

Regular Meeting to order

Mr. Kaper called the Regular Meeting to order at 5:01 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Michael Kaper, Bill McNeer, Jon Kochis, Scott Richardson, and Bill Fagan. Absent was Glenn Burns and Rick Szabrak. Also present were Staci Knisley, Al Moyer, Don Kuhn, and Pat Rooney.

Opportunity for the Public to Address the Board

No one from the public addressed the Board.

Approval of the Minutes for the April 11, 2022 Meeting

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the April 11, 2022 meeting.

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

Absent was: Glenn Burns and Rick Szabrak

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that they are in the process of moving out of hangars F7 and G6.

Mr. Kochis recommended that Eric Meister, President of HAS and others come to the June meeting to discuss the new garage.

Mr. Rooney reported that Jimmy Shadd with Aircraft Maintenance Services is on the waiting list and could utilize G6 to store aircrafts.

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

a. Monthly Report

Mr. Rooney with the FBO presented the monthly report, see attached to minutes. He is working on the Blue Lightning Initiative training for he and his staff.

Mr. McNeer suggested that the link for BLI put added to the web page.

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3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for May 9, 2022**

Mr. Rooney also reported that on June 25th Sundowner Aviation is hosting the Youth Aviation Adventure (YAA) Program event. They will sign in is at the Terminal for the event. HAS and Hangar J will be one of their stops. The Ohio State University Airport used to host this. Parking may be a problem.

Mr. Kochis stated that he would talk to Kirkbride to see if they could use their area for parking if needed.

Mr. Kaper recommended that the event be advertised on our website.

Mr. Rooney would like to wait to advertise until the date is final.

Mr. Kuhn with the FBO requested that asphalt not be used at the airport because they turn into pebbles and chip aircrafts. General maintenance once a year would help prevent it from breaking down.

Mr. Kochis reported that the Board has a paving plan in place. The end goal is to have all new pavement.

Standing Committee Updates:

Airport Improvement – Jon Kochis

a. **Fuel Truck**

Mr. Kochis gave Mr. Rooney an update earlier on the fuel truck repair. The master cylinder needs replaced. They are having trouble locating one. He recommended that we purchase a new chassis or possibly a trailer. In the meantime, they hope the repair for the fuel truck lasts.

Mr. Kuhn stated that a 500-gallon tank is not enough. He suggested a larger tank be purchased.

b. **FY2023 Ohio Airport Grant Program**

Mr. Kochis reviewed the FY2023 Ohio Airport Grant Program information related to the application for the west obstruction removal project. There is still an easement that needs verified. He recommends a resolution to proceed be approved.

Approval to proceed with application for the FY2023 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT)

On motion of Bill McNeer and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve to proceed with application for the FY2023 Ohio Airport Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT), see attached to minutes.

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

c. **Engineer's Summary Report – Crawford Murphy Tilly, Inc. (CMT)**

Mr. Kochis reviewed CMT's Engineer summary report. (See attached to minutes)
He reported that Sundowner Aviation, CMT, Staci Knisley, Brian Wolfe, and others worked hard to update the Based Aircraft Registry.

Ms. Knisley reported that 102 aircrafts are now validated on the Based Aircraft Registry.

Mr. Kochis reported that Kirkbride gave an estimate for trimming trees. He is still working with property owners on the obstruction removal.

d. **Storm Water System Repair**

Mr. Kochis reported that the South Field project will need additional appropriations to complete the project.

e. **Obstruction Removal Project**

Nothing new to report.

f. **Master Plan Hangar Build**

Mr. Kochis reported that Mr. Szabrak are following up on some information that the Board of Commissioners requested related to Economic Development. The following is still in consideration with the Board of Commissioners.

1. 10 T-hangar unit
2. 100x100 box hangar
3. 4 – 60x60 box hangars for commercial development

g. **Approval to appropriate \$90,000**

Approval to appropriate from unappropriated into a major expenditure object category for contractual services in the amount of \$90,000

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve to appropriate from unappropriated into a major expenditure object category for contractual services in the amount of \$90,000.

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

Community Relations – Michael Kaper & Rick Szabrak (absent)

Mr. Kaper reported that the usual emails are coming in inquiring about an Air show and Employment opportunities.

Facilities and Grounds – Michael Kaper & Bill Fagan

Mr. Fagan reported that the man doors were put on the maintenance hangar and FAA door. The keys are with Airport management. There still needs to be a key stop on the hangar door.

Power washing on the hangars start tomorrow. Painting will follow depending on weather.

He also reported that one of the pilots complained about the size and weight of the jet fuel hose. He says it is too big to handle. The maintenance hangar has 2 water leaks. The roof is leaking in the northwest corner in the loft.

Mr. Kochis reported that it is not the roof that is leaking, it is the side of the building underneath. He will follow-up with a solution.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Mr. Richardson thanked Pat Rooney for the Blue Lightning Initiative (BLI) planning.

Finance - Glenn Burns (absent) & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

There were no discussions or questions from the board.

b. Payment of Bills

- **Approval for payment of bills totaling \$ 37,532.63**

**Fairfield County Airport Authority Board Meeting
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On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$37,532.63 (See invoice summary attached to minutes)

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

- **Motion to approve retroactively April payment of invoices totaling \$10,677.21**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board motioned to approve retroactively April invoices totaling \$10,677.21 (See attached minutes)

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

Security & Safety – Jon Kochis & Bill McNeer

- a. Blue Lightning Initiative (BLI)

Ms. Knisley reported that the MOU has been approved by the County Prosecutor.

- **Approval of the Blue Lightning Initiative (BLI) Memo of Understanding (MOU)**

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the Blue Lightning Initiative (BLI) Memorandum of Understanding (MOU), see attached to minutes.

Discussion: Mr. McNeer reported that the State of Ohio is the 4th highest rate of trafficking in the United States.

Mr. Kochis stated that Ohio has a high rate because we prosecute at the fullest extent.

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

Tenant Relations – Glenn Burns (absent) & Bill Fagan

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a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

Ms. Knisley stated that she and Ms. Gussler are working on reconciling rent and contacting tenants.

b. P20 tenant – eviction process

Mr. Kochis reported that the eviction is complete. The aircraft is out and on our property. If it is left here too long, we can contact the Sheriff to take possession.

c. P15 – late rent letter went out May 5

Ms. Knisley reported that a late letter went out on Friday. He has since contacted her by phone and a check is on the way.

Web – Bill McNeer & Rick Szabrak (absent)

Nothing new to report.

Old Business

a. Snow Removal Equipment (SRE) Facility

Nothing new to report.

b. HAS equipment storage

Nothing new to report.

c. Rickenbacker Partnership

Nothing new to report.

d. Hangar Rental Fees

Mr. Kochis recommended that a few members take the effort to research the hangar fees. The Board of Commissioners are interested in an update. Airport Management could be an option to do the research or to have a board subcommittee. The prosecutor recommends that our leases have terminations built in any new leases.

Mr. McNeer stated that he would work on some part of it but could not commit to lead the research this time.

Mr. Kaper recommended reaching out to CMT to see if they have anyone to recommend helping with the research.

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Mr. Kochis will follow up with CMT.

New Business

- Petroleum Underground Storage Tank – renewal

Approval to renew and authorize Jon Kochis to sign the Petroleum Underground Storage Tank annual application for Certificate of Coverage

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority voted to approve to renew and authorize Jon Kochis to sign the Petroleum Underground. (See attached to minutes)

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

Absent were: Glenn Burns and Rick Szabrak

Motion passed.

Informational

- a. OTTER registration renewal: Sundowner completed (see attached to minutes)
- b. Phillips 66 Quarterly Newsletter
- c. Card from the County Auditor's Office

Calendar of upcoming events and other important dates

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

- a. OAA Conference – May 9-11 (Bill McNeer attending May 10)
- b. CMT Master agreement expires 9/9/2022 (option to extend 2 one-year extensions)
- c. FAA lease for space expires 9/30/2022
- d. HAS mowing and snow removal contract expires on 9/30/2022
- e. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- f. Hangar J Lease agreement expires 12/31/22
- g. Insurance Coverage lock in rates expire 12/31/22
- h. FBO Agreement expires 12/31/2022
- i. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/23
- j. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23
- k. Legal services agreement with County Prosecutor – expires 12/31/2025

Adjournment

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 6:00 p.m.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
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Next Regular Meeting is Monday, June 13, 2022, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for the May 9, 2022, meeting was approved on June 13, 2022.

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 2022

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
T HANGAR	72/72	72/72	72/72	72/72								
OCCUPANCY	16 Paid	0										
R HANGAR	6+of6	6of6	6of6	6of 6								
OCCUPANCY	6 Paid	0	0									
NEW LEASES	0	0	1	0								
OVERNIGHT	0	0	0	0								
FUEL SALES	3777.00	2504.00	4228.30	3966.5								
100LL	\$ 19,700.00	\$ 13,054.00	\$25,299.60	24766.17								
FUEL SALES	1800	1854	2658	3395								
JET A	\$ 8,206.47	\$ 8,496.12	\$ 12,101.30	\$ 15,682.10								
# OPERATIONS	2700	2500	2832	2400								
HANGAR	none	R3,R5,P20	O1	lights								
ISSUES				lift								
PUBLIC	none	none	none	none								
COMMENTS												
FAA	none	none	none	none								
INCIDENTS												

Totals

14476

\$ 82,819.77

9707.00

\$ 44,485.99



A resolution to approve to proceed with the application for the FY2023 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 FY2023 Ohio Airport Grant for the Runway 10 Approach Obstruction Removal; 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 and any other future documents related to FY2023 Ohio Airport Grant; 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 FY2023 Ohio Airport grant and gives Jon Kochis authorization to sign the application and any other future documents related to FY2023 Ohio Airport Grant.

Motion by: Bill McNeer

Seconded by: Scott Richardson

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

Nays: None

Abstentions: None

Absent: Glenn Burns and Rick Szabrak

Resolution passed on May 9, 2022



Staci A. Knisley, Clerk/Secretary

**Fairfield County Airport Authority
Board Meeting, May 9, 2022**

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. Still awaiting FAA approval of GIS data submitted in January. No update for May.

2. FY 21 FAA AIP Grant Application

Master Plan – Inventory and Forecasts and Facility requirements submitted to FAA for review. Review comments received and revisions are underway. Final documents being prepared, ALP drafting.

Rehab Taxiway B - Project design is complete, bids were received. Low best value \$314,582 by Shelly Company. Grant application submitted, as we wait for the grant documents, contract paperwork will be prepared.

Improve Airfield Drainage – Design. Project design complete, bids received. Low value, one bidder, \$1.350 M, but KWest Contractors. Price was \$600,000 +/- over estimate. Project is being rebid now with bids due June 3. Grant application will follow successful bid results.

3. SRE Storage Bldg – Contractor: Eversole - \$162,808. Status: Building is underway and nearly complete.
4. SWAT Storage Bldg – Contractor: Setterlin - \$1,635,650.
- a. Site development is underway. Building Permit Application has been filed; revisions to site and building plan per review comments have been resolved.
 - b. Foundation changes were necessary due to condition of hill at the SW corner of the building. Revisions complete and under Building Department review.
 - c. Water and sanitary sewer installation are complete.
5. OH FY 22 State grant application – Obstruction Removal.
- a. Phase 1 Plans 100% complete – Substantial work complete.
 - b. Phase 2 – seeking pricing for trimming only from arborists. Very busy season with little interest at this time.
 - c. If not bidders are found, grant paperwork may need to be completed for just phase 1 work.

6. Action Items:
- a. None

FR2022-05.09.r

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 contractual services; and

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

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

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

\$ 90,000 80780000 contractual services

Motion by: Jon Kochis

Seconded by: Bill Fagan

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

Nays: None

Abstentions: **NONE**

Absent: Glenn Burns and Rick Szabrak

Resolution passed on May 9, 2022



Staci A. Knisley, Clerk/Secretary

For Auditor's Office Use Only:

Section 1.
\$90,000 80780000 543000 repairs

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
CMT	\$3,297.27	220755	provide design phase engineering services for Rehabilitate Taxiway B Project	2/26-4/1/22
CMT	\$26,582.62	220770	planning and engineering services for the Update of the Master Plan and ALP	2/26-4/1/22
CMT	\$1,935.00	220784	provide bid and construction phase services for the Rehabilitate Taxiway B	2/26-4/1/22
CMT	\$2,880.00	220894	provide engineering services for the design, bid and construction phase for the Obstruction Removal project	2/26-4/1/22
Sundowner Aviation	\$1,156.96	n/a	fuel reimbursement for April	3/1-3/31/2022
Sundowner Aviation	\$1,680.78	n/a	hangar rent reimbursement for April	3/1-3/31/2022
Total Invoices for 5.9.2022				
Board Meeting	\$37,532.63			

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

Expense

JOURNAL DETAIL 2022 4 TO 2022 4

ACCOUNTS FOR:	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
7800 AIRPORT OPERATIONS						

80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVICE	175,000	158,047	43,123.22	7,612.47	4,518.00	97.1%
2022/04/000005 04/04/2022 API	36.00	VND 016659	PO 22002827	SUNRUSH WATER	water services and supplies at	5349475
2022/04/000305 04/11/2022 API	50.00	VND 013701	PO 22000361	MAJORS, DOUGLAS J	Noxious weed agreement 2022 SE	5349848
2022/04/000597 04/18/2022 API	26.00	VND 016659	PO 22002827	SUNRUSH WATER	water services and supplies at	5350403
2022/04/000597 04/18/2022 API	3,061.63	VND 007099	PO 22000358	SUNDOWNER AVIATION L	10% of hangar rent & fuel sale	5350342
2022/04/000597 04/18/2022 API	2,507.62	VND 007099	PO 22000358	SUNDOWNER AVIATION L	10% of hangar rent & fuel sale	5350342
2022/04/000597 04/18/2022 API	9.95	VND 016659	PO 22002827	SUNRUSH WATER	water services and supplies at	5350403
2022/04/000599 04/18/2022 API	255.00	VND 001671	PO 22000336	OHIO AVIATION ASSN	WILLIAM MCNEER - CONFERENCE MA	5350296
2022/04/000599 04/18/2022 API	339.63	VND 003668	PO 22000340	LOCAL WASTE SERVICE	trash disposal for airport 4/20	5350310
2022/04/000599 04/18/2022 API	1,110.64	VND 005790	PO 22000342	OHIO DEPT OF TAXATIO	sales tax for fuel sales 3/202	5350334
2022/04/000599 04/18/2022 API	1,200.00	VND 001281	PO 22000335	PORTA KLEEN	rental for portable toilet 4/2	5350280
2022/04/000946 04/25/2022 API	16.00	VND 016659	PO 22002827	SUNRUSH WATER	water services 4/6/22	5350753
80780000 541001 ELECTRIC/UTILITIES	25,000	25,099	8,630.55	1,974.85	900.00	96.4%

2022/04/000597 04/18/2022 API	362.27	VND 001373	PO 22000424	SOUTH CENTRAL	TERMINAL RUNWAY - 3/7-4/6/22	5350290
2022/04/000597 04/18/2022 API	325.01	VND 001373	PO 22000424	SOUTH CENTRAL	HANGAR O - 3/7-4/6/22	5350290
2022/04/000597 04/18/2022 API	195.01	VND 001373	PO 22000424	SOUTH CENTRAL	TERMINAL 2 - 3/7-4/6/22	5350290
2022/04/000597 04/18/2022 API	162.57	VND 001373	PO 22000424	SOUTH CENTRAL	HANGAR F - 3/7-4/6/22	5350290
2022/04/000597 04/18/2022 API	135.54	VND 001373	PO 22000424	SOUTH CENTRAL	HANGAR P - 3/7-4/6/22	5350290
2022/04/000597 04/18/2022 API	131.49	VND 001373	PO 22000424	SOUTH CENTRAL	HANGAR Q - 3/7-4/6/22	5350290
2022/04/000597 04/18/2022 API	103.91	VND 001373	PO 22000424	SOUTH CENTRAL	MOPED ASOS - 3/7-4/12/22	5350290
2022/04/000597 04/18/2022 API	79.58	VND 001373	PO 22000424	SOUTH CENTRAL	HANGAR G - 3/7-4/6/22	5350290
2022/04/000599 04/18/2022 API	58.51	VND 001373	PO 22000424	SOUTH CENTRAL	3383 COLUMBUS LANC - 3/7-4/6/2	5350290
2022/04/000599 04/18/2022 API	101.10	VND 023650	PO 22000492	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS - 2/28-3/31/	5350409
2022/04/000599 04/18/2022 API	101.10	VND 023650	PO 22000492	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS - 2/28-3/31/	5350410
2022/04/000946 04/25/2022 API	76.96	VND 003823	PO 22000437	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS - 3/10-4/11/	5350691
2022/04/000946 04/25/2022 API	141.80	VND 003823	PO 22000437	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS - 3/10-4/11/	5350691
80780000 543000 REPAIR AND MAINTEN	65,000	126,000	36,155.96	580.00	389.89	99.7%

2022/04/000597 04/18/2022 API	380.00	VND 004476	PO 22000387	PRECISION OVERHEAD D	Troubleshoot door - Door 02	5350371
2022/04/000597 04/18/2022 API	200.00	VND 004476	PO 22000387	PRECISION OVERHEAD D	installed new switch door 02	5350371

80780000 553000 COMMUNICATIONS/TEL	2,100	2,274	523.68	174.60	.00	100.0%
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2022/04/000006 04/04/2022 API	174.60	VND 074480	PO 22000417	A T & T INC	monthly phone service 2/20-3/1	5349482
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80780000 554000 ADVERTISING	2,000	3,000	767.88	.00	200.00	93.3%
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FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

JOURNAL DETAIL 2022 4 TO 2022 4

Expense

Expense

ACCOUNTS FOR:	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
7800 AIRPORT OPERATIONS						
80780000 558000 TRAVEL REIMBURSEME	200	200	.00	.00	50.00	75.0%
80780000 560000 MATERIALS & SUPPLI	15,000	15,000	1,337.03	335.29	3,464.71	76.9%
2022/04/000599 04/18/2022 API	335.29 VND 001332 PO 220004080 FULFAB INC			ACI Reversing Cam Switch 3/22/	5350284	
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	200.00	60.0%
80780000 562600 FUEL (GASOLINE/DIE	250,000	250,000	106,780.98	.00	.00	100.0%
80780000 570000 CAPITAL OUTLAY	10,000	10,000	.00	.00	10,000.00	.0%
80780000 574000 EQUIPMENT, SOFTWARE	10,000	10,000	.00	.00	10,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	557,800	603,121	197,319.30	10,677.21	32,722.60	32.7%
TOTAL AIRPORT OPERATIONS	557,800	603,121	197,319.30	10,677.21	32,722.60	32.7%
TOTAL EXPENSES	557,800	603,121	197,319.30	10,677.21	32,722.60	

MEMORANDUM OF UNDERSTANDING



1. PARTIES. The U.S. Department of Homeland Security (“DHS”), located at 2707 Martin Luther King Jr Ave S.E., Washington, D.C., the U.S. Department of Transportation (“DOT”), located at 1200 New Jersey Avenue, S.E., Washington, D.C. (collectively known as the “Government”), and Fairfield County Airport Authority Board (“Airport”), located at 3430 Old Columbus RD NW, Carroll, Ohio 43112, enter into this Memorandum of Understanding (“MOU”) on this 9th day of May , 2022.

2. AUTHORITY. This MOU is authorized under the provisions of 22 U.S.C. § 7103, “Interagency Task Force to Monitor and Combat Trafficking,” 6 U.S.C. § 242, “Department of Homeland Security Blue Campaign,” and 49 U.S.C. § 44738, “Training on Human Trafficking for Certain Staff.”

3. DEFINITIONS.

3.1 “Airport Visual Identities” means the trademarks, logos, names, or other images owned or controlled by the Airport used in association with this MOU. By way of example and without limitation, representations of relevant Airport Visual Identities are provided under the section entitled “Exhibits” below. See Paragraph 13, subsection A of this MOU.

3.2 “Government Visual Identities” means the DHS and the DOT names, seals, or insignia, the Blue Campaign Logos, and the Blue Lightning Initiative (hereinafter “BLI”) Logos as used in association with this MOU. By way of example and without limitation, representations of relevant Government Visual Identities are provided under the section entitled “Exhibits” below. See Paragraph 13, subsection B of this MOU.

3.3 “Materials” means the Blue Lightning Initiative training materials in which DHS and DOT have worldwide rights including the training module, pocket guide, and any other items provided by the Government in conjunction with this MOU.

4. PURPOSE.

4.1 DHS engages in public outreach efforts to combat human trafficking by raising general awareness of the issue and encouraging the public to report suspected instances of human trafficking. DHS enters into this MOU with Airport and the DOT to promote the BLI, an element of the DHS Blue Campaign led by the DOT and DHS to coordinate and enhance the Departments’ anti-human

trafficking efforts. The BLI focuses on prevention, protection, prosecution, and partnership efforts within the commercial aviation industry associated with combating human trafficking. To protect victims of human trafficking and encourage their cooperation with law enforcement agencies, DHS offers a number of materials informing potential victims of the availability of immigration relief or other forms of victim assistance. In addition, DHS furthers effective prevention, investigative, and prosecutorial activities by training thousands of Federal, state, local, and international law enforcement officials annually to recognize the indicators of human trafficking and to conduct successful human trafficking investigations. Finally, DHS routinely works with international, Federal, state, and local government entities, nongovernmental organizations, and the private sector to help promote the goals of the Blue Campaign.

4.2 The DOT is taking action across all modes of transportation and with partners throughout the Federal government to stop the flow of human trafficking, and is helping transportation industry sectors to recognize the signs of human trafficking and report suspicious activity. Section 2 of the Combatting Human Trafficking in Commercial Vehicles Act (Public Law 115-99) encourages the “coordinat[ion of] human trafficking prevention efforts across modal administrations in the Department of Transportation and with other departments and agencies of the Federal Government.” This MOU solidifies the partnership between the DOT and DHS to counter human trafficking. The DOT realizes that all modes of transportation stand at an intersecting point with human trafficking and thus, with proper awareness and training, employees in the transportation industry can be key assets in identifying and reporting suspicious behavior. This crucial partnership with Airport, a key stakeholder in our nation’s transportation industry, will further discourage human trafficking activity. The DOT stands with DHS and Airport to counter human trafficking through employee training and awareness; this will help pave the way for our nation’s transportation system to be free from the scourge of human trafficking.

4.3 Airport supports the anti-human trafficking goals of the BLI, and will participate as set forth in this MOU in efforts designed to eradicate human trafficking. DHS, the DOT, and Airport believe that this MOU will support their common desire of eliminating human trafficking.

5. GRANT OF LICENSES.

5.1 GOVERNMENT

- A.** The Blue Campaign Logos, the BLI Logos, and the DHS Seal are DHS-owned intellectual property used in connection with the Department’s efforts against human trafficking. The DHS Seal is protected by 18 U.S.C. §§ 506, 701, and 1017, among other laws. The use of the DHS Seal is controlled by the DHS Office of Public Affairs through DHS Directive No. 123-06. The Blue Campaign is a registered trademark of the Department of Homeland Security (RN# 4575338 and RN# 4575337).
- B.** The DOT Seal is DOT-owned intellectual property and written permission is required for the use of the DOT Seal. The DOT Seal is protected by 18 U.S.C. §§ 506, 701, and 1017, among other laws. The use of the DOT Seal is controlled by DOT Order 1000.14A (~~Official Seal and Signatures of the Department of Transportation~~).
- C.** DHS and the DOT hereby confer to Airport a nonexclusive, nontransferable, royalty-free use of the Government Visual Identities, including the right to copy, display, and distribute, for the sole and exclusive purpose of including the Government Visual Identities on Materials that are authorized by DHS or the DOT as part of the partnership

and in support of the of the Blue Lightning Initiative or for publicizing Airport's involvement in BLI only for such times as Airport makes use of the Materials.

5.2 AIRPORT

- A.** Airport is the owner of the trademarks, names, and logos (collectively known as the "Airport Visual Identities") associated with its services.
- B.** Airport hereby grants to DHS and the DOT a nonexclusive, nontransferable, royalty-free use of the Airport Logo for the sole and exclusive purpose of publicizing Airport's involvement in the BLI and partnership.

6. ROLES AND RESPONSIBILITIES OF THE PARTIES.

6.1 GOVERNMENT ROLES AND RESPONSIBILITIES

A. CONDITIONS FOR EXPERT AND TECHNICAL SUPPORT

- i. The Government will provide the Materials to the Airport.
- ii. The Government will respond in a timely manner to any questions or concerns from the Airport.
- iii. The Government will provide instruction and assistance as needed.
- iv. The Government will be reasonably expedient in assisting the Airport.

B. CONDITIONS FOR USING THE AIRPORT LOGOS

- i. The Government will honor any request from Airport to stop publicizing Airport's involvement in the BLI.
- ii. The Government will only use the Airport Visual Identities as expressly permitted in this MOU unless specifically authorized in writing by Airport. The depiction of the Airport Logo will be as provided by Airport. No alteration or modification of the Airport Logo, including but not limited to, color, shape, and any textual elements is permitted.
- iii. The Government is not authorized by Airport to license or transfer use of the Airport Visual Identities to any other agency or organization.

6.2 AIRPORT ROLES AND RESPONSIBILITIES.

A. CONDITIONS FOR USING THE GOVERNMENT-PROVIDED MATERIALS

- i. Airport agrees to train transportation employees with the Government-provided Materials.
- ii. Airport agrees to use the Materials "as provided," and will not make any substantive changes to the content in the Materials, including changing any of the photos present in the Materials. Airport may add some additional content before or after the

Materials, such as information pertaining to Airport's reporting procedures for suspected cases of human trafficking, and may also make changes to the Materials for the specific purposes of meeting the formatting requirements of Airport's learning management systems. Airport will seek the Government's permission prior to making any additional modifications to the Materials.

- i. Airport agrees to report to the Government once a year within thirty (30) days of September 30 (the end of the fiscal year) via email to bluecampaign@hq.dhs.gov and trafficking@dot.gov, the total number of employees the Airport trained throughout the year, to include a breakdown of occupations.
- ii. The Government encourages Airport to advise its employees to expeditiously report information regarding human trafficking using the protocols described in the BLI training module and Materials.
- iii. Airport agrees to protect the integrity of the Materials, consistent with this MOU.

B. CONDITIONS FOR USING THE GOVERNMENT VISUAL IDENTITIES

- i. Airport will depict the Government Visual Identities as provided by the Government. Airport will not alter or modify the Government Visual Identities.
- ii. Airport shall not use the Government Visual Identities other than as expressly permitted in this MOU unless specifically authorized in writing by the Government.
- iii. Airport can use the Government Visual Identities following Government approval. Upon the termination of this MOU, the Government Visual Identities will be promptly removed from any website or online resource.
- iv. Airport is not authorized by the Government to license or transfer use of the Government Visual Identities to any other organizations.
- v. Airport agrees that it shall not seek to register with the United States Patent and Trademark Office ("USPTO") trademarks, names, or symbols that are confusingly similar to the Government Visual Identities.

C. CONDITIONS FOR CO-BRANDING PARTICIPATION

- i. Co-Branding occurs when the Government Visual Identities are displayed with the Airport Visual Identities.
- ii. Airport will ensure the following notice appears in Materials featuring the Government Visual Identities and the Airport Visual Identities: ***"The United States Department of Homeland Security and the United States Department of Transportation are Federal agencies of the United States Government and are separate and distinct entities from this Airport."***
- iii. Airport may not distribute the Materials to any other organization or entity and may not use the Materials for a direct commercial gain, such as soliciting funds or donations unless it occurs incidentally.

- iv. Airport acknowledges that use of the Materials will not constitute an endorsement of Airport or its products, services, or views, by DHS, the DOT, or the U.S. Government.
- v. Airport may not use the Government Visual Identities to imply an endorsement of the Airport, its message, or its activities.
- vi. If the Government modifies the Materials, the new Materials will be provided to the Airport. Once receiving new Materials, Airport will discontinue the use of old Materials and only use the new Materials.
- vii. Airport agrees that upon termination of this MOU, it shall destroy all inventory and Materials related to this MOU containing the Government Visual Identities and Government-provided training materials in Airport's possession or control. The Government agrees that upon termination of this MOU, it shall destroy all inventory and materials depicting the Airport Visual Identities.

7. COST OF PARTICIPATION.

- A. Airport acknowledges and agrees that it will bear the costs, if any, for reproduction and distribution of any Materials provided for Airport's reproduction and distribution in support of this partnership and the BLI.
- B. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds. Each Party to this MOU shall bear its own costs in relation to this MOU. Expenditures by each Party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The Parties expressly acknowledge that this in no way implies that Congress will appropriate funds for such expenditures.

8. POINTS OF CONTACT.

FOR THE U.S. DEPARTMENT OF HOMELAND SECURITY:

Name: Karinda L. Washington
Executive Director, Social Impact and Campaigns, Office of Partnership and Engagement

Address: U.S. Department of Homeland Security
2707 Martin Luther King Jr Ave S.E.
Mail Stop # 0385
Washington, D.C. 20528-0385

Email: karinda.washington@hq.dhs.gov

FOR THE U.S. DEPARTMENT OF TRANSPORTATION:

Name: Julie Abraham
Director, Office of International Transportation and Trade

Address: U.S. Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, D.C. 20590

Email: Julie.Abraham@dot.gov

FOR: Fairfield County Airport Authority Board:

Name: Michael Kapee
Title: Vice President

Address: 3430 Old Columbus Rd, NW, Carroll, Ohio 43112

Email: staci.knisley@fairfieldcountyohio.gov

9. OTHER PROVISIONS.

- A. Any Participant may discontinue its participation under this MOC at any time but should endeavor to provide sixty (60) days prior written notice to the other Participants.
- B. Nothing in this MOU is intended to conflict with current U.S. law or regulation. If a term of this MOU is inconsistent with such authority, then the term is to be invalid, but the remaining terms and conditions are to remain in full force and effect.
- C. Nothing in this MOU shall be construed as providing Airport employees with the law enforcement authority to personally intervene in suspected cases of human trafficking.
- D. In case of disagreement or dispute over the implementation of this MOU or the interpretation of terms of this MOU, DHS, the DOT, and Airport agree to negotiate in good faith to resolve such issues.
- E. DHS, the DOT, and Airport acknowledge that nothing in this MOU shall result in any transfer of copyright, trademark, or any other applicable intellectual property rights or title from one party to the other.
- ~~F. By signing this MOU, the signatories are confirming that they have the authority to enter into this MOU and to bind the respective parties.~~
- G. DHS and the DOT will continue to provide stakeholders, including Airport, with a platform to provide feedback regarding BLI efforts and Materials.

10. MODIFICATION.

This MOU may be modified upon the mutual written consent of all parties.

11. EFFECTIVE DATE.

The terms of this MOU will become effective at the date the last party signs the MOU.

12. TERMINATION.

This MOU may be terminated by any Party at any time upon written notice.

13. EXHIBITS.

A. Airport Visual Identities



B. Government Visual Identities



i.



ii.



iii.



iv.

14. APPROVED BY.

**FOR THE U.S. DEPARTMENT
OF HOMELAND SECURITY**

**FOR THE U.S. DEPARTMENT
OF TRANSPORTATION**

Signature: _____

Signature: _____

Printed: Karinda L. Washington

Printed: Julie Abraham

Title: Executive Director, Social Impact
and Campaigns,
Office of Partnership and Engagement

Title: Director, Office of International
Transportation and Trade

Date: _____

Date: _____

FOR: Fairfield County Airport Authority Board

Signature: Michael J. Kaper

Printed: Michael J. Kaper

Title: Vice President

Fairfield County Airport Authority Board

Date: May 9, 2022

PETROLEUM UNDERGROUND STORAGE TANK RELEASE COMPENSATION BOARD

P.O. Box 2280 Westerville, OH 43086-2280
Phone: 614-752-8963 FAX: 614-752-8397 www.petroboard.org

**2022 Application for Certificate of Coverage
Annual Fee Assessment Statement**

July 1, 2022 - June 30, 2023

Owner Number 12708

Certified Mail Number 70220410000249207875
Fee Statement Number 409566

Stacie Knisley
Fairfield County Airport Authority
Fairfield County Commissioners Office
210 E. Main Street, Courthouse Rm 301
Lancaster, OH 43130

PLEASE NOTE:

Fund Coverage on and after July 1, 2022, requires payment on or before July 1, 2022. Late payment fees up to \$1,000 per tank will be assessed for untimely payment.

I. Owner Information Instructions

The following owner information is on record with the Petroleum UST Release Compensation Board and has been pre-printed for your review and correction. If this information is inaccurate, please cross out the incorrect information and make corrections in the margins.

UST Operators paying applicable fees must pay fees in the name of the UST Owner. Operators may not combine payments and facility information on the same form for USTs owned by different persons.

Address: Fairfield County Airport Authority
Fairfield County Commissioners Office
210 E. Main Street, Courthouse Rm 301
Lancaster, OH 43130

Contact Name: Stacie Knisley
Phone Number: 740-652-7093
Email Address:

II. 2022 Fee Calculation Instructions

UST owners of six or fewer USTs may elect to obtain reduced deductible coverage by paying \$550 per tank. All USTs must be assured at the same deductible.

Please enter the total number of USTs for which you are submitting payment in Box "a". Indicate your deductible choice by placing an "X" in the appropriate box and entering the per-tank fee amount in Box "b". Please make your check or money order payable to "State of Ohio UST Fund" and return it with this Application. A pre-printed business reply envelope may be included for your use.

Per UST Fee and Deductible Selection (Select only one)

- \$11,000 deductible (Enter \$550 per UST Fee in box b.)
Reduced deductible (\$11,000) may only be selected if 6 or fewer USTs are owned.
- \$55,000 deductible (Enter \$350 per UST Fee in box b.)

Total Number of USTs (Required) a.

Enter per UST Fee b.

Total 2022 Fees (a x b) c.

Make check or money order payable to "State of Ohio UST Fund"

III. Certification of Compliance

Before a Certificate of Coverage can be issued, you must certify you are in compliance with the State Fire Marshal's rules for the operation and maintenance of petroleum underground storage tank systems for each tank for which a Certificate of Coverage is being sought. Certifying this statement does not guarantee that eligibility to receive reimbursement will be granted in the event of a release from the subject UST system. Eligibility criteria are set forth in section 3737.92 of the Revised Code and rules 3737-1-07 and 3737-1-19 of the Administrative Code.

By signing below, I certify the petroleum underground storage tank systems for which a Certificate of Coverage is being sought are in compliance with applicable rules adopted by the State Fire Marshal under section 3737.88 of the Ohio Revised Code.

Name and Title (Type or Print)

Board Member

Signature (Required)

X *[Signature]*

Date

5/9/2022

Phone

740.438.5304

I am (Check One)

UST Owner

UST Operator

Other *Board Member*

(SEE REVERSE SIDE)

Under Ohio law, you are required to participate in the Financial Assurance Fund and to establish a financial responsibility mechanism for the deductible amount of your coverage with the Fund. The Board can only issue a Certificate of Coverage to a UST owner who has paid the fees, certified compliance with the State Fire Marshal's Bureau of UST Regulations' (BUSTR) rules and demonstrated financial responsibility for the deductible amount of coverage.

IV. Financial Responsibility Instructions

The financial responsibility mechanism you selected in 2021 is listed below and will be recorded as your 2022 mechanism unless you indicate a change in Section V below. If your financial responsibility mechanism is "Financial Test of Self-Insurance" for 2022, you must complete the Financial Responsibility Affidavit below.

2021 Financial Responsibility mechanism:
10 State or Political Subdivision Fund

V. Financial Responsibility Method Selection Instructions

If your financial responsibility mechanism has changed for the 2022 year, please select the appropriate financial responsibility mechanism by placing an "X" in the box below. All owners selecting "Financial Test of Self-Insurance" as their 2022 mechanism must sign the Financial Responsibility Affidavit below and have it notarized.

- 1 Financial Test of Self-Insurance (checked)
2 Guarantee/Standby Trust
3 Insurance/Risk Retention Group Coverage
4 Surety Bond/Standby Trust
5 Letter of Credit/Standby Trust
6 Trust Fund
7 State or Political Subdivision Bond Rating
8 Political Subdivision Guarantee
9 State or Political Subdivision Financial Test
10 State or Political Subdivision Fund (checked)

FINANCIAL RESPONSIBILITY AFFIDAVIT

STATE OF Ohio
COUNTY OF Fairfield :ss

I, JON KOCHIS, [name of tank owner/operator] do solemnly swear to the following: I, as the owner and/or operator of underground storage tank(s) in the state of Ohio, am applying for a Certificate of Coverage with the Ohio Financial Assurance Fund for the period July 1, 2022 to June 30, 2023, and I have met the financial responsibility requirements of Ohio Revised Code Chapter 3737. and rules adopted thereunder by the Financial Test of Self-Insurance.

I will, on request by the Director of the Financial Assurance Fund, fully document the existence of the financial responsibility mechanism(s) which I possess. Should any financial assurance mechanism for which I am responsible lapse in coverage for any reason before July 1, 2023, I shall notify the Director of the Financial Assurance Fund of the reason for lapse of coverage and, if required, provide alternate coverage prior to the lapse of coverage.

Signature of UST Owner/Operator, Affiant (Handwritten signature)

Sworn and subscribed to in my presence on the 5th day of May, year of 2022

SEAL

Notary Public (Handwritten signature)
My commission expires 8/21/22

LISTING OF EXISTING FACILITIES FACILITY INFORMATION INSTRUCTIONS

2022

ALL FACILITY PAGES MUST BE RETURNED WITH YOUR APPLICATION

The facilities listed below are the facilities that you as a tank owner reported to the Petroleum UST Release Compensation Board for the 2021 year (July 1, 2021 - June 30, 2022). If there are any changes in the information presented, please make corrections on this sheet. **You must fill in the number of tanks being paid for in the 2022 year in the space provided on this form.** If your USTs were sold, removed, or installed during the 2021 year and you have not previously notified this office, please complete and submit the appropriate Transfer of Ownership, Tank Installation, Tank Replacement and/or Tank Removal Notification Form(s) available on the Board's website at www.petroboard.org/forms.htm.

Owner #	Facility #	BUSTR ID #	Facility County	Number of Tanks	
12708	12708-0001	23010048	Fairfield	2021 3	2022
Facility Name			Facility Address		
Fairfield County Airport			3430 Old Columbus Road NW		
Facility Phone	Facility City				Facility Zip
614 654 7001	Carroll				43112
Operator Name / Number			Operator Address		
Same as Facility					
Operator Phone	Operator City				Operator Zip

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NEW FACILITIES PAGE FACILITY INFORMATION INSTRUCTIONS

2022

Use this page to report any **new facilities** for the 2022 year that you currently own, but did not report for the period of July 1, 2021 to June 30, 2022. Please complete all blocks on the form for each facility you are adding.

**Fairfield County Airport Authority
Fairfield County Commissioners Office
210 E. Main Street, Courthouse Rm 301
Lancaster, OH 43130**

**Owner Number
Fee Statement Number**

**12708
409566**

BUSTR ID	Facility County	Date Acquired	Date Installed	Number of Tanks 2022
Facility Name			Facility Address	
Facility Phone	Facility City			Facility Zip
Operator Name			Operator Address	
Operator Phone	Operator City			Operator Zip

BUSTR ID	Facility County	Date Acquired	Date Installed	Number of Tanks 2022
Facility Name			Facility Address	
Facility Phone	Facility City			Facility Zip
Operator Name			Operator Address	
Operator Phone	Operator City			Operator Zip

BUSTR ID	Facility County	Date Acquired	Date Installed	Number of Tanks 2022
Facility Name			Facility Address	
Facility Phone	Facility City			Facility Zip
Operator Name			Operator Address	
Operator Phone	Operator City			Operator Zip

**NEW FACILITIES PAGE
FACILITY INFORMATION INSTRUCTIONS**

2022

Use this page to report any **new facilities** for the 2022 year that you currently own, but did not report for the period of July 1, 2021 to June 30, 2022. Please complete all blocks on the form for each facility you are adding.

BUSTR ID	Facility County	Date Acquired	Date Installed	Number of Tanks 2022
Facility Name			Facility Address	
Facility Phone	Facility City			Facility Zip
Operator Name			Operator Address	
Operator Phone	Operator City			Operator Zip

BUSTR ID	Facility County	Date Acquired	Date Installed	Number of Tanks 2022
Facility Name			Facility Address	
Facility Phone	Facility City			Facility Zip
Operator Name			Operator Address	
Operator Phone	Operator City			Operator Zip

BUSTR ID	Facility County	Date Acquired	Date Installed	Number of Tanks 2022
Facility Name			Facility Address	
Facility Phone	Facility City			Facility Zip
Operator Name			Operator Address	
Operator Phone	Operator City			Operator Zip



Petroleum Underground Storage Tank Release Compensation Board

P.O. Box 2280 • Westerville, Ohio 43086-2280
Phone: (614) 752-8963 • Fax: (614) 752-8397
www.petroboard.org

April 2022

Dear Petroleum Tank Owner:

Enclosed you will find the 2022 Application for Certificate of Coverage, including the Annual Fee Assessment Statement, Certification of Compliance, Statement of Financial Responsibility, Listing of Existing Facilities, New Facilities Page, and an Invoice for Outstanding Financial Assurance Fund Fees, if any. Full payment and the completed forms are due by July 1, 2022 for the coverage period of July 1, 2022 to June 30, 2023. The 2022 annual Financial Assurance Fund fee remains at \$350 per tank for a \$55,000 deductible. Owners of six or fewer tanks may elect to pay a fee of \$550 per tank to reduce the deductible amount of coverage to \$11,000. The deductible selected will remain in effect through June 30, 2023.

The following instructions are provided to assist you with completing the enclosed forms and in obtaining a 2022 program year Certificate of Coverage:

Annual Fee Assessment Statement, Page 1

The enclosed Annual Fee Assessment Statement may be completed for multiple facilities, provided that all of the tanks are owned by the same person or entity.

Section I

The pre-printed information in this section is specific to the tank owner. If this information is inaccurate, please cross out the incorrect information and make corrections in the space available. In addition, if a contact name, phone number, and/or email address have not been pre-printed, please provide this information.

Section II

Please select the deductible amount of coverage and complete the Fee Calculation. You are required to indicate in Box "a" the total number of tanks for which you are submitting payment with your Application. Only owners of six or fewer tanks may elect the reduced \$11,000 deductible. **Make your check or money order payable to "State of Ohio UST Fund."** The Board does not accept payment by credit card or wire transfer.

Section III

By signing your name in the space provided, you are certifying the tank owner is in compliance with the State Fire Marshal's Bureau of Underground Storage Tank Regulations' (BUSTR) rules for the operation and maintenance of the tanks for which you are remitting payment and have listed on the Listing of Existing Facilities and New Facilities Page forms included with your Application. This office will verify compliance with BUSTR's rules regarding the operation and maintenance of the tanks prior to the issuance of a Certificate of Coverage. If the owner is not in compliance with the applicable rules, a Certificate of Coverage will be denied. More information regarding these rules can be found in the *Underground Storage Tank Operational Compliance Field Guide* at https://com.ohio.gov/documents/fire_OperationalComplianceGuide.pdf.

Statement of Financial Responsibility, Page 2

Sections IV and V

If you selected a financial responsibility mechanism to cover the deductible amount in the 2021 program year, this mechanism has been pre-printed in Section IV on Page 2. If a mechanism

was not selected for the 2021 program year, or your mechanism has changed, please indicate the mechanism for the 2022 program year in Section V. Only owners with the "Financial Test of Self-Insurance" as their financial responsibility mechanism must complete and have the Financial Responsibility Affidavit notarized. Failure to complete and have the affidavit notarized, when required, will result in the denial of a Certificate of Coverage. More information regarding the financial responsibility mechanisms is available in the *Financial Responsibility Guidelines Fact Sheet*, available at https://com.ohio.gov/documents/fire_FinRespFact.pdf. Please note that the documentation (insurance policy, letter of credit, etc.) supporting the selected mechanism is not required to be submitted with the completed Application.

Listing of Existing Facilities

The Listing of Existing Facilities includes the facility information you provided to the Board with the 2021 Application for Certificate of Coverage. If this information is accurate, your only responsibility is to report the number of tanks you are assuring for the period of July 1, 2022 to June 30, 2023 at each facility. If this information is inaccurate, please cross out the incorrect information and make corrections in the space available. If you sold, installed, replaced or removed tanks at any of the facilities listed on the Listing of Existing Facilities and you have not previously notified this office, please complete and submit the appropriate Transfer of Ownership, Tank Installation, Tank Replacement and/or Tank Removal Notification Form(s) available on the Board's website at www.petroboard.org/forms.htm. Return all Listing of Existing Facilities pages with your Application and payment.

New Facilities Page

Complete the New Facilities Page for any facilities you currently own but did not report for the period of July 1, 2021 to June 30, 2022. Return all completed New Facilities Page forms with your Application and payment.

Payment of Prior Year Annual, Late Payment, and Transfer Fees

If applicable, an Invoice for Outstanding Financial Assurance Fund Fees has been enclosed. The invoice lists all known outstanding prior year per-tank, late payment, and transfer fees assessed to you. **To receive a 2022 Certificate of Coverage, payment of ALL fees is required. Failure to fully remit the 2022 fees calculated by you in Section II of the Annual Fee Assessment Statement AND all prior year per-tank, late payment, and transfer fees, if any, will result in the denial of coverage with the Financial Assurance Fund.** If you believe the invoice was issued in error, please submit evidence of your payment or documentation that you are not the person responsible for payment of the fees. You are encouraged to contact this office for assistance with your account.

Payment Due July 1, 2022

Your payment, including all prior year outstanding per-tank, late payment, and transfer fees and a completed 2022 Application for Certificate of Coverage, including the Annual Fee Assessment Statement, Certification of Compliance, and Statement of Financial Responsibility are due on or before July 1, 2022. A fee for the late payment of the 2022 program year's per-tank fees will be assessed at a rate of \$100 per month for each tank, not to exceed \$1,000 per tank. After a late payment fee is assessed, payments received without it will result in the denial of a Certificate of Coverage.

If you need assistance with completing the Application or calculating your payment, or if you do not have internet access and would like a copy of the information referred to in this letter, please call this office at 800-224-4659 or 614-752-8963.

Knisley, Staci A

From: OTTER SERVER <bust01@com.state.oh.us>
Sent: Wednesday, April 13, 2022 1:04 AM
To: Knisley, Staci A
Subject: [E] Annual Registration Accepted

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.

OTTER

(Ohio Tank Tracking & Environmental Regulations)

Thank you for participating in the State Fire Marshal's online registration process. Your UST facility certificates will be available when both payment (if applicable) and the annual registration are received. You can log on to <https://apps.com.ohio.gov/fire/OTTER/> to print facility certificates.

We appreciate you taking the time to rate your experience while registering your UST's on-line. <https://www.surveymonkey.com/s/NWVY8MS>

Please direct any inquiries to Testing & Registration.

Ohio Department of Commerce
Division of State Fire Marshal
Bureau of Testing and Registration
8895 E Main St, P.O. Box 529
Reynoldsburg, OH 43068
webfmtr@com.state.oh.us
1 (877) 264-0023
1 (614) 752-7126
FAX (614)995-4206

Thank you for submitting your annual registration application for the following facilities

Facility #	Facility Name
23010048	FAIRFIELD COUNTY AIRPORT

Your annual registration application will be reviewed and you will receive email notification upon approval.

Please direct any inquiries to Testing and Registration, webfmtr@com.state.oh.us or (614) 752-7126 / (877) 264-0023.

The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received