

Regular Meeting to order

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

Also present were: Al Moyer, Ian Coil, Ben Cooley, Taylor Forquer, and Staci Knisley.

Opportunity for the Public to Address the Board

Approval of the Minutes for April 13, 2026 Meeting

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the minutes from the April 13, 2026, meeting.

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

Absent were: Bill Fagan and Tom Brennan

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that a few taxiway signs and LED lights on the windsock have been replaced. The LED lights for the beacon need the ballasts circuitry.

Mr. Kochis will have County Facilities take care of the ballasts.

Mr. Cooley stated he will give Mr. Kochis further details related to the LED lights.

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

a. Monthly Report

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

Mr. Coil is working on gathering completed leases for the new hangars.

Mr. Coil reported that fuel sales are up. There is a small drip on the fuel truck. There is a substantial amount of fuel leaking out. He has had his mechanics take a look. He asked what next steps the board wanted him to take.

Mr. Kochis recommended Purvis be called to see if they can service the truck. If they cannot resolve, let the board know.

Airport Improvement – Jon Kochis & Tom Brennan

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

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

Mr. Cooley reported that a culvert was washed out. CMT will propose a resolution soon.

Environmental assessment proposal review in the amount of \$393,908

Mr. Cooley reported that the proposal is for the north side environmental area for future development. The scope of services was talked through with CMT, Jon Kochis, and the FAA. This is to assess and clear the north side area. It is grant eligible from the FAA along with ODOT paying for the match. This proposal will go on the FY26 FAA grant application for entitlement funds. The grant intent is to clear the land for future growth.

Mr. Cooley asked the Board to review. This will not have to be approved until the FAA grant is approved.

Mr. Kochis recommended that the following FAA and ODOT resolutions related to grant applications are approved:

- FAA FY2026 – Construct North Side/Environmental Review for \$ 374,213
- ODOT/OAA FY2027 – install AWOS IIIPT for \$350,000
- ODOT/OAA FY2027 – Hangar Development for \$750,000

A resolution approving applications to the Federal Aviation Administration (FAA) FY2026 Airport Improvement Plan Grant and Two (2) Ohio Department of Transportation (ODOT) Office of Aviation Grants giving Board Member Jon Kochis authorization for approval and signing of any documents related to each grant

On motion of Michael Kaper and second of John Smith the Fairfield County Airport Authority Board approved the applications to the Federal Aviation Administration (FAA) FY2026 Airport Improvement Plan Grant and Two (2) Ohio Department of Transportation (ODOT) Office of Aviation Grants giving Board Member Jon Kochis authorization for approval and signing of any documents related to each grant; see attached to minutes.

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

Absent were: Bill Fagan and Tom Brennan

Motion passed.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for May 11, 2026

b. Storm Water

Mr. Kochis reported that undercutting will be happening. There is a gopher with a den. He will make a service call with a pest control company.

c. Hangar Construction Update

Mr. Kochis reported that he is meeting on Wednesday to finalize closeout documents. He is negotiating warranties.

Community Relations – Michael Kaper

Nothing new to report.

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

Ms. Knisley reviewed the Petroleum Underground Storage Tank Release Board application with the Board. She asked for consensus on what to insure the three (3) tanks for. There is no motion necessary. It was recommended that the 3 tanks be insured for \$550 a piece for another year. Ms. Knisley will complete the application and process payment.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing new to report.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

Motion to approve retroactively April payment of invoices totaling \$ 65,448.94

On motion of Jon Kochis and second of Michael Kaper the Fairfield County Airport Authority Board motioned to approve retroactively April invoices totaling \$65,448.94; see attached to minutes.

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

Absent were: Bill Fagan and Tom Brennan.

Motion passed.

Security & Safety – Jon Kochis & John Smith

Mr. Smith reported the security gate has been fixed.

Mr. Kochis reported that he met with security vendor about cameras near the restroom in the new hangars. It is recommended that a point-to-point connection be made and extending the Wi-Fi to the area. The camera will be on the inside of the entrance or hallway.

Tenant Relations – Glenn Burns & Bill Fagan (absent)

The board reviewed the following reports and other items:

- Rent Status Spreadsheet

Ms. Knisley reported that she has made some notifications to tenants about paying the correct monthly amounts and late rent.

- Hangar Waiting List
- Quickbooks software solution for rent collections

Ms. Forquer reported that currently the Commissioners' Office is recording all tenant rent on a spreadsheet. This is not sustainable with the number of tenants we have. She is working with Quickbooks for a software solution. The costs are \$57.50 a month for the first 3 months and \$115 per month thereafter. This will give tenants the availability to check their balances, pay online, and receive email notices. There is no contract. We can cancel at any time. This will also calculate late fees and store the lease agreements.

Ms. Knisley stated that we are going to test it out with the new M Hangar tenants. In the future our Auditor's Financial Software solution may take the place of this.

Web – Tom Brennan (absent)

Nothing new to report.

Old Business

- Pavement estimates

Nothing new to report. Mr. Kochis will report back at the next meeting.

- Restroom signs

Nothing further to report. Remove from the agenda for next meeting.

New Business

None.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
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Informational

Mr. Coil reported that the FAA contacted us (Airport Management) about the aircraft accident in Fairfield County that just happened. We did not sell any fuel to the pilot. His aircraft was tied down for 5 days prior to accident. He did get his Pilot got license here and is on the waiting list to get a hangar.

Ms. Knisley asked who would be in attendance at June's Meeting. There may not be a quorum. She will send out a notice to all Board Members to make sure we have a quorum. If there is no quorum, she will cancel and make notifications. *(The Regular Meeting for Monday, June 8, 2026 at 5:00 p.m. was cancelled and notifications were made on May 18, 2026.)*

Calendar of Key Dates: Expiration, Due, and Event Tracking

The Board reviewed the calendar for key dates; see attached to minutes.

Adjournment

On motion of Jon Smith and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 5:41p.m.

The Next Regular Meeting is on Monday, July 11, 2026 at 5:00 p.m. at the Airport Terminal located at 3430 Old Columbus Road NW, Carroll, Ohio 43112.

Meeting minutes for May 11, 2026 meeting were approved on July 13, 2026.

Absent

Glenn Burns

Aye

Bill Fagan

Absent

Tom Brennan

Aye

Jon Kochis

Aye

Michael Kaper

Aye

John S. Smith

Aye

Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, May 11, 2026**

Engineer's Summary Report

1. Past Grant Summary
 - a. FY 21 FAA AIP – Master Plan - Closeout revisions to FAA, waiting final approval.
 - b. FY 24 FAA AIP Grant – Runway 10/28 Crackseal – Final reimbursement requested
2. FY 24 FAA AIP Grant – Apron and Taxiway Rehab/Hangar Development (County funded)
 - a. Project is substantially complete and FAA grant funding will be closed out asap.
3. FY 26 FAA –North side development environmental
 - a. Scoping complete for environmental tasks, cost proposal and grant admin
 - b. IFE review completed
 - c. Contract agreement approval needed, grant application signatures are needed.
4. FY27 ODOT Direct Grant Application
 - a. AWOS Relocation funding application drafted for review and discussion. Needs resolution.
 - b. Grant application due June 1.
5. FY27 ODOT Supplemental Grant Application
 - a. Previous application for Dual box hangar adjacent to hangar O has been drafted and is ready for discussion and approval. Needs resolution.
 - b. Grant application due June 1.
6. Runway culvert washout
 - a. CMT to review the erosion and voids under and around the runway due to culvert settling and high water.
 - b. Proposed solution may require runway closure for up to one week.
7. Action Items:
 - a. Review and approval of environmental scope and fee estimate.
 - b. FAA grant application (EA) signatures needed.
 - c. AWOS replacement – needs ODOT direct grant funding resolution
 - d. Dual Box Hangar – needs ODOT supplemental grant funding resolution

2026-05-11.a

A resolution approving an applications to the Federal Aviation Administration (FAA) FY2026 Airport Improvement Plan Grant and Two (2) Ohio Department of Transportation (ODOT) Office of Aviation Grants

WHEREAS, there is one (1) FAA FY26 Airport Improvement Plan Grant and two (2) ODOT FY2027 Office Aviation grants that the Fairfield County Airport Authority (FCAA) are eligible to apply for; and

WHEREAS, CMT, Inc., the FCAA contracted engineering firm recommends and has prepared the applications for said grants; and

WHEREAS, this resolution gives the Board Member Jon Kochis authorization to sign any documents that are included said grants.

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 FAA FY26 Airport Improvement Plan Grant and two (2) ODOT FY2027 Office Aviation grants.

Section 2. That the Fairfield County Airport Authority Board gives Board Member Jon Kochis authorization to sign any and all documents related to the FAA FY26 Airport Improvement Plan Grant and two (2) ODOT FY2027 Office Aviation grants.

Motion by: *Michael Kaper*

Seconded by: *John Smith*

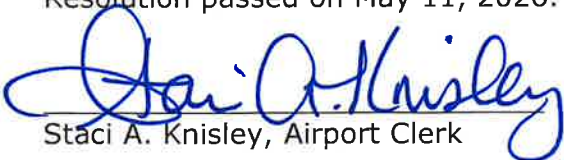
Ayes: *Kaper, Smith, Burns, Kochis, and Richardson.*

Nays: *NONE*

Abstentions: *NONE*

Absent: *Tom Brennan + Bill Fagan*

Resolution passed on May 11, 2026.


Staci A. Knisley, Airport Clerk

RESOLUTION # 2026-05.11.a

A RESOLUTION AUTHORIZING THE FAIRFIELD COUNTY AIRPORT AUTHORITY TO MAKE AN APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION, OFFICE OF AVIATION, FOR AN OHIO AIRPORT IMPROVEMENT PROGRAM GRANT FOR STATE FISCAL YEAR 2027.

WHEREAS, the Ohio Department of Transportation, Office of Aviation is administering funds to provide financial assistance to publicly owned airports in the State through the Ohio Airport Improvement Program, Direct Grant; and

WHEREAS the Fairfield County Airport Authority is eligible for project funding for Install AWOS IIIPT for \$350,000 at the Fairfield County Airport; and

NOW, THEREFORE, BE IT RESOLVED by the Fairfield County Airport Authority, Fairfield County, Ohio that:

SECTION ONE: That Fairfield County Airport Authority shall commit the matching funds necessary for this grant.

SECTION TWO: That the board member of the Fairfield County Airport Authority is hereby authorized to make application for said grant in accordance with the procedures prescribed by the Ohio Department of Transportation, Office of Aviation and sign all related documents and assurances.

SECTION THREE: That the board member may enter into a Grant Contract with the Ohio Department of Transportation, Office of Aviation and may accept and execute any documents to manage said grant inclusive of amendments and submissions of applications for payment as required by the Ohio Department of Transportation, Office of Aviation.

Jon Kochis
Signed Jon Kochis, Board Member 5/11/26
Printed Name, Title, and Date

CERTIFICATION: Whereupon the resolution was declared adopted.
I, Staci A. Knsky, as Clerk of the Fairfield Co Airport Authority have compared the foregoing copy of the resolution with the original resolution now on file in this office which was duly passed by the Board on the 11th day of May 2026, and that the same is a correct and true copy of said resolution.

Staci A. Knsky
Signed Staci A. Knsky, Clerk 5/11/26
Printed Name, Title, and Date

RESOLUTION # 2026-05.11.a

A RESOLUTION AUTHORIZING THE FAIRFIELD COUNTY AIRPORT AUTHORITY TO MAKE AN APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION, OFFICE OF AVIATION, FOR AN OHIO AIRPORT IMPROVEMENT PROGRAM GRANT FOR STATE FISCAL YEAR 2027.

WHEREAS, the Ohio Department of Transportation, Office of Aviation is administering funds to provide financial assistance to publicly owned airports in the State through the Ohio Airport Improvement Program, Supplemental Direct Grant; and

WHEREAS the Fairfield County Airport Authority is eligible for project funding for Hangar Development for \$750,000 at the Fairfield County Airport; and

NOW, THEREFORE, BE IT RESOLVED by the Fairfield County Airport Authority, Fairfield County, Ohio that:

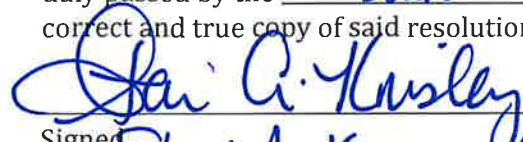
SECTION ONE: That Fairfield County Airport Authority shall commit the matching funds necessary for this grant.

SECTION TWO: That Jon Kochis, Board Member of the Fairfield County Airport Authority is hereby authorized to make application for said grant in accordance with the procedures prescribed by the Ohio Department of Transportation, Office of Aviation and sign all related documents and assurances.

SECTION THREE: That Jon Kochis, Board Member of the Fairfield County Airport Authority may enter into a Grant Contract with the Ohio Department of Transportation, Office of Aviation and may accept and execute any documents to manage said grant inclusive of amendments and submissions of applications for payment as required by the Ohio Department of Transportation, Office of Aviation.


Signed Jon Kochis, Board Member 5/11/26
Printed Name, Title, and Date

CERTIFICATION: Whereupon the resolution was declared adopted.
I, Staci A. Kusley as Clerk of the Fairfield Co Airport Authority have compared the foregoing copy of the resolution with the original resolution now on file in this office which was duly passed by the Board on the 11th day of May 2026, and that the same is a correct and true copy of said resolution.


Signed Staci A. Kusley, Airport Clerk 5/11/26
Printed Name, Title, and Date

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

JOURNAL DETAIL 2026 4 TO 2026 4

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

80780000 AIRPORT OPERATIONS

80780000	530000	CONTRACTUAL SERVIC	180,000	204,962	71,295.70	14,073.97	132,742.58	923.62	99.5%
2026/04/000151	04/06/2026	API	220.00	VND	001281	PO	26000239	PORTA KLEEN	
2026/04/000403	04/13/2026	API	1,145.36	VND	005790	PO	26000328	OHIO DEPT OF TAXATIO	
2026/04/000414	04/13/2026	API	55.20	VND	016659	PO	26000112	SUNRUSH WATER	
2026/04/000414	04/13/2026	API	30.80	VND	016659	PO	26000112	SUNRUSH WATER	
2026/04/000414	04/13/2026	API	17.90	VND	016659	PO	26000112	SUNRUSH WATER	
2026/04/000907	04/20/2026	API	504.71	VND	003668	PO	26000041	LOCAL WASTE SERVICE	
2026/04/001292	04/27/2026	API	2,500.00	VND	005552	PO	26000059	HISTORICAL AIRCRAFT	
2026/04/001292	04/27/2026	API	9,600.00	VND	007039	PO	26000351	SUNDOWNER AVIATION L	
80780000	541001	ELECTRIC/UTILITES	25,000	35,651	21,530.41	4,215.56	13,120.92	1,000.00	97.2%
2026/04/000907	04/20/2026	API	269.41	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	85.31	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	139.98	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	146.51	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	213.78	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	319.48	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	90.47	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	54.35	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	417.00	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	197.00	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	123.44	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	113.00	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	113.00	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	73.00	VND	001373	PO	26000249	SOUTH CENTRAL POWER	
2026/04/000907	04/20/2026	API	107.26	VND	023650	PO	26000764	FAIRFIELD CO UTILITI	
2026/04/000907	04/20/2026	API	107.26	VND	023650	PO	26000764	FAIRFIELD CO UTILITI	
2026/04/000907	04/20/2026	API	107.26	VND	023650	PO	26000764	FAIRFIELD CO UTILITI	
2026/04/000907	04/20/2026	API	107.26	VND	023650	PO	26000764	FAIRFIELD CO UTILITI	
2026/04/000907	04/20/2026	API	107.26	VND	023650	PO	26000764	FAIRFIELD CO UTILITI	
2026/04/001294	04/27/2026	API	66.97	VND	003823	PO	26000299	NORTHEAST OHIO NATUR	
2026/04/001294	04/27/2026	API	70.62	VND	003823	PO	26000299	NORTHEAST OHIO NATUR	
2026/04/001294	04/27/2026	API	90.33	VND	003823	PO	26000299	NORTHEAST OHIO NATUR	
2026/04/001294	04/27/2026	API	988.35	VND	023650	PO	26000764	FAIRFIELD CO UTILITI	
80780000	543000	REPAIR AND MAINTEN	60,000	37,300	3,205.31	1,011.06	17,087.49	17,007.20	54.4%
2026/04/000907	04/20/2026	API	1,011.06	VND	014612	PO	26000096	AG-PRO OHIO, LLC	
								5100E UTILITY TRAC	
									5452580

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

JOURNAL DETAIL 2026 4 TO 2026 4

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 544000 RENTALS/LEASE	191,500	191,500	191,500.00	.00	.00	.00	100.0%
80780000 554000 ADVERTISING	1,500	1,500	.00	.00	900.00	600.00	60.0%
80780000 558000 TRAVEL REIMBURSEME	200	200	.00	.00	150.00	50.00	75.0%
80780000 560000 MATERIALS & SUPPLI	15,000	15,000	622.50	56.28	14,227.50	150.00	99.0%
2026/04/000902 04/20/2026 API	56.28 VND 071270 PO 26000152 STATE ELECTRIC SUPPL SUPPLIES FOR AIRPORT 4/6/26					5452655	
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	575,000	650,167	157,205.41	45,411.07	492,961.69	.00	100.0%
2026/04/000902 04/20/2026 API	45,411.07 VND 005545 PO 26000321 PURVIS BROTHERS INC FUEL PURCHASES FOR AIRPORT 4/2/					5452554	
80780000 574000 EQUIPMENT, SOFTWARE	15,000	15,000	.00	.00	14,404.29	595.71	96.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	681.00	681.00	.00	2,319.00	22.7%
2026/04/000901 04/20/2026 API	212.00 VND 111111 PO					5452661	
2026/04/001294 04/27/2026 API	244.00 VND 111111 PO					5453275	
2026/04/001294 04/27/2026 API	225.00 VND 111111 PO					5453273	
TOTAL AIRPORT OPERATIONS	1,066,700	1,154,780	446,040.33	65,448.94	685,694.47	23,045.53	98.0%
TOTAL AIRPORT OPERATIONS	1,066,700	1,154,780	446,040.33	65,448.94	685,694.47	23,045.53	98.0%
TOTAL EXPENSES	1,066,700	1,154,780	446,040.33	65,448.94	685,694.47	23,045.53	

Important Dates Calendar: Expirations, Deadlines, and Events

Description	Other Notes	Expiration/Due Date
FY2027 Ohio Airport Grant applications		6/1/2026
Petroleum Underground Tank	UST Certificate of Coverage	6/30/2026
OTTER/UST		6/30/2026
Storm Water Pollution Plan Review		7/1/2026
2027 Appropriation & Revenue Budget Approved for Budget Commission	Due in August annually	8/1/2026
ODOT inspection		9/10/2026
Blue Lightning Initiative (BLI)		9/30/2026
HAS mowing and snow removal contract		9/30/2026
QTpod subscription	auto renews annually unless cancel before due date	11/1/2026
MS4 training of Board and FBO	Training on 12/8	12/31/2026
Hangar J Lease		12/31/2026
Jon Kochis, John Smith, and Michael Kaper		12/31/2026
EAA lease renewal with the Board of Commissioners		12/31/2026
Lease agreement with Board of Commissioners to operate facilities		10/25/2027
Noxious Vegetation Control, LLC - Agreement for annual spraying		12/31/2027
Glenn Burns board appointment		12/31/2027
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2028
Legal services agreement with County Prosecutor		12/31/2028
FBO Agreement	option to renew two (2) one (year) periods	12/31/2028
Insurance Agreement		1/1/2029
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Gorsuch Land Lease#1		7/31/2037
Gorsuch Land Lease#2		7/31/2037
Co-sponsor agreement with the Board of Commissioners		5/13/2044
MOA with the FAA related to national Airspace System (NAS)		9/30/2046
SAS land lease agreement		6/30/2049