

**Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for July 10, 2023**

**Regular Meeting to order**

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

Also present were Staci Knisley, Ian Coil, and Al Moyer.

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

None.

**Approval of the Minutes for the June 12, 2023, Meeting**

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the June 12, 2023, meeting.

Voting aye thereon: Kochis, Kaper, Burns, Fagan, and Richardson

Absent were: Tom Brennan and Bill McNeer

Motion passed.

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that the contractors knocked one of the taxiway lights over by running over it. It is near the pile of materials. He asked if the pile would be gone soon.

Mr. Kochis reported that JK pile is going to be there about 8 months to a year. It will be the new path to the HAS building.

Mr. Moyer asked about the progress on purchasing a new zero turn mower. He recommended a Kabota Diesel model # CD1211 be purchased.

Mr. Kochis reported that Mr. Brennan had received some quotes. The amount to purchase the new one will be \$19,300. It was approved to move forward at the June meeting with a not to exceed costs of \$20,000.

Ms. Knisley will work with Mr. Brennan on getting the purchase order encumbered.

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

a. Monthly Report

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

Mr. Coil reported the gate is fixed but the motor is now not working. He has a call in for the repair. He also called Eversole Construction to look at one of the hangars.

Mr. Coil reported that during the taxiway construction it did not seem to impact the airport traffic. It seemed to run smoothly.

**Standing Committee Updates:**

**Airport Improvement – Jon Kochis & Tom Brennan (absent)**

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

Mr. Kochis reviewed the Engineer’s Summary report; see attached to minutes.

b. Storm Water System Repair

Mr. Kochis reported that Kull Excavating is pretty busy, but they should be getting to our project soon.

Mr. Kochis reported that per the Soil & Water stormwater quarterly, it is recommended that we close and cap the Airport wells. It is estimated to cost \$2,400 plus permits for the 4 wells. He thinks it should not cost any more than \$2,900.

**Approval to move forward with the closing and capping the wells with a not to exceed of \$3,000**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board voted to move forward with the closing and capping of the wells with a not to exceed of \$3,000.

Voting aye thereon: Kochis, Richardson, Burns, Fagan, and Kaper

Absent were: Bill McNeer and Tom Brennan

c. Obstruction Removal Project

Mr. Kochis reported that he took the next step with Representative Balderson’s office to see if they could move along the FAA’s timeline for the night approach. Currently the FAA will allow flying the night approach in January but won’t be printed until March.

d. Master Plan Hangar Build

Mr. Kochis reported that CMT was the apparent low bidder for architectural and engineering services for the hangar project. The resolution for approval should be on next week at the Board of Commissioner meeting.

**Community Relations – Michael Kaper**

Mr. Kaper reported that there was a notification from the pipeline company related to the work out at the Airport.

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

a. Hangar J LED lights

Mr. Kochis reported that when Mr. Shadd is ready, we will provide the materials from State Electric Supply for the installation.

Mr. Coil reported that there is still an aircraft in his hangar that is in the way.

**Fixed Base Operator (FBO) Liaison – Scott Richardson**

Mr. Richardson reported that he spoke with Mr. Clapper related to the hangar build project. He is worried it could be during his proposed Air Show in September of 2024.

Mr. Kochis stated that it is likely the construction will go on all summer but possibly could be ready by September or October.

**Finance - Glenn Burns & Staci Knisley**

a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

- Ag Pro invoice for \$1,324.96

Mr. Moyer reported that Ag Pro billed us for 40 hours of labor. It was all technical issues.

Approval of Ag Pro invoice for \$1,324.96 repair to the 5100 E Tractor

On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board approved the Ag Pro invoice for \$1,324.96 for the repair to the 5100E tractor; see attached to minutes.

Voting aye thereon: Kaper, Kochis, Burns, Fagan, and Richardson

Absent were: Tom Brennan and Bill McNeer

Motion passed.

- June invoices \$63,220.71

Motion to approve retroactively June payment of invoices totaling \$63,220.71

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve retroactively June invoices totaling \$63,220.71; see attached to minutes.

Voting aye thereon: Kochis, Fagan, Burns, Richardson, and Kaper

Absent were: Tom Brennan and Bill McNeer

Motion passed.

Security & Safety – Jon Kochis & Bill McNeer (absent)

Nothing new to report.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List

Mr. Kochis reported that there was a recent discussion with Ian Coil and Staci Knisley related to the hangar waiting list. He recommends that we move forward with a procedure on the criteria such as aircraft being registered in Fairfield County at the time of signing the lease.

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Minutes for July 10, 2023**

Mr. Coil stated that he has had people just wanting to store their vehicles in it while they are based at another airport.

Mr. Kochis recommended the Board give the FBO direction on how to move forward with the hangar waiting list.

**Approval to contact the next person on the hangar waiting list three (3) times once a tenant has notified they are moving out, if there is no response from the person on the waiting list within five (5) days, that person will be moved to the bottom of the list**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to contact the next person on the hangar waiting list three (3) times once a tenant has notified that they are moving out, if there is no response from the person on the waiting list within five (5) days, that person will be moved to the bottom of the list.

Voting aye thereon: Kochis, Fagan, Burns, Richardson, and Kaper  
Absent were: Tom Brennan and Bill McNeer

Ms. Knisley added that Sundowner Aviation will have to get with her frequently to coordinate and make sure our list is the same.

**Web – Bill McNeer & Tom Brennan (absent)**

Mr. Kochis reported that he has the Airport's Facebook page information ready for Mr. Brennan.

**Old Business**

- a. Potential Air Show hosted by Steve Clapper

Mr. Richardson reported that September 2024 is still a possibility.

- b. Land Lease agreement with SAS Aviation Properties, LLC

Mr. Kochis reported that Mr. Slater is reviewing the draft lease agreement. There are two (2) 5-year extensions added to the agreement provided that active aviation is on the premises.

- c. New hangar lease processes/select criteria.

Mr. Kochis recommended that the Board start to think about the box hangar potential renters. They may want to have a hand in the building process.

**New Business**

None.

**Calendar of upcoming events and other important dates**

The Board reviewed the following calendar of dates:

- a. CMT Master agreement expires 9/9/2023 (option to extend one (1) more year)  
*Ms. Knisley reported that she will make sure she reminds CMT before September.*
- b. Blue Lightning Initiative – report due annually within 30 days of 9/30/23
- c. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23
- d. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/24
- e. OTTER/UST renewal expires 6/30/24
- f. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/24
- g. HAS mowing and snow removal contract expires on 9/30/2024
- h. FBO Agreement expires 12/31/2024
- i. Insurance Agreement expires 12/31/2025
- j. Legal services agreement with County Prosecutor – expires 12/31/2025
- k. Hangar J Lease agreement expires 12/31/26
- l. Lease agreement with Board of Commissioners to operate facilities – 10/25/2027
- m. FAA lease for space expires 9/30/2032

**Adjournment**

On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 5:33 p.m.

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**Next Regular Meeting is Monday, August 14, 2023, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112**

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*Meeting minutes for the July 10, 2023, meeting was approved on August 14, 2023.*

*Aye*

Glenn Burns

*Aye*

Bill Fagan

*Aye*

Tom Brennan

*Aye*

Jon Kochis

*Absent*

Michael Kaper

*Aye*

William McNeer

*Aye*

Scott Richardson

*Staci A. Knisley*

Staci A. Knisley, Airport Clerk



**Fairfield County Airport Authority  
Board Meeting, July 10, 2023**

**Engineer's Summary Report**

1. FY 21 FAA AIP Grants
  - Master Plan – Nearing completion.** All documents and ALP submitted to FAA for review. Pending further FAA comments or direction prior to closeout. **No July Update.**
  
  - Rehab Taxiway B – Design**  
**Improve Airfield Drainage – Design**  
FY21 Grant closeout draft submitted to FAA, waiting final comments and reimbursement. **No July Update**
  
2. FY 22 FAA AIP Grant
  - Rehab Taxiway B - Construction**  
Additional construction funds will be requested from FAA at closeout.  
**Construction substantially completed, punchlist issues to be resolved soon.**
  
  - Improve Airfield Drainage – Construction.** Rock River Construction work is completed, project is substantially closed out.  
**No July Update.**
  
3. FY 23 FAA AIP Grant
  - Master Drainage Report  
First site visit has been completed, and stakeholder meeting has been held. Next steps are future development discussion, and stormwater calculations which include design of future detention locations.
  
4. OH FY 22 State grant application – Obstruction Removal (East).
  - a. East End - Phase 1 Plans 100% complete –Removal from FAA obstruction database completed.
  - b. East End - Phase 2 – Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No July updates.**
  
5. OH FY 23 State grant application – West Obstruction Removal.
  - a. Work complete, survey data uploaded and approved. **CMT and LHQ continue to push FAA for approach updated, latest information is January 2024 publishing of approach revisions.**
  
6. OH FY 24 State grant application – Runway 28 RSA Clearing
  - a. ODOT grant application drafted for the removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface. **No July updates.**
  
7. Other discussion items:
  
8. Action Items:





# AG-PRO COMPANIES

1200 Delmont Rd SW  
Lancaster, OH 43130  
(740) 653-6951  
Fax: (740) 653-7612



JOHN DEERE

Ship To: IN STORE PICKUP

Branch LANCASTER, OH		
Date 06/16/23	Time 21:05:47 (B)	Page 02
Account No. FAIRF033	Phone No. 7406547001	Inv No. S18947
Ship Via	Purchase Order AL	
	FAIRFIELD	
	Salesperson N56	

To: FAIRFIELD CO AIRPORT AUTHORITY  
210 E MAIN ST  
LANCASTER OH 43130

## SERVICE INVOICE

STK#/FLEET#	HRS	PIN/EIN	WARRANTY DATE	HRS
J0601178	5100E UTILITY TRAC	686	1LV5100EEJK404570	08/06/21
	5100E		PE4045U075630	2000
			DELIVERY CHARGE	150.00
			SVC ACCESSORIES	40.50
			TOTAL CHARGE	1324.96

AL AIRPORT

PLEASE REMIT TO: AG-PRO OHIO LLC  
PO BOX 95  
BOSTON, GA 31626

**Net due 10<sup>th</sup> of month following purchase if charged to in-house account.** In the event of non-payment of all or any part of the amount due on this invoice, purchaser must pay all collection costs, including but not limited to legal fees and costs incurred by seller in any applicable proceedings.

**Return Policy:** All returns must be returned within 30 days from the date of the invoice in new, saleable condition and in the unopened original packaging. Proof of purchase is required. Returns are only eligible for an in-store credit and are subject to a 20% restocking fee. All electrical parts, paints, chemicals, and special ordered items with associated freight are nonreturnable.

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Authorized By

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

JOURNAL DETAIL 2023 6 TO 2023 6

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	187,682	104,604.38	17,034.29	81,893.49	1,184.00	99.4%
2023/06/000859 06/20/2023 API	200.00 VND 001281	PO 23004965	PORTA KLEEN		rental for portable toilet at		5377709
2023/06/000859 06/20/2023 API	387.40 VND 003668	PO 23000168	LOCAL WASTE SERVICE		trash disposal for Airport Jun		5377748
2023/06/000859 06/20/2023 API	1,478.56 VND 005790	PO 23000186	OHIO DEPT OF TAXATIO		sales tax for fuel sales 5/1-5		5377773
2023/06/001153 06/26/2023 API	2,500.00 VND 005552	PO 23000001	HISTORICAL AIRCRAFT		snow plowing/mowing-JULY		5378297
2023/06/001153 06/26/2023 API	1,135.00 VND 007099	PO 23000373	SUNDOWNER AVIATION L		reimbursement for services pai		5378300
2023/06/001153 06/26/2023 API	8,333.33 VND 007099	PO 23000372	SUNDOWNER AVIATION L		Airport manager/FBO services-J		5378302
2023/06/001153 06/26/2023 API	3,000.00 VND 015929	PO 23003985	MICHAEL BAKER INTERN		3430 OLD COLUMBUS RD NW		5378348

80780000 541001 ELECTRIC/UTILITIES

2023/06/000859 06/20/2023 API	139.63 VND 001373	PO 23000309	SOUTH CENTRAL POWER		MOPed ASOS 5/6-6/6		5377715
2023/06/000859 06/20/2023 API	304.09 VND 001373	PO 23000309	SOUTH CENTRAL POWER		TERMINAL 2 5/6--6/6		5377716
2023/06/000859 06/20/2023 API	349.92 VND 001373	PO 23000309	SOUTH CENTRAL POWER		TERMINAL RUNWAY LIGHTS 5/6-6/6		5377717
2023/06/000859 06/20/2023 API	37.35 VND 001373	PO 23000309	SOUTH CENTRAL POWER		3383 COLUMBUS LANCASTER RD 5/6		5377718
2023/06/000859 06/20/2023 API	105.13 VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR P 5/6-6/6		5377719
2023/06/000859 06/20/2023 API	104.46 VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR Q 5/6-6/6		5377720
2023/06/000859 06/20/2023 API	100.17 VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR F 5/6-6/6		5377721
2023/06/000859 06/20/2023 API	78.51 VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR O 5/6-6/6/23		5377722
2023/06/000859 06/20/2023 API	77.17 VND 001373	PO 23000309	SOUTH CENTRAL POWER		HANGAR G 5/6-6/6		5377723
2023/06/000984 06/26/2023 API	101.10 VND 023650	PO 23000469	FAIRFIELD CO UTILITI		3383 OLD COLUMBUS RD 4/28-5/31		5378361
2023/06/000984 06/26/2023 API	121.37 VND 023650	PO 23000469	FAIRFIELD CO UTILITI		3430 OLD COLUMBUS RD 4/28-5/31		5378362
2023/06/001153 06/26/2023 API	57.14 VND 003823	PO 23000343	NORTHEAST OHIO NATUR		3383 OLD COLUMBUS RD -AIRPORT		5378274
2023/06/001153 06/26/2023 API	57.76 VND 003823	PO 23000343	NORTHEAST OHIO NATUR		gas services@airport-3383 OLD		5378275
2023/06/001153 06/26/2023 API	57.14 VND 003823	PO 23000343	NORTHEAST OHIO NATUR		gas services @ Airport-3430 P;		5378276

80780000 543000 REPAIR AND MAINTEN

2023/06/000078 06/05/2023 API	165.00 VND 045750	PO 23004889	EVERSOLE BUILDERS IN		repair to roof @ R2 & P17		5376712
2023/06/000465 06/12/2023 API	318.60 VND 006709	PO 23004734	SUPERIOR PETROLEUM E		fuel pump service		5377220

80780000 553000 COMMUNICATIONS/TEL

2023/06/000079 06/05/2023 API	177.76 VND 074480	PO 23000495	A T & T INC		monthly phone services 4/20-5/		5376715
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80780000 554000 ADVERTISING

2023/06/000079 06/05/2023 API	2,000	2,000	604.18	.00	1,195.82	200.00	90.0%
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80780000 558000 TRAVEL REIMBURSEME

2023/06/000079 06/05/2023 API	200	206	38.23	32.10	117.90	50.00	75.7%
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YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 560000 MATERIALS & SUPPLI	25,000	25,000	5,404.27	849.09	9,293.73	10,302.00	58.8%
2023/06/000465 06/12/2023 API	49.08 VND	014612 PO 23000429	AG-PRO OHIO, LLC	FILLER CAP, FUEL FILTER			5377279
2023/06/000465 06/12/2023 API	49.50 VND	014612 PO 23000429	AG-PRO OHIO, LLC	Fuel pump spark plug			5377280
2023/06/001153 06/26/2023 API	452.51 VND	007099 PO 23000374	SUNDOWNER AVIATION L	Reimbursement for supplies pur			5378301
2023/06/001153 06/26/2023 API	298.00 VND	009634 PO 23004978	AMAZON COM LLC	NEW FUEL SPILL KIT 30 GALON OV			5378319
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	400,000	400,000	196,629.77	42,952.93	203,370.23	.00	100.0%
2023/06/001153 06/26/2023 API	42,952.93 VND	005545 PO 23000358	PURVIS BROTHERS INC	Fuel purchases - jet and LL fu			5378296
80780000 574000 EQUIPMENT, SOFTWARE	10,000	26,000	5,450.00	.00	.00	20,550.00	21.0%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	679.00	.00	.00	2,321.00	22.6%
TOTAL AIRPORT OPERATIONS	712,800	781,140	334,506.08	63,220.71	385,369.31	61,265.00	92.2%
TOTAL AIRPORT OPERATIONS	712,800	781,140	334,506.08	63,220.71	385,369.31	61,265.00	92.2%
TOTAL EXPENSES	712,800	781,140	334,506.08	63,220.71	385,369.31	61,265.00	