

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for May 9, 2016

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, Bill McNeer, Pat Ferguson, Lonnie Rush, Bill Fagan, Michael Kaper, and Jon Kochis. Also present were Staci Knisley, Darrell Loos, Patrick Rooney, and Lonnie Watts.

Opportunity for the Public to Address the Board

No one from the public addressed the Board.

Approval of Minutes for the April 11, 2016 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 11, 2016 meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Ferguson spoke on behalf of HAS. He reported that his opinion is that HAS should still be able to plow snow in the winter.

Airport Manager Update

Mr. Rooney presented his monthly report. (See attached) He reported that Sundowner Aviation does 25-30% of the flying at the airport according to the fuel sales. In order to calculate number of operations they multiply the # of hours Sundowner Aviation flies by 6 and then by 4.

He also reported that they are currently changing lights above the hangars. He does not feel that this should be Sundowner Aviation's responsibility in the long term.

Dr. Burns reported that the LED trial failed. The 150 incandescent bulbs were supposed to be comparable to the 75 watt bulbs. The lighting was too dim.

Mr. Kochis reported that he is talking to a vendor regarding the LED lighting situation.

Mr. Rooney reported that there was a cutaway incident in between the runway and taxiway.

Mr. Watts reported that Ohio Skydiving communication with Sundowner Aviation is getting better. They have been communicating great.

Mr. Loos reported that the heat stack in hangar J has been replaced. The 100 feet of new fence has been installed. Mike Billingsly power washed sidewalks, building, and playground equipment. Mr. Loos recommends that the playground equipment be stained for protection. He also reported that the fence is in the process to be moved.

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Mr. Loos provided 2 estimates to replace northwest man door and east man door in the maintenance hangar. (See attached) The board reviewed and recommended that Mike Billingsly be chosen for the estimate. Mr. Loos reported that Sundowner Aviation will pay the invoice and seek reimbursement from the Airport.

Approval to replace the 2 man doors at Hangar J with a not to exceed of \$2,400

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority voted to approve to replace 2 man doors at Hangar J with a not to exceed of \$2,400.

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

Mr. Loos recommends that the playground equipment be stained. He has a verbal quote of \$600 with Mike Billingsly. Sundowner Aviation will pay Mr. Billingsly and seek reimbursement from the Airport.

Approval to paint and stain the playground equipment and pavilion with a not to exceed of \$600

On motion of Lonnie Rush and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to paint and stain the playground equipment and pavilion with a not to exceed of \$600.

Voting aye thereon: Rush, Kaper, Burns, Fagan, McNeer, Rush, and Ferguson. Motion passed.

Approval to move the gate on the west end of the runway with a not to exceed of \$1,400

On motion of Pat Ferguson and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve to move the gate on the west end of the runway with a not to exceed of \$1,400.

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

Mr. Loos asked the Board to check on the warranty for the new construction regarding the bathroom light.

Mr. Kochis stated he would follow up with CMT to get this taken care of.

Standing Committee Updates

a. Airport Improvement – Jon Kochis

1. CMT Engineer's Summary Report (See attached)

• Papi Rehab

Mr. Kochis reported that the Papi rehabilitation is almost completed. The switchover for the PAPI lights will be this week.

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Mr. Watts reported that the NOTAM starts tomorrow and will go 2 weeks. The runway will not be closed.

Mr. Kochis reported that after the 2 week burn-in period the FAA will inspect for approval. The flight check with the FAA will be a 6 week turnaround.

- **Wildlife Assessment**

Mr. Kochis reported that the final should be ready by next month's meeting. If there are any comments, let him know.

- **Terminal Roof Improvements**

Mr. Kochis reported that he and CMT will be meeting with VPL Architects to go over the final design on Friday. If anyone else wishes to attend, let him know.

Mr. McNeer recommends that bird spiders be added to the roof. This was reviewed in the wildlife certification course sponsored by OAA.

- **FY16 ODOT Aviation Grant rehab**

Mr. Kochis reported that the advertisements for bidding are already out.

- **FY16 FAA Grant**

Mr. Kochis reported that the bid will be in June. The lowest and best vendor(s) will be told that they will be scheduled to start October 1st. The application will be sent in July and that the earliest we will be approved will be September.

- **FY17 ODOT Aviation grant application**

Mr. Kochis reported that the grant application was submitted for the Taxiway D (west end).

Mr. Chris Chapman with Ohio Skydiving Center asked how long the paving will take.

Mr. Kochis reported that it is unknown but could be closed 2-6 weeks. Depending on how the timelines and costs come in at when the bids are in. There could be performance base payments for the project being completed early but we just don't know yet.

2. **Fence on Eversole Property**

Mr. Kochis reported that there is no update on the fence. The Pipeline Company is supposed to come out and survey the property.

- b. **Community Relations – Michael Kaper**

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Mr. Kaper reported that he talked with the Fairfield County Economic Development Director Rick Szabrak. Mr. Szabrak asked what the Airport’s intentions were for Economic Development. He wants to be on the same page as us whether our focus is on business type or personal aircraft use.

c. Facilities and Grounds – Lonnie Rush & Bill Fagan

Mr. Rush reported that patchwork was completed near the lip of the hangars.

Mr. Watts reported that he used cold-patch for the short-term fix.

Mr. Chris Chapman with Ohio Skydiving Center reported that a large percentage of his customers have trouble looking for his business. The sign areas need trimmed.

Mr. Ferguson reported that the signs will be cleared this week.

Mr. Kochis reported that once the Wildlife Assessment is complete the Board will have to revisit managing the vegetation and mowing areas. The creeks are now cleared up. The vegetation needs cleared.

d. Finance - Glenn Burns

1. Financial Reports

Ms. Knisley asked the Board to review the financial reports and asked if there were any questions.

Mr. McNeer asked what the big expense was in February for the Operating Fund# 2800.

Ms. Knisley reported that real estate taxes were paid. She asked Mr. McNeer to review the expense report for anything in question.

2. Payment of Bills

Approval for payment of bills

On motion of Bill McNeer and second of Jon Kochis , the Fairfield County Airport Authority Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
CMT	\$4,405.45	eng. Services for Runway 10/28 overlay - inv# 108853
CMT	\$3,790.77	eng. Services for terminal improvements - inv# 108851
CMT	\$1,498.43	prof. services to complete Airport Wildlife Hazard Site assessment - inv# 108852
CMT	\$5,117.50	provide design and eng. Services for runway 10/28 lighting - inv# 108863
CMT	\$4,570.00	prof services for constr. Phase for PAPIS runway 10/28 - inv3 108850
Sundowner Aviation	\$714.27	\$.10 (10 cents) per gallon, 7,142.70 gallons sold in April
Sundowner Aviation	\$1,518.00	10% of hangar rent collected for April (\$15,180 rent collected, with Hangar Leases)
Sundowner Aviation	\$118.80	\$.30 (30 cents) per gallon, for full service - 396 gallons in April
Fence Solutions	\$1,400.00	replace chainlink 100 foot of 48 inch/gate

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Total Invoices for Approval	\$23,133.22
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Voting aye thereon: McNeer, Kochis, Burns, Fagan, Ferguson, Rush, and Kaper. Motion passed.

e. Security/Web/Other – Bill McNeer & Jon Kochis

1. Internet Connectivity

Mr. Kochis reported that the boring for the fiber installation will begin on Wednesday, this week. It should be completed on Thursday. A NOTAM is not needed. It starts over by the Med-Flight hangar, jumps towards the northwest corner of the Bolger hangar, and then bores in front of Hangar F and Hangar G. There will be a box/pit that will be left over with a traffic grid over it. There will be a vault in all 3 points of where the bore section starts; it will also have a traffic grid cover over each one. We saved approximately \$20,000 by not using the county road easement, which the Engineer did not recommend that we use. Inside the terminal and 600 feet from the building, there will be available WiFi from inside the terminal. In Phase 2 of this project there will be external WiFi use.

Mr. Ferguson recommended that the dirt from the boring should be temporarily moved to the valley area and deep ditch west of the old Bolger pad.

Mr. Kochis reported that when the fiber and conduit are completed there will be equipment purchases. Fairfield County IT will get us quotes for the purchases.

2. Tenant Relations – Glenn Burns

Ms. Knisley reported that Mr. Ray Elzey in Hangar P5 sent a notice stating he will be vacating his hangar at the end of May or June.

Mr. Watts reported that he will follow-up with Mr. Elzey.

3. FBO Liaison – Pat Ferguson

Mr. Ferguson stated he had nothing new to report.

Old Business

a. County Credit Card Process

Nothing new to report.

b. Steve Slater – possible future land lease

Nothing new to report.

c. AirShow 2017

Dr. Burns stated that he had nothing new to report.

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Mr. Rooney stated that Sundowner Aviation still had issues with parking for 20,000 people. He doesn't feel there will be enough parking for the event. He also recommended that they pay monies up front for the show.

d. Fuel Cart

Mr. Watts reported that Purvis Brothers keeps telling us that the cart is on its way.

e. Legal Counsel

Dr. Burns reported that he talked with Commissioner Kiger this past week. He updated him on the pending Siewert information. Mr. Kiger also told him that the Airport Board will have to use outside counsel on matters other than real estate.

Mr. Kochis reported that Assistant Prosecuting Attorney Joshua Horacek sent information regarding the Attorney General's opinion of not representing the Airport Board as being a Regional Airport. Mr. Kochis will follow up with Mr. Horacek regarding the Airport's status as a Regional Airport.

Mr. Ferguson reported that OAA is working with legislatures to change the ohio revised code to support the local airports.

New Business

a) Petroleum Underground Storage Tank Release Compensation Board – 2016 Application for Certification of Coverage

Mr. McNeer stated that there are 3 tanks to be insured; the same as last year.

Mr. Watts stated that they were just inspected and are in good shape.

Ms. Knisley reported that she and Mr. McNeer will fill it out and have it for approval on the June meeting.

b) OAA Conference Update

Mr. McNeer reported that he and Mr. Ferguson attended the conference in April. The NOTAM Manager process will be online by October 2016. Mr. McNeer reported he attended the Wildlife Assessment exercise. He also attended the local state representatives session regarding fuel sales tax.

c) Snow Removal

Mr. Kochis reported that he had a meeting with the Board of Commissioners' County Administrator regarding what the county could do for the Airport. Her recommendation is to sub-contract out the services with a contractor and use county airport equipment or use a service contractor that would provide their own equipment.

Mr. Ferguson reported that HAS will be able to remove the snow this winter. He recommended that the Board look into buying new equipment. If there is a big snow, HAS can't remove it properly.

Mr. Watts recommended using the government website for transfers of equipment from another government entity.

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Mr. Kochis reported that the County Administrator also recommended that the snow removal services be included in the next FBO contract.

Mr. Kochis recommends that this be reviewed again next year.

d) Future Video Promo

Mr. Kochis reported that he and Economic Development Director Rick Szabrak will be heading up a video to promote the County Airport. This will be funded by Economic Development.

e) Purvis Brothers, Inc. – Phillips Procedural Requirements

Mr. Watts reported that Sundowner Aviation will fill the requirements form out.

Informational

The Board reviewed the following Informational Items:

- **Open Meetings Act Information**
Mr. McNeer reported that emailing board members could violate this according to his view of the information.
- **Med Flight Property**
Mr. Kochis reported that the critical care bus has also left the property. There is now only a private contractor using the space. It's possible that they will be selling or leasing the property.

Tenant Relations Continued

Mr. Chris Chapman with Ohio Skydiving Center respectfully requests to renew his hangar lease on a three year term. He would like security of the three year term. It would be beneficial to him if he sells his business. He will draft changes to the agreement and send to the Board.

Calendar of Upcoming Events/Other

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

- **PVille farming lease expires 12/31/17**
- **Doug Majors farming lease expires 12/31/17**
- **Insurance expires 12/15/18**
- **November 2019 - coordinate HAS/Comm's lease agreement approved on 11.17.15 (exp 12/31/19)**

Approval to enter into Executive Session to discuss Security Operations at the Airport

At 7:23 p.m, Bill McNeer made the motion to enter into Executive Session to discuss Security Operations at the Airport with the following: Glenn Burns, Bill McNeer, Michael Kaper, Lonnie Rush, Bill Fagan, Pat Ferguson, Jon Kochis, Pat Rooney, Lonnie Watts, Darrell Loos, and Staci Knisley.

Pat Ferguson seconded the motion.

Roll call on the vote is as follows:

McNeer – Aye

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*Burns – Aye
Kaper – Aye
Rush – Aye
Ferguson – Aye
Kochis – Aye
Fagan – Aye
Motion carried.*

The Board went out of Executive Session at 7:34 p.m.

Adjournment

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to adjourn at 7:35 p.m.

Next meeting is scheduled for June 13, 2016 at 6:00 p.m.

Meeting minutes for the May 9, 2016 meeting were approved on June 13, 2016.

Aye

Glenn Burns

Aye

Bill Fagan

Aye

Lonnie Rush

Aye

Jon Kochis

Aye

Michael Kaper

Aye

William McNeer

Aye

Pat Ferguson

Staci A. Knisley

Staci A. Knisley, Airport Clerk

FBO / Airport Mgr
MONTHLY BOARD REPORT
April 2016

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	60	
R HANGAR OCCUPANCY	6	
NEW LEASES	0	
OVERNIGHT/WEEKLY HANGR	0	
FUEL SALES 100LL	4349.5/gal 287/walk up	
FUEL SALES JET	2252.2/gal 254/truck	
NUMBER OF OPERATIONS	4512	
HANGAR MAINTENANCE ISSUES	Lights whose responsibility	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	none	

FAIRFIELD COUNTY AIRPORT

DOOR REPLACEMENT BID FOR NORTHWEST MAN DOOR AND EAST MAN DOOR.

36" SEEEL FLUSH OR 6 PANEL DOORS (2) 24 GAUGE \$450.00 EACH

DOORS HAVE A 10 YEAR LIMITED WARRANY

DOOR PRICE INC. NEW LOCKSETS (2)

REMOVE OLD DOORS AND PREP JAMBS (2) \$150.00

COMPOSITE JAMBS (2) \$100.00

TRIM,SEAL & INSULATE DOOR JAMBS (2) \$100.00

INSTALL DOORS (2) \$750.00

REFINISH DOORS (2) (DOORS ARE IN PRIMER FROM FACTORY) \$300.00

PAINT AND MATERIAL \$100.00

TOTAL FOR ALL . (PARTS & LABOR) \$2,400.00

MIKE BILLINGSLEY

740-862-6013



THE WINDOW man
LOCAL WINDOW EXPERTS

Proposal

Finishing Touch Renovations LLC dba The Window
721 Union Street, Lancaster Ohio 43130
Phone (740) 654 9583 Fax (740) 654 8023

Proposal Submitted to: Fairfield County Airport / Daryl Loos	Phone	Apri
Street	Job Name	
	Door Replacement	
City, State, Zip	Job Location	
Lancaster, Ohio 43130	Maintenance Building	

We hereby submit specifications and estimates for DOOR REPLACEMENT:

Remove existing doors that are to be replaced, and dispose.
 Provide and install two custom built Provia, 20 Gauge Smooth Steel Entry Doors.
 Model 001, Flush
 Snow Mist White, interior and exterior

Clad frame, jamb and brickmold in white.
 Seal and insulate completely.

Remove all debris and haul away.....\$ 1349.00 each / \$

TOTAL: \$ 2698.00 * **Quote is good for 30 days from date submitted**

We propose to hereby furnish material and labor - complete in ac with above specifications for the sum of Two Thousand, Six Hundred Ninety-Eight Dollars and 00/100. Tax included.

Contract terms: 1/3 down payment at signing. Contract balance u completion.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
 Signature: Stephen Fitzpatr

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Engineer's Summary Report

1. Previous FAA grants

-2515 FAA project ongoing

2. FY 2015 Projects

PAPI Rehab

Project nearly complete. PAPI switchover scheduled for Tuesday May 10 with Jess Howard Electric, with local flight check and then FAA flight check.

Wildlife Assessment

Pre-final report ready for review.

Terminal Roof Improvements

Work commencing, draft design to be complete early May. Committee meeting requested.

3. FY 16 ODOT Aviation grant Runway Rehab

Design complete and ODOT review complete. Bid advertisement to occur next week May 12th, bids will be received on May 27th.

4. FY 16 FAA Grant

Runway Lighting Rehabilitation design complete. To be bid separately from overlay but constructed in overlapping timeframes in last fall.

5. FY 17 ODOT Aviation grant Application

Grant application submitted for Taxiway D (west end) construction/reorientation.

6. Action Items:

None at this time.