

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 8, 2017

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Pat Ferguson, Jon Kochis, Michael Kaper, Rick Szabrak, and Bill McNeer. Board member Bill Fagan was absent. Also present were Staci Knisley, Branson Rutherford, Al Moyer, and Pat Rooney.

Opportunity for the Public to Address the Board

No member of the public addressed the Board.

Approval of Minutes for the April 10, 2017 Meeting

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the April 10, 2017 meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Moyer asked about the restricted mowing and weeding area that is farmed by Pville.

Mr. Kochis reported that the area has to be kept at 7-14 inches. When the Pville lease is renewed, they will be informed of mowing and weeding the area.

Mr. Moyer reported that the PAPI lights were knocked out by a flood. There are fuses blown. Jess Howard Electric has contacted Crawford Murphy Tilly (CMT) in March with an estimate to fix the problem. The estimate is around \$8,000.

Mr. Kochis will contact CMT for status.

Airport Manager Update

Mr. Rooney presented Sundowner Aviation's Monthly Board Report. (See attached to minutes)

Mr. Rooney reported that there is a repair called in to Precision Overhead Door for their Hangar, R4. The new sectionals come out at the end of June. He hopes that the parachute information will be removed. He does not know that for sure. There was a letter submitted over a month ago to have it removed. The Airport Directory comes out in August. The parachute information will be out of the Directory.

Mr. Rooney also reported that they will not proceed with pursuing Class E to Surface. They have not had any trouble with Drones.

Standing Committee Updates:

1. Airport Improvement – Jon Kochis

Mr. Kochis reported that no Engineer's Summary report was received from Crawford Murphy & Tilly (CMT). The ODOT application has been approved and mailed. We are waiting on ODOT's approval.

a. Medflight Property

Mr. Kochis reported that the Board of Commissioners agreed to loan the Airport Board money for the purchase of the Medflight Property. There will be a reduction in our allocation. The offer has been accepted for \$200,000. The Prosecutor's Office is working out language regarding a non-complete clause for helicopter operations. There is a third party that might be interested in helicopter operations at the airport. There are no restrictions on what the property can be used for because there are no federal dollars used.

Approval to move forward with agreeing to the reduction in the Board of Commissioners yearly allocation for the purchase of the Medflight Property

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority approved to move forward with the agreeing to the reduction in the Board of Commissioners yearly allocation for the purchase of the Medflight Property.

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

b. LED Lighting for Hangars

Mr. Kochis reported that the lighting project is completed. The rebate is in process with South Central Power.

Mr. Ferguson reported that the lighting makes a huge difference from the HAS building.

c. Capital Improvement Projects

Mr. Kochis asked the Board to keep the capital projects on the agenda until they are completed. **Capital Project List:**

- Stormwater System Rehab
 - Ditch Work – Project 2 Infield, Project 2 outfall, Project 7 Dipping
 - Concrete Work – Repair work to drains and joints
 - Pavement Crack rehab – see paving
- Apron Paving
 - Areas identified on ODOT report/non grant eligibleMr. Kochis recommended that the apron paving be the Board's number 1 priority for capital projects.

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- Northwest parcel development
 - Tree Clearing
Mr. Kochis reported that in order for this area to be delineated by the State, the clearing will have to be completed.
- Maintenance Building
 - Estimate for the Roof from The Final Cost
Mr. Kohis reported that he has one estimate from the Final Cost for \$23,080.

Mr. Ferguson worked with Wes Brendsal of Assured Home Inspections. He will inspect the roof in June for \$1,050.

Approval to proceed with roof inspection on the Maintenance Hangar with a not to exceed cost of \$1,050.

On motion of Rick Szabrak and second of Michael Kaper, the Fairfield County Airport Authority approved to proceed with the roof inspection on the Maintenance Hangar with a not to exceed cost of \$1,050

Discussion: Mr. Ferguson stated when the inspection is finished he will give a structural certification.

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

2. Community Relations – Michael Kaper & Rick Szabrak

Mr. Kaper reported that he received an email regarding the when the PAPIs will be operational.

Mr. Moyer reported that the inter light on the approach is not working properly. There is also a power problem with the PAPIs.

Mr. Rooney reported that there is a NOTAM out on the PAPIs. They work fine until they are wet. Until they are flight tested, they will be on a NOTAM.

Mr. Kochis stated that he will follow up with CMT.

Mr. Kaper stated that he will follow up with the email.

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

Mr. Kaper stated that there was nothing new to report.

4. FBO Liaison – Pat Ferguson

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a. Mower quotes

Mr. Ferguson reported that the zero turn mower axel came out of the mower. It is \$1,900 to repair. He solicited quotes for a replacement, see the following:

Kubota - \$9,000

Husqvarna – \$12,000

Ferris – \$10,500

JD Equipment - \$7,000

Mr. Ferguson recommends to purchase the new zero turn mower with JD Equipment. The mower has a spring seat for \$5,500, which includes a \$1,500 trade in.

Approval to purchase a zero turn mower from JD Equipment for \$5,500

On motion of Pat Ferguson and second of Bill McNeer, the Fairfield County Airport Authority approved the purchase of a zero turn mower from JD Equipment totaling \$5,500.

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

b. Fence Repair

Mr. Ferguson reported that there is another fence near the gate that needs repaired. Mr. Watts will repair the fence.

Mr. Kochis stated that there are 3 fences that need repaired. 2 of the 3 repairs are from vehicle accidents. They will have to be reported to insurance. He will obtain the police reports.

5. Finance - Glenn Burns

a. Financial Reports

Ms. Knisley asked the Board to review the financial reports.

b. Payment of Bills

• **Approval for payment of bills totaling \$ 2,444.43**

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$2,444.43 (See invoice summary attached to minutes)

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

6. Security/Internet – Jon Kochis & Bill McNeer

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

Mr. Kochis reported that he is still trying to identify current land lines.

b. Internet Update

Mr. Kochis reported that he has gotten good feedback regarding the internet update.

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

a. Rent Status

Ms. Knisley reported that she constantly has to call and remind the tenant in P15 to pay his monthly rent. He is paid up until February.

8. Web – Bill McNeer & Rick Szabrak

a. Website Update

Mr. Szabrak has nothing new to report. He should have an update next month.

Old Business

The Board reviewed the following old business.

a. Follow-up with Radio Frequency License Application mailed on March 13th

Mr. McNeer reported that he checked today for status. It is supposed to be ready in June.

b. FY2018 Ohio Airport Grant Program Application postmarked May 1, 2017

c. Farm Leases (seedless crop amendments)

Mr. Kochis stated that he is working with Fairfield County Soil & Water to update the leases with Pville and Doug Majors to control the vegetation. The Eversole lease is with the Board of Commissioners and does not expire until 2020. Things we are considering include, if we generate revenue on any of these parcels, the Board will have to pay property taxes. He thinks we are due for a tax assessment on all of our parcels. It would be cheaper to mow farmland than to pay property tax on the land.

Mr. Szabrak stated that another option for the farmland would be to have a solar field on it. More and more businesses are using solar energy.

Mr. Kochis also stated that soccer fields could be there rather than farming. They are low maintenance.

Mr. Kochis stated that he and Soil & Water will move forward with amending the leases.

d. Fence on Eversole Property

Mr. Kochis reported that the fence move has been completed.

e. Special Counsel for future pipeline easements

New Business

- 2017 Ohio Aviation association (OAA) Conference Report – Bill McNeer

Mr. McNeer reported that he attended the OAA Conference held on April 18th and 19th. There were 217 that attended, 25 exhibitors, 7 general sessions, and 16 concurrent sessions. He was only able to attend 10-12 sessions. ODOT mentioned there were 96 airports eligible for ODOT grants totaling 6 million dollars. Andy Doll is back with ODOT. Russ Neiss formerly with CMT is now a paving contractor with ODOT. There is joint FAA/ODOT workshop on August 7th. More information will be available soon. John Mayfield and Mary Jagiello with FAA spoke at the conference. They are trying to improve their planning time. They are willing to meet with the Board at any time. In another session, they said that small events at the Airport are just as effective in marketing as large events. They suggested that Drone operators give their name, address, and let them know what activities are going on at the airport. There is a smart phone app called “B4UFly”. This gives locations of Drones. In the State Biennial budget, OAA is lobbying for 6 million dollars to remain stable. OAA is also still lobbying legislation to encourage county prosecutors to represent county airport boards. Another session talked about sections of the Ohio Revised Code (ORC). ORC 4561.24, which is prior approval required for operation of motor vehicle on the runway. No vehicle is allowed to be on the runway without seeking permission from Sundowner Aviation, the Airport Manager. If they do not have permission, they could be charged as a felony. According to ORC 308.04, the Board is supposed to take an oath of office. He recommends that this gets done every January. ORC 308.051 allows the Board members to have remote participation for meetings. In order to do this, there are parameters and bi-laws that need created.

Informational Items

- **FAA Final Determination Letter**

Mr. Kochis reported that this letter is to allow TransCanada (CPG) to use the approach and being around the Airport. It is the permit to start process. They still have to have the Board change our Master Plan before they can do anything. Changing the plan is an expensive project.

Calendar of Upcoming Events/Other

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

- a. Petroleum Underground Storage Tank Release Compensation Board – application and payment due July 1, 2017
- **Approval for the Application for Certification of Coverage Annual Fee Assessment Statement for \$1,200**

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On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the application for certification of coverage annual fee assessment statement for \$1,200.

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

- b. Pville farming lease expires 12/31/17
- c. Doug Majors farming lease expires 12/31/17
- d. Storm Water Plan – Review and Approve annually - February 2018
- e. Insurance expires 12/15/18
- f. Bolger Lease expires on 10/31/19
- g. HAS lease agreement w/Commissioners expires on 12/31/19
- h. FAA lease for space expires 9/30/2022

Adjournment

On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to adjourn at 7:03 p.m.

Next meeting is scheduled for June 12, 2017 at 6:00 p.m.

Meeting minutes for the May 8, 2017 meeting were approved on June 12, 2017.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Rick Szabrak

Absent (at vote)
Jon Kochis

Absent
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

MONTHLY BOARD REPORT

APRIL 2017

*May 8, 2017
meeting*

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	59/72	
R HANGAR OCCUPANCY	6/6	
NEW LEASES	0	
OVERNIGHT/WEEKLY HANGR	0	
FUEL SALES 100LL	4142.95	
FUEL SALES JET	3310.28	
NUMBER OF OPERATIONS	12600	
HANGAR MAINTENANCE ISSUES	NONE	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	none	

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$772.42	n/a	fees paid for April fuel sales	4/1-4/30/2017
Sundowner Aviation	\$1,173.00	n/a	10% fees paid for April hangar rent	4/1-4/30/2017
RD Holder	\$499.01	0332388	Regular Gasoline & Diesel fuel	4/25/2017
Total Invoices for 05.08.17 Board Meeting	\$2,444.43			