

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 13, 2019

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, Jon Kochis, Bill Fagan, Pat Ferguson, Bill McNeer, Michael Kaper, and Rick Szabrak. Also present were Staci Knisley, Al Moyer, Kip Kelsey, and James Shadd.

Opportunity for the Public to Address the Board

No public comments were made.

Approval of Minutes for the April 8, 2019 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 8, 2019 meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that the PAPI lights are out. Weather has gotten into the box. Howard Electric came out to check on them. The warranty with the manufacturer has expired but they are going to replace them at no charge.

Mr. Kochis will follow-up with CMT, the Airport's Engineer.

Sundowner/Airport Manager Update – Monthly Board Report

Mr. Shadd reviewed the monthly board report with the Board, see attached to minutes. The hangars are full. There are 3 people on the T-hangar waiting list. There are 2 people waiting on the R row hangar list. Fuel sales are up significantly on 100 low lead fuels. Sundowner has flown the most hours on record in April. Rita will purchase some mulch and clean up weeds around the Terminal.

Mr. Shadd reported that there are 2 extra taxi lights that came in this week.

Mr. Kochis stated that we are responsible for mowing and taking care of landscaping inside the fence. Sundowner is responsible to coordinate the work with HAS.

Standing Committee Updates:

1. **Airport Improvement – Jon Kochis**

a. **Crawford Murphy Tilly (CMT) Engineer's Report**

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 13, 2019

Mr. Kochis presented the Engineer's report, see attached to minutes.

- FY2018 ODOT Aviation grant project

Mr. Kochis reported that the lighting project is complete. The final invoice is on the agenda for payment of bills.

Mr. Moyer is satisfied with the completion of the project.

- FY2018 FAA grant – Construct Taxiway Delta

Mr. Kochis reported that the design is complete. Bids will be opened on May 28th.

- FY2019 ODOT Aviation grant -Rehabilitate Terminal Apron

Mr. Kochis reported that the pre-construction meeting with B & B is scheduled after the event. We will consider additional pavement projects. The budget is \$10,000 currently for the additional work. He would like to use the paving company while they are on site. There are a lot of areas that need paved that are not covered by the grant. He recommended that the Board review the budget again in June.

- FAA Supplemental Grant update
Nothing new to report.
- FY2019 FAA AIP Grant Application
Nothing new to report.
- ODOT FY2020 – grant application for Apron B, C1 Rehab
Nothing new to report.
- Action Items
No action items presented.

b. **Mowing**

Mr. Kochis has a meeting on May 20th with County Administrator Carri Brown relating to HAS mowing and their lease with the Board of Commissioners. He is recommending that the HAS lease end early so the Airport Board can enter into a contract with HAS for mowing.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 13, 2019

Mr. Kochis reported that West Fairfield seeded the 4 acres, previously the area of the woods. The area is ready for mowing.

The far east side of the area is not ready. The area needs sprayed for weeds. Doug Majors with Sunrise Cooperative submitted a quote for \$762 to spray the 28 acres to kill the weeds. After 20 days, we can seed the area. When the grass is 6-8 inches, it will be ready to mow.

Kull Excavating should start soon. They are doing the two (2) waterways and collectors. We will have two (2) waterways that are grass.

c. **UAS Detection Systems**

Mr. Kochis reported that the FAA wanted the Board to review information relating to the UAS Detection Systems.

d. **Runway Protection Zone (RPZ) Tree Trimming**

Nothing new to report.

e. **Tax Assessments**

Nothing new to report.

f. **Storm Water System Rehab**

Mr. Kochis reported that Kull Excavating did complete the patching of the main culvert of the runway. They reported that it was not in good shape. That is an 8-foot culvert. It should have been a double-box. It is very old. The project is probably going to be high on Airport Improvement Project (AIP) list. It will have to be excavated out. This winter we should get an engineering analysis. There is so much water going through. It is the 50 years of deferred maintenance that has caused the poor shape.

Mr. Kochis asked Mr. Moyer to check the ditch that is north of the runway. There is reported that a pile of lumber is in the ditch.

2. **Community Relations – Michael Kaper & Rick Szabrak**

a. **Email Inquiry**

Mr. Kaper reported that we have received a lot of feedback for the Anniversary Celebration.

Mr. Szabrak reported that Regional Gateway, an Airport publishing company like to honor airports that have anniversaries. They asked for information and pictures from when the Airport was started. He received some pictures from the former owners of the Airport in early 1970's. He also received an inquiry about personal banners to be flown during the celebration.

b. Anniversary Celebration – May 18, 2019 update

Mr. Szabrak reported that there is a lot of interest on Facebook. There are 2,000 people interested in going or are interested on Facebook. There are 10-20 shares a day.

Mr. Szabrak reported that he will be on WCLT in Newark to talk about our event. He will also be on a local TV show on Wednesday.

Mr. Szabrak asked if anyone was interested to man an information booth for about an hour each. This will be the hub for the flight information and the welcoming booth.

The presentation will start at noon. He asked all Board members to be here at noon. Dr. Burns will be speaking on behalf of the Airport Board. Major General Deborah A. Ashenhurst will introduce Colonel Tom Moe, our Keynote Speaker. She will present a Proclamation from the Governor.

Ms. Knisley reported that Commissioner Dave Levacy will also present a proclamation.

Mr. McNeer recommended that there be a temporary space available for emergencies.

Mr. Shadd will have the pilot lounge available if there is an emergency.

Mr. Kelsey reported that they will set up some chairs near the stage during the presentation. There will also be picnic tables and benches available.

3. Facilities and Grounds – Michael Kaper & Bill Fagan

Mr. Ferguson reported that there is another fence damaged along Victor Road. He is working with the claimant's insurance company, Progressive. He has called Fence Solutions for a quote.

4. FBO Liaison – Pat Ferguson

Mr. Ferguson reported that the tractor is in at the John Deere dealership. He asked them not to deliver the tractor until the mower is ready.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 13, 2019

Mr. Ferguson talked to Matt at Purvis about the fuelmaster system. He is supposed to present a contract to us. He reported that the tenants in Hangar J (Maintenance Hangar) would like to paint it and clean it up if the Board pays for the material.

Mr. Kochis recommended that the Board be very careful with work being done in hangars in the future. He recommends that we use licensed contractors for liability purposes.

Mr. Kochis also recommended that a new lease for Hangar J be reviewed by the Prosecutor. The current lease has expired.

5. Finance - Glenn Burns

a. Financial Reports

The Board reviewed the following financial reports:

- 2019 Budget Projection & YTD report
- 2019 Expense Detail
- Purchase Order list
- Fuel Smart Card accounts
- Utility cost report

b. Payment of Bills

Mr. McNeer stated that the underground storage premium has decreased again this year.

Approval for payment of bills totaling \$53,397.80

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$53,397.80 (See invoice summary attached to minutes)

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

6. Security – Jon Kochis & Bill McNeer

Mr. Kochis recommended that the Board members be on the lookout for any security issues.

Mr. Kaper reported that one (1) sheriff deputy will be available on the grounds. There are another two (2) that are parking vehicles.

7. Tenant Relations – Glenn Burns & Bill Fagan

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 13, 2019

a. Rent Status Spreadsheet

The Board reviewed the rent status spreadsheet.

Ms. Knisley reported that she will be sending out late notice letters to the tenants in Hangar O8 and Hangar P10. She will also review all other collections later this week.

b. Hangar J lease renewal

Mr. Kochis will work with the county prosecutor's office on the lease renewal with Sundowner Aviation.

8. Web – Bill McNeer & Rick Szabrak

Mr. McNeer reported that there is a new tenant, Havens Aviation that is in Hangar A. He will get information from Steve Slater to correct the website information for Hangar A.

Old Business

a. Taxiway/R hangar ramp area

Mr. Kochis will add the project to the local capital improvements list.

b. Bridge behind R Hangars

Mr. Kochis reported that the bridge is still on the grounds. If someone wants to remove it, they can. It is not on county inventory.

c. Local funded Capital projects

Mr. Kochis would like to have a three (3) person committee for discussion and recommendations. He asked that this be added to the Airport Improvement Section for June.

New Business

A. Charles & Gene Eversole Crop damages letter to the Board of Commissioners

Mr. Kochis reported that the Board of Commissioners received a letter from Charles & Gene Eversole relating to the land exchange and lease agreement that was terminated. The Eversoles state that termination impacted their original land swap agreement. The Eversoles also inquired about Enterprise (Pipeline Contractor) paying the county for crop loss during the time of the transfer. The documentation was reviewed and there was no indication that Enterprise did pay the county for crop loss. There was a provision that Enterprise could pay for crop loss, but there was no money paid for that. The payment was for the easement only. The Board of Commissioners responded to the Eversoles restating the reason for the termination of the lease was due to FAA recommendations.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 13, 2019

Mr. Kochis stated that the agreement was solely with the Board of Commissioners. No action or response is needed from the Airport Board.

Informational Items

None

Calendar of upcoming events and other important dates

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

a. 50-year Anniversary Celebration – Saturday, May 18, 2019

Mr. Szabrak reviewed the press release relating the celebration. Colonel Tom Moe will be talking about his trip back to Vietnam.

Mr. Szabrak reported that we have received four (4) sponsors for the event. Our total expenses will be around \$6,600. The Airport Board approved a budget of \$6,500. The sponsor dollars will be spent first.

Mr. Moyer reported that Anchor Hocking made 809 commemorative glasses. The first \$500 will offset the expense the Airport Board approved to pay HAS for meal expenses. The board will get a complimentary meal and glass.

Mr. Szabrak thanked the Committee for working on this project. Hopefully this will come a regular event for Fairfield County.

b. Aviation Insurance expires 12/31/19

c. HAS lease agreement w/Commissioners expires on 12/31/19

d. HAS authorization for use of 3 unoccupied hangars expires 12/31/19

e. Storm Water Plan – Review and Approve annually – February 2020

f. FBO agreement expires 12/31/2020

g. Doug Majors Noxious Weed Control agreement expires 12/31/2020

h. Legal Services agreement with County Prosecutor expires 12/31/2021

i. FAA lease for space expires 9/30/2022

j. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

Approval to go into Executive Session to Pending Imminent Litigation

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve to go into Executive Session related to Pending Imminent Litigation at 6:59 p.m.

Discussion: Mr. McNeer stated that all Board members and Staci Knisley will be in this session.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for May 13, 2019

Roll call on the vote is as follows:

- McNeer: Aye
- Kochis: Aye
- Kaper: Aye
- Ferguson: Aye
- Burns: Aye
- Fagan: Aye
- Szabrak: Aye
- Motion passed

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to exit Executive Session at 7:11 p.m.

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

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:12 p.m.

Next meeting is Monday, June 10, 2019 at 6:00 pm at the Airport Terminal

Meeting minutes for the May 13, 2019 meeting were approved on June 10, 2019

Absent
Glenn Burns

Aye
Bill Fagan

Aye
Rick Szabrak

Absent
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, May 13, 2019**

Engineer's Summary Report

1. FY 18 ODOT Aviation Grant Project
Taxiway B Lighting Rehab – Project completed
Final punchlist items was completed on May 1
CMT final inspection May 10, closeout underway
2. FAA FY18 Grant – Construct Taxiway D
Design is complete. FAA review has been completed.
Bid Advertisement May 9 with Bids opening May 28
Final costs remain a concern with the FAA and bid results will
determine final construction schedule and funding.
3. FY 19 ODOT Aviation Grant – Rehabilitate Terminal Apron
Project bid results have been sent to ODOT for final grant contracting.
Low bidder – B&B Sealing LLC dba DuraSeal \$185,907.50
4. FAA Supplemental Grant Update – May 2019 – Results expecting in the
next 2 weeks
5. FY 19 FAA AIP Grant Application
Preapplication was submitted in 2018, final application will be prepared
once Taxiway D bids have been received and finalized. Bid
Advertisement May 9 with Bids opening May 28
6. ODOT FY20 – Grant application made for Apron B, C1 Rehab. Results
expected in June.
7. Action Items:

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$1,090.96	n/a	April fuel fees	4/1-4/30
Sundowner Aviation	\$1,426.30	n/a	April rent fees	4/1-4/30
Petroleum Underground Storage	\$1,050.00	n/a	Insurance on underground storage tanks	7/1/19-7/1/2020
Nauman Outdoor Advertising	\$1,200.00	66189	Airport Anniversary billboards	4/18-5/18
Superior Petroleum Equipment	\$3,637.40	20058-MI	JET A FUEL PUMP REPAIR	4/22/2019
CMT	\$4,460.71	203617	professional services for design, bid and construction of rehab of Apron A & I1 pavements	2/23-3/29
Kull Excavating	\$2,400.00	n/a	#2 culvert repair	5/10/2019
Appalachian Foothills Contracti	\$38,132.43	4	taxway B lighting rehab	
Total Invoices for 5.9.19 Board Meeting	\$53,397.80			