

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll Ohio 43112**  
**Minutes for June 13, 2016**

**Meeting to order**

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Bill McNeer, Pat Ferguson, Lonnie Rush, Bill Fagan, Michael Kaper, and Jon Kochis. Also present were Staci Knisley, Darrell Loos, Patrick Rooney, Ben Cooley, Jonathan Ferbrache, and Lonnie Watts.

**Opportunity for the Public to Address the Board**

No one from the public addressed the Board.

**Approval of Minutes for the May 9, 2016 Meeting**

*On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the May 9, 2016 meeting.*

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

**Historical Aircraft Squadron (HAS) update**

**Airport Manager Update**

Mr. Rooney presented his monthly report. (See attached) He reported that fuel sales and flying activity is up.

Mr. Rooney also reported there were a few miss-landings from skydivers between the taxiway and runway, and another was over by the wetland area. The Ohio Skydiving Center staff comes over right away with their golf cart and picks the skydiver up.

Mr. Rooney gave an update on the LED lighting. There are 170 bulbs that are needed that are approximately \$23 per bulb. Claypool Electric will install and change out the bulbs for \$60-75 per hour. It will cost approximately \$7,000 to install the LED lighting if we use Claypool Electric. Another option that is less expensive may be to use his (Sundowner Aviation) own staff to change out the bulbs.

Dr. Burns suggested that the bulbs be tested first before ordering the maximum needed.

Mr. Rooney stated that he would order 6 bulbs as a test and will get a formal bid from Claypool Electric for the installation.

Mr. Rooney asked the Board what charge Sundowner Aviation will receive when selling fuel from the new fuel cart. He recommends \$.10 (10 cents) for Sundowner Aviation and \$.15 (15 cents) for the Airport. They will run the credit card purchases through Sundowner Aviation and pay sales tax where applicable. This will be the same process that is done with the manual fuel truck sales.

Mr. Watts reported that the electrical switches on the pumps are failing. He has ordered replacements. He suggests that later on that the buttons be upgraded. He will follow up on this.

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Mr. Loos reported that the light in the bathroom is not working properly. He will call Claypool Electric to get this fixed.

**Standing Committee Updates**

**a. Airport Improvement – Jon Kochis**

**1. CMT Engineer's Summary Report presented by Ben Cooley(See attached)**

• **Previous FAA grants**

Mr. Cooley reported that the 2515 FAA grant is in final stages. FAA flight check will be scheduled in late June.

• **FY2015 Projects**

○ **Papi Rehab**

Mr. Cooley recommended that someone from the Airport be trained by Jess Howard Electric on the PAPIs. Mr. Rooney stated that Sundowner Aviation will take the training. Mr. Ferguson will also attend the training.

○ **Wildlife Assessment**

Mr. Cooley reported that it is being finalized. It should be sent to the FAA in the next few weeks once the Board has reviewed the draft.

Mr. McNeer suggested that some of the final assessment be incorporated into the Minimum Standards Manual. He will review for later recommendations.

○ **Terminal Roof Improvements**

Mr. Cooley reported that the roof and mansard project is currently out for bid. The bid opening date is June 28. Reports will be made at the July board meeting.

• **FY16 ODOT Aviation Grant Runway Rehab**

Mr. Cooley reported that the bids were opened on May 27<sup>th</sup>. The apparent low bidder is the Shelly Company. This is the mill and overlay of the main runway. ODOT has authorized the project and has sent the purchase order.

Mr. Kochis reported that there were 2 alternates on the bid. Alternate A was to repave all of the connecting taxiways but Delta. Alternate A will not be funded by ODOT.

Mr. Cooley stated that CMT are in hopes to roll the Alternate A scope to the 2017 FAA grant as part of the taxiway Delta realignment and reconstruction.

Mr. Cooley recommended that the Board accept the base bid from the Shelly Company.

**Approval to award the bid to the Shelly Company for the Runway 10/28 Rehabilitate Project in the amount of \$ 617,418.50**

*On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to award the bid to the Shelly Company for the Runway 10/28 Rehabilitate Project in the amount of \$ 617,418.50.*

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

- **FY16 FAA Grant**

Mr. Cooley reported that Jess Howard Electric was the lowest bidder on the Runway Lighting Rehabilitation project. The base bid was \$212,736 with an alternate bid of \$20,560. The alternate included the runway edge light replacement and pads.

Mr. Cooley recommended that the base bid and alternate # 1 bid be accepted.

**Approval to award the base bid and Alternate # 1 bid to Jess Howard Electric for the Runway Lighting Rehabilitation project totaling \$233,296**

*On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to award the base bid and Alternate # 1 bid to Jess Howard Electric for the Runway Lighting Rehabilitation project totaling \$233,296.*

*Discussion: Mr. Cooley stated that it was his opinion that Jess Howard Electric's bid was so much smaller than the others is due to the fact that they are familiar with the Airport. Another factor is that a lot of the contractors were busy with other projects.*

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

- **FY17 ODOT Aviation grant application**

Mr. Cooley reported that the application has been submitted for the Taxiway Delta construction and reorientation.

- **FY2016 Grant Summary (See attached)**

Mr. Cooley presented the updated FY2016 grant summary of projects. ODOT will only pay for the construction of the project. ODOT expects the FAA will pick up the design and bid part of the projects. It is hopeful that ODOT will start paying for the design and bid process.

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- **FY17 FAA grant application**

Mr. Cooley reported that grant application is underway for the Runway Rehabilitation design phase, Runway Lighting design and Construction design.

**2. Fence on Eversole Property**

Mr. Kochis reported that the property has been surveyed by Reagen. The fence line will be adjusted.

**3. Wetland Determination – Jonathan Ferbrache from Fairfield County Soil & Water**

Mr. Kochis introduced Jonathan Ferbrache from Fairfield County Soil & Water. Mr. Ferbrache has been leading up the weed control project for the Airport.

Mr. Ferbrache stated that he understands that the goal of the Airport Authority is to reduce vegetation and to reduce the bird habitat. The Airport has been a cooperative with Soil & Water Conservation District since 1970, along with our Federal Partners, USDA. Because the Airport fields have operated as a farm, it gives the Airport an opportunity to tap into a federal resource to conduct a wetland delineation to bring into an agricultural production. This fits into your vegetation management.

Mr. Ferbrache recommends that the Airport use the federal resources to seek wetland determination for the area behind the cemetery, approximately 1 acre of land. It is suspected that it could be a wetland condition. There is no cost. It is a free resource through the federal agency. The hope is that there will be a clear defined boundary of suspected wetland. If a boundary does exist, the goal is to place agricultural tile around it at a set distance so it does not grow any larger. This also fits in with reducing the ponding water wherever possible. If the Board agrees to approve the request today, the President of the Board will sign documents along with submitting a formal resolution passed by the Board.

Mr. Ferbrache stated that Soil & Water will be glad to keep assisting with reducing woody vegetation at a later point in time.

Mr. Ferbrache stated that in the short term while using the USDA to conduct the delineation, the Airport should use the land for crop production. There is nothing that dictates that it has to be for long term.

Mr. Kochis stated that this might marry well with the Pville farming.

Mr. Ferbrache stated that if a wetland did not exist prior to 1986 it approves the chances that it is not delineated. That area is associated with a floodway that may have construction related concerns of the EPA or Army Corp of Engineers.

Mr. Kochis stated that the floodway could be the next tackle for someone else.

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**Approval to seek Wetlands Determination by the United States Department of Agricultural Natural Resources Conservation Service (USDA-NRCS)**

*On motion of William McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to seek Wetlands Determination by the USDA-NRCS. (See Resolution attached)*

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

Mr. Ferbrache stated that Soil & Water appreciates the opportunity to work with the Airport.

Mr. Kochis stated that using Soil & Water to has been cost effective.

Mr. Ferbrache stated that they will be back in the fall to keep the weeds and vegetation under control.

**b. Community Relations – Michael Kaper**

Mr. Kaper had nothing new to report.

**c. Facilities and Grounds – Lonnie Rush & Bill Fagan**

Mr. Rush reported that the gate has been moved.

Mr. Watts reported that the swing set has been power washed and treated.

**d. Finance - Glenn Burns**

**1. Financial Reports**

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

**2. Payment of Bills**

**Approval for payment of bills**

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

Vendor	Amount	Description
BuryTek	\$12,684.48	directional boring for fiber install
G. Brian Boltz	\$400.00	professional services regarding Vet. Military Museum
G. Brian Boltz	\$200.00	professional services regarding Siewert Case
Fence Solutions	\$1,400.00	move fence and gates
Fairfield SWCD	\$2,656.50	tree/brush clearing & pesticide application
Petroleum Underground Storage Tank Release Compensation Board	\$1,200.00	coverage for underground storage tanks
Sundowner Aviation	\$1,119.93	payments for May fuel sales per contract
Sundowner Aviation	\$1,525.70	10% of hangar rent for May collections
Total Invoices for Approval	\$21,186.61	

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*Discussion: Dr. Burns stated that relating to the G. Brian Boltz billing, he has not contacted the Veterans Military Museum for an update.*

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

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

**1. Security Procedures Manual**

Mr. McNeer reported that page 7 in the Security Procedures Manual has been cleaned up. An updated diagram on page 10 & 11 has been added to reflect the removal of Hangar K and the addition of Hangar H.

**Approval to adopt the revised Security Procedures Manual**

*On motion of William McNeer and second of Jon Kochis, the Fairfield County Airport Authority voted to approve to adopt the revised Security Procedures Manual. (not attached for security purposes)*

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

**2. Internet Connectivity**

Mr. Kochis reported that the conduit is buried and in the ground. He expects that the connection will be made very soon. There is still fiber to be purchased. The project is on track and is still in the \$30,000 range.

**f. Tenant Relations – Glenn Burns**

Ms. Knisley asked Mr. Rooney to check on the vacancy status of P5.

Dr. Burns stated that Chris Chapman is working on drafting changes to his new lease for R1, Ohio Skydiving Center.

**g. FBO Liaison – Pat Ferguson**

Mr. Ferguson stated that the equipment owned by the Airport for snow plowing is in terrible shape. He recommends that the Board follow through with a contract for bidding for snow plowing this winter.

Ms. Knisley stated that she will keep the Snow Plowing subject on the agenda for future meetings.

Mr. Kochis recommended that there be 2 separate bid contracts. He recommended 1 contract for the parking lot; and another contract specifically for the taxiways and runways.

Mr. Ferguson stated that HAS is still willing to help but cannot do the full snow plow service as they have done in the past.

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Mr. Cooley stated that he would check to see if they had any sample Request for Bids (RFPs) for the board to review.

Mr. Ferguson reported that one of the HAS members spotted a hole in the fence inside the gate. He asked Sundowner Aviation to repair the fence.

**Old Business**

**a. County Credit Card Process**

Nothing new to report.

**b. Steve Slater – possible future land lease**

Mr. Rush stated that there was nothing new to report. Ms. Knisley will remove this subject from the agenda until new information has been presented.

**c. AirShow 2017**

Dr. Burns stated that he had nothing new to report. Ms. Knisley will remove this subject from the agenda until new information has been presented.

**d. Fuel Cart**

Mr. Rush reported that Purvis Brothers contacted him regarding the current agreement. He asked that Zanesville Aviation be paid directly.

**e. Status of Regional Airport**

Mr. Kochis reported that the Fairfield County Airport was created as a Regional Airport in 1967 by adoption of the Fairfield County Board of Commissioners. The Ohio Aviation Association (OAA) is in process of trying to lobby for county prosecutors to be allowed to represent regional airports.

**New Business**

• **Fuel Supplier bidding process**

Mr. Kochis reported that the Ohio Revised Code bidding requirements state that if items are purchased above \$50,000, a request for bid process shall be completed. Fuel purchases are \$300,000 - \$400,000 per year. He recommended the request for bid process be done soon after the fuel cart agreement expires.

Mr. Rush reported that it might be cost effective to use other airports and share loads of fuel.

Mr. Kochis assumes that the other local airports are competitively procuring their fuel.

Mr. Cooley stated he will follow up with the OAA to check to see what other local airports are doing.

Mr. McNeer recommended that the Board seek legal advice on whether the Board should proceed with the request for bid process or not.

Dr. Burns stated he will follow up with G. Brian Boltz, the Board's legal counsel.

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**Informational Items**

There were no new informational items.

**Calendar of Upcoming Events/Other**

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

- **Ohio Skydiving Center, R1 lease expires 9/30/16**
- **PVille farming lease expires 12/31/17**
- **Doug Majors farming lease expires 12/31/17**
- **Insurance expires 12/15/18**
- **November 2019 - coordinate HAS/Comm's lease agreement approved on 11.17.15 (exp 12/31/19)**

**Adjournment**

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:43 p.m.

**Next meeting is scheduled for July 11, 2016 at 6:00 p.m.**

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***Meeting minutes for the June 13, 2016 meeting were approved on July 11, 2016.***

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Lonnie Rush

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
William McNeer

Aye  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk



# MAY MONTHLY BOARD REPORT

<b>ITEM</b>	<b>QUANTITY</b>	<b>REMARKS</b>
<b>T HANGAR OCCUPANCY</b>	<b>60</b>	
<b>R HANGAR OCCUPANCY</b>	<b>6</b>	
<b>NEW LEASES</b>	<b>0</b>	
<b>OVERNIGHT/WEEKLY HANGR</b>	<b>0</b>	
<b>FUEL SALES 100LL</b>	<b>5739.2</b>	
<b>FUEL SALES JET</b>	<b>713.6</b>	
<b>NUMBER OF OPERATIONS</b>	<b>4698</b>	
<b>HANGAR MAINTENANCE ISSUES</b>	<b>Lights</b>	
<b>PUBLIC COMMENTS</b>	<b>none</b>	
<b>INCIDENTS REPORTED TO FAA</b>	<b>none</b>	

**Fairfield County Airport Authority  
Board Meeting, June 13, 2016**

**Engineer's Summary Report**

1. Previous FAA grants

-2515 FAA project (PAPI, wildlife) ongoing

2. FY 2015 Projects

PAPI Rehab

Project working toward closeout. PAPI switchover performed and operating properly. PAPI commissioning and FAA Flight Inspection pending, anticipated late June 2016.

Wildlife Assessment

Pre-final report comments have been submitted. Final report was submitted last week for Authority comment prior to final submittal to FAA.

Terminal Roof Improvements

Terminal Building Reroof and Mansard Alteration project is scheduled to open bids June 28. Estimated construction value \$98,000.

3. FY 16 ODOT Aviation grant Runway Rehab

Bids were received on May 27<sup>th</sup>. Bid recommendation letter attached, apparent low bidder The Shelly Company.

4. FY 16 FAA Grant

Bids were received on May 27<sup>th</sup>. Bid recommendation letter attached, apparent low bidder Jess Howard Electric.

5. FY 17 ODOT Aviation grant Application

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

6. FY 17 FAA grant Application

Grant application preparation underway. Application items include (Runway Rehab design, Runway Lighting design & construction, DBE Update) draft cost summary attached

7. Action Items:

None at this time.



June 8, 2016

Dr. Glenn Burns  
Fairfield County Airport Authority  
3430 Old Columbus Road  
Carroll, OH 43112

**RE: 15650-04-00**      *Fairfield County Airport  
Lancaster, Ohio  
REHABILITATE RUNWAY 10/28  
Bid Results & Recommendation*

Dear Dr. Burns,

On May 27, 2016 CMT opened the bids for the above referenced project at the airport. One bid was received for the project and the totals are listed below:

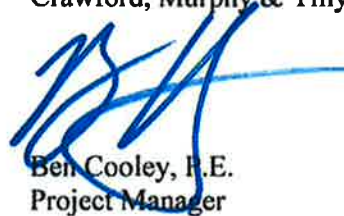
<b>Company</b>	<b>Base Bid</b>	<b>Add Alt #1</b>	<b>Add Alt #2</b>
The Shelly Co	\$617,418.50	\$46,506.50	\$31,620.00

We have reviewed the proposals provided and found them to be complete in the bidding requirements having provided all the appropriate documents.

Based on our review and available funding, CMT recommends the Authority accept and award the project for the base bid value of \$617,418.50 to The Shelly Co.

If you have any questions, please contact our office.

Sincerely,  
Crawford, Murphy & Tilly, Inc



Ben Cooley, P.E.  
Project Manager

Attach: Bid Tabulation and Review  
Copy: CMT-file

As Read Tabulation of Bids  
 PROJECT: REHABILITATE RUNWAY 10/28  
 DATE: May 27, 11:00 A.M.

FAIRFIELD COUNTY AIRPORT  
 LANCASTER, OHIO

BIDDER	BASE BID	ADD ALT 1	ADD ALT 2
1 The Shelly Co	\$ 617,418.50	\$ 46,506.50	\$ 31,620.00
2			
3			
4			
5			
6			
7			
8			

Prepared By: BDC

5/27/2016



June 8, 2016

Dr. Glenn Burns  
Fairfield County Airport Authority  
3430 Old Columbus Road  
Carroll, OH 43112

**RE: 16650-01-00**      *Fairfield County Airport  
Lancaster, Ohio  
RUNWAY LIGHTING REHABILITATION  
Bid Results & Recommendation*

Dear Dr. Burns,

On May 27, 2016 CMT opened the bids for the above referenced project at the airport. Four bids were received for the project and the total bids are listed below:

<b>Company</b>	<b>Base Bid</b>	<b>Add Alt #1</b>
Jess Howard Electric	\$212,736.00	\$20,560.00
Perram Electric Inc	\$262,362.00	\$25,240.00
Bansal Construction Inc	\$330,119.50	\$49,672.10
J. Ranck Electric Inc	\$374,342.00	\$36,800.00

We have reviewed the proposals provided and found them to be complete in the bidding requirements having provided all the appropriate documents.

Based on our review and available funding, CMT recommends the Authority accept and award the project for the base bid and additive alternate total value of \$233,296 to Jess Howard Electric.

If you have any questions, please contact our office.

Sincerely,  
Crawford, Murphy & Tilly, Inc

  
Ben Cooley, P.E.  
Project Manager

Attach: Bid Tabulation and Review  
Copy: CMT-file

As Read Tabulation of Bids  
 PROJECT: RUNWAY LIGHTING REHABILITATION  
 DATE: May 27, 11:00 A.M.

FAIRFIELD COUNTY AIRPORT  
 LANCASTER, OHIO

BIDDER	BASE BID	ADD ALT 1
1 Bansal Construction Inc	\$330,119.50	\$49,672.10
2 J. Ranck Electric Inc	\$374,342.00	\$36,800.00
3 Perram Electric Inc	\$262,362.00	\$25,240.00
4 Jess Howard Electric	\$212,736.00	\$20,560.00
5		
6		
7		
8		

Prepared By: BDC

5/27/2016

### FY2016 Grant Summary

Airport Name: Fairfield County Airport	Date prepared: June 8, 2016
Associated City: Lancaster, OH	Prepared By: Crawford, Murphy & Tilly, Inc.
Sponsor: Fairfield County Airport Authority	Telephone No.: 614-468-1200
Airport Three Let1 LHQ	
NPIAS No. 39-0044	
Congressional District: Ohio 15th District	

Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment	Discretionary	State	Local	Remarks/Item Justification
1	Rehabilitate Runway 10/28 (5004x75) - Design Engineering	F16	\$67,570	\$60,813			\$3,378.50	\$3,378.50	
2	Rehabilitate Runway 10/28 Lighting - Construction	F16	\$233,296	\$143,150	\$66,816		\$11,664.80	\$11,664.80	
3	Rehabilitate Runway 10/28 Lighting - Const Phase Engineering	F16	\$18,000	\$16,200			\$900.00	\$900.00	no contract for this work
4	Rehabilitate Runway 10/28 Lighting - Design Engineering	F16	\$29,370	\$26,433			\$1,468.50	\$1,468.50	
5	Admin/Bid Advertisements	F16		\$0			\$0.00	\$0.00	need this number for each project
6	Update DBE Program and Goal	F16	\$2,500	\$2,250			\$125.00	\$125.00	
	<b>SUBTOTAL FAA FY16</b>		<b>\$350,736</b>	<b>\$248,846</b>	<b>\$66,816</b>	<b>\$0</b>	<b>\$17,537</b>	<b>\$17,537</b>	
7	Rehabilitate Runway 10/28 (const. only) STATE	S16	\$617,418.50	\$0	\$0		\$586,547.58	\$30,870.93	
8	Rehabilitate Runway 10/28 Const Phase Engineering STATE	S16	\$26,661.50	\$0	\$0		\$25,328.43	\$1,333.08	no contract for this work
	<b>TOTAL STATE FY16</b>		<b>\$644,080</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$611,876</b>	<b>\$32,204</b>	

**A Resolution to Approve to seek Wetlands Determination by the United States Department of Agricultural Natural Resources Conservation Service (USDA-NRCS)**

**WHEREAS**, the Fairfield County Airport Authority desires to reduce woody vegetation on county airport land; and

**WHEREAS**, the Authority desires to convert such land to grassland species for hay production; and

**WHEREAS**, the Authority desires to comply with best management practices and has participated in United State Department of Agriculture Natural Resources Conservation Service and the Fairfield Soil and Water Conservation District services and programs since July of 1970; and

**WHEREAS**, the Authority is seeking a wetlands determination by the USDA-NRCS on approximately 5 acres at the west end of parcel 0130053310 east of the Greenfield Township Cemetery and the development of a Conservation Plan for management in hay production and the installation of agricultural tile; and

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

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**Section 1.** That the Fairfield County Airport Authority Board approves to seek wetlands determination by the USDA-NRCS on approximately 5 acres at the west end of parcel 0130053310 east of the Greenfield Township Cemetery and the development of a Conservation Plan for management in hay production and the installation of agricultural tile and the President of the Authority is authorized to sign the necessary documents required by the USDA-NRCS and the Farm Service Agency.

Motion by: William McNeer      Seconded by: Michael Kaper

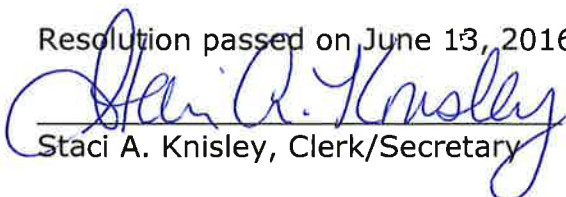
Ayes: McNeer, Kaper, Buens, Fagan, Kochis, Rush, and Ferguson

Nays: NONE

Abstentions: NONE

Absent: NONE

Resolution passed on June 13, 2016

  
Staci A. Knisley, Clerk/Secretary



AD-1026  
(10-30-14)

U.S. DEPARTMENT OF AGRICULTURE  
FarmServiceAgency

HIGHLY ERODIBLE LAND CONSERVATION (HEL) AND  
WETLAND CONSERVATION (WC) CERTIFICATION

Read attached AD-1026 Appendix before completing form.

**PART A – BASIC INFORMATION**

1. Name of Producer Fairfield County Board of Commissioners Airport Authority	2. Tax Identification Number (Last 4 digits) 0066	3. Crop Year 2016
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4. Names of affiliated persons with farming interests. Enter "None," if applicable.

*Affiliated persons with farming interests must also file an AD-1026. See Item 7 in the Appendix for a definition of an affiliated person.*

5. Check one of these boxes if the statement applies; otherwise continue to Part B.

- A.  The producer in Part A does not have interest in land devoted to agriculture. Examples include bee keepers who place their hives on another person's land, producers of crops grown in greenhouses, and producers of aquaculture AND these producers do not own/lease any agricultural land themselves. **Note:** Do not check this box if the producer shares in a crop.
- B.  The producer in Part A meets all three of the following:
- does not participate in any USDA program that is subject to HELC and WC compliance except Federal Crop Insurance.
  - only has interest in land devoted to agriculture which is exclusively used for perennial crops, except sugarcane, and
  - has not converted a wetland after February 7, 2014.

Perennial crops include, but are not limited to, tree fruit, tree nuts, grapes, olives, native pasture and perennial forage. A producer that produces alfalfa should contact the Natural Resources Conservation Service at the nearest USDA Service Center to determine whether such production qualifies as production of a perennial crop.

**Note:** If either box is checked, and the producer in Part A does not participate in Farm Service Agency (FSA) or Natural Resources Conservation Service (NRCS) programs, the full tax identification number of the producer must be provided, but establishment of detailed farm records with FSA is not required. Go to Part D and sign and date.

**PART B - HELC/WC COMPLIANCE QUESTIONS**

Indicate YES or NO to each question.

If you are unsure of whether a HEL determination, wetland determination, or NRCS evaluation has been completed, contact your local USDA Service Center.

YES NO

6. During the crop year entered in Part A or the term of a requested USDA loan, did or will the producer in Part A plant or produce an agricultural commodity (including sugarcane) on land for which an HEL determination has not been made? ✓

7. Has anyone performed (since December 23, 1985), or will anyone perform any activities to:

A. Create new drainage systems, conduct land leveling, filling, dredging, land clearing, or excavation that has NOT been evaluated by NRCS? If "YES", indicate the year(s): 2017 ✓

B. Improve or modify an existing drainage system that has NOT been evaluated by NRCS? If "YES", indicate the year(s): 2017 ✓

C. Maintain an existing drainage system that has NOT been evaluated by NRCS? If "YES", indicate the year(s): 2017  
**Note:** Maintenance is the repair, rehabilitation, or replacement of the capacity of existing drainage systems to allow for the continued use of wetlands currently in agricultural production and the continued management of other areas as they were used before December 23, 1985. This allows a person to reconstruct or maintain the capacity of the original system or install a replacement system that is more durable or will realize lower maintenance or costs. ✓

**Note:** If "YES" is checked for Item 7A or 7B, then Part C must be completed to authorize NRCS to make an HELC/WC and/or certified wetland determination on the identified land. If "YES" is checked for Item 7C, NRCS does not have to conduct a certified wetland determination.

8. Check one or both boxes, if applicable; otherwise, continue to Part C or D.

- A.  Check this box only if the producer in Part A has FCIC reinsured crop insurance and filing this form represents the first time the producer in Part A, including any affiliated person, has been subject to HELC and WC provisions.
- B.  Check this box if either of the following applies to the producer and crop year entered in Part A:
- Is a tenant on a farm that is/will not be in compliance with HELC and WC provisions because the landlord refuses to allow compliance, but all other farms not associated with that landlord are in compliance. (AD-1026B, Tenant Exemption Request, must be completed).
  - Is a landlord of a farm that is/will not be in compliance with HELC and WC provisions because of a violation by the tenant on that farm, but all other farms not associated with that tenant are in compliance. (AD-1026C, Landlord or Landowner Exemption Request, must be completed).

**PART C – ADDITIONAL INFORMATION**

9. If "YES" was checked in Item 6 or 7, provide the following information for the land to which the answer applies:

- A. Farm and/or tract/field number: \_\_\_\_\_  
 If unknown, contact the Farm Service Agency at the nearest USDA Service Center.
- B. Activity: Hay planned for 2017
- C. Current land use (specify crops): Scrub/wooded
- D. County: Fairfield

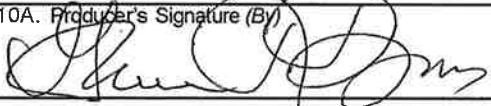
**PART D – CERTIFICATION OF COMPLIANCE**

I have received and read the AD-1026 Appendix and understand and agree to the terms and conditions therein on all land in which I (or the producer in Part A if different) and any affiliated person have or will have an interest. I understand that eligibility for certain USDA program benefits is contingent upon this certification of compliance with HELC and WC provisions and I am responsible for any non-compliance. I understand and agree that this certification of compliance is considered continuous and will remain in effect unless revoked or a violation is determined. I further understand and agree that:

- all applicable payments must be refunded if a determination of ineligibility is made for a violation of HELC or WC provisions.
- NRCS may verify whether a HELC violation or WC has occurred.
- a revised Form AD-1026 must be filed if there are any operation changes or activities that may affect compliance with the HELC and WC provisions. I understand that failure to revise Form AD-1026 for such changes may result in ineligibility for certain USDA program benefits or other consequences.
- affiliated persons are also subject to compliance with HELC and WC provisions and their failure to comply or file Form AD-1026 will result in loss of eligibility for applicable benefits to any individuals or entities with whom they are considered affiliated.

**Producer's Certification:**

*I hereby certify that the information on this form is true and correct to the best of my knowledge.*

10A. Producer's Signature (By) 	10B. Title/Relationship (If Signing in Representative Capacity) President, Airport Authority	10C. Date (MM-DD-YYYY) 06/15/2016
<b>FOR FSA USE ONLY</b> (for referral to NRCS) Sign and date if NRCS determination is needed.	11A. Signature of FSA Representative	11B. Date (MM-DD-YYYY)

**IMPORTANT:** If you are unsure about the applicability of HELC and WC provisions to your land, contact your local USDA Service Center for details concerning the location of any highly erodible land or wetland and any restrictions applying to your land according to NRCS determinations before planting an agricultural commodity or performing any drainage or manipulation. Failure to certify and properly revise your compliance certification when applicable may: (1) affect your eligibility for USDA program benefits, including whether you qualify for reinstatement of benefits through the Good Faith process; and (2) result in other consequences.

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 12, the Food Security Act of 1985 (Pub. L. 99-198), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to certify compliance with HELC and WC provisions and to determine producer eligibility to participate in and receive benefits under programs administered by USDA agencies. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under programs administered by USDA agencies.

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title II, Subtitle G, Funding and Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM AD-1026 TO YOUR COUNTY FARM SERVICE AGENCY (FSA) OFFICE.**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider and employer.

A producer is ineligible for any premium subsidy paid by FCIC on all policies and plans of insurance for the reinsurance year (July 1 – June 30) following the reinsurance year of a final determination of a violation of HELC or WC provisions, including all administrative appeals, unless specific exemptions apply. Further, a producer will be ineligible for any premium subsidy paid by FCIC on all policies and plans of insurance for a reinsurance year if they do not have a completed Form AD-1026 on file with FSA certifying compliance on or before the June 1 prior to the beginning of the subsequent reinsurance year (July 1), unless otherwise exempted. RMA will contact FSA to determine compliance with HELC and WC provisions and the filing of Form AD-1026 prior to the beginning of a reinsurance year, which begins on July 1. If the producer is not in compliance and is not exempt, the producer will be ineligible for premium subsidy for all crops with a sales closing date between the following July 1 through the next June 30.

**7. Affiliated Persons**

Any affiliated person of a producer requesting benefits subject to HELC and WC provisions must also be in compliance with those provisions. Ineligibility of a producer will also apply to affiliated persons of that producer. If an affiliated person has a farming interest (as owner, operator, or other producer on any farm), the affiliated person must also file Form AD-1026 certifying compliance with HELC and WC provisions in order for the producer requesting benefits to be eligible.

**Use this table to determine affiliated persons who must be in compliance with HELC and WC provisions and file Form AD-1026. If you are unsure about an affiliated person determination, please contact FSA at your local USDA Service Center for assistance.**

<i>IF the producer requesting benefits is a (an) . . .</i>	<i>THEN affiliated persons with farming interests who must be in compliance with HELC and WC provisions and file Form AD-1026 are . . .</i>
individual  <b>NOTE</b> For a minor, parents or guardians shall be listed as affiliated persons .	spouses or minor children with separate farming interests, or who receive benefits under their individual ID number. estates, trusts, partnerships, and joint ventures in which the individual filing, or the individual's spouse or minor children have an interest. corporations in which the individual filing or the individual's spouse or minor children have more than 20% interest
general partnership limited partnership limited liability company joint venture estate irrevocable or revocable trust Indian tribal venture or group	first level members of the entity.
corporation with stockholders	first level shareholders with more than 20% interest in the corporation.  <b>Note:</b> First level shareholders of a corporation with 20% interest or less in the corporation are not considered affiliated persons of the corporation.

**IMPORTANT NOTICE:**

Signature on Form AD-1026 gives representatives of USDA authorization to enter upon and inspect all farms in which the producer in Part A of Form AD-1026 has an interest for the purpose of confirming HELC and WC compliance.

**NOTE:** *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 12, the Food Security Act of 1985 (Pub. L. 99-198), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to certify compliance with HELC and WC provisions and to determine producer eligibility to participate in and receive benefits under programs administered by USDA agencies. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under programs administered by USDA agencies.*

*This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title II, Subtitle G, Funding and Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THE COMPLETED FORM AD-1026 TO YOUR COUNTY FARM SERVICE AGENCY (FSA) OFFICE.***

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APPENDIX TO FORM AD-1026  
HIGHLY ERODIBLE LAND CONSERVATION (HELIC) AND  
WETLAND CONSERVATION (WC) CERTIFICATION

## 1. Overview

The following conditions of eligibility are required for a producer to receive any U.S. Department of Agriculture (USDA) loans or other program benefits that are subject to the highly erodible land conservation (HELIC) and wetland conservation (WC) provisions. Unless an exemption has been granted by USDA, the producer agrees to all of the following on all farms in which the producer, and any affiliated person to the producer (as specified in 7 CFR Part 12), has an interest:

- NOT to plant or produce an agricultural commodity on highly erodible land or fields unless being farmed in accordance with a conservation plan or system approved by the Natural Resources Conservation Service.
- NOT to plant or produce an agricultural commodity on a wetland that was converted after December 23, 1985.
- NOT to have converted a wetland after November 28, 1990, for the purpose, or to have the effect, of making the production of an agricultural commodity possible on such converted wetland.
- NOT to convert a wetland by draining, dredging, filling, leveling, removing woody vegetation, or any other activity that results in impairing or reducing the flow and circulation of water in a way that would allow the planting of an agricultural commodity.
- NOT to use proceeds from any Farm Service Agency farm loan, insured or guaranteed, or any USDA financial assistance program, in such a way that might result in negative impacts to a wetland, except for those projects evaluated and approved by Natural Resources Conservation Service.

## 2. Statutory and Regulatory Authority

The Food Security Act of 1985, as amended, requires producers participating in most programs administered by the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and the Risk Management Agency (RMA) to comply with HELIC and WC provisions on all land owned or farmed that is considered highly erodible or a wetland unless USDA determines an exemption applies. Producers participating in these programs, and any individual or entity considered to be an affiliated person of a participating producer, are subject to these provisions. The regulations covering these provisions are set forth at 7 CFR Part 12; all such provisions, whether or not explicitly stated herein, shall apply.

## 3. Explanation of Terms

Agricultural commodity is any crop planted and produced by annual tilling of the soil, including tilling by one-trip planters, or sugarcane.

Highly erodible land is any land that has an erodibility index of 8 or more.

Highly erodible fields are fields where either:

- 33.33 percent or more of the total field acreage is identified as soil map units that are highly erodible; or
- 50 or more acres in such field are identified as soil map units that are highly erodible.

Perennial crop is any crop that is planted once and produces crops over multiple years. Go to [www.nrcs.usda.gov/compliance](http://www.nrcs.usda.gov/compliance) for a list of perennial and annual crops.

Wetland is an area that:

- has a predominance of hydric soils (wet soils);
- is inundated or saturated by surface or groundwater (hydrology) at a frequency and duration sufficient to support a prevalence of hydrophytic (water tolerant) vegetation typically adapted for life in saturated soil conditions; and
- under normal circumstances supports a prevalence of such vegetation, except that this term does not include lands in Alaska identified as having a high potential for agricultural development and a predominance of permafrost soils.

#### 4. NRCS and FSA Determinations

When making HELC and WC compliance determinations:

- NRCS makes technical determinations; these include :
  - For HELC compliance:
    - whether land is considered highly erodible ;
    - establishing conservation plans or systems; and
    - whether highly erodible fields are being farmed in accordance with a conservation plan or system approved by NRCS.
  - For WC compliance:
    - whether land is a wetland and if certain technical exemptions apply , such as prior converted;
    - whether a wetland conversion has occurred
- FSA 's responsibilities include:
  - making eligibility determinations, such as who is ineligible based upon NRCS technical determinations of non-compliance.
  - acting on requests for application of certain eligibility exemptions, such as the good faith relief exemption.
  - maintaining the official USDA records of highly erodible land and wetland determinations. The determinations are recorded both within the geographic information system and the automated farm and tract records maintained by FSA; however, it is important to know that determinations may not include all of a producer's land. If a producer is uncertain of the highly erodible land and wetland determinations applicable to any of the producer's land, the producer should contact the appropriate USDA Service Center for assistance.

#### 5. HELC and WC Non-Compliance - FSA and NRCS Programs

Producers who are not in compliance with HELC and WC provisions are not eligible to receive benefits for most programs administered by FSA and NRCS. If a producer received program benefits and is later found to be non-compliant, the producer may be required to refund all benefits received and/or may be assessed a penalty.

In particular, unless exemptions apply, a producer participating in FSA and NRCS programs must: not plant or produce an agricultural commodity on a highly erodible field unless such production is in compliance with a conservation plan or system approved by NRCS; not have planted or produced an agricultural commodity on a wetland converted after December 23, 1985; and, after November 28, 1990, must not have converted a wetland for the purpose, or to have the effect, of making the production of an agricultural commodity possible on such converted wetland.

A producer who violates HELC or WC provisions is ineligible for applicable FSA and NRCS benefits for the year(s) in violation. A planting violation, whether on highly erodible land or a converted wetland, results in ineligibility for benefits for the year(s) when the planting occurred. A wetland conversion violation results in ineligibility beginning with the year in which the conversion occurred and continuing for subsequent years, unless the converted wetland is restored or mitigated before January 1<sup>st</sup> of the subsequent year.

#### 6. HELC and WC Non-Compliance - Risk Management Agency - Crop Insurance Policies Reinsured by the Federal Crop Insurance Corporation

Producers obtaining federally reinsured crop insurance will not be eligible for any premium subsidy paid by the Federal Crop Insurance Corporation (FCIC) for any policy or plan of insurance if the producer:

- has not filed a completed Form AD-1026 with FSA certifying compliance with HELC and WC provisions; or
- is not in compliance with HELC and WC provisions.

Unless an exemption applies, a producer must:

- not plant or produce an agricultural commodity on a highly erodible field, unless such production is in compliance with a conservation plan approved by NRCS;
- not plant or produce an agricultural commodity on a wetland converted after February 7, 2014; and
- not have converted a wetland for the purpose, or to have the effect, of making the production of an agricultural commodity possible on such converted wetland after February 7, 2014.



Fairfield-Perry County Farm Service Agency  
 831 College Ave, Suite A  
 Lancaster, Ohio 43130  
 (740)653-4012 ext 2  
 1-855-835-8361 fax

**Crop Year 2016  
 Fairfield County**

Farm: 7651  
 Tract: 6635

Print Date: 6/16/2016



USDA FSA maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership; rather it depicts the information provided directly from the producer and/or the 2015 ortho rectified imagery for Ohio. The producer accepts the data 'as is' and assumes all risks associated with its use. The USDA Farm Service Agency assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data outside of FSA Programs.

1 inch = 109 feet

Wetland identifiers do not represent the size, shape or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact wetland boundaries and determinations contact NRCS.

All of the below are true unless otherwise indicated:  
 All crops=Non-Irrigated  
 All crops used for grain  
 - Wheat=SRW  
 - Corn=Yellow  
 - Soybeans=COM



**Legend**

- CLU Boundary
- Wetland Determination Identifiers
  - Restricted Use
  - ▽ Limited Restrictions
  - ⊗ Exempt from Conservation Compliance Provisions
- HEL Highly Erodible Land Determination
- NHEL Not Highly Erodible Land Determination
- UHEL Undetermined Highly Erodible Land Determination
- CRP Conservation Reserve Program