

Regular Meeting to order

Mr. Kaper called the Regular Meeting to order at 5:01 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Michael Kaper, Bill McNeer, Jon Kochis, Scott Richardson, Rick Szabrak, and Bill Fagan. Absent was Dr. Burns. (Dr. Burns entered the meeting at 5:42 p.m.)

Also present were Staci Knisley and Don Kuhn.

Opportunity for the Public to Address the Board

No one from the public addressed the Board.

May 9, 2022 Minutes

Mr. McNeer asked that the minutes be amended on page 4.

Approval of the Minutes for the May 9, 2022 Meeting as Amended

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the minutes from the May 9, 2022 meeting as Amended.

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

Absent was: Glenn Burns

Motion passed.

Historical Aircraft Squadron (HAS) update

Nothing to report.

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

a. Monthly Report

Mr. Kuhn with the FBO presented the monthly report, see attached to minutes.

Mr. Kuhn asked for an update on the fuel truck repair.

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for June 13, 2022**

Mr. Kochis reported that they are rebuilding the brake system and master cylinder. They proposed another week for the part to come in and for the repair to be complete.

Mr. Kuhn reported that this spring's weather was horrible. We could have increased our fuel sales if it was not for the weather.

Mr. Kuhn asked the Board about restriping the area just outside the terminal. They would like to keep it strictly for jet turn arounds.

Mr. Kochis stated that he will get with our Engineer, CMT, to see if it can be added to our projects.

Mr. Kuhn reported that the FAA's Automated Surface Observing Systems (ASOS) was down. There were wires that were glowing. FAA came in today and replaced a few boards and did something in the field. FAA will be back tomorrow to finish.

Mr. Kuhn reported that the asphalt disintegrates into pebbles. Today he spent 3 hours blowing out pebbles near the hangars.

Mr. Kochis has inquired about a brush on a snowplow truck. He does not think HAS will want to switch the blade and brush between seasons.

Mr. Kuhn reported that the Youth Aviation Adventure is still on for June 25th. This event is held at the Airport.

Standing Committee Updates:

Airport Improvement – Jon Kochis

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

Mr. Heaton was not available for the meeting. His engineer report is attached to the minutes.

Mr. Kochis reviewed the CMT agreements supported by Federal and State grants.

1. \$54,000 – ODOT FY2022
2. \$65,000 – FAA FY2022
3. \$30,000 - FAA FY2022

Approval to amend agreement with CMT for \$81,000 that was approved on November 8, 2021, the new agreement is to prepare and design phase engineering services for obstruction identification and removal – not to exceed \$54,000

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to amend agreement with CMT for \$81,000 that was approved on November 8, 2021, the new agreement is to prepare and design phase engineering services for obstruction identification and removal – not to exceed \$54,000 (See attached to minutes)

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

Approval of agreement with CMT to prepare bid and construction to improve Airfield Drainage project – not to exceed \$65,000

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the agreement with CMT to prepare bid and construction to improve Airfield Drainage project – not to exceed \$65,000 (See attached to minutes)

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

Approval of agreement with CMT to prepare bid and construction for the Rehabilitate Taxiway B project – not to exceed \$30,000

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the agreement with CMT to prepare bid and construction for the Rehabilitate Taxiway B project – not to exceed \$30,000 (See attached to minutes)

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

b. Quarterly Stormwater Visual Inspection Report

Mr. Kochis reviewed the completed Quarterly Stormwater Visual Report. (See attached to minutes) We are still in search of a 55-gallon drum noted in the report.

Soil & Water suggested that the Airport may want to solicit quotes for a contractor to do the spraying around the fence in the future.

c. Storm Water System Repair

Mr. Kochis reported that once the hay is removed in the south field, the project can start. He contacted Major Farms and they attend on cutting this Friday.

d. **Obstruction Removal Project**

Mr. Kochis reported that property owners are still being reached out to by him and Mr. Kaper.

e. **Master Plan Hangar Build**

Mr. Kochis reported that the Board of Commissioners have held a few meetings with Airport Board Members Michael Kaper, Rick Szabrak, and Jon Kochis. He reviewed the proposed estimates and layout for the following projects:

1. **10 T-hangar unit**

Mr. Kochis reported that the updated estimate to build the hangar unit is \$1.5 million. We intend on collecting \$450 per month for rent.

Mr. Kaper reported that there is no standard hangar to compare rates to.

The Board discussed ideas on how to compare hangar rates to other airports.

The Board of Commissioners tasked the Airport Board on updating their return on investment (ROI) to include expenses.

Mr. Kaper reported that there are options for the Board of Commissioners to borrow money to build the hangars. They tasked us to update the ROI so they can determine on how they want to bond the projects if approved.

2. **4 – 60x60 box hangars for commercial development**

Mr. Kochis reported that the projected cost is approximately \$2.5 million, with an annual rent revenue at \$48,000. This project does not come close to breaking even on a return on investment on a 30-year bond but is important to know that the renters in these hangars will be for businesses.

Mr. Kochis stated that he knows of at least 2 businesses that need more space to dedicate and paint jets. There is also a company that does annual inspections. There is a possible vendor that wants an avionic business here at the airport.

3. **100x100 box hangar**

Mr. Kochis reported that this is a community type hangar. The cost will be about \$1.6 million to build this hangar, with an annual revenue of \$5,000 per month. The ROI will be about the 20th year. This must be a community hangar until we have a business that is interested in this type of hangar. The community hangar must have a tight partnership with our FBO to move the 12 aircrafts in and out.

Mr. Kochis let the Board of Commissioners that this hangar would be the hardest to manage.

Mr. Kochis reported that the Board of Commissioners have not gave their approval for the projects but stated that they could be done in phases if approved.

Dr. Burns entered the meeting at 5:42 p.m.

Mr. Kochis stated that the next thing we need to report to the Board of Commissioners is an updated ROI including expenses and revenue such as fuel sales. CMT is working on research on other airports that have expanded.

Mr. Kaper recommended that we prioritize the projects and let the Board of Commissioners decide on what they want to proceed with.

f. Master Plan

Mr. Kochis stated that once the FAA reviews the Master Plan, we the Board have to approve it also. He reviewed a few changes with the Board.

Community Relations – Michael Kaper & Rick Szabrak

Mr. Kaper reported that he received an email inquiry related to the ASOS which has been taken care of by the FAA.

Mr. Kochis reported that there was an aircraft that crashed near Eversole's property. He asked Mr. Kuhn what information they have related to the crash.

Mr. Kuhn reported that they did not have any information.

Mr. Kuhn reported that the FBO is hosting the Cornerstone of Hope on Wednesday, June 15th. The organization is for the Youth.

Facilities and Grounds – Michael Kaper & Bill Fagan

- Fence post damaged by ARF road

Mr. Kochis reported that someone crashed into the fence on the gravel road that goes out towards Election House Road. There is also a random lock that is not ours on a gate near the south field and Proline Electric. He recommends we lock all our gates with one single lock. He recommends that we call ACE or to repair the fence. He estimates the repair should be less than a \$1,000.

Fairfield County Airport Authority Board Meeting
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- No trespassing signs

Mr. Kochis reported that there were no trespassing signs missing. He will ask the fence company to add signs.

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:

- Annual Financial Report for the year ended December 31, 2021 (See attached to minutes)
- Revenue/Expense Summary
- Cash Projection
- Purchase Order list
- Smart Card fuel report
- Utility cost report

There were no discussions or questions from the board.

b. Payment of Bills

- **Approval for payment of bills totaling \$ 99,735.68**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$99,735.68 (See invoice summary attached to minutes)

Discussion: Ms. Knisley reported that Integrity Painting and Complete Clearing are both being paid by grants.

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

- **Motion to approve retroactively May payment of invoices totaling \$92,817.73**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board motioned to approve retroactively May invoices totaling \$ 92,817.73 (See attached minutes)

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

Mr. Kochis recommended the fuel line item be increased.

Ms. Knisley will monitor the fuel expenses.

Security & Safety – Jon Kochis & Bill McNeer

Nothing new to report.

Tenant Relations – Glenn Burns & Bill Fagan

- a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

Mr. Kochis reported that three (3) people on the hangar waiting list have now been moved in and have lease agreements. Two (2) of the hangars that were formally for Airport storage. One (1) hangar was from the eviction in P20.

Web – Bill McNeer & Rick Szabrak

- ADA/WCAG testing of website

Mr. Kochis reported that Webchick did some testing on our website.

Ms. Knisley reported that Fairfield County Information Technology (IT) Department is reviewing all county websites.

Old Business

- a. Snow Removal Equipment (SRE) Facility

Mr. Kochis reported that the SRE Facility is completed, and the contractor is paid in full.

b. HAS equipment storage

Mr. Kochis reported that HAS would like the G garage space at no cost to store the equipment. We have used the garage in the past for our equipment. It is not used now because we have the new building.

Mr. McNeer recommended that the Board only give the space at no cost for a short term.

Mr. Kaper recommended tying the space into the snow removal/mowing contract renewal.

Dr. Burns agreed he liked the idea of building it in their contract.

Mr. Kochis stated that he will talk with HAS and let them know they have temporary occupancy until their next contract renewal.

c. Rickenbacker Partnership

Nothing new to report.

d. Hangar Fee Research

Discussed earlier during the master plan discussion.

New Business

- OAA Conference Update

Mr. McNeer gave an update on the OAA conference he attended in May (See notes and slideshow presentation from the conference attached to minutes).

The Board also discussed updating the hangar lease agreements for all tenants.

Informational

None

Calendar of upcoming events and other important dates

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

- CMT Master agreement expires 9/9/2022 (option to extend 2 one-year extensions)**
- FAA lease for space expires 9/30/2022**
- HAS mowing and snow removal contract expires on 9/30/2022**
- Blue Lightning Initiative – report due annually within 30 days of 9/30/22**
- Lease with Board of Commissioners to operate facilities expires on 11/16/2022**
- Hangar J Lease agreement expires 12/31/22**
- Insurance Coverage lock in rates expire 12/31/22**

h. FBO Agreement expires 12/31/2022

Mr. Kochis stated that he would like the board to start working on the Request for Proposals (RFP) for the FBO agreement.

- i. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/23**
- j. OTTER/UST renewal expires 6/30/23**
- k. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/23**
- l. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23**
- m. Legal services agreement with County Prosecutor – expires 12/31/2025**

Other

Mr. McNeer asked Ms. Knisley if she had seen the final signed Blue Lightning Initiative (BLI) agreement.

Ms. Knisley reported that she had got notice that the BLI agreement was received. She has not seen a final signed agreement yet.

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 6:19 p.m.

Next Regular Meeting is Monday, July 11, 2022, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for the June 13, 2022, meeting was approved on July 11, 2022.

Absent

Glenn Burns

Aye

Bill Fagan

Aye

Rick Szabrak

Aye

Jon Kochis

Absent

Michael Kaper

Aye

William McNeer

Aye

Scott Richardson

Staci A. Knisley

Staci A. Knisley, Airport Clerk

Monthly Board Report 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL
ITEM							
T HANGAR	72/72	72/72	72/72	72/72	72/72		
OCCUPANCY	16 Paid	0					
R HANGAR	6+of6	6of6	6of6	6of6	6of6		
OCCUPANCY	6 Paid	0	0				
NEW LEASES	0	0	1	0	3		
OVERNIGHT	0	0	0	0	0		
FUEL SALES	3777	2504	4228.3	3966.5	4723.04		
100LL	\$19,700.00	\$13,054.00	\$25,299.60	\$24,766.17	\$30,798.72		
FUEL SALES	1800	1854	2658	3395	1884.1		
JET A	\$8,206.47	\$8,496.12	\$12,101.30	\$15,682.10	\$10,315.45		
# OPERATIONS	2700	2500	2832	2400			
HANGAR	none	R3,R5,P20	O1		none		
ISSUES				lights			
PUBLIC	none	none	none	lift	none		
COMMENTS				none	none		
FAA	none	none	none	none	none		
INCIDENTS							
Totals							
						19199	
						\$113,618.49	
						11591.1	
						\$54,801.44	

**Fairfield County Airport Authority
Board Meeting, June 13, 2022**

Engineer's Summary Report

1. FY 19 FAA AIP – Taxiway D Construction
Grant Closeout Report finalized, submitted in February. Final ODOT matching grant reimbursement will follow closeout. Still awaiting FAA approval of GIS data submitted in January. Prompted AGIS data review again.

2. FY 21 FAA AIP Grant Application
Master Plan – Inventory and Forecasts and Facility requirements submitted to FAA for review. Review comments received and revisions are underway. Final documents being prepared, ALP drafting.

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

Improve Airfield Drainage – Design. Project design complete, bids received. Low value, one bidder, \$1.350 M, but KWest Contractors. Price was \$600,000 +/- over estimate. Project was rebid on June 3, low bidder was Rock River Construction at \$1,090,820. Grant application updated with new pricing and submitted 6/9/2022.

3. SRE Storage Bldg – Contractor: Eversole - Building complete.

4. SWAT Storage Bldg – Contractor: Setterlin - \$1,635,650.
 - a. Site development is underway. Building Permit has been issued.
 - b. Currently doing layout and reinforcement of SW corner foundation walls.
 - c. Water and sanitary sewer installation are complete.

5. OH FY 22 State grant application – Obstruction Removal.
 - a. Phase 1 Plans 100% complete – Substantial work complete.
 - b. Phase 2 – pricing received from contractor, submitted values to ODOT. Work to be completed fall 2022.

6. Action Items:
 - a. 3 contract approval actions:
 - i. Airfield Drainage Const Admin Svcs – \$65,000.00
 - ii. Txwy B Const Admin Svcs - \$30,000.00
 - iii. ODOT East Clearing (revised Agreement) \$54,000.00

2022 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

WITNESSETH, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

Prepare Design Phase Engineering services for Obstruction Identification and Removal at the Fairfield County Airport. Scope of Work includes evaluation of existing conditions in east and west approach areas, identification of tree trimming, or removal needs in accordance with current FAA design criteria. Development of bidding documents for solicitation of publicly procured bids for obstruction clearing. Work to include field observation and documentation of obstruction removal accomplished and coordination and submission of revised date in FAA's ADIP program. Project coordination with ODOT and FAA will be accomplished. .

NOW THEREFORE, the **ENGINEER** agrees to provide the above-described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

- On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.
- At the lump sum amount of \$ _____.

IT IS MUTUALLY AGREED THAT, payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**.

IT IS FURTHER MUTUALLY AGREED:

Fee shall be invoices at a not-to-exceed basis of no more than \$54,000.

The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This **AGREEMENT** is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 13 day of June 2022.

CLIENT:
Fairfield Co Airport Authority
(Client Name)
[Signature]
(Signature)
Glenn R. Burns, President
(Name and Title)
6/13/22
Date

ENGINEER:
CRAWFORD, MURPHY & TILLY, INC.
[Signature]
(Signature)
Greg E. Heaton, Vice President
(Name and Title)
Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed \$50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

8. Risk Allocation Check box if this does not apply

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of \$50,000, whichever is greater.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT**, **ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2022

Classification	Regular Rate
Principal	\$ 245
Project Engineer II Project Architect II Project Manager II Project Environmental Scientist II	\$ 235
Project Engineer I Project Architect I Project Manager I Project Environmental Scientist I Project Structural Engineer I	\$ 205
Sr. Structural Engineer II Sr. Architect II	\$ 190
Sr. Technician II	\$ 170
Aerial Mapping Specialist	\$ 165
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 165
Technical Manager II Environmental Scientist III	\$ 150
Sr. Technician I	\$ 145
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 145
Environmental Scientist II Technician II	\$ 125
Planner I Technical Manager I Environmental Scientist I Technician I Project Administrative Assistant	\$ 105
Administrative/Accounting Assistant	\$ 70

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2023.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project. Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

CRAWFORD, MURPHY & TILLY, INC.
 CONTRACT ATTACHMENT - EXHIBIT A - 2022 PROFESSIONAL SERVICES COST ESTIMATE
 CLIENT
 Fairfield County Airport
 Obstruction Removal - East Approach

PROJECT NAME: Obstruction Removal - East Approach
 CMT JOB NO. TBD

Prep By: BDC
 DATE: 05/17/22
 Approved by: [Signature]
 DATE: 05/17/22

TASK NO.	TASKS / CLASSIFICATIONS	CURRENT YEAR 2022 HOURLY RATES										TOTAL								
		Principal	Proj Mgr I	Proj Eng II	Proj Eng I	Proj Arch II	Proj Arch I	Sr. Structural Eng II	Sr. Structural Eng I	Sr. Technician II	Aerial Mapping Specialist		Sr. Eng I / Sr. Arch I	Envr Scientist III	Sr. Technician I	Eng I Arch I	Sr. Planner I	Envr Scientist II	Planner I / Tech Mgr I	LABOR HOURS & MAN HOURS SUMMARY
1	Project Management/Grant Application					2		20												30
2	Property Coordination							1												1
3	Surface Analysis/FAA Coordination																			52
4	Bidding Documents																			38
5	Bidding Assistance																			9
6	Construction Administration																			58
7	Post Construction Survey/AGIS Data Collection																			58
8	Closeout Certification																			18
9																				
10																				
11																				
12																				
13																				
14																				
15																				
TOTALS																				
TIME PERIOD OF PROJECT																				
PERCENTAGE OF WORK TO BE PERFORMED BY YEAR																				
WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT																				
ESTIMATED CONTINGENCY																				
TOTAL FEE																				
MATH CROSS CHECK IS OK																				

2022 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

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WITNESSETH, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

Prepare Bid and Construction Phase Engineering services for Improve Airfield Drainage project at the Fairfield County Airport. See attached Scope of Work for more details of project.

NOW THEREFORE, the **ENGINEER** agrees to provide the above described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

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IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 13 day of June 2022.

CLIENT:

Fairfield Co Airport Authority
(Client Name)
[Signature]
(Signature)
Glenn R. Burns, President
(Name and Title)
6/13/22
Date

ENGINEER:

CRAWFORD, MURPHY & TILLY, INC.
[Signature]
(Signature)
Greg Henton, Vice President
(Name and Title)
5/23/22
Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed \$50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

8. Risk Allocation Check box if this does not apply

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of \$50,000, whichever is greater.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT**, **ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2022

Classification	Regular Rate
Principal	\$ 245
Project Engineer II Project Architect II Project Manager II Project Environmental Scientist II	\$ 235
Project Engineer I Project Architect I Project Manager I Project Environmental Scientist I Project Structural Engineer I	\$ 205
Sr. Structural Engineer II Sr. Architect II	\$ 190
Sr. Technician II	\$ 170
Aerial Mapping Specialist	\$ 165
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 165
Technical Manager II Environmental Scientist III	\$ 150
Sr. Technician I	\$ 145
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 145
Environmental Scientist II Technician II	\$ 125
Planner I Technical Manager I Environmental Scientist I Technician I Project Administrative Assistant	\$ 105
Administrative/Accounting Assistant	\$ 70

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2023.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project. Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

CRAWFORD, MURPHY & TILLY, INC.
CONTRACT ATTACHMENT - EXHIBIT A - 2022 PROFESSIONAL SERVICES COST ESTIMATE
Fairfield County Airport

CLIENT _____
PROJECT NAME Improve Fairfield Drainage - Bid and Construction
CMT JOB NO. TBD

Prep By: BDC
 DATE: _____

Approved by: _____
 DATE: _____

TASK NO.	TASKS CLASSIFICATIONS	CURRENT YEAR 2022 HOURLY RATES												TOTAL			
		\$245	\$235	\$205	\$190	\$170	\$165	\$165	\$150	\$145	\$145	\$145	\$125		\$105	TOTAL	
1	FAA Coordination/Grant Admin		4	16								12	4	32			
2	CSPP Submittal		1	6										11			
3	Bid Phase Services		2	32								24	8	70			
4	Bidding RFIs and Review		2	8										18			
5	Project Construction Admin/Meetings		2	44								32		46			
6	Construction Phase Onsite Services		4	32										132			
7	Punchlist/Grant Closeout		2	12								12		30			
8	Record Drawings		4	4								4		8			
9																	
10																	
11																	
12																	
13																	
14																	
15																	
	TOTAL MAN HOURS		15	154										345			
	SUBTOTAL - BASE LABOR EFFORT		\$3,525	\$31,570								\$7,920	\$18,560	\$61,575			
	TASKS (CONTINUED)																
1	FAA Coordination/Grant Admin	TOTAL LABOR EFFORT	\$5,960													TOTAL FEE	\$5,960
2	CSPP Submittal	TRAVEL MILEAGE	\$2,045													OTHER EXP	\$2,045
3	Bid Phase Services	MEALS & LODGING		\$250												OTHER EXP	\$250
4	Bidding RFIs and Review	PRINTING														OTHER EXP	\$2,800
5	Project Construction Admin/Meetings	EQUIP. MENT		\$500												OTHER EXP	\$9,990
6	Construction Phase Onsite Services	MISC		\$1,000												OTHER EXP	\$23,060
7	Punchlist/Grant Closeout	SURVEY MTL		\$250												OTHER EXP	\$5,580
8	Record Drawings	ADJUSTMENT														OTHER EXP	\$1,400
9		EST. % OF OT HRS INCLUDED ABOVE														OTHER EXP	
10		AVERAGE OVERTIME RATE PREMIUM														OTHER EXP	
11		OT ADJUSTMENT FACTOR														OTHER EXP	
12																OTHER EXP	
13																OTHER EXP	
14																OTHER EXP	
15																OTHER EXP	
	TOTALS	TOTAL LABOR EFFORT	\$61,575	\$2,000												TOTAL EXPENSE	\$63,575
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR		2022	2023	2024	2025											
	WEIGHTING FACTOR FOR 3% ANNUAL ADJUSTMENT		80%	20%													
	ESTIMATED CONTINGENCY		0.8000	0.2100													
	ROUNDING																
	TOTAL FEE																\$810
	MATH CROSS CHECK IS OK																\$65,000

2022 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

WITNESSETH, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

Prepare Bid and Construction Phase Engineering services for Rehabilitate Taxiway B project at the Fairfield County Airport. See attached Scope of Work for more details of project.

NOW THEREFORE, the **ENGINEER** agrees to provide the above described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

- On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.
- At the lump sum amount of \$ _____.

IT IS MUTUALLY AGREED THAT, payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**.

IT IS FURTHER MUTUALLY AGREED:

Fee shall be invoices at a not-to-exceed basis of no more than \$30,000.

The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This **AGREEMENT** is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 13 day of June, 2022.

CLIENT:
Fairfield Co Airport Authority
(Client Name)
[Signature]
(Signature)
Glenn R. Burns, President
(Name and Title)
6/13/22
Date

ENGINEER:
CRAWFORD, MURPHY & TILLY, INC.
[Signature]
(Signature)
Greg Heaton, Vice President
(Name and Title)
5/18/2022
Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed \$50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

8. Risk Allocation Check box if this does not apply

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of \$50,000, whichever is greater.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT**, **ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2022

Classification	Regular Rate
Principal	\$ 245
Project Engineer II Project Architect II Project Manager II Project Environmental Scientist II	\$ 235
Project Engineer I Project Architect I Project Manager I Project Environmental Scientist I Project Structural Engineer I	\$ 205
Sr. Structural Engineer II Sr. Architect II	\$ 190
Sr. Technician II	\$ 170
Aerial Mapping Specialist	\$ 165
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 165
Technical Manager II Environmental Scientist III	\$ 150
Sr. Technician I	\$ 145
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 145
Environmental Scientist II Technician II	\$ 125
Planner I Technical Manager I Environmental Scientist I Technician I Project Administrative Assistant	\$ 105
Administrative/Accounting Assistant	\$ 70

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2023.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project. Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

CRAWFORD, MURPHY & TILLY, INC.

CONTRACT ATTACHMENT - EXHIBIT A - 2022 PROFESSIONAL SERVICES COST ESTIMATE

CLIENT Fairfield County Airport

PROJECT NAME Rehabilitate Taxiway B - Bid and Construction

CMT JOB NO. TBD

Prep By BDC
DATE -

Approved by
DATE -

TASK NO.	TASKS CLASSIFICATIONS	CURRENT YEAR 2022 HOURLY RATES															TOTAL										
		Principal	Proj Mgr II	Proj Eng II	Proj Mgr I	Proj Eng I	Sr. Structural Eng II	Sr. Technician II	Aerial Mapping Specialist	Sr. Structural Eng I	Land Surveyor	Sr. Eng I	Envr Specialist III	Technical Manager II	Sr. Technician I	Eng I Arch I		GIS Specialist	Sr. Specialist	Planner I	Envr Specialist II	Envr Specialist I	Proj Admin Assiat	Specialist I	Tech Mgr I	MAN HOURS & LABOR SUMMARY	
		\$245	\$235	\$205	\$190	\$170	\$165	\$165	\$150	\$145	\$145	\$145	\$125	\$105													TOTAL
1	FAA Coordination		4	8																						16	
2	CSPP Submittal		1	4																						9	
3																											
4	Bid Phase Services		2	8																						22	
5																											
6	Project Construction Admin/Meetings		1	28																						29	
7	Construction Phase Onsite Services		4	10																						66	
8																											
9	Punchlist/Grant Closeout		2	6																						16	
10																											
11																											
12																											
13																											
14																											
15																											
	TOTAL MAN HOURS		14	64																						158	
	SUBTOTAL - BASE LABOR EFFORT		\$3,290	\$13,120																						\$28,370	
	TASKS (CONTINUED)	DIRECT EXPENSE & REIMBURSABLES																									
		TOTAL LABOR EFFORT	TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP. MENT	MISC	SURVEY MTL	SUBS ADMIN	OTHER EXP	OTHER EXP	TOTAL EXPENSE	TOTAL FEE														
1	FAA Coordination	\$3,160											\$3,160														
2	CSPP Submittal	\$1,635											\$1,635														
3																											
4	Bid Phase Services	\$3,930	\$250										\$4,180														
5																											
6	Project Construction Admin/Meetings	\$5,975											\$5,975														
7	Construction Phase Onsite Services	\$10,770	\$1,000										\$11,770														
8																											
9	Punchlist/Grant Closeout	\$2,900	\$250										\$3,150														
10																											
11																											
12																											
13																											
14																											
15																											
	TOTALS	\$28,370	\$1,500		2025								\$29,870														
	TIME PERIOD OF PROJECT	2022	2023	2024	2025																						
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	100%																									
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	1.0000																									
	ESTIMATED CONTINGENCY																										
	ROUNDING																										
	TOTAL FEE												\$130													\$30,000	

FAIRFIELD COUNTY AIRPORT AUTHORITY
QUARTERLY STORMWATER VISUAL INSPECTION

LOCATION & SITE CONTACTS

Name: Fairfield County Airport Authority		Address: 3430 Old Columbus Road NW Carroll, Ohio 43112	
Telephone: 740-654-7001		Primary Facility Contact Information: Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		Security: Fairfield County Sheriff 740-652-7900	
SIC Code 9999	EHS 0	County	Fairfield
Total Impervious Surface Acres: Appx 35		Municipality	Carroll
Total Facility Acres: 235.746			
Storm Water Discharge to Greenfield Creek with 100 year flood diversion toward Claypool Run (NW)			
Name(s) of water(s) that receive storm water from this facility: Hocking River			
Hocking River Watershed			

Date: 6-1-22 Time Storm Event Began: NA

Estimated Total Rainfall for Storm Event: NA

OUTFALL MONITORING (the outfall from the Water Quality Basin):

Monitoring Point #1	Time:		
Color			
Odor			
Clarity			
Floating Solids			
Settled Solids			
Suspended Solids			
Foam			
Oil Sheen			
Characteristics to Monitor:			
Color: yellow, brown, green, gray, etc. and degree of color: none, slightly, very, etc.			
Odor: petroleum, chemical, sulfur, algae, sewage, etc. and degree of odor none, slight, strong, etc.			
Clarity: clear, slightly cloudy, very cloudy			
Floating Solids: yes/ no			
Settled Solids (allow to sit for 5 minutes): yes/no			
Suspended Solids (hold a white piece of paper behind jar to see): yes/no			
Foam: yes/no			
Oil Sheen: yes/no			


Were all samples collected within the first 30 minutes of discharge? Yes/no

If no, when were the samples collected? _____

SITE INSPECTION:

Issue Being Evaluated	Yes	No	N/A	Comments (stains, odors, leaks, trash, etc)
Are stored materials exposed to storm water contact?		x		1-Is there a plan to level and seed the soil piles at the south end of Hangar R?
Are oily parts and/or drums exposed to storm water contact?	x			1-Used oil stored in containers on asphalt pad outside Building J prior to removal off-site. We would encourage the containers to be labeled "USED OIL".
Are the loading and unloading areas clean?		x		
Are areas around containers clean?		x		
Is the area around the covered salt storage area free of significant salt?			x	
Is the area around the fuel island and nearest catch basin clean and free of grease, oil, fuel, etc.?		x		
Is there a buildup of oil and grease in the parking lots or equipment storage areas?		x		
Are there leaks or stains around drums or aboveground storage tanks?	x			
Is the drainage swale in the south central part of the facility and catch basins clean of debris?		x		-We once again removed grass debris buildup from the catch basin in between the taxiway and runway. HAS or FBO should check this after heavy rains to avoid backups in the infield. -Storm system #2 -prioritize clearing of easement and sediment removal at end of pipe. Pipeline repair in the area-current condition was not verified.
Are trash cans and dumpsters kept covered?	x			
Is a stocked spill kit available at the fuel island?	x			
Are spill containment materials and stocked cleanup kits readily available?	x			-Yellow can at the fuel farm still has a hole about a foot from the bottom. Materials are exposed to rain.
Is there evidence of soil erosion?	x			
<p>OTHER OBSERVATIONS: -1 blow hole in the east field at the fence. -Well cap between SWAT and the old Ari Evac needs replaced. All wells should be officially plugged if no longer in us.</p>				

Inspected By: Jonathan Ferbrache, PLA, CPESC -Fairfield SWCD

Signature: 

FACILITY INSPECTION PHOTOS



System #2 infield drain covered



Hole in spill barrier container.

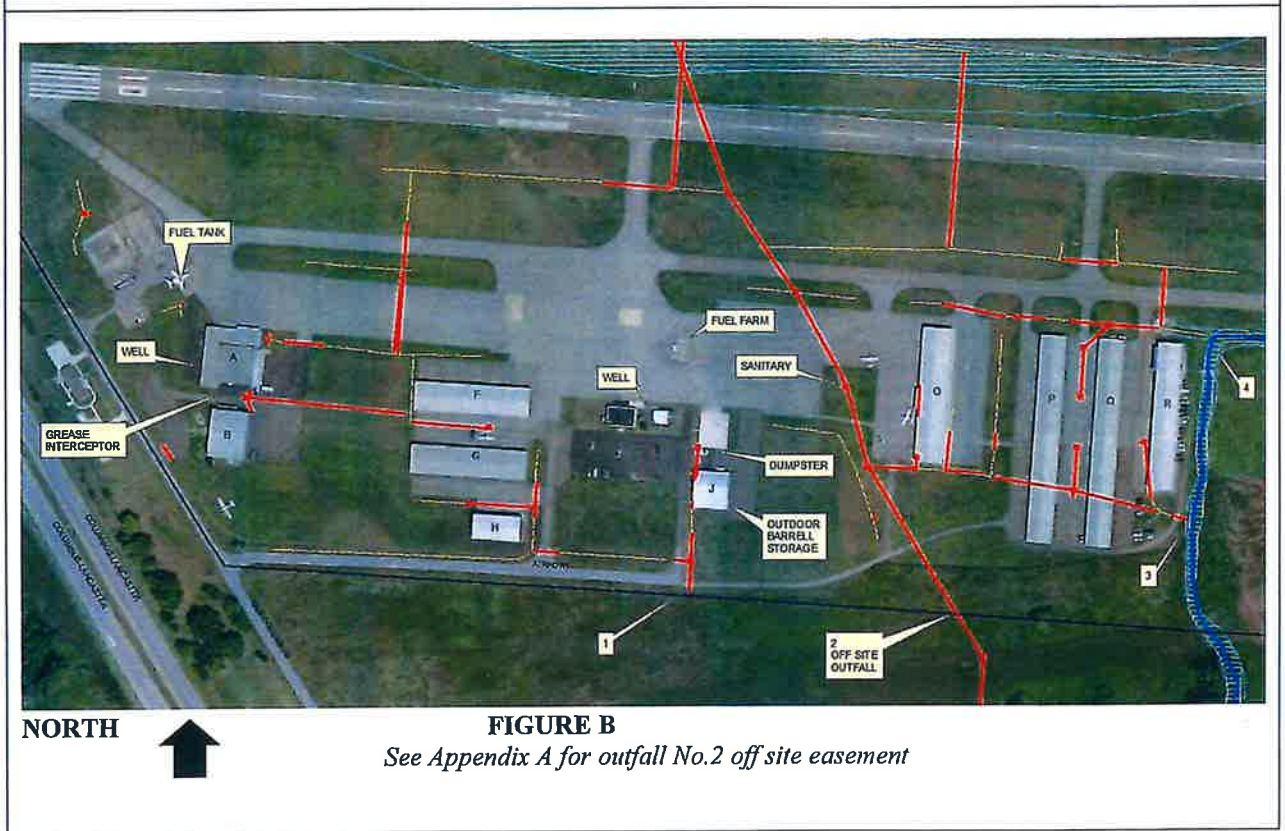
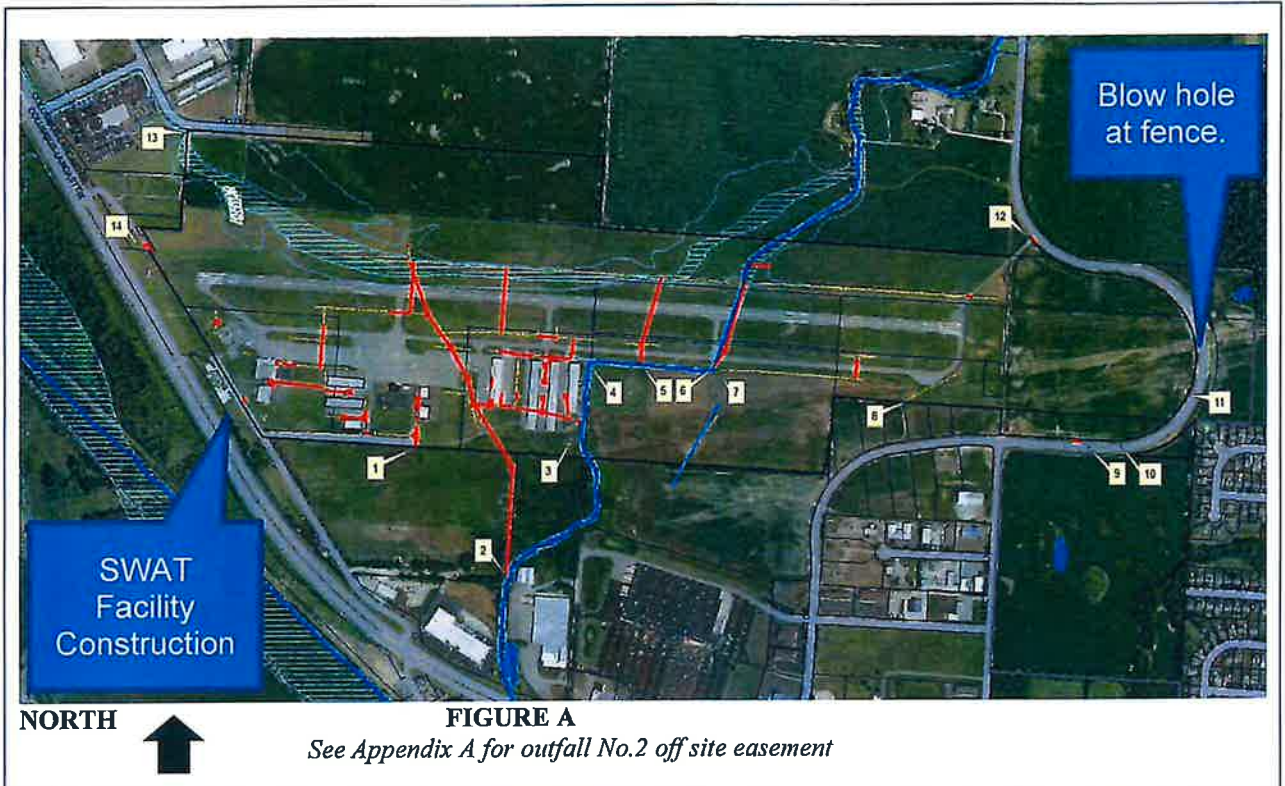


Spills appear to be increasing at the remote fuel island.



Fluid containers should be labeled.

FACILITY MAPS



**FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
(A Component Unit of Fairfield County)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2021
UNAUDITED**

The management's discussion and analysis of Fairfield County Airport Authority's (the Authority) financial performance provides an overall review of the Authority's financial activities for the fiscal year ended December 31, 2021. The intent of this discussion and analysis is to look at the Authority's financial performance as a whole. Readers should also review the financial statement and notes to the basic financial statements to enhance their understanding of the Authority's financial performance.

Financial Highlights

Key financial highlights for 2021 are as follows:

- The Authority's mission is to be a safe and business friendly airport in order to promote area economic growth and increased aviation job opportunities.
- For governmental activities, assets of the Authority exceeded its liabilities at December 31, 2021 by \$481,615. This balance may be used to meet the Authority's ongoing obligations to citizens and creditors.
- For governmental activities, revenues of the Authority totaled \$661,013. General revenues accounted for \$28,856 in revenue or 4.4 percent of revenues. Program revenues in the form of charges for services and operating grants accounted for \$632,157 or 95.6 percent of revenues.
- In 2021, the Authority had activity in capital assets with the current year depreciation of all capital assets was \$13,410 for 2021.
- The Authority had \$593,353 in expenses related to governmental activities. These expenses were offset by program specific charges for services and operating grants in the amount of \$632,157. General revenues were \$28,856, which consisted of in-kind contributions and other revenue.

Overview of the Financial Statements

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the Authority as a financial whole or as an entire operating entity. The statements then proceed to provide a detailed look at specific financial conditions.

The Authority's basic financial statements are comprised of three components: the government-wide financial statements, fund financial statements, and notes to the basic financial statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to private-sector businesses. The Statement of Net Position and the Statement of Activities provided information about activities of the Authority as a whole, presenting both an aggregate view of the Authority's finances and a longer-term view of those assets.

The Statement of Net Position presents information on all of the Authority's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating. The causes of this change may be the result of many factors, some financial, some not.

The Statement of Activities presents information showing how the government's net position changed during the recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

**FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
(A Component Unit of Fairfield County)**

**MANAGEMENT’S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2021
UNAUDITED**

Governmental Activities – All of the Authority’s services are reported here. These services are funded primarily by fuel sales, rent, and in-kind contributions.

Fund Financial Statements

Fund financial reports provide detailed information about the Authority’s major funds. The Authority uses one fund to account for its financial transactions. The Authority’s major governmental fund is the General Fund.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund of the Authority is a governmental fund.

Governmental Funds – Governmental funds are used to account for essentially the same function reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the government’s near-term financing requirements.

Budgeting

The Authority is not required to follow the budgetary provisions set forth in Ohio Revised Code Section 5705.

Notes to the Basis Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The Notes to the Basic Financial Statements can be found on pages 11 through 19 of this report.

Government-Wide Financial Analysis

You may recall that the statement of net position provides the perspective of the Authority as a whole. The table below provides a summary of the Authority’s net position at December 31, 2021 and December 31, 2020.

**Statement of Net Position
As of December 31, 2021 with comparatives as of December 31, 2020**

	Governmental Activities	
	2021	2020
Assets:		
Current and Other Noncurrent Assets	\$ 525,726	\$ 472,501
Liabilities:		
Current and Other Liabilities	44,111	58,546
Net Position:		
Net Investment in Capital Assets	63,663	77,073
Unrestricted	417,952	336,882
Total Net Position	\$ 481,615	\$ 413,955

**FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
(A Component Unit of Fairfield County)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2021
UNAUDITED**

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceed liabilities by \$481,615 at the end of 2021 and by \$413,955 at the end of 2020.

At December 31, 2021 and December 31, 2020, the Authority had no outstanding debt.

The balance of unrestricted net position was \$417,952. Unrestricted net position represents resources that may be used to meet the Authority's ongoing obligations to its citizens and creditors.

The table below shows the condensed financial information derived from the Statement of Activities for the year ended December 31, 2021 and December 31, 2020.

**Statement of Activities
As of December 31, 2021 with comparatives as of December 31, 2020**

	Governmental Activities 2021	Governmental Activities 2020
<u>Revenues:</u>		
Program Revenues:		
Charges for Services	\$ 603,889	\$ 500,469
Operating Grants	28,268	14,732
Total Program Revenues	<u>632,157</u>	<u>515,201</u>
General Revenues:		
In Kind Contributions	27,174	21,932
Other	1,682	475
Total General Revenues	<u>28,856</u>	<u>22,407</u>
Total Revenues	<u>661,013</u>	<u>537,608</u>
<u>Program Expenses:</u>		
Transportation	<u>593,353</u>	<u>528,949</u>
Increase (Decrease) in Net Position	67,660	8,659
Net Position - Beginning of Year	<u>413,955</u>	<u>405,296</u>
Net Position - End of Year	<u>\$ 481,615</u>	<u>\$ 413,955</u>

**FAIRFIELD COUNTY AIRPORT AUTHORITY
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**MANAGEMENT’S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2021
UNAUDITED**

Governmental Activities

The following table for governmental activities, indicates the total cost of services and the net cost of services for the year ended December 31, 2021. The statement of activities reflects the cost of program services and the charges for services offsetting those services. The net cost of services identifies the cost of those services support by other revenue and in-kind contributions.

Program Activity	Program Activity Expenses	Net Cost (Gain) of Program Activity
Transportation	\$ 593,353	\$ 38,804

Of the \$593,353 total governmental activities expenses, \$632,157 was covered by direct charges for services and operating grants. Charges for services consists of fuel sales and hangar rentals. Operating grants consists of CARES Act funding due to the COVID-19 pandemic and a Department of Transportation / Federal Aviation Administration – Higher Education Emergency Relief Fund grant.

Financial Analysis of the Authority’s Fund

The focus of the Authority’s governmental fund is to provide information on near-term receipts, disbursements, and balances of spendable resources. Such information is useful in assessing the Authority’s financial requirements. In particular, unassigned fund balance may serve as a useful measure of an authority’s net resources available for spending at the end of the calendar year.

As of the end of the current year, the Authority’s governmental fund reported ending fund balances of \$417,952. Of this total, \$376,802 represents unassigned fund balance, which is available for appropriation at the government’s discretion within certain legal constraints and purposes restrictions.

The General Fund is the chief operating fund of the Authority. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$376,802 while total fund balance was \$417,952. As a measure of the General Fund’s liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned and total fund balance covered 72 percent of the fund expenditures.

Economic Factors and next year’s General Fund Budget and Rates

The Authority’s revenue activities could fluctuate throughout the year due to vacancies in hangar rentals. Expenses from operations are anticipated to stay consistent for the coming year. Fuel costs are volatile due to changes in the market.

Request for Information

This financial report is designed to provide a general overview of the Authority’s finances for all those with an interest in the government’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Christopher R. Wagner, Assistant Finance Director by calling (740) 652-7042 or by writing to 210 East Main Street, Lancaster, Ohio 43130.

FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
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STATEMENT OF NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Governmental</u> <u>Activities</u>
ASSETS:	
Cash and Cash Equivalents	\$ 383,154
Inventory Held for Resale	47,438
Accounts Receivable	22,896
Intergovernmental Receivable	3,128
Prepaid Items	5,447
Depreciable Capital Assets, net	<u>63,663</u>
<i>Total Assets</i>	<u>525,726</u>
LIABILITIES:	
Accounts Payable	42,879
Intergovernmental Payable	<u>1,232</u>
<i>Total Liabilities</i>	<u>44,111</u>
NET POSITION:	
Net Investment in Capital Assets	63,663
Unrestricted	<u>417,952</u>
<i>Total Net Position</i>	<u>\$ 481,615</u>

The accompanying Notes to the Basic Financial statements are an integral part of this statement

FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
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STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Program Revenues</u>			Net Revenue (Expense) and Changes in Net Position
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants</u>	
Governmental Activities:				
Transportation	\$ 593,353	\$ 603,889	\$ 28,268	\$ 38,804
General Revenues:				
In-Kind Contributions				27,174
Other				1,682
Total General Revenues				28,856
Increase in Net Position				67,660
Net Position Beginning of Year				413,955
Net Position End of Year				\$ 481,615

The accompanying Notes to the Basic Financial Statements are an integral part of this statement.

FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
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BALANCE SHEET
GOVERNMENTAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2021

	General Fund
ASSETS	
Cash and Cash Equivalents	\$ 383,154
Accounts Receivable	22,896
Intergovernmental	3,128
Inventory Held For Resale	47,438
Prepaid Items	5,447
Total Assets	\$ 462,063
LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts Payable	\$ 42,879
Intergovernmental Payable	1,232
Total Liabilities	44,111
FUND BALANCES	
Nonspendable	5,447
Committed	14,397
Assigned	21,306
Unassigned	376,802
Total Fund Balances	417,952
Total Liabilities and Fund Balances	\$ 462,063

The accompanying Notes to the Basic Financial Statements are an integral part of this statement

FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
(A Component Unit of Fairfield County)

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

Total Fund Balances for Governmental Funds	\$ 417,952
<i>Amounts reported for governmental activities in the Statement of Net Position are different because</i>	
Capital Assets used in governmental activities are not financial resources and therefore are not reported in the funds	<u>63,663</u>
Net Position of Governmental Activities	<u><u>\$ 481,615</u></u>

The accompanying Notes to the Basic Financial Statements are an integral part of this statement.

FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
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STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2021

	General Fund
REVENUES	
Fuel Sales	\$ 375,277
Hangar Rental	228,612
Intergovernmental	28,268
Other	1,682
Total Revenues	633,839
 EXPENDITURES	
Transportation	579,943
Excess of Revenues Over Expenditures	53,896
 OTHER FINANCING SOURCES	
In Kind Contributions	27,174
Net Change in Fund Balances	81,070
Fund Balances Beginning of Year	336,882
Fund Balances End of Year	\$ 417,952

The accompanying Notes to the Basic Financial Statements are an integral part of this statement.

**FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
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RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

Net Change in Fund Balances - Total Governmental Funds \$ 81,070

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds reported capital outlay as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period:

Current Year Depreciation (13,410)

Change in Net Position of Governmental Activities \$ 67,660

The accompanying Notes to the Basic Financial Statements are an integral part of this statement.

**FAIRFIELD COUNTY AIRPORT AUTHORITY
FAIRFIELD COUNTY
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

NOTE 1 - FAIRFIELD COUNTY AIRPORT AUTHORITY AND REPORTING ENTITY

A. The Airport

The constitution and laws of the State of Ohio establish the rights and privileges of Fairfield County Airport Authority, Fairfield County, Ohio (the Authority) as a body corporate and politic. The Authority was created under Ohio Revised Code, section 308.03 by the Board of Commissioners by resolution on November 15, 1967. The Fairfield County Commissioners appoint seven Board members to direct the Authority. The Authority is responsible for the safe and efficient operation and maintenance of Fairfield County Airport Authority. Due to the imposition of will exerted by the County, financial burden for the Authority, as well as the Authority providing services entirely to the citizens of Fairfield County, the Authority is reflected as a component unit of Fairfield County. The Authority operates on a year ending December 31.

The Authority's management believes these financial statements present all activities for which the Authority is financially accountable.

B. Reporting Entity

The Authority has been defined in accordance with Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus an Amendment of GASB Statements No. 14 and No. 34*. The reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that the basic financial statements of the Authority are not misleading. The primary government consist of all departments, boards and agencies that are not legally separate from the Authority.

Component units are legally separate organizations for which a primary government is financially accountable. The Authority is financially accountable for an organization if the primary government appoints a voting majority of the organization's governing board and (1) the Authority is able to significantly influence the programs or services performed or provided by the organization; or (2) the Authority is legally entitled to or can otherwise access the organization's resources; or (3) the Authority is legally obligated or has otherwise assumed the responsibility to finance deficits of or provide financial support to the organization; or (4) the Authority is obligated for the debt of the organization. Under the criteria specified in Statement No. 14, the Authority has no component units. Accordingly, the accompanying financial statements include only the accounts and transactions of the Authority. The Authority is, however, considered to be a component unit of Fairfield County ("the County") by virtue of the fact the Authority's Governing Board is appointed by the County and the Authority imposes a financial burden on the County. These conclusions regarding the financial reporting entity are based on the concept of financial accountability. The Authority is not financially accountable for any other organization.

Public Entity Risk Pool

The Authority participates in a public entity risk pool. Note 8 to the financial statements provides additional information for this entity.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Authority have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The most significant of the Authority's accounting policies are described below.

FAIRFIELD COUNTY AIRPORT AUTHORITY
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NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Basis of Presentation

The Authority's basic financial statements consist of government-wide financial statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the Authority as a whole. The statement of net position presents the financial condition of the governmental-type activities of the Authority at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the Authority's governmental activities. Direct expenses are those that are specifically associated with a service or program, and therefore clearly identifiable to a particular function. The policy of the Authority is to not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipient of the goods or services offered by the program. Revenues which are not classified as program revenues are presented as general revenues of the Authority, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Authority.

Fund Financial Statements

During the year, the Authority segregates transactions related to certain Authority functions or activities in separate fund in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Authority at this more detailed level.

B. Fund Accounting

The Authority uses fund accounting to segregate cash that is restricted as to use. The Authority classifies its only fund as a General fund. The General Fund reports all financial resources except those required to be accounted for in another fund.

C. Measurement Focus

Government-Wide Financial Statements – The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities and deferred inflows of resources associated with the operation of the Authority are included on the statement of net position. The statement of activities presents increases (i.e. revenues) and decreases (i.e. expenses) in total net position.

Fund Financial Statements – All government funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, current liabilities, and deferred inflows of resources generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include reconciliation with brief explanation to better identify the relationship between the government-wide statements and the statements for governmental funds.

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**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, in the recording of deferred inflows of resources, and in the presentation of expenses versus expenditures.

E. Revenues – Exchange and Nonexchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available. Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For the Authority, available means expected to be received within sixty days of year-end.

Non-exchange transactions, in which the Authority receives value without directly giving equal value in return include contributions. Revenue from contributions is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, and expenditure requirements, in which the resources are provided to the Authority on a reimbursement basis. On the modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

Under the modified accrual basis, intergovernmental revenue sources are considered to be both measurable and available at year-end.

Unavailable revenue represents amounts under the accrual and modified accrual basis of accounting for which asset recognition criteria have been met, but for which revenue recognition criteria have not yet been met because such amounts have not yet been earned.

F. Deferred Inflows of Resources.

In addition to liabilities, the statements of financial position report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized until that time. For the Authority, deferred inflows of resources consist of unavailable revenue. Unavailable revenue is reported only on the governmental funds balance sheet and represents receivables which will not be collected within the available period. For the Authority, unavailable revenue consists of rent revenues. These amounts are deferred and recognized as an inflow of resources in the period the amounts become available. The details of these unavailable revenues are identified on the Reconciliation of Total Governmental Fund Balance to Net Position of Governmental Activities found on page 8.

G. Expenses / Expenditures

On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable.

FAIRFIELD COUNTY AIRPORT AUTHORITY
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NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Budgetary

The Authority, although not required by Ohio Law, adopts a budget annually. The Fairfield County Commissioners approves the Authority's budget.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Fairfield County Board of Commissioners must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission approves estimated resources.

3. Encumbrances

The Fairfield County Board of Commissioners reserves (encumbers) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over and need not be reappropriated.

A summary of the 2021 budgetary activity appears in Note 3.

I. Cash and Cash Equivalents

As the Ohio Revised Code permits, the Fairfield County Treasurer holds the Authority's deposits as the Authority's custodian. The Authority's deposits are presented on the balance sheet as "Cash and Cash Equivalents."

J. Receivables and Payables

Receivables and payables to be recorded on the Authority's financial statements are recorded to the extent that the amounts are determined material and substantiated not only by supporting documentation, but also, by a reasonable, systematic method of determining their existence, completeness, valuation, and in the case of receivables, collectability.

Receivables at December 31, 2021 consisted of amounts from accounts receivable and intergovernmental receivable. All receivables are considered collectible in full. A summary of the principal items of receivables reported on the statement of net position follows:

Governmental activities:	Amount
Accounts Receivable	\$22,896
Intergovernmental Receivable	3,128

Receivables have been disaggregated on the face of the basic financial statements. All receivables are expected to be collected within the subsequent year.

FAIRFIELD COUNTY AIRPORT AUTHORITY
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NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Receivables and Payables (continued)

Accounts receivable consists of fuel sales and hanger rent. Intergovernmental receivables consist of CARES Act funding reimbursements due to expenses incurred in 2021 due to COVID-19.

K. Inventory Held for Resale

Inventory held for resale consists of aviation fuel for sale to customers and is stated at cost, which is determined on a first-in, first-out basis. The cost of inventory is recorded as an expense when sold or used.

L. Prepaid Items

The Authority records payments made to vendors for services that will benefit periods beyond December 31, 2021, as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expenditure/expense is reported in the year in which services are consumed.

M. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Authority must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Nonspendable

The Authority classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact. The "not in spendable form" includes items that are not expected to be converted to cash and includes prepaids.

2. Restricted

Fund balances are *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

The Board can *commit* amounts via formal action (resolution). The Authority must adhere to these commitments unless the Board amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the General Fund, report all fund balances as *assigned* unless they are restricted or committed. In the General Fund, *assigned* amounts represent intended uses established by the Board or an Authority official delegated that authority be resolution, or by State Statute.

**FAIRFIELD COUNTY AIRPORT AUTHORITY
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

M. Fund Balance (continued)

5. Unassigned

Unassigned fund balance is the residual classification for the General Fund and includes amounts not included in other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Authority, where applicable, applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

N. Net Position

Net position is the residual amount when comparing assets to liabilities. The restricted component of net position is reported when there are limitations imposed on their use either through constitutional provisions or enabling legislation or through external restrictions imposed by creditors or laws or regulations of other governments. The Authority, where applicable, applies restricted resources first when an expense is incurred for purposes for with both restricted and unrestricted components of net position are available.

O. Income Tax Status

The Authority is a not-for-profit organization, exempt from income taxes under Section 501(c) (3) of the Internal Revenue Code. The Authority is not a private foundation within the meaning of Section 509 (a). Contributions to the Authority are deductible per Section 170(b)(1)(A)(v1). Management is unaware of any actions or events that would jeopardize the Authority's tax status.

P. Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the basic financial statements and accompanying notes. Actual results may differ from those estimates.

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FAIRFIELD COUNTY
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NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 3 - BUDGETARY ACTIVITY

Budgetary activity for the year ending December 31, 2021 follows:

2021 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 511,566	\$632,334	\$120,768

2021 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 654,340	\$571,509	\$82,832

NOTE 4 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors and omissions; employee injuries, and natural disaster. By contracting with ACE Property and Casualty Insurance Company and the County Risk Sharing Authority (CORSA) for liability and property insurance, the Authority has addressed these various types of risk.

The ACE program has a \$10,000,000 limit coverage on products-completed operations, personal injury, advertising injury, and malpractice, with \$10,000,000 for each occurrence. Other insurance includes a \$50,000 fire damage limit any one fire, medical expense limits any one person in the amount of \$5,000, a \$2,000,000 hangar keepers limit any one occurrence, and a \$1,000,000 hangar keepers limit any one aircraft.

The CORSA program has a \$5,000 deductible which is applicable to all insured coverages, including direct physical loss or damage, collapse, and equipment breakdown to property. General liability insurance is maintained in the amount of \$1,000,000 for each occurrence, no annual aggregate. CORSA does not include any coverage for aircraft/aircraft liability.

The Authority has had no significant reductions in any of its insurance coverage from the prior year. Additionally, there have been no insurance settlements that have exceeded insurance coverage in any of the past three years.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2021, was as follows:

Capital Assets Activity				
Assets	12/31/2020 Balance	2021 Additions	2021 Deletions	12/31/2021 Balance
Equipment	\$ 96,140	\$0	\$0	\$96,140
Accumulated Dépreciation	(19,067)	(13,410)	0	(32,477)
Book Value	\$77,073	(\$13,410)	\$0	\$63,663

FAIRFIELD COUNTY AIRPORT AUTHORITY
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NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 6 - FUND BALANCE

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Authority is bound to observe constraints imposed upon the use of resources in the governmental funds. The constraints placed on fund balance for the General Fund is presented below for 2021:

Fund Balances	General Fund
Nonspendable	-
Prepaid Items	\$5,447
Purchases on Order	
Committed	14,397
Assigned	21,306
Unassigned	376,802
<i>Total Fund Balances</i>	\$417,952

NOTE 7 - OTHER COMMITMENTS

The County on behalf of the Authority utilizes encumbrance accounting as part of its budgetary controls. Encumbrances outstanding at December 31, 2021 may be reported as part of restricted, committed, or assigned classifications of fund balance. At December 31, 2021, the Authority's commitments for encumbrances in the General Fund are \$35,703.

NOTE 8 – PUBLIC ENTITY RISK POOL

County Risk Sharing Authority, Inc. (CORSA)

The County Risk Sharing Authority, Inc. (CORSA) is a shared risk pool among sixty-five counties in Ohio. CORSA was formed as an Ohio non-profit corporation for the purpose of establishing the CORSA Insurance/ Self Insurance Program, a group primary and excess insurance/self-insurance and risk management program. Member counties agree to jointly participate in coverage of losses and pay all contributions necessary for the specified insurance coverage provided by CORSA. The coverage includes comprehensive general liability, automobile liability, certain property insurance, and public officials' errors and omissions liability insurance.

Each member has one vote on all matters requiring a vote, which will be cast by a designated representative. An elected board of not more than nine trustees manages the affairs of the Corporation. Only County Commissioners of member counties are eligible to serve on the board. No county may have more than one representative on the board at any time. Each member's control over the budgeting and financing of CORSA is limited to its voting authority and any representation it may have on the board of trustees. CORSA has issued certificates of participation to provide adequate cash reserves. The certificates are secured by the members' obligations to make coverage payments to CORSA. The participating members have no responsibility for the payment of the certificates. The Authority does not have an equity interest in CORSA.

NOTE 9 – RELATED PARTY TRANSACTIONS

The Fairfield County Airport Authority, a discretely presented component unit of Fairfield County, received contributions from the County for managerial services. These contributions are reflected as other financing sources in the basic financial statements in the amount of \$27,174 and they are reflected as in-kind contributions.

**FAIRFIELD COUNTY AIRPORT AUTHORITY
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

NOTE 10 – CONTRIBUTIONS

During 2021, the Authority did not receive any significant contributions for airport improvements and operations from the County.

NOTE 11 – LITIGATION

The Authority is currently not a party to any material legal proceedings.

NOTE 12 – CHANGE IN ACCOUNTING PRINCIPLE

Changes in Accounting Principles

For 2021, the Authority implemented the Governmental Accounting Standards Board's (GASB) Statement No. 98, The Annual Comprehensive Financial Report. GASB 98 establishes the term annual comprehensive financial report and its acronym ACFR. That new term and acronym replace instances of comprehensive annual financial report and its acronym in generally accepted accounting principles for state and local governments. The Authority is also implementing Implementation Guide No. 2019-1. These changes were incorporated in the Authority's 2021 financial statements; however, there was no effect on beginning net position/fund balance.

NOTE 13 – COVID-19

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. Ohio's state of emergency ended in June, 2021 while the national state of emergency continues. During 2021, the City received COVID-19 funding. The financial impact of COVID-19 and the continuing emergency measures will impact subsequent periods of the City. The impact on the City's future operating costs, revenues, and additional recovery from emergency funding, either federal or state, cannot be estimated.

During 2021, the Authority recorded an intergovernmental receivable for CARES Act funding from the Federal Aviation Administration. This funding is a reimbursement for expenses made in 2021. The funding is used for utilities and operational expenses.

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Integrity Painting	\$40,430.00	1049	Paint Hangar J & G Hangars	5/24/2022
Complete Clearing	\$33,600.00	16664	clearing of trees (ODOT FY22 obstruction removal)	5/19/2022
CMT	\$322.50	220202	provide design phase engineering services for Rehabilitate Taxiway B Project	1/26-2/25/22
CMT	\$22,211.77	220190	planning and engineering services for the Update of the Master Plan and ALP	1/26-2/25/22
Sundowner Aviation	\$877.83	n/a	fuel reimbursement for May	5/1-5/31/22
Sundowner Aviation	\$2,293.58	n/a	hangar rent reimbursement for May	5/1-5/31/22
Total Invoices for 6.13.2022				
Board Meeting	\$99,735.68			

FAIRFIELD COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVIC	175,000	158,047	61,648.46	18,525.24	91,881.00	4,518.00	97.1%
2022/05/000009 05/02/2022 API	4,281.00	VND 007099	PO 22000345	SUNDOWNER AVIATION L	airport manager contract 5/2022		5351064
2022/05/0000273 05/09/2022 API	2,000.00	VND 005552	PO 22000341	HISTORICAL AIRCRAFT	snow plowing/mowing 5/2022		5351054
2022/05/000641 05/16/2022 API	16.00	VND 016659	PO 22002827	SUNRUSH WATER	water services and supplies at		5351509
2022/05/000641 05/16/2022 API	9.95	VND 016659	PO 22002827	SUNRUSH WATER	water services and supplies at		5351220
2022/05/000641 05/16/2022 API	2,837.74	VND 007099	PO 22000338	SUNDOWNER AVIATION L	10% of hangar rent & fuel sale		5351973
2022/05/000641 05/16/2022 API	339.63	VND 003668	PO 22000340	LOCAL WASTE SERVICE	trash disposal for airport 5/2		5351899
2022/05/000641 05/16/2022 API	200.00	VND 001281	PO 22000335	PORTA KLEEN	rental for portable toilet 4/2		5351899
2022/05/000641 05/16/2022 API	1,509.92	VND 005790	PO 22000342	OHIO DEPT OF TAXATION	sales tax for fuel sales 4/202		5351863
2022/05/000641 05/16/2022 API	1,050.00	VND 001218	PO 22000334	PEHLEMAN UNDERGROUND	application for certificate of		5351898
2022/05/001271 05/31/2022 API	2,000.00	VND 005552	PO 22000341	HISTORICAL AIRCRAFT	snow plowing/mowing 6/2022		5352864
2022/05/001271 05/31/2022 API	4,281.00	VND 007099	PO 22000345	SUNDOWNER AVIATION L	airport manager contract 6/202		5352872

80780000 541001 ELECTRIC/UTILITIES

80780000 541001 ELECTRIC/UTILITIES	25,000	25,099	10,440.69	1,810.14	13,758.79	900.00	96.4%
2022/05/000641 05/16/2022 API	324.77	VND 001373	PO 22000424	SOUTH CENTRAL POWER	TERMINAL RUNWAY LIGHTS - 4/6-5		5351905
2022/05/000641 05/16/2022 API	280.81	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR O - 4/6-5/6/22		5351905
2022/05/000641 05/16/2022 API	203.90	VND 001373	PO 22000424	SOUTH CENTRAL POWER	TERMINAL 2 - 4/6-5/6/22		5351905
2022/05/000641 05/16/2022 API	134.88	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR F - 4/6-5/6/22		5351905
2022/05/000641 05/16/2022 API	131.27	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR P - 4/6-5/6/22		5351905
2022/05/000641 05/16/2022 API	114.83	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR Q 4/6-5/6/22		5351905
2022/05/000641 05/16/2022 API	90.08	VND 001373	PO 22000424	SOUTH CENTRAL POWER	Moped ASOS 4/6-5/6/22		5351905
2022/05/000641 05/16/2022 API	71.36	VND 001373	PO 22000424	SOUTH CENTRAL POWER	HANGAR G - 4/6-5/6/22		5351905
2022/05/000641 05/16/2022 API	56.14	VND 001373	PO 22000424	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER - 4/6-		5351905
2022/05/000641 05/16/2022 API	101.10	VND 023650	PO 22000492	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS - 3/31-4/29/		5352146
2022/05/000641 05/16/2022 API	101.10	VND 023650	PO 22000492	FAIRFIELD CO UTILITI	3430 Old Columbus - 3/31-4/29/		5352147
2022/05/000936 05/23/2022 API	57.14	VND 003823	PO 22000437	NORTHEAST OHIO NATUR	3365 Old Columbus RD - 4/25-5/		5352495
2022/05/000936 05/23/2022 API	81.40	VND 003823	PO 22000437	NORTHEAST OHIO NATUR	3430 Old Columbus RD - 4/11-5/		5352495
2022/05/000936 05/23/2022 API	61.36	VND 003823	PO 22000437	NORTHEAST OHIO NATUR	3383 Old Columbus RD - 4/11-5/		5352495

80780000 543000 REPAIR AND MAINTEN

80780000 543000 REPAIR AND MAINTEN	65,000	216,000	37,563.41	1,407.45	142,261.19	36,175.40	83.3%
2022/05/000009 05/02/2022 API	380.85	VND 006709	PO 220002921	SUPERIOR PETROLEUM E	ANNUAL ATG COMPLIANCE INSPECTI		5351060
2022/05/000670 05/16/2022 API	173.60	VND 013635	PO 22004610	KULL, AARON	Airport - Timestone delivered		5352038
2022/05/000936 05/23/2022 API	603.00	VND 013330	PO 22004632	CLAYPOOL ELECTRIC IN	Airport outside lights - adjus		5352474
2022/05/000936 05/23/2022 API	250.00	VND 014612	PO 22000367	AG-PRO OHIO, LLC	5100 TRACTOR R15 ROTTARY BLADE		5352539

80780000 553000 COMMUNICATIONS/TEL

80780000 553000 COMMUNICATIONS/TEL	2,100	2,274	698.15	174.47	1,576.33	.00	100.0%
2022/05/000009 05/02/2022 API	174.47	VND 074480	PO 22000417	A T & T INC	monthly phone service 3/20-4/1		5351119

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 554000 ADVERTISING	2,000	3,000	927.16	159.28	1,485.08	587.76	80.4%
2022/05/000009 05/02/2022 API	547.04 VND	001430 PO 22000499	COLUMBUS DISPATCH		advertising @ Columbus dispatch		5351022
2022/05/000683 05/12/2022 GEN	-387.76 REF	EXPADJ			was807800005hb12100100		
80780000 558000 TRAVEL REIMBURSEME	200	200	28.18	28.18	121.82	50.00	75.0%
2022/05/000641 05/16/2022 API	28.18 VND	080643 PO 22000515	KNISLEY, STACI A		TRAVEL TO AIRPORT (MAIL/MTG ET		1574732
80780000 560000 MATERIALS & SUPPLI	15,000	15,000	1,417.78	80.75	10,117.51	3,464.71	76.9%
2022/05/000273 05/09/2022 API	14.15 VND	002239 PO 22000381	LOWES COMPANIES INC		supplies for airport		5351425
2022/05/000641 05/16/2022 API	66.60 VND	014612 PO 22000404	AG-PRO OHIO, LLC		FOR MOWERS		5352049
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	300.00	200.00	60.0%
80780000 562600 FUEL (GASOLINE/DIE	250,000	250,000	177,413.20	70,632.22	72,586.80	.00	100.0%
2022/05/000273 05/09/2022 API	23,300.15 VND	005545 PO 22000506	PURVIS BROTHERS INC		fuel purchases @ Airport 4/22/		5351448
2022/05/000641 05/16/2022 API	47,332.07 VND	005545 PO 22000506	PURVIS BROTHERS INC		fuel purchases @ Airport 5/2/2		5351961
80780000 570000 CAPITAL OUTLAY	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574000 EQUIPMENT, SOFTWARE	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	557,800	693,121	290,137.03	92,817.73	334,088.52	68,895.87	90.1%
TOTAL AIRPORT OPERATIONS	557,800	693,121	290,137.03	92,817.73	334,088.52	68,895.87	90.1%
TOTAL EXPENSES	557,800	693,121	290,137.03	92,817.73	334,088.52	68,895.87	

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,800	693,121	290,137.03	92,817.73	334,088.52	68,895.87	90.1%

** END OF REPORT - Generated by EmyLee Noel Susater **

Knisley, Staci A

From: Bill McNeer <aoc661760@gmail.com>
Sent: Tuesday, May 31, 2022 11:17 AM
To: Knisley, Staci A
Cc: Glenn Burns
Subject: [E] Meeting June 13, 2022

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Staci,

Please include this in the agenda packet for Monday June 13, 2022, under OAA Annual Conference 2022 Notes. It should fit on one page.

I. AC 150/5300-13B as of 3/31/2022 - This Advisory Circular (AC) contains the FAA's standards and recommendations for airport design.

1. 2.10.6 Aircraft Operations in the Unpaved Runway Safety Area (RSA). The primary function of a standard RSA is to enhance the safety of aircraft that undershoot, overrun, or veer off the runway. Pilots of certain aircraft (such as ultralights, powered-parachutes, helicopters, gliders, agricultural aircraft, tailwheels, aircraft with large balloon type "tundra" tires, etc.) occasionally use the unpaved portion of the RSA adjacent to a runway for takeoffs, landings, or other operations (e.g., banner towing). While aircraft operations from the unpaved portion of an RSA are not inherently unsafe, such operations have the potential to introduce various hazards and risks to the pilot, as well as other aircraft, vehicles, individuals, and facilities on the airport.

Key risk factors to consider include:

1. The separation standards of Tables G-1 through G-12 in Appendix G do not consider landing and takeoff operations from the RSA adjacent to the paved runway surface.
2. Aeronautical studies do not cover operations to and from the RSA adjacent to the paved runway.

II. Hangar Use Policy - Grant Assurance 24

Hangars must be used for aeronautical purposes unless otherwise approved by FAA.

• Aeronautical Uses for Hangars Include:

- Storage of active aircraft
- Final assembly of aircraft under construction
- Non-commercial construction of amateur-built or kit-built aircraft.
- Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.

– Storage of aircraft handling equipment, e.g., towbars, glider tow equipment, workbenches, and tools and materials used in the servicing, maintenance, repair or outfitting of aircraft.

FAA will generally not consider items to interfere unless items:

- Impede the movement of the aircraft in and out of the hangar.
- Displace aeronautical contents of the hangar. A vehicle parked at the hangar while the vehicle owner is using the aircraft is not considered to displace the aircraft.
- Impede access to aircraft or other aeronautical contents of the hangar.
- Are used for the conduct of a non-aeronautical business or municipal agency function from the hangar.
- Are stored in violation of airport rules and regulations, lease provisions, building codes, or local ordinances.

Sponsor Compliance Actions

- **Expected that aeronautical facilities will be available for aeronautical purposes.**
- **Sponsors should have a program to routinely monitor use of hangars and take measures to eliminate and prevent unapproved non-aeronautical use of hangars.**
- **Sponsors should ensure that length of time on a waiting list of those in need of a hangar for aircraft storage is minimized.**

Summary

For guidance contact your program manager



QUESTIONS



Federal Aviation
Administration

Airport Sponsor Grant Assurances

Presented to: Ohio Aviation Association
2022 Annual Conference

By: Alex Erskine and Nicole Harris
FAA Airports Division

Date: May 10 & 11, 2022



Federal Aviation
Administration

Airport Sponsor Grant Assurances

- Essentially a contract
- Funds are given in exchange for assurances regarding the airport and its operation and maintenance
- Grant Assurances, as applicable, are required of all airport sponsors



Grant Assurances

- Are required by public law – Obligations imposed by contract and/or Federal Law
- Are not a means to allow the FAA to control or direct the operation of an airport
- Are intended to protect the Federal investment in the national airport system
- Provide a basis for operating rules to meet the Sponsor's Federal Obligations



Sources of Obligations

- **Grant Agreements:**
 - Federal Aid to Airports Program (FAAP)
 - Airport Development Aid Program (ADAP)
 - Airport Improvement Program (AIP)
- **Surplus Property Transfers**
- **Nonsurplus Property Transfers**
- **AP-4 Agreements**
- **Other**



Grant Assurance Duration

Public Sponsors

•Assurances 2-4, 6-9, 12	Must be met before a grant is offered
•Assurances 1, 10, 14-18, 32-35	Apply until the grant is closed
•Assurances 13, 26	Apply for 3 years after grant is closed
•Assurances 5, 11, 19-22, 24, 27-29, 36-39	Useful life not to exceed 20 years
•Exclusive Rights, 23	No limit
•Airport Revenue, 25	No limit
•Civil Rights 30	No limit
•Disposal of Land 31	No limit
•Planning	Life of project



Airport Compliance

Grant Assurances Breakdown:

- Airport Operations
- Treatment of Tenant and Users
- Common Consideration



Airport Operations

- **Applicable Grant Assurances**
 - 19, *Operation and Maintenance*
 - 11, *Pavement Preventive Maintenance*
 - 20, *Hazard Removal and Mitigation*
 - 21, *Compatible Land Use*



Grant Assurance 19

Operation and Maintenance

- Airport and Facilities must be maintained in a safe and serviceable condition
- Can't cause or permit any activity that interferes with its use for airport purposes
- Temporary closure for non-aeronautical purposes must be approved by the Secretary

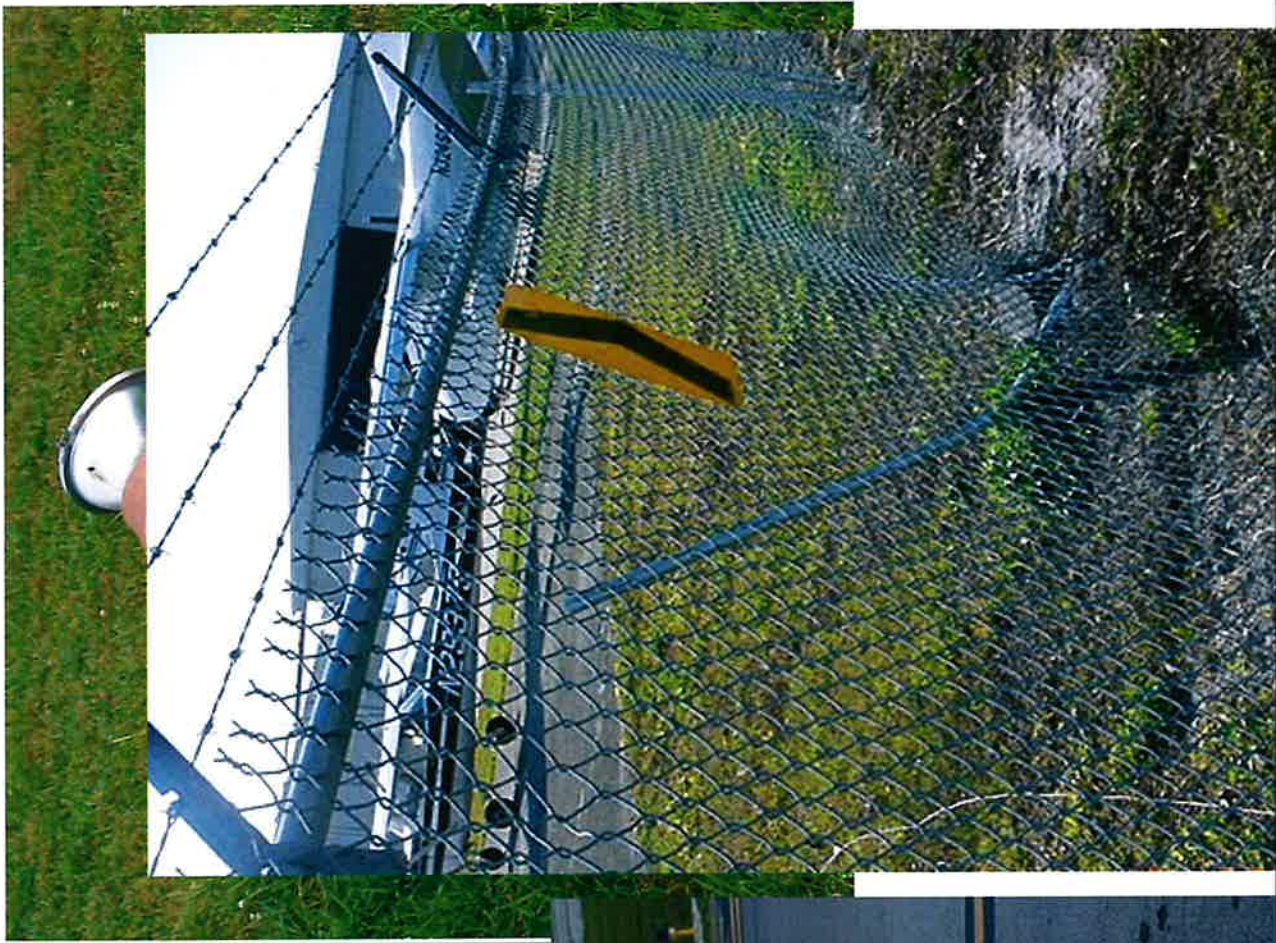


Airport Operations

What are the minimum requirements?

- This applies to all airport facilities shown on the Airport Layout Plan (ALP) dedicated to aviation use by an instrument of transfer or federal grant agreement.
- Essentially this means that the sponsor cannot discontinue maintenance of a runway or taxiway or any other part of the airport used by aircraft until the FAA formally relieves the sponsor of the federal maintenance obligation.





Airport Operations

What are the minimum requirements?

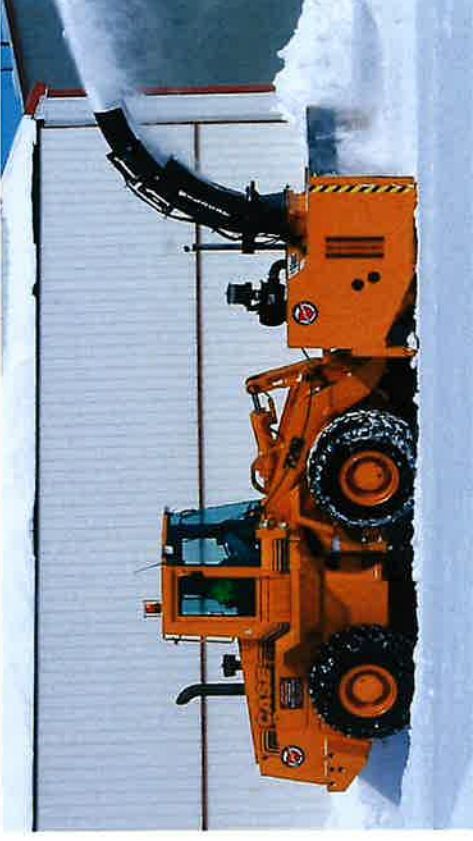
- Issue NOTAM's for conditions that warrant
- Maintain a pavement preventive maintenance program
- Inspect Runways and Taxiways and common use areas frequently
- Maintain lighting and nav aids in safe and operable condition
 - Realign PAPI and VASI when necessary
- Maintain wind cones and segmented circles
- Inspect all drainage structures and drainage outlets



Airport Operations

What are the minimum requirements?

- **Snow Removal**
 - If you have federally funded equipment you are expected to use it
 - If you conduct snow removal operations you are expected to do it safely
- (See AC 150/5200-30D, Airport Field Condition Assessment and Winter Operations Safety)



Airport Operations

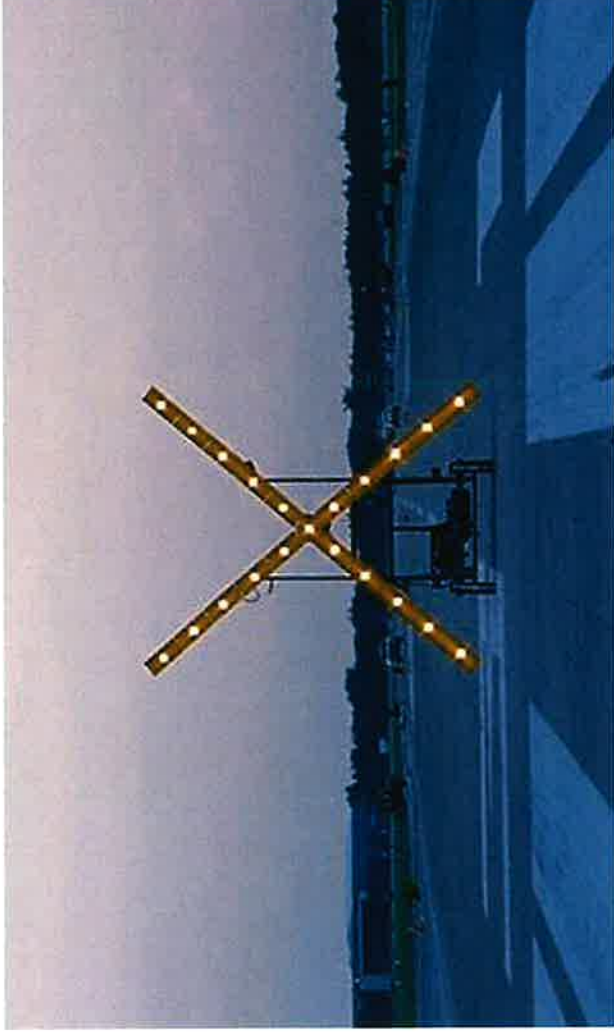
What are the minimum requirements?

- Natural Disasters (Tornado, Earthquake, Hurricane, Flood)



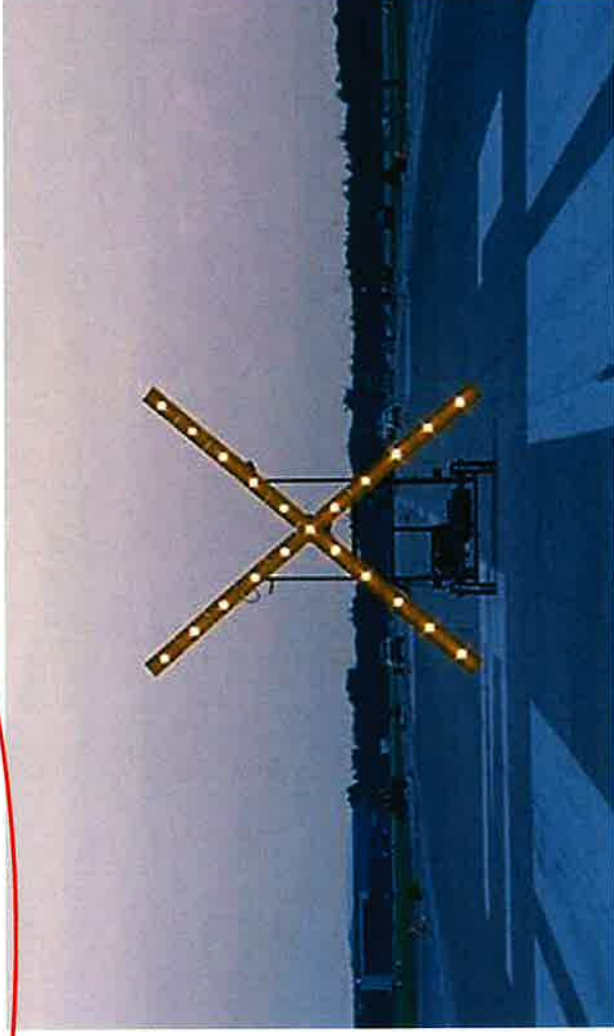
Types of Temporary Closures

- Hazardous Conditions
- Aeronautical Events
- Nonaeronautical Events
- Partial Closure
- Limited Periods of Closure
- Total Closure



Types of Temporary Closures

- Hazardous Conditions
- **Aeronautical Events**
- **Nonaeronautical Events**
- Partial Closure
- Limited Periods of Closure
- Total Closure



Aeronautical Events

- Air Shows
- Fly-ins
- Aviation Conventions/Open Houses

Events that PROMOTE Aviation

Donaldson Air Museum
is proud to sponsor the 2008
AIR SHOW
August 10, 2008



Aeronautical Events

- Limit the period of the closure to the minimum time consistent with the activity
- Closure should be coordinated with tenants and well publicized in advance
- NOTAMs and markings
- No permanent obstructions/markings
- Plan for repairing any damage
- Sponsor is reimbursed for any additional costs incurred & should be mindful of its obligation to be self-sustaining
- Coordinate with FSDO, Air Traffic, TSA, etc.



Air Shows

- **Require Certificate of Waiver or Authorization (FAA Form 7711-1)**
- **Must have a ground operations plan**
- **Must address numerous other issues such as guidelines, ARFF, public protection, fueling, etc.**



Nonaeronautical Events

Policy

49 U.S.C. § 47107(a)(8)

“a proposal to close the airport temporarily for a non-aeronautical purpose must first be approved by the Secretary;”

Grant Assurance 19, Operation & Maintenance

“(the airport sponsor) will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.”



Nonaeronautical Events

These events do not promote aviation!

The FAA **MUST approve the total closure of an airport for a nonaeronautical event!!!**

Fun Run/5K

Model Airplane Shows

Fireworks



Nonaeronautical Events

Is this a NEW policy?

**No! This has been the FAA's policy since
1961!**



Grant Assurance 11

Pavement Preventive Maintenance

- For pavement constructed, reconstructed or repaired with Federal financial assistance,

Sponsor must:

- Certify it has implemented an effective airport pavement maintenance-management program
- Provide reports on pavement condition and maintenance programs as needed



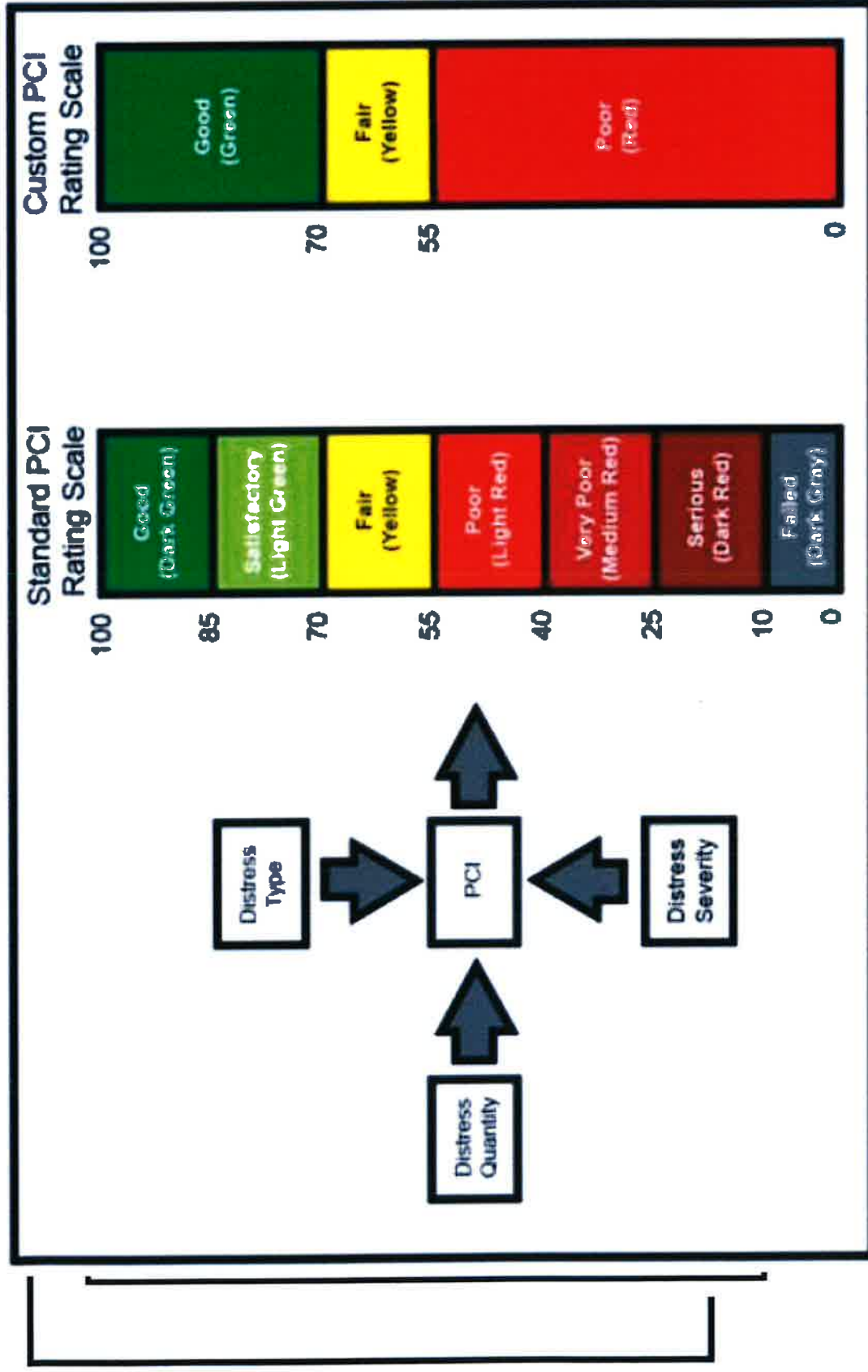


Figure B-1. Example PCI Rating Scales for Airfield Pavements.





Grant Assurance 20

Hazard Removal and Mitigation

- Take action to ensure terminal airspace will be adequately cleared and protected and prevent the establishment or creation of future airport hazards.
- **Obstructions and Hazards**
 - Must protect approaches by clearing, relocating, marking, lighting and mitigating airport hazards
 - Sponsor must minimize wildlife attractants by keeping areas well drained and not creating areas that will attract wildlife



Grant Assurance 21

Compatible Land Use

- Sponsor must take appropriate action, to the extent reasonable, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with airport operations.
- “incompatible” – creates a hazard to air navigation or may potentially reduce an airport’s utility
- “to the extent reasonable” – depends on the sponsor and it’s jurisdictional powers



Grant Assurance 21

- Sponsor must protect their airport from incompatible land use:

- Landfills
- Residential
- Wetlands



- **Appropriate actions:**

- Zoning ordinances
- Acquisition of easements
- Transfer of development rights
- Land purchase for compatible use
- Land purchase for compatible resale
- Objecting/saying no



Treatment of Tenants and Users

- **Applicable Grant Assurances**
 - 22, *Economic Nondiscrimination*
 - 23, *Exclusive Rights*



Grant Assurance 22a

- **Airport open to all aeronautical users**
 - **Without unjust discrimination, unless restriction based on safety or efficiency**
 - **FAA makes final determination of safety and efficiency, including:**
 - **Safety & Efficiency Studies by Flight Standards and Air Traffic**



Aeronautical Activity Includes But Is Not Limited To

- Air Taxi and Charter Operations
- Scheduled or nonscheduled Air Carrier Services
- Pilot Training
- Aircraft Rental and Sightseeing
- Aerial Photography
- Crop Dusting
- Aerial Advertising and Surveying
- Aircraft Sales and Service
- Aircraft Storage
- Sale of Aviation Petroleum Products
- Repair and Maintenance of Aircraft
- Sale of Aircraft Parts
- Parachute Activities
- Ultralight Activities
- Unmanned Aircraft Systems (UAS)
- Commercial Space Vehicle Operations
- Non-commercial construction of amateur-built or kit-built aircraft



Grant Assurance 22a



Examples of Aeronautical Users	
General Aviation	Sport Aircraft (Ex. Paragliders)
Skydivers	Ultralights
Agricultural operators	Banner Towers



Grant Assurance 22c

Similarly Situated Tenants

Who are:

Making the same or similar use of the airport

And are:

Utilizing the same or similar facilities

Shall be:

Subject to the same rates, fees, rentals and other charges



Grant Assurance 22f

Self Service:

- Sponsor must allow an aircraft owner to perform their own:

Maintenance

Repair

Fueling



- Sponsor can impose reasonable rules:

- Confining the use of hazardous materials to structures and areas able to meet environmental criteria
- Safe practices for fuel handling and storage
- Pay the same fuel flowage fees



Grant Assurance 22h

- Adoption of REASONABLE Minimum Standards
 - May violate #22 if standards are too difficult to meet or unjustly discriminate among similarly-situated aeronautical users.
 - Standards may pursue other goals:
 - Efficiency
 - Legitimate airport business interests
 - Public aeronautical needs: level and scope of services



Grant Assurance 23

Exclusive Rights:

- **No special privilege or monopoly to engage in aeronautical activity**
- **Obligation continues as long as the airport is an airport**
- **Also included in:**
 - **Surplus property conveyances**
 - **FAAP/ADAP/AIP grant agreements**
 - **Section 16/23/516 property conveyances**
 - **Common to all property transfers & grants**



Common Consideration Grant Assurances

- **Other grant assurances you are likely to encounter:**
 - 25, *Airport Revenue*
 - 24, *Fee and Rental Structure*
 - 4, *Good Title*
 - 5, *Preserving Rights and Powers*
 - 29, *Airport Layout Plan*
 - 31, *Disposal of Land*



Grant Assurance 25

Airport Revenue

- Revenues paid to or due to the airport for the use of airport property.
- Also includes revenue from sale of property and resources and revenue from state and local taxes on aviation fuel.



Grant Assurance 25

Key points:

- Revenue made at the airport must be used to support airport
 - Capital and Operating costs, Marketing, Lobbying, Attorney Fees, Central Services, and Repayment
- This grant assurance has no expiration



Grant Assurance 24

Fee and Rental Structure

- **The Sponsor must maintain a fee and rental structure for facilities and services at the airport that will make the airport as self-sustaining as possible.**
 - Based on the circumstances existing at the airport and
 - Factoring in volume of traffic and economy of collection



Grant Assurance 24

Aeronautical Rates

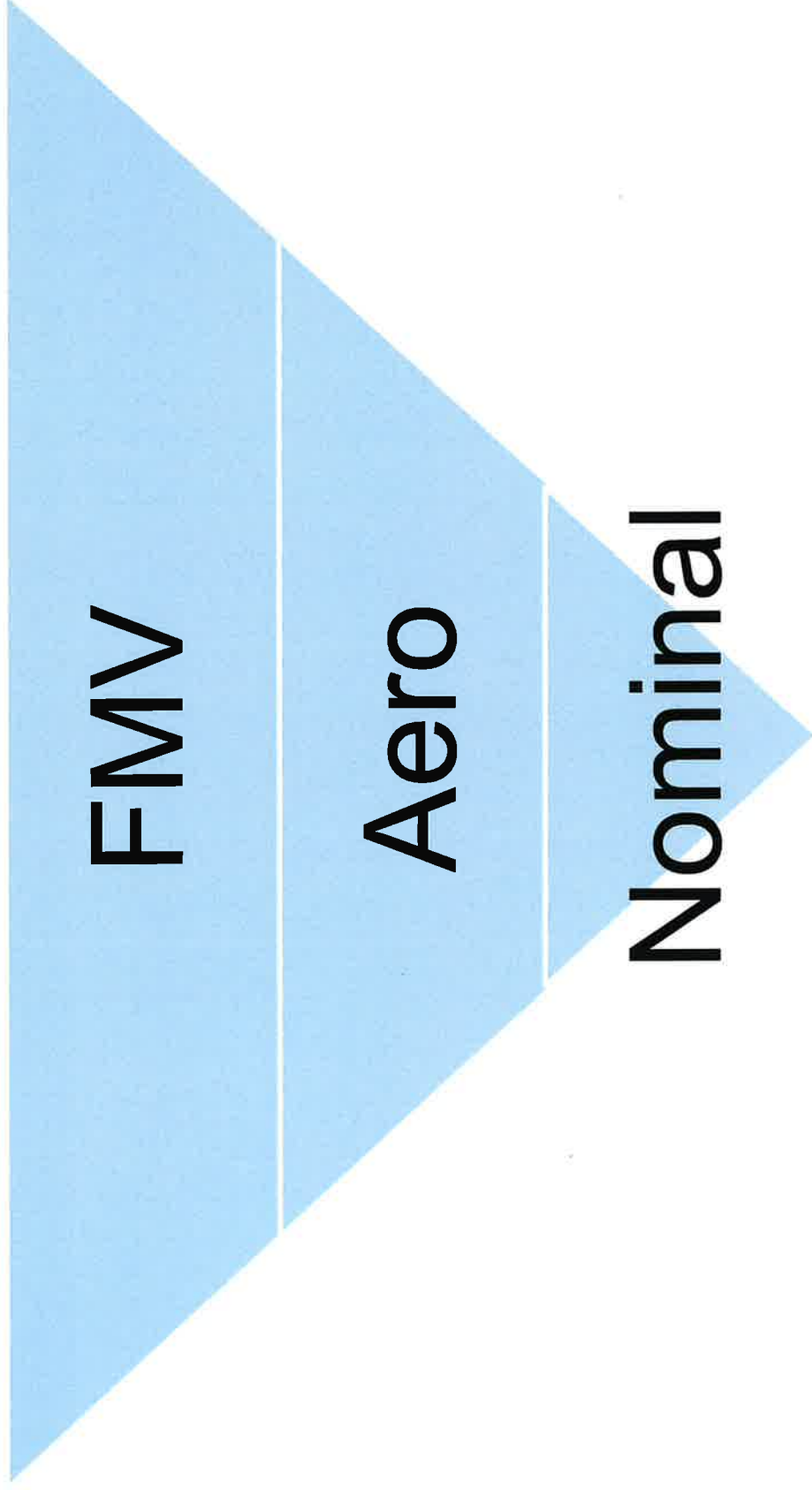
- May be less than the cost of providing the service
- Should be fair, reasonable, and not unjustly discriminatory
- Methodology is up to the sponsor

Nonaeronautical Rates

- Fair Market Value or higher
- Can be used to subsidize aeronautical costs



Grant Assurance 24



Grant Assurance 4

Good Title

- **The Sponsor must hold good title to the landing area of the airport.**
 - Title shall be satisfactory to the FAA,
 - If a lease, license or other agreement is used for good title, the remaining term of the agreement must meet or exceed the proposed useful life of a project before a grant can be issued.



Grant Assurance 5

Preserving Rights and Powers

- **The Sponsor will not take any action that will deprive it of any of the rights and powers necessary to perform any or all of the grant agreement terms, conditions and assurances.**
- **The Sponsor will not sell, lease, encumber or otherwise dispose of any part of its title or interests in the property shown on the Exhibit A without approval by the FAA.**



Review of Aeronautical Lease Agreements

- **FAA's interest in leases**
 - Not required to be approved
 - Our review is to ensure compliance with grant assurances
 - Exclusive Rights
 - Term
 - Title
 - Escalation
 - Non-Discrimination
 - Subordination
 - Assignment Subletting



Review of Aeronautical Lease Agreements

- **FAA's interest in leases**
 - **Contracts Involving an Entire Airport**
 - **Should be two separate and distinct agreements**
 - Sponsor is still responsible
 - Sponsor must preserve control
 - Must be extremely careful not to grant an exclusive right



Releases From Federal Obligations

- **Release” is defined as the formal, written authorization discharging and relinquishing the FAA’s right to enforce an airport’s contractual obligations.**
- **Concurrent Use of Aeronautical Property for Other Uses**
- **Interim Use of Aeronautical Property for Other Uses**
- **Release of property from aeronautical use**
- **Disposals of Airport Real Property (sale)**



FAA Reauthorization Act of 2018

Section 163

- Under certain circumstances changes the FAAs ALP and Land Use Approval Authority
- For proposed land use changes provide the ADO:
 - Project Description
 - Current and Future ALP pages, Exhibit A, Land Use Map, Project Diagram, as applicable
 - Deed/Conveyance documentation regarding ownership of the land the project is located on



Concurrent Uses



**These types of uses must
be approved**

**For we would want to
ensure compliance with
distances in
AC150/5300-13b**



Grant Assurance 31

Disposal of Land

- (b) Obligates sponsor to dispose of land purchased with AIP when the land is no longer needed for airport purposes at FMV or make available to the Secretary an amount equal to the government's proportionate share of the FMV of the land.**

- (d) Sponsor must retain interests or rights (easements) necessary to ensure land will remain compatible with airport operations and noise.**



Grant Assurance 31

FMV Proceeds Proportionate to Government's Share of Acquisition Costs Invested in the Following Order:

1. Another approved noise compatibility project;
2. Another AIP special apportionment category project (noise & environmental set aside funding);
3. Another AIP-eligible project;
4. Transferred to another eligible public airport sponsor for a noise compatibility project; or
5. Paid to the AATF.



Grant Assurance 29 - ALP

- **Keep an up to date Airport Layout Plan**
 - Boundaries of the airport, proposed additions, offsite areas owned by the sponsor for airport purposes
 - Location and nature of existing and proposed facilities and structures (runways, taxiways, buildings, hangars, roads, etc.)
 - Location of existing and proposed non-aviation areas and associated improvements
 - All existing and proposed access points used to taxi aircraft across the airport's property boundary



Exhibit A Property Map

TABLE A - TITLE INTERESTS IN FEE & AVIATION EASEMENT INTERESTS

FEDERAL PROJECT NO.	PARCEL NO.	GRANTORS	TYPE OF INSTRUMENT	LIBER	PAGE	DATE ACQUIRED	ACREAGE	CONTROLLING INTERESTS
8-20-02-0341	1	D. COLETTI	50	223	41	02/21/50	1.00	
8-20-02-0341	2	J. SORANIK	50	218	31	04/21/50	00	
8-20-02-0341	3	J. SORANIK	50	228	241	07/21/50	17	87A 134.38 27.1
8-20-02-0341	4	J. SORANIK	50	228	241	07/21/50	2.5	87A 134.38 27.1
8-20-02-0341	5	J. SORANIK	50	228	241	07/21/50	2.5	87A 134.38 27.1
8-20-02-0341	6	CITY OF CLARE	AL	343	243	05/21/60	6	87A 134.38 27.1
8-20-02-0341	7	CLARE CO. RD. COMMISSION	AL	343	243	12/11/60	4	87A 134.38 27.1
8-20-02-0341	8	PATRICK LLOYD PETER	50	665	312	10/21/78	40	
8-20-02-0341	9	A. J. & J. HAMILTON	189	77	498	04/21/89	40	
8-20-02-0341	10	A. J. & J. HAMILTON	AE	728	578	10/26/00	37	87A 817.0 23.1
8-20-02-0341	11	L. K. & P. A. CHAMWOOD	OP	722	482	01/21/00	18.6	
8-20-02-0341	12	L. K. & P. A. CHAMWOOD	AL	829	815	01/22/00	2.2	87A 134.38 27.1
8-20-02-0341	13	S. WELAND	OC	1085	1024	07/21/08	3	
8-20-02-0341	14	CITY OF CLARE	AL	890	825	07/26/08	9.3	87A 134.38 27.1

TOTAL TITLE PROPERTIES/INTERESTS (IN ACRES): 288.4

TABLE B - OTHER EASEMENT INTERESTS

PARCEL	WIDTH	USE	GRANTEE	LIBER	PAGE	RECORDED DATE	REMARKS
A	10 FT. R.O.W.	UTILITY	AMERICAN AIRLINES	101	47	4/11	UTILITY

REVISION BLOCK

NO.	DATE	DESCRIPTION

DESIGNERS & CONSULTANTS: URS

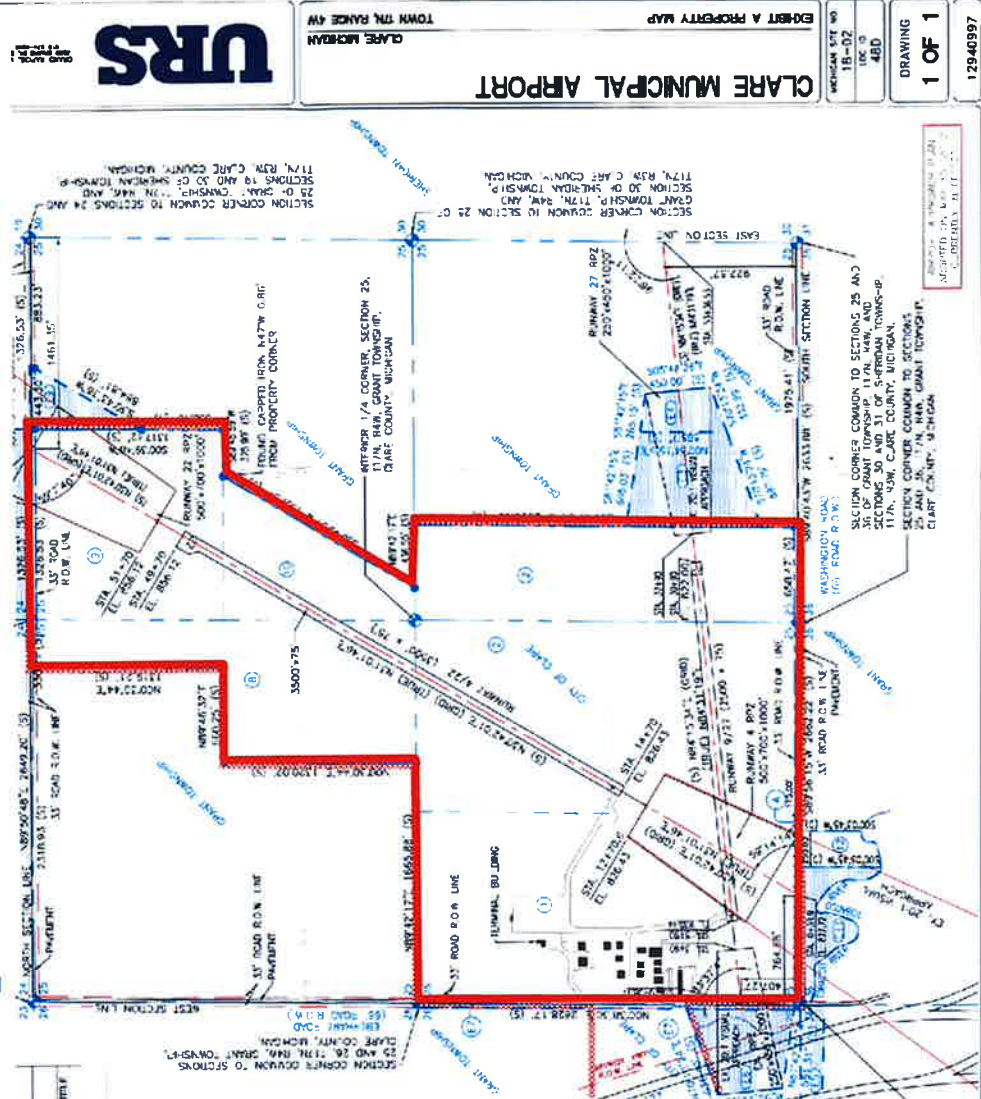
CITY OF CLARE: [Signatures]

DESIGNERS & CONSULTANTS

URS

CITY OF CLARE: [Signatures]

SECTION OWNER COMMON TO SECTIONS 25, 26, 27 AND 28, TOWNSHIP 17 N., RANGE 4 W., CLARE COUNTY, MICHIGAN



CLARE MUNICIPAL AIRPORT
 EXHIBIT A PROPERTY MAP
 DATE: MARCH 14, 2011
 TOWN: T17N, R4W

URS
 117 N. BAY CLARE COUNTY, MICHIGAN
 48100
 517-371-1100

MICHIGAN SITE NO. 18-02
 IUC # 480
 DRAWING 1 OF 1
 12940987



Federal Aviation Administration

Through the Fence Access

- Aircraft access granted to public airfield from private non-airport property.



Through the Fence Access

- **Can lead to violations of Federal**

- Obligations**

- Economic Nondiscrimination
 - Fee Structure/Self Sustaining
 - Rights and Powers

- **Have an Access Agreement**

- Subordinate to Grants Assurances
 - Equalize on and off Airport Fees
 - Off Airport User is not protected by Grant Assurances
 - Expiration/Terms

