

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for May 11, 2015 Meeting

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Glenn Burns, Michael Kaper, Bill McNeer, Lonnie Rush, and Bill Fagan. Board Members Dave Roebuck and Jon Kochis were absent. Also in attendance were Lonnie Watts, Al Moyer, Pat Rooney and Staci Knisley.

Opportunity for the Public to Address the Board

No one from the public addressed the board.

Approval of Minutes for the April 13, 2015 Meeting

On motion of Lonnie Rush and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes for the April 13 meeting.

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

Approval to accept the Notes/Minutes for the April 24, 2015 Special Board Meeting to discuss Terminal

Modifications

On motion of Lonnie Rush and second of Bill McNeer, the Fairfield County Airport Authority Board voted to accept the notes/minutes from the April 24, 2015 Special Board Meeting.

Discussion: Mr. McNeer asked that on page 3 "the roof project" be changed to "a roof project". There is no roof project approved, but was only discussed.

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

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that the HAS Open House held on May 9th was a success. HAS has been working on the Airport lawn equipment.

Airport Manager Update

Mr. Rooney would like to make changes on the month to month hangar lease. He suggests either party can cancel with 30 days notice.

Mr. Rush likes the idea of a month to month lease for short term tenants and transient businesses. He stated that it would not be out of order to include asking the tenant for an insurance certificate of liability.

Mr. Rush reported that he would get a copy of the month to month lease from Cambridge.

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Dr. Burns recommended that the board consider no lease for tenants that will only stay a few days. If they stay for a few weeks, he recommends a lease.

Mr. Rooney will present a written draft of the month to month lease at the next Board Meeting in June.

Mr. Rooney reported that fuel sales are good. They sold over 10,000 gallons of low lead fuel. Sundowner Aviation has one aircraft temporarily out of service due to prop strike. He is working with his insurance company.

Standing Committee Updates

- **Airport Improvement**
 - Crawford Murphy Tilly (CMT) Engineer Summary Report. (See attached)

Mr. Rush reviewed the CMT report. The FY2015 PAPI replacement and relocation project will be bid on June 15th.

Mr. Rush reported that Mr. Ben Cooley with CMT will meet with Scott Campbell from Southern Ohio Council for Independent Living (SOCIL). He will give him Terminal ADA project updates. Project updates for the terminal renovations and possible roof repair discussion are in the attached April 24 special meeting notes.

Approval to authorize the subcommittee of Bill McNeer and Lonnie Rush to approve the final drawings and bid specifications for the Terminal Project

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority voted to authorize the subcommittee of Bill McNeer and Lonnie Rush to approve the final drawings and bid specifications for the Terminal Project.

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

- **Community Relations – Michael Kaper**
Nothing new to report.
- **Facilities and Grounds – Lonnie Rush/Bill Fagan**
Mr. Rush reported that Frazier Electric has been called to repair and replace lights. They started on Friday. The invoice will follow upon completion.

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Mr. Rush asked the FBO to remove the conduit that was outside the terminal entrance. The conduit was left when the temporary trailer/classroom was removed. He also asked that they keep an eye on the man gates that are being left open.

Mr. Watts will take care of removing the conduit.

Mr. Rush reported that the brake and pulley system has been repaired to the snow plow truck.

Mr. Rush and Mr. McNeer will schedule a special meeting later this month to discuss future capital projects.

- **Finance - Glenn Burns**

- **Review of Financial Reports**

Ms. Knisley asked the Board to review the following reports and asked if the Board had questions.

- 2015 Income & Expenses (All funds)
- 2015-2019 Budget Projection – Operating Fund

Ms. Knisley recommended that the Board create a capital project plan. The future carryover balances of the operating fund are high. The Board of Commissioners may consider not giving the Airport an allocation if the carryover keeps on increasing unless the Airport Board can show a need.

- 2015 Budget Projection – Operating Fund
- 2015 Detail Expense – Operating Fund
- 2015 Purchase Orders
- Smart Card balances (in-house fuel purchases)

Approval of payment of bills

On motion of Lonnie Rush and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
Sundowner Aviation	\$803.00	\$.10(10 cents) per gallon (8,029.98 gallons) for April fuel sold
Sundowner Aviation	\$1,290.20	10% of hangar rent collected in April (\$12,902)
Crawford Murphy Tilly, Inc.	\$540.00	engineering services for terminal improvements
Crawford Murphy	\$3,155.00	engineering services for construction of PAPIS runway 10/28

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Tilly, Inc.		
Total	\$5,788.20	

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

- **Security/Other – Bill McNeer**
Nothing new to report.

- **Tenant Relations – Glenn Burns**

Ms. Knisley reported that there were a few tenants late on their rent payments. She will work on collecting the rent next week.

- **FBO Liaison – Dave Roebuck (absent)**
Nothing new to report.

Old Business

Ms. Knisley reported that the Hawker agreement was accepted by Sinclair Community College. She reported that she is waiting on the registration # to complete the agreement.

New Business

Dr. Burns reported that there was no new business to discuss.

Informational

The Board reviewed the following informational items.

- a. April Quarterly Newsletter from Phillips 66
- b. NationAir Aviation Insurance Information

Calendar of Upcoming Events/Other

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

- a. Review FBO contract, expires 12/31/15 - RFP needed per Assistant Prosecuting Attorney Jason Dolin
Mr. Rush reported that the Board should discuss the FBO agreement in the next 90-120 days.

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Mr. McNeer reported that the agreement expires 12/31/15. The process of selecting the Fixed Based Operator (FBO)/Manager for the Airport will have to be done by Request for Proposals (RFP). He suggests that the proposal have more detail on what hangars are included for the 85% filled hangars for the bonus to the FBO. He also suggested that the tie down fees be removed.

Mr. Rush reported that the county currently accepts liability of all tie downs.

Mr. McNeer reported that the last accident relating to a tie down was in 1978.

- b. October - establish 2016 Hangar Rents & Ramp Fees
- c. November - coordinate HAS/Commissioners lease contract (exp 12/31/15)
- d. December - submit revised ACIP
- e. Insurance expires 12/31/15 (currently with NationAir)
Mr. Rush reported that Mr. Roebuck has done a good job of taking care of this in the past.
- f. Doug Majors faming contract expires 12/31/15
- g. Pville farming lease expires 12/31/17

Adjournment

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to adjourn at 7:08 p.m.

Next meeting is scheduled for June 8, 2015 at 6:00 p.m.

Meeting minutes for the May 11, 2015 meeting were approved on June 8, 2015.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Lonnie Rush

Aye
Jon Kochis

Absent
Michael Kaper

Absent
William McNeer

N/A
Vacant Member

Staci A. Knisley
Staci A. Knisley, Airport Clerk

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Engineer's Summary Report

1. Previous FAA grants

- 2111 FAA has not completed close-out package review.
- 2212 FAA still reviewing

2. FY 2013 Projects –

FAA grant Close-out to LHQ for submission.

3. FY 2014 Projects:

1. Rehab T/H G & Rehab Apron B and C1

Pre- work meeting held with Strawser rep to work toward better experience. Work being scheduled presently.

3. FY 2015 Projects

Includes PAPI replacement and relocation. Plans nearly complete. Will present at meeting.

Wildlife Assessment – pending grant app submission and issuance

Terminal Modifications

Project design development has continued. VPL Architects is developed design development (approx. 30%) for review, discussion, on April 24th meeting. Final design will follow, target completion date is late May/early June.

Scope for terminal modifications includes addressing ADA requirements for restrooms, front and rear entrances along with general decor updating as part of work.