

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for July 9, 2018

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Jon Kochis, Pat Ferguson, Bill McNeer, Rick Szabrak, Michael Kaper, and Bill Fagan. Also present were Staci Knisley, James Shadd, , Greg Heaton, Rita Pinney, and Al Moyer.

Opportunity for the Public to Address the Board

There were no public comments.

Approval of Minutes for the June 11, 2018 meeting

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the minutes from the June 11, 2018 meeting.

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

Historical Aircraft Squadron (HAS) update

Al Moyer reported that mowing is going great, small maintenance was made to the tractors, and the repair to the lights on the runway went well.

Airport Manager Update

a. **Monthly Board Report**

Jim Shadd presented Sundowner Aviation's monthly report, see attached to minutes. He reported that the fuel sales were the highest in June than they have been all year.

Standing Committee Updates:

1. **Airport Improvement – Jon Kochis**

a. **Crawford Murphy Tilly (CMT) Engineer's Report (See attached to minutes)**

Mr. Heaton presented the Engineer's report.

He also reported information relating to the FAA supplemental funding which is the extra billion dollars outside their general revenue budget. Currently, Fairfield County is not on the priority list for these monies for the 1st deadline. Fairfield County Airport will get their \$150,000 FAA entitlement funds for FY2018. The 2nd deadline of October 31st Fairfield County Airport could be eligible for the supplemental funding. If the supplemental funding comes available to Fairfield

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County, it is a 100% funded grant. They emphasize on projects that are for long term economic sustainability for Airports. This is driven by administration and will be given in FY2018-FY2020. There is talk that in FY2019's budget there could be a billion dollars given again. The 1st deadline is August 8th. He recommends that though Fairfield County is low on the priority list, that an application be submitted.

Mr. Heaton suggests that the application include the north side of the Airport. This project would change the economic future of the Airport. It could be access to the airport and it could be for building a larger hangar. He suggests that the Board apply for multiple projects.

Dr. Burns stated that this is an opportunity that the Board should take advantage of.

Approval for Greg Heaton and Jon Kochis to come up with a list of projects to apply for the FAA Supplemental Guidance Grant

On motion of Rick Szabrak and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve for Greg Heaton and Jon Kochis to come up with a list of projects to apply for the FAA Supplemental Guidance Grant.

Discussion: Mr. Kochis stated that he and Mr. Heaton will come up with a list of projects.

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

b. **Tree Trimming**

Mr. Kochis reported that there are tree height issues at both ends of the airport. CMT has produced a map showing this. He has had conversations with Mr. Cooper, property owner to the east on the farm side. He will meet with him in a few weeks and work on an agreement relating to trimming his trees. The trees on the Paulus property which is located directly at the end of the Development also needs trees trimmed. They were last trimmed in 2012. He asked the Board which ends of the Airport are a priority.

Mr. Heaton reported that the Wacker property needs trimmed and already has its own easement. Mr. Paulus was paid \$200 per tree the last time his trees were trimmed. At some point the FAA will do a flight check and if the trees are not at the right height, they can issue a NOTAM that can't be cancelled quickly. CMT can use their drone to gauge which trees need to be trimmed. Their drone is not certified but can measure within a foot.

Mr. Kochis would like to get the trees trimmed before the Delta project.

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Mr. Heaton reported that the FAA no longer funds the tree trimming. He recommended that the Board apply for funding through the State.

c. Tax Assessments

Mr. Kochis reported that there is a copy of a letter addressed to the Division of Tax Equalization in today's packet. Rich & Gillis Law Group, LLC objects our request of tax exemption on behalf of the Lancaster City School Board of Education.

Mr. Kochis still feels strong about exempting the property and appreciates the Board of Commissioners support. The Tax Commissioner has called the County Administrator for the Board of Commissioners opinion. If the property is deemed tax-exempt, it will only be needed for a period of 1 year because the Eversole lease will end. There are other areas that are being asked to be exempt in the request.

Mr. Kochis reported that the current appraisal for our land is approximately \$200,000 per acre. This appeal is still in process.

Mr. Szabrak reported that the Dollar General paid \$200,000 per acre for the purchase of the property on Coonpath Road.

Mr. Kochis stated that our land is non-commercial and should be valued at less.

d. Capital Improvement

- Stormwater Repair/Roof Repair

Mr. Kochis reported that both projects with Kull Excavating will be starting sometime this month. There is one more additional sink hole that was discovered. It is located north of the ASOS.

Mr. Kochis reported that The Final Coat will start the painting at the Maintenance hangar this month (July).

Mr. Shadd asked the Board to check on replacing insulation to the hangar door in the Maintenance Hangar.

Mr. Ferguson will seek estimates and bring back to the Board.

- Weed Control

Mr. Kochis reported that Sundowner Aviation has already started cleaning up the weeds. He recommends that they keep up with the weed control. He asked that Sundowner Aviation to contact a vendor to crack seal all the Airport areas that need it.

Mr. Ferguson will follow-up on this.

- Snow Plow Truck

Mr. Kochis reported that the Engineer still plans to transfer the snow plow truck to the Airport.

Mr. Ferguson stated it can be stored in Hangar F7.

Mr. Shadd stated he will make sure that F7 is cleaned out.

Mr. Ferguson will work with Management to clean out F7.

Mr. Moyer suggested a brush be purchased for the snow plow truck.

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

Nothing new to report.

3. **Facilities and Grounds – Michael Kaper & Bill Fagan**

Mr. Fagan that the weeds are sprayed under the main entrance sign.

Mr. Ferguson will get with Russ Everson to see if he will spray the weeds under the main entrance sign.

Mr. Kochis stated that he appreciates Rita Pinney with Sundowner Aviation and HAS for the mowing.

4. **FBO Liaison – Pat Ferguson**

Mr. Ferguson asked the Board to review the estimate for new software and card reader for fuel sales. The estimate with Superior Petroleum Equipment is for \$14,225.

Ms. Pinney stated that the reader seems to act up when it rains.

Ms. Knisley reported that the card reader has been accurate since the repairs have been made.

Mr. Heaton will get a list of vendors to call.

Mr. Ferguson will seek other estimates.

5. **Finance - Glenn Burns**

a. **Financial Reports**

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

Mr. Kochis reported that the utility costs for power are still high at the terminal. The thermostat is not working properly. He recommends that a full inspection of the heating and cooling at the terminal be done. He will contact someone to inspect the heating and cooling units and thermostat. The runway lights are also feeding to the Terminal meter.

Mr. McNeer reported that the new property purchased at 3383 Old Columbus Rd is costing the Board \$2,200 annually for utility costs. He asked if there were any intentions on the future of the property.

Mr. Kochis reported that there are discussions going on. It could potentially be used for county purposes or a new business.

b. **Hangar Tenant Rates for 2019**

Mr. McNeer asked the Board to review Hangar Tenant Rates for 2019.

Dr. Burns asked Sundowner Aviation to call around to other Airports to compare our rates.

c. **Payment of Bills**

Approval for payment of bills totaling \$5,029.95

On motion of Bill McNeer of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$5,029.95. (See invoice summary attached to minutes)

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

6. **Security – Jon Kochis & Bill McNeer**

Nothing new to report.

7. **Tenant Relations – Glenn Burns & Bill Fagan**

Ms. Knisley reported that F9 & Q4 tenants will be vacating at the end of July.

Mr. Szabrak recommended an exit survey be sent to tenants vacating. He will draft a survey and give it Ms. Knisley to send to tenants when vacating their hangars.

8. **Web – Bill McNeer & Rick Szabrak**

Mr. Szabrak asked that a map of the hangars be put together for the website.

Mr. Kochis will work on that.

Old Business

a. **Attorney Services**

Mr. Kaper recommended using Clark & Clark Associates be the Airport Authority Board's counsel for legal matters. The Fairfield County Landbank uses them for their legal services. Their hourly rate is \$235-\$255 per hour. They may require a retainer fee on certain circumstances.

Approval for accepting the Legal Services Engagement Letter with Clark & Clark Associates

On motion of Michael Kaper and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to accept the Legal Services Engagement Letter with Clark & Clark Associates. (See attached to minutes)

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

New Business

a. **Eastland/Fairfield Career Center meeting with Szabrak, McNeer, & Kochis**

Mr. Szabrak reported that he, Mr. McNeer, and Mr. Kochis met with representatives with Eastland/Career Center. They are possibly planning to offer Aviation classes and has asked member of our Board to be on the Steering Committee. The classes will serve Junior and Seniors in High School. This can further their aviation degree or further their military career. There is also an opportunity that they will work with the Ohio University Aviation program. The 3383 Old Columbus Road property could be a possibility for a location. It

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could lead to good opportunities to the county and the airport such as using Sundowner Aviation for their pilot license testing.

Informational Items

Ms. Rita Pinney asked the Board to repaint the markings on the taxiway where aircrafts park.

Mr. Kochis will follow-up with this in about a week after the grant information is released. It is part of the application. He also noticed that the markings are gone.

Mr. Moyer asked that more spaces be added.

Calendar of upcoming events and other important dates

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

- a. Process to change Landing Pattern in September (target date of December/January for completion)
- b. Insurance expires 12/15/18
- c. FBO contract expires 12/31/2018
Mr. Kochis reported that the subcommittee is working on the contract. One meeting has been held.
- d. HAS authorization for use of 3 unoccupied hangars expires 12/31/18
- e. Storm Water Plan – Review and Approve annually - February 2019
- f. 50-year Anniversary – June 18, 2019
Sub-committee(McNeer, Szabrak, Kaper) will get together in July/August 2018
- g. HAS lease agreement w/Commissioners expires on 12/31/19
- h. Eversole lease with Commissioners expires on 10/26/2020
- i. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- j. FAA lease for space expires 9/30/2022
- k. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:02 p.m.

Next meeting is scheduled for Monday, August 13, 2018 at 6:00 p.m.

Meeting minutes for the July 9, 2018 meeting were approved on August 13, 2018

Aye

Glenn Burns

Aye

Bill Fagan

Aye

Rick Szabrak

Aye

Jon Kochis

Aye

Michael Kaper

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Aye

William McNeer

Aye

Pat Ferguson

Staci A. Knisley

Staci A. Knisley, Airport Clerk

Monthly Board Report 2018

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
T HANGAR OCCUPANCY	63/72	60/72	62/72	65/72	64/72	65/72						
R HANGAR OCCUPANCY	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6						
NEW LEASES	0	0	0	2	3	1	1					
OVERNIGHT	0	0	0	0	0	0	0					
FUEL SALES 100LL	2514	2282	3487	2408	3240	4317						
FUEL SALES JET A	3799	1003	1349	1423	1204	1248						
# OPERATIONS	1800	1300	2000	1000	3400	4530						
HANGAR ISSUES	NONE	NONE	NONE	NONE	NONE	NONE						
PUBLIC COMMENTS	NONE	NONE	NONE	NONE	NONE	NONE						
FAA INCIDENTS	AIRPORT T DIR	NONE	NONE	NONE	NONE	NONE						

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Board Meeting, July 9, 2018**

Engineer's Summary Report

1. FY 18 ODOT Aviation Grant Project

Project scope

Base Bid: New Taxiway B LED edge lighting system

Additive Alternate 1: New Taxiway D LED edge lighting system

Additive Alternate 2: Anchored maintenance pads around each light

Anticipated Project Schedule:

Prefinal Design	3/12/2018 - completed
ODOT Plan review	3/16/2018 - completed
Bid Advertisement 1	4/3/2018 - completed
Bid Advertisement 2	4/10/2018 - completed
Pre-Bid Meeting	4/12/2018 - completed
Bids Opened	4/26/2018 - completed, see summary below
Bid Values due to ODOT	5/10/2018 - completed

Project Estimated Cost: \$378,742

ODOT Share (95%): \$359,805

Local Share (5%): \$ 18,937

Submittals have been approved. Next step schedule a preconstruction meeting with the contractor and ODOT. Anticipate construction start date Late July or Early August.

2. FAA FY18 Grant Application

FAA FY 18 project includes Taxiway Delta reconstruction – design only.

Design to begin in earnest in late summer/early fall with Geotech and survey. FAA grant application submitted July 3.

3. Action Items:

a. none

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
CMT	\$1,068.60	118804	construct taxiway d design	4/28-5/25/18
CMT	\$860.00	118791	rehab taxiway B lighting - design & bid	4/28-5/25/18
Sundowner Aviation	\$1,948.00	n/a	10% for hangars rented in June	6/1-6/30/18
Sundowner Aviation	\$1,153.35	n/a	June fuel sales	6/1-6/30/18
Total Invoices for 07.09.18				
Board Meeting	\$5,029.95			

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July 6, 2018

Fairfield County Airport Authority
c/o Michael J. Kaper
3430 Old Columbus Road NW
Carroll, Ohio 43112

Re: Legal Services Engagement Letter

Dear Michael,

Thank you for the opportunity to discuss representing the Fairfield County Airport Authority (referred to as “you” or “your” hereafter) as its legal counsel. The purpose of this letter is to set forth the scope of our representation and to explain how we charge and the basis for our charges. After you have had an opportunity to read this letter, we request that you sign it and return it to us, keeping a copy for your files.

Attorney-Client Privilege. Communications between you and our firm are protected by the attorney-client privilege. This means that we cannot and will not disclose anything that you tell us in confidence to any third party. We sometimes do share that information with other attorneys and staff within our firm, but only when necessary to assist in best representing you. Everyone within the firm is bound by the same professional standards of confidentiality.

Scope of Representation. You have hired us to assist you in the preparation of your proposals to the Federal Aviation Administration (“FAA”), and other issues related to the same, as well as other non-property related legal matters that may periodically arise.

Fees. Ordinarily, it is difficult to gauge how much time and effort will be required for your matter. Sometimes matters that appear to be simple become complex and vice versa. We can only give you guidelines and approximations. Should you ever have any questions regarding your invoice, we would be happy to discuss those with you at no charge for time spent discussing the same.

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Rates. Jonathan C. Clark bills at a rate of \$255.00 per hour, while Daniel A. Yarmesch bills at a rate of \$235.00 per hour for all time that is spent on your case. The charged time includes conferences, telephone calls, research, investigation, discovery, preparation and related matters. All time is billed in increments of 0.1 hours with a minimum billing increment of 0.2 hours for any time that is spent on your matter.

We also employ paralegals, legal assistants, and law clerks who assist us in our work. Any work performed by legal assistants will be charged at \$105.00 per hour. The purpose of legal assistants, paralegals and law clerks is to assist the lawyer and to help reduce legal costs. There are certain tasks which they can perform under the supervision of a lawyer which do not require a lawyer's time or expertise. The hourly rates described above are changed on January 1st of each year. The amounts above are the rates effective January 1, 2018. The usual practice has been to raise the fees approximately 5% per year.

Retainer. We may require a retainer fee before we can proceed with your legal matters. No retainer is being requested at this time. After your initial payment, future payments are due within thirty (30) days of the date of the firm's invoice.

Payment Policy. It is the policy of our firm that the statements must be paid each month. Further, at the conclusion of our representation in the matter, your account must be paid in full, unless we have made other arrangements in writing. Any remaining balance due 30 days after the conclusion of our representation shall carry interest at 1 1/2% per month. We shall have the right to withdraw from your case if you do not make payments as requested by this letter or by other arrangements made in writing.

Client's Responsibility for Expenses. Expenses are monies owed to third parties as a result of the representation. The most common example of expenses are court costs (filing fees, fees for jury demands, etc.) In some cases, it is necessary to employ an expert (accountant, appraiser, doctor, etc.). Sometimes it is also necessary to take depositions (testimony before a court reporter of witnesses or parties) and perform other services to discover various aspects of the case. All expenses will be your responsibility.

Exclusions. Unless otherwise agreed by both parties in writing or via email, this representation does not include other matters, including analysis of tax implications of your lawsuit or judgments/settlements, or analysis of tax implications of any attorneys' fees or expenses award.

No Guarantees. While we will work to achieve your objectives in this representation, we cannot promise or guarantee your matter's outcome, including no amount of recovery.

Right to Terminate. You have the right to terminate our services and representation upon written notice at any time, but that termination will not extinguish your attorney's fees and expense balance with us. If you attempt to discharge us after we have entered an appearance in court on your behalf, the court may require us to continue to represent you over your objection, at which time you agree to continue your payments to us under this Agreement.

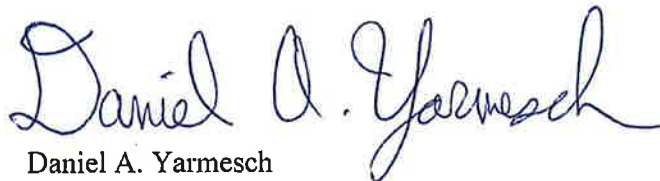
Right to Withdraw. We will seek to withdraw as your attorney, and you agree that we have the right to withdraw from representation if, among other things: you fail to make any required payment under this Agreement, breach this Agreement in any way, or if continuation would possibly violate any rule or regulation governing attorneys. If we withdraw because of your non-payment, you agree to immediately pay us in full for all services rendered and expenses paid or incurred on your behalf.

Authority to Sign. If this engagement letter is signed by someone on behalf of another entity (including any corporate entity), the person signing represents he or she has authority to sign this document.

Disputes. Any dispute under this agreement shall be governed by the laws of the State of Ohio. Any legal action or proceeding arising out of or related to this agreement shall be brought in Ohio. The parties agree to submit to the jurisdiction of Ohio courts, and that Ohio is the proper venue for such an action or proceeding.

We will be most happy to discuss your matter with you whenever you have questions. If you do understand the letter and agree to its terms, please sign below as indicated and return it at your earliest convenience.

Yours truly,
CLARK & CLARK and ASSOCIATES

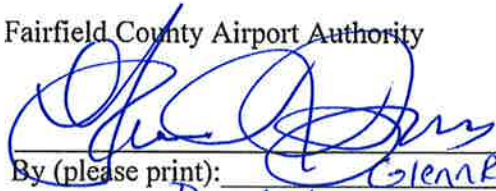


Daniel A. Yarmesch
Attorney at Law

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I hereby understand and agree to the above terms.

Fairfield County Airport Authority



Date: 7/9/18

By (please print): Glenn R. Buens
Its (title): President