calendar for upcoming events and other important dates; see attached to minutes.

Mr. Kochis reported that he will have updates next month on both Vegetation and Weed control agreements.

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**Adjournment**

On motion of Bill Fagan and second of John Smith, the Fairfield County Airport Authority Board voted to adjourn at 6:15 p.m.

**Next Regular Meeting is Monday, May 12, 2025, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112**

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*Meeting minutes for April 14, 2025, meeting was approved on May 12, 2025.*

Aye  
Glenn Burns

Absent  
Bill Fagan

Absent  
Tom Brennan

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
John S. Smith

Absent  
Scott Richardson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk



Monthly Board Report 2025												
ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
T HANGAR	72/72	72/72	72/72									
OCCUPANCY												
R HANGAR	6/6	6/6	6/6									
OCCUPANCY												
NEW LEASES	0	1	1									
OVERNIGHT	0	0	0									
FUEL SALES	\$11,743.24	\$24,572.48	\$26,849.00									
100LL	2748.12	4584.62	5001.62									
Sundowner gals	2216.27	3501.09	3802.47									
FUEL SALES	\$7,318.15	\$14,819.94	\$31,124.61									
JET A	1355.80	2723.90	5759.30									
# OPERATIONS	2780	3300	3600									
HANGAR	none	none	Q8									
ISSUES												
PUBLIC	0	0	0									
COMMENTS												
FAA	0	0	0									
INCIDENTS												

\$63,164.72

12334

9520

\$53,262.70

9839.00

Monthly Board Report 2024												
ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
T HANGAR	72/72	72/72	71/72	70/72	71/72	72/72	72/72	72	72	72	72	72
OCCUPANCY												
R HANGAR	6/6	6/6	6/6	6/6	6/6	6/6	6/6	6/6	6/6	6/6	6/6	6/6
OCCUPANCY												
NEW LEASES	0	0	1	2	1	2	2	0	0	1	1	0
OVERNIGHT	0	0	0	0	0	0	0	0	0	0	0	0
FUEL SALES	\$16,575.27	\$33,939.04	\$31,187.27	\$ 39,847.51	\$ 35,413.00	\$ 51,906.99	\$40,312.90	\$35,106.69	\$35,853.80	\$38,209.57	\$34,081.07	\$23,810.18
100LL	2838.12	5701.18	5138.21	6604.97	5088.49	8754.77	6521.25	5703.06	5873.8	6646.4	4410.65	3973.29
Sundowner gals								4818.6	5046	5970.4	3480.7	3112.84
FUEL SALES	\$21,228.68	\$31,125.67	\$14,185.08	\$ 4,843.54	\$ 4,404.81	\$20,407.53	\$18,114.07	\$29,898.81	\$13,406.72	\$18,079.16	\$7,282.32	\$5,466.92
JET A	3908.30	5855.50	2842.70	972.60	884.50	3684.84	3337.84	5546.9	2528.3	3299.30	1328.3	1008.2
# OPERATIONS	2250	4108	3105	5400	5100	6408	6700	5060	5098	5200	5000	3366
HANGAR	0	0	0	0	0	0	0	0	0	Cable wear	0	0
ISSUES												
PUBLIC	0	0	1	0	water access	water	fuel issues	fuel issues	fuel issues	fuel issues	0	0
COMMENTS												
FAA	0	0	0	0	0	0	0	0	0	0	0	0
INCIDENTS												

\$416,243.29

67254

22429

\$188,443.31

35197

**FR2025-04.14.a**

**A resolution to appropriate from unappropriated funds into a major expenditure category for contractual services, Fund# 7800 – Fairfield County Airport Authority Board**

**WHEREAS**, additional appropriations are necessary for contract repairs for concrete and painting projects; and

**WHEREAS**, appropriations from unappropriated funds will allow the budget to increase in the major category expense for contractual services for org# 80780000.

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

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Section 1. That the Fairfield County Auditor appropriate from unappropriated funds in the major expense category of contractual services for org# 80780000, Fund# 7800.

\$ 30,000          80780000          contractual services

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Motion by: John Smith

Seconded by: Scott Richardson

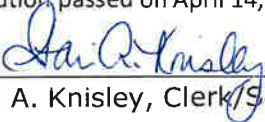
Ayes:     Smith, Richardson, Kaper, and Fagan

Nays:                 None

Abstentions:        None

Absent: Burns, Brennan, and Kochis

Resolution passed on April 14, 2025

  
Staci A. Knisley, Clerk/Secretary

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**For Auditor's Office Use Only:**

Section 1.          \$30,000          80780000 543000

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

JOURNAL DETAIL 2025 3 TO 2025 3

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD	EXPENDED	MTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
7800 AIRPORT OPERATIONS	APPROP	BUDGET						BUDGET	USED

### 80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVIC	175,000	181,248	54,154.49	23,804.97	124,675.41	2,418.00	98.7%
2025/03/000006 03/03/2025 API	8,333.33 VND	007099 PO 239	SUNDOWNER AVIATION L	FBO/Airport Management 3/2025			5421790
2025/03/000006 03/03/2025 API	2,500.00 VND	005552 PO 43	HISTORICAL AIRCRAFT	snow plow/mowing contract for			5421782
2025/03/000378 03/10/2025 API	30.80 VND	016659 PO 95	SUNRUSH WATER	DRINKING WATER SERVICES 2/17/2			5422360
2025/03/000726 03/12/2025 API	-924.00 VND	001671 PO 24000329	OHIO AVIATION ASSN	membership dues 1/1/25-12/2024			5422833
2025/03/000766 03/17/2025 API	970.00 VND	001671 PO 24000329	OHIO AVIATION ASSN	membership dues 1/1/25-12/31/2			5422797
2025/03/000781 03/17/2025 API	220.00 VND	001281 PO 5	PORTA KLEEN	RENTAL OF PORTABLE TOILET 2/28			5422846
2025/03/000781 03/17/2025 API	472.34 VND	003668 PO 29	LOCAL WASTE SERVICE	3430 OLD COLUMBUS RD 3/2025			5423518
2025/03/000781 03/17/2025 API	1,265.27 VND	005790 PO 25002497	OHIO DEPT OF TAXATIO	fuel sales tax 2/1-2/28/25			5423967
2025/03/001208 03/24/2025 API	9.95 VND	016659 PO 95	SUNRUSH WATER	DRINKING WATER SERVICES 3/2025			5423967
2025/03/001616 03/31/2025 API	9.95 VND	016659 PO 95	SUNRUSH WATER	DRINKING WATER SERVICES 12/202			5423931
2025/03/001616 03/31/2025 API	29.00 VND	016659 PO 95	SUNRUSH WATER	DRINKING WATER SERVICES 12/4/2			5423939
2025/03/001616 03/31/2025 API	2,500.00 VND	005552 PO 43	HISTORICAL AIRCRAFT	snow plow/mowing contract 4/20			5423967
2025/03/001616 03/31/2025 API	8,333.33 VND	007099 PO 239	SUNDOWNER AVIATION L	FBO/Airport Management 4/2025			5423967
2025/03/001616 03/31/2025 API	55.00 VND	016659 PO 95	SUNRUSH WATER	DRINKING WATER SERVICES 9/23/2			5423967

80780000 541001 ELECTRIC/UTILITIES	30,000	31,841	6,174.30	2,103.04	20,666.42	5,000.00	84.3%
2025/03/000378 03/10/2025 API	284.54 VND	003823 PO 33	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD 1/15-2/14			5422278
2025/03/000768 03/17/2025 API	313.49 VND	001373 PO 7	SOUTH CENTRAL POWER	TERMINAL RUNWAY LIGHTS 2/10-3/			5422817
2025/03/000768 03/17/2025 API	93.37 VND	001373 PO 7	SOUTH CENTRAL POWER	HANGAR G - 2/10-3/10			5422815
2025/03/000768 03/17/2025 API	167.13 VND	001373 PO 7	SOUTH CENTRAL POWER	HANGAR P 2/10-3/10/25			5422816
2025/03/000768 03/17/2025 API	117.53 VND	001373 PO 7	SOUTH CENTRAL POWER	HANGAR Q 2/10-3/10			5422818
2025/03/000768 03/17/2025 API	147.05 VND	001373 PO 7	SOUTH CENTRAL POWER	MOPED ASOS 2/10-3/10			5422819
2025/03/000768 03/17/2025 API	76.73 VND	001373 PO 7	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER 2/10-3			5422820
2025/03/000768 03/17/2025 API	111.48 VND	001373 PO 7	SOUTH CENTRAL POWER	HANGAR O 2/10-3/10			5422821
2025/03/000768 03/17/2025 API	302.49 VND	001373 PO 7	SOUTH CENTRAL POWER	TERMINAL 2 2/10-3/10/25			5422822
2025/03/000768 03/17/2025 API	70.01 VND	001373 PO 7	SOUTH CENTRAL POWER	HANGAR F 2/10-3/10			5422823
2025/03/000781 03/17/2025 API	104.13 VND	023650 PO 110	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS RD 1/31-2/28			5422940
2025/03/000781 03/17/2025 API	104.13 VND	023650 PO 110	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS RD - 1/31-2/			5422941
2025/03/001613 03/31/2025 API	55.19 VND	003823 PO 33	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 2/14-3/13			5423922
2025/03/001613 03/31/2025 API	155.77 VND	003823 PO 33	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD 2/14-3/13			5423923
80780000 543000 REPAIR AND MAINTEN	70,000	65,892	7,162.19	.00	37,643.80	21,086.00	68.0%

80780000 553000 COMMUNICATIONS/TEL	2,100	2,464	581.38	193.80	1,882.93	.00	100.0%
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2025/03/000378 03/10/2025 API	193.80 VND	074480 PO 122	A T & T INC	telecom/monthly phone services			5422397
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## YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

JOURNAL DETAIL 2025 3 TO 2025 3

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD	EXPENDED	MTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
7800	AIRPORT OPERATIONS	APPROP	BUDGET						BUDGET	USED
80780000	554000	ADVERTISING	2,000	2,000	.00	.00	.00	900.00	1,100.00	45.0%
80780000	558000	TRAVEL REIMBURSEME	200	200	.00	.00	.00	150.00	50.00	75.0%
80780000	560000	MATERIALS & SUPPLI	25,000	35,906	12,332.56	456.25	12,630.14	10,943.75	69.5%	
2025/03/001616 03/31/2025 API		456.25 VND 011450 PO 25003487 FNB-CARDMEMBER SERVI signs for airport - no trespass	5423956							
80780000	561000	GENERAL OFFICE SUP	500	500	.00	.00	.00	100.00	400.00	20.0%
80780000	562600	FUEL (GASOLINE/DIE	600,000	634,369	116,267.31	44,117.40	518,101.44	.00	100.0%	
2025/03/000781 03/17/2025 API		21,014.72 VND 005545 PO 25001262 PURVIS BROTHERS INC fuel purchases at the Airport	5422863							
2025/03/001616 03/31/2025 API		23,102.68 VND 005545 PO 25001262 PURVIS BROTHERS INC fuel purchases at the Airport	5423930							
80780000	574000	EQUIPMENT, SOFTWARE	15,000	15,000	.00	.00	14,400.00	600.00	96.0%	
80780000	574300	FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%	
80780000	590310	REFUNDS OF HANGAR	3,000	3,000	442.00	.00	.00	2,558.00	14.7%	
TOTAL AIRPORT OPERATIONS		927,800	977,420	197,114.23	70,675.46	731,150.14	49,155.75	95.0%		
TOTAL AIRPORT OPERATIONS		927,800	977,420	197,114.23	70,675.46	731,150.14	49,155.75	95.0%		
TOTAL EXPENSES		927,800	977,420	197,114.23	70,675.46	731,150.14	49,155.75			

**Fairfield County Airport Authority  
Board Meeting, April 14, 2025**

**Engineer's Summary Report**

1. FY 21 FAA AIP Grants  
**Master Plan** – Closeout revisions to FAA, waiting final approval.
2. FY 23 FAA AIP Grant - Master Drainage Report  
CMT submitted grant closeout.
3. OH FY 22 State grant – Obstruction Removal (East).
  - a. East End - Phase 2 – On hold, check up every few months.
4. OH FY 24 State grant – Runway 28 RSA Clearing
  - a. Removal of Election House Road and RSA grading, project complete. Grant closeout underway.
  - b. Silt fence removal requested, confirm completed.
5. FY 24 FAA AIP Grant – Runway 10/28 Crackseal
  - a. Work completed. Final inspection and aerial survey complete.
  - b. Closeout documentation underway.
6. FY 24 FAA AIP Grant – Apron and Taxiway Rehab/Hangar Development (County funded)
  - a. Setterlin work continues on box hangars, started on t-hangars.
  - b. Next steps are foundation and slab pours, after under slab plumbing and sanitary sewer is placed.
7. FY 25 FAA – Pending Project North side development environmental
  - a. CMT has prepared the financial plan for north apron and taxiway, and will submit it to FAA this week.
  - b. Approval by FAA needed prior to environmental grant writing.
  - c. Conditional approval needed on CMT's environmental scope and fee, to be submitted to FAA by end of April. Contingent on grant funding.
8. FY26 ODOT Direct Grant
  - a. No project this year
9. Action Items:
  - a. Discussion and approval on CMT's Environmental Contract for North Side Development

**A resolution to approve to proceed with the application for the FY2025 Federal Aviation Administration (FAA) Grant.**

**WHEREAS,** the Fairfield County Airport Authority Board expressed interest to pursue the FY2025 FAA Grant in the amount of \$88,160; and

**WHEREAS,** the project is for the environmental conditions to construct the North Taxiway and Apron;

**WHEREAS,** Total project costs are \$92,800 with a general fund match of \$4,640; and

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

**WHEREAS,** this resolution gives Airport Board Member Jon Kochis authorization to sign the application, and any other future documents related to FY2025 FAA Grant.

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

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**Section 1.** That the Fairfield County Airport Authority Board approves to proceed with the application for the FY2025 FAA grant and gives Jon Kochis authorization to sign the application and any other future documents related to said grant.

Motion by: Michael Kaper

Seconded by: Bill Fagan

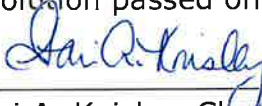
Ayes: Kaper, Fagan, Richardson, Smith, and Kochis

Nays: None

Abstentions: None

Absent: Glenn Burns and Tom Brennan.

Resolution passed on April 14, 2025

  
\_\_\_\_\_  
Staci A. Knisley, Clerk/Secretary

## 2025 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:

Provide professional Engineering and Environmental services for the North Development Letter of Map Revision (LOMR) and environmental agency coordination for the project at the Fairfield County Airport. Scope of Work includes data collection, analysis, preparation of forms, public involvement, agency coordination application and certification.

**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 \$92,800.00.

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 14 day of April, 2025.

**CLIENT:**

Fairfield County Airport Authority  
(Client Name)

Michael J. Kaper  
(Signature)

Michael J. Kaper Board Vice President  
(Name and Title)

April 14, 2025  
Date

**ENGINEER:**

CRAWFORD, MURPHY & TILLY, INC.

Greg Heaton  
(Signature)

Greg Heaton, Vice President  
(Name and Title)

4-14-25  
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, 2025**

<b>Classification</b>	<b>Regular Rate</b>
Director	\$ 350
Senior Principal	\$ 325
Principal	\$ 310
Senior Specialty Engineer 2 Senior Structural Engineer 2 Senior Planner 2 Senior Specialty Professional 2 Senior Civil Engineer 2	\$ 290
Senior Environmental Scientist 2 Project Manager Senior Architect 2 Senior Structural Engineer	\$ 250
Senior Civil Engineer Senior Environmental Scientist Senior Specialty Professional	\$ 235
Senior Administrative Specialist Senior Technician 2	\$ 200
Senior Technician	\$ 190
Project Environmental Scientist Project Civil Engineer Project Structural Engineer	\$ 185
Project Planner Project Specialty Professional Civil Engineer Structural Engineer	\$ 180
Administrative Specialist Specialty Professional Planner Project Technician	\$ 160
Architect	\$ 150
Environmental Scientist Technician	\$ 135
Admin/ Admin Coordinator	\$ 110

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, 2026.

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.

CRAWFORD, MURPHY & TILLY, INC.  
 CONTRACT ATTACHMENT - EXHIBIT A - 2025 PROFESSIONAL SERVICES COST ESTIMATE  
 CLIENT  
 Fairfield County Airport  
 PROJECT NAME  
 North Side Development - Floodplain/Environmental  
 CMT JOB NO.  
 TBD

Prep By BDC  
 DATE 04/13/25  
 Approved by  
 DATE 04/13/25

TASK NO.	TASKS   CLASSIFICATIONS	MAN HOURS & LABOR SUMMARY																				
		Director				Senior Principal		Principal		Senior Technician				Specialist Technician 2				Senior Admin			Architect	
	CURRENT YEAR 2025 HOURLY RATES	\$350	\$325	\$310	\$290	\$250	\$235	\$200	\$190	\$185	\$180	\$160	\$150	\$135	TOTAL							
1	Project Management - Program Formulation			20			8	8														36
2																						
3	Data Collection - Site Review - Historical Documents			4			12	20		20	20											76
4	Hydraulic and Hydrologic Analysis - Review			4			20			40	70	10		10								154
5	Data Entry - FEMA Forms			4			4			4	4											16
6	Environmental Coordination			4			8			12	12			40								76
7	Public Notice - Public Awareness			8			8			8	8											32
8	Application Submittal and Processing			2			2			2	2											8
9																						
10	Coordination of Application			2			2			2	2											8
11	Response to Comments and Revisions			8			8															16
12																						
13																						
14																						
15																						
	TOTAL MAN HOURS			56			72	28			118	10										422
	SUBTOTAL - BASE LABOR EFFORT			\$17,360			\$16,920	\$5,600			\$21,240	\$1,600		\$6,750								\$85,750
										</												

MATH CROSS CHECK IS OK

**FAIRFIELD COUNTY AIRPORT AUTHORITY**  
**QUARTERLY STORMWATER VISUAL INSPECTION**

**LOCATION & SITE CONTACTS**

<b>Name: Fairfield County Airport Authority</b>		<b>Address: 3430 Old Columbus Road NW Carroll, Ohio 43112</b>	
<b>Telephone: 740-654-7001</b>		<b>Primary Facility Contact Information:</b> Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		<b>Security: Fairfield County Sheriff</b> 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:** 3/25/2025 **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: 10:00			
Color	No			
Odor	No			
Clarity	Clear			
Floating Solids	No			
Settled Solids	No			
Suspended Solids	No			
Foam	No			
Oil Sheen	No			
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:**

<b>Issue Being Evaluated</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments (stains, odors, leaks, trash, etc)</b>
Are stored materials exposed to storm water contact?	X			Open oil container in picture 10.
Are oily parts and/or drums exposed to storm water contact?		X		
Are the loading and unloading areas clean?	X			
Are areas around containers clean?	X			No increased staining observed.
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			No increased staining observed.
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		
Are trash cans and dumpsters kept covered?		X		Dumpster lid open in picture 3.
Is a stocked spill kit available at the fuel island?	X			
Are spill containment materials and stocked cleanup kits readily available?	X			
Is there evidence of soil erosion?	X			Increased erosion under fence by Election House due to ongoing failed field tile.
OTHER OBSERVATIONS:				

Inspected By: Charlotte Solomon and Jonathan Ferbrache -Fairfield SWCD



## **FACILITY INSPECTION PHOTOS**

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**Picture 1: Damaged culvert (site 12) ARF Road**



**Picture 2: Blowhole erosion (site by 11)**



**Picture 3: Dumpster locked but lid is open over lock at SWAT.**





**Picture 4: Culvert needs dipped (site 3). East gate to hangars.**





**Picture 5: Drain was blocked by grass, in infield location. FSWCD removed buildup.**





**Picture 6: Culvert where the tile meets the drain needs repaired. (infield)**



**Picture 7: Slit fencing needs repaired or replaced and extended.**





**Picture 8: Area needs silt fencing or wattles around un-stabilized soil.**



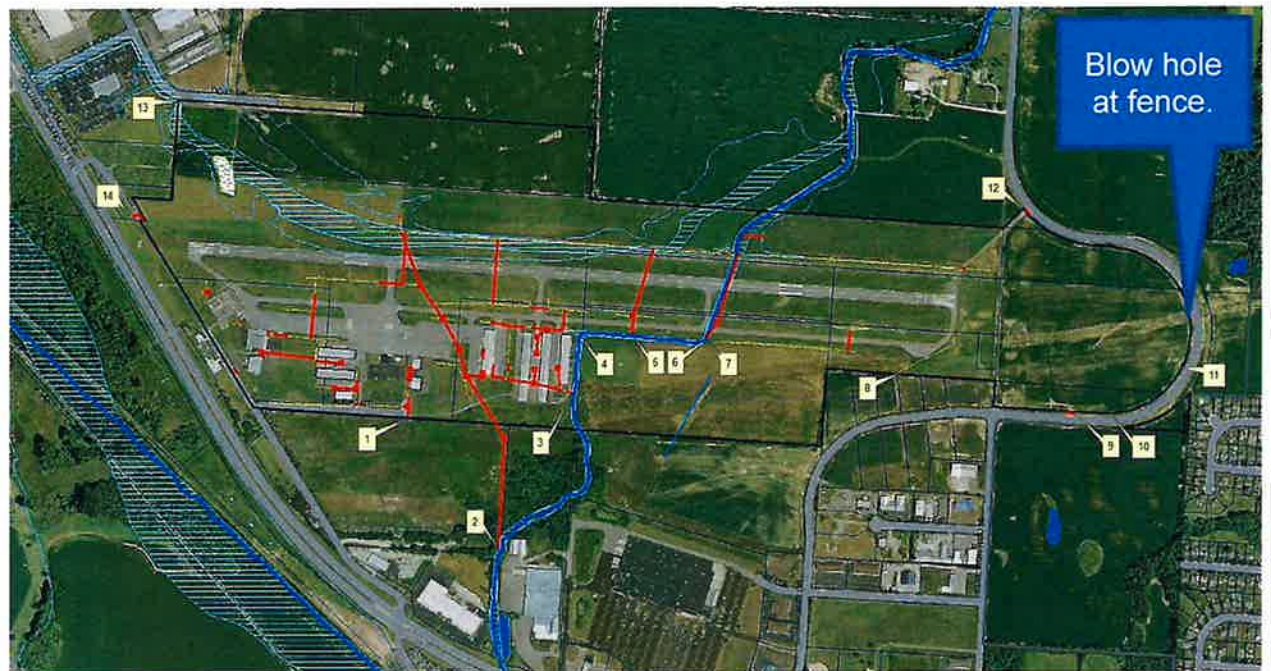
**Picture 9: Where drainage pipe exits needs wattles or silt fencing around un-stabilized soil.**



**Picture 10: Cracked oil storage container at building J east side.**



## FACILITY MAPS

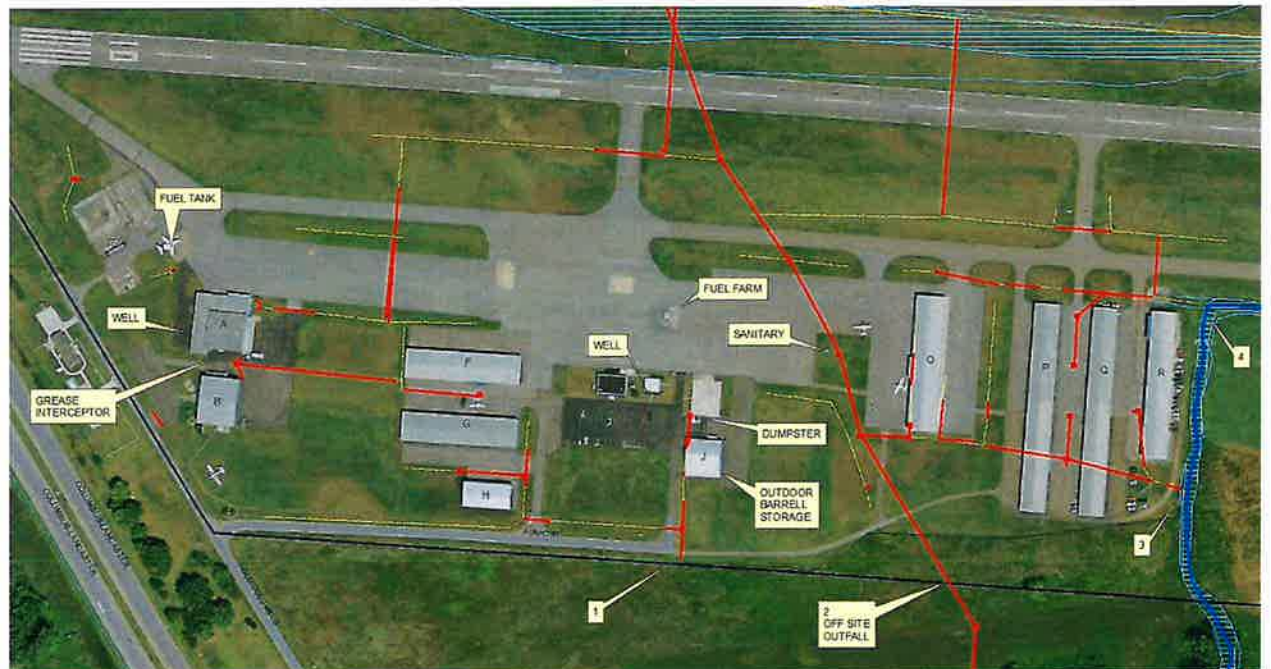


NORTH



**FIGURE A**

*See Appendix A for outfall No.2 off site easement*

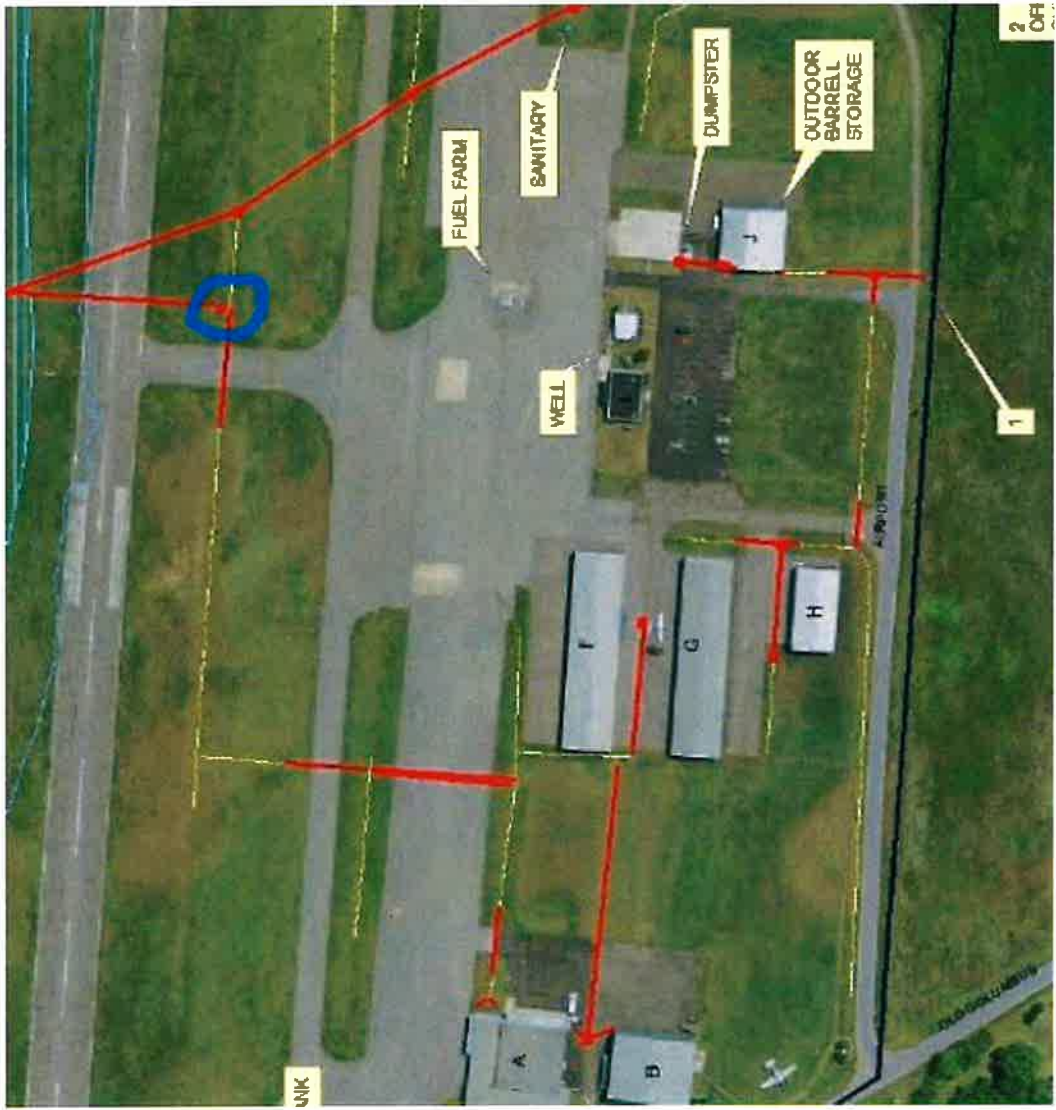


NORTH



**FIGURE B**

*See Appendix A for outfall No.2 off site easement*





**Calendar of Dates; including expiration, due, and events**

Description Other Notes Expiration/Due Date

<b>Noxious Weed Control Agreement - Doug Majors</b>		<b>12/31/2024</b>
<b>Noxious Vegetation Control, LLC - Agreement for annual spraying</b>		<b>12/31/2024</b>
OTTER/UST		6/30/2025
Petroleum Underground Tank	UST Certificate of Coverage	6/30/2025
Storm Water Pollution Plan		7/1/2025
Blue Lightning Initiative		9/30/2025
QTpod subscription		10/29/2025
MS4 training of Board and FBO		12/31/2025
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2025
Insurance Agreement		12/31/2025
Legal services agreement with County Prosecutor		12/31/2025
FBO Agreement		12/31/2025
ODOT Airport Improvement FY2026 Grant		3/15/2026
HAS mowing and snow removal contract		9/30/2026
Hangar J Lease		12/31/2026
Jon Kochis, John Smith, and Michael Kaper		12/31/2026
EAA lease renewal with the Board of Commissioners		12/31/2026
Lease agreement with Board of Commissioners to operate facilities		10/25/2027
Glenn Burns board appointment		12/31/2027
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Co-sponsor agreement with the Board of Commissioners		5/13/2044
SAS land lease agreement		6/30/2049