Regular Meeting to order

Dr. 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 McNeer, Bill Fagan, Michael Kaper, and Scott Richardson. Absent was Rick Szabrak.

Also present were Staci Knisley, Al Moyer, Don Kuhn, and Steve Clapper.

Opportunity for the Public to Address the Board

Steve Clapper gave an update on his Air Show proposal. He met with Steve Green with the Federal Aviation Association (FAA) Flight Standards District Offices (FSDO) last month out here at the Airport to talk about safety and security issues. They told him they felt it should be simple to run the Air Show but recommended he work on a map to present to them. He is almost finished and will give the Board a copy also.

He met with the Fairfield County Visitors and Convention Bureau to discuss how they could advertise the event and they will get him contact information for local food vendors for the event.

He also attended the Board of Commissioners meeting on Tuesday, August 2, 2022, to ask for their support. They seemed interested but asked that he work with the Airport Board.

Mr. Clapper stated that he is still looking at September 30 through October 1, 2023, to hold the event. He has done some research to make sure it does not conflict with any large events locally.

Mr. McNeer reported that FSDO will need a final map/chart of the event after presenting it to the Airport Board.

Mr. Kochis reported that he has sent the draft proposal to the Prosecutor's Office for their review. He also reported that the Board of Commissioners are very interested but wants the Airport Board's recommendation and coordination.

Mr. Clapper stated that he was involved from 1995 for about 6 years with the Air Shows. His intent is still to raise \$30-40,000 up front. It is likely it will be received 30-45 days prior to the show. He feels confident raising the funds as presented in his proposal.

Mr. Kochis stated that there is no monetary loss to the Airport Board if the Air Show does not work out, but the perception is that the Airport Board is putting on the show.

Mr. Clapper is asking for volunteers from the Historical Aircraft Squadron (HAS), schools, and youth groups. He has 28 aircrafts lined up with 4 civilian acts that. He has budgeted costs of \$150,000. He is working with Kirkbride for parking and asked the Board for one row in back of their terminal parking lot for handicap parking.

Mr. Kochis recommended that we get a confirmation from the Prosecutor's Office before we move forward.

Mr. Clapper reported that his intent is that money brought in will stay in Fairfield County. Some of the profit will go to HAS' building fund. He intends on completing his 501(c)(3) non-profit status if approved by the Board to move forward. The non-profit organization will not be associated with HAS; it is separate. The paperwork is already started with an Attorney's Office. The process takes about 4-6 months. He is considering the option to still run the Air Show even if he does not get the non-profit status.

Mr. Clapper plans to charge admission for the event. The charges will be \$20 for adults and \$10 for Veterans, Senior Citizens, and Children under 12 years old. He did the research, and the Dayton Air Show charges are \$15 to park and \$30 admission. The entertainment value of the Air Show held here is a very good price. He recommended to Kirkbride to not charge over \$10 for parking.

Mr. Richardson stated that the Board all agreed that they want the Air Show to succeed.

Mr. Kaper reported that being on the Community Relations Committee, he gets many emails inquiring when the next Air Show will be.

Mr. Fagan asked if Mr. Clapper would be insurance to cover if the event is a rain out.

Mr. Clapper stated that he was getting the rain out insurance and other insurance riders.

Mr. Clapper reported that he has been in contact with local law enforcement to secure security services such as private duty.

Mr. Kuhn asked for clarification on the parking capacity and location.

Mr. Clapper clarified it is the Kirkbride property across from the Airport Terminal parking lot. They intend on clearing the area for the event. They used google map and other information and determined that there is enough parking.

Approval of the Minutes for the July 11, 2022, Meeting

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the minutes from the July 11, 2022, meeting.

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

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that HAS has been repairing equipment on their own when they can. There is a large bill for the repair of the tractor. He also is working with Jess Howard Electric about the PAPI's.

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

Monthly Report

Mr. Kuhn reviewed the monthly report with the Board. (See the report attached to minutes)

Mr. Kuhn reported that Hangar P6 had to get a new switch installed to get the door up and down. The Youth Aviation Association is tentatively set for September 17, 2022. He asked Mr. Kochis for an update on the power source.

Mr. Kochis stated that he has made a phone call related to the power source.

Mr. Kuhn recommended that the crack filling to be completed before winter. In the winter, water gets in the cracks and freezes.

Standing Committee Updates:

Airport Improvement - Jon Kochis

a. Airport Layout Plan (ALP) Acceptance for As-Built Conditions

Mr. Kochis reported that the ALP Acceptance for As-Built Conditions for the Reconstruct Taxiway D project has been received. (See attached to minutes)

b. Engineer's Summary Report - Crawford Murphy Tilly, Inc. (CMT)

Mr. Kochis reviewed the Engineer Summary Report. (See report attached to minutes)

Mr. Kochis reported that the Rehab Taxiway B project may be delayed until 2023 based on the airfield drainage project. The airfield drainage project was overbid and rebid. The FY2022 FAA grant has not been approved yet.

Mr. Kochis reported that he and Mr. Kaper will start contacting landowners again this fall related to the obstruction removal project.

c. Existing Tie Downs

Mr. Kochis reported that he contacted paving companies related to paving and crack and seal work. They will not commit until next year. There is too much work available for them to commit to small jobs. He did meet with the Commissioners' Budget staff, and they will support and fund the project when ready. There is \$75,000 budgeted.

d. Storm Water System Repair

Mr. Kochis reported that Kull Excavating will be starting tomorrow. They are off the airfield and near the entrance off Victor Road. Once that is complete, it should be draining well in the south field.

He also reported that Enterprise Pipeline will dig up their pipeline in 2023. It is federally regulated to dig it up when there is development. It could impact our storm water lines. He hopes that they will give us lead time so we can prepare. This could also impact the proposed Air Show. There is unofficial interest in development south of the fence. This could also impact our storm water lines.

e. Obstruction Removal Project

Nothing new to report.

f. Master Plan Hangar Build

Mr. Kochis reported that he has been working with CMT related to additional services such as studies. He reviewed with the Board multiple scope of services.

Mr. Kaper recommended that the Board approve an agreement for the study of hangar rental leases and costs. He believes the Board of Commissioners would like to see this before proceeding with approval of new hangar construction.

Mr. Kochis recommended that the Board move forward and contract with CMT.

Approval to go forward with contracting with CMT with a not to exceed of \$7,500 to prepare a report on hangar pricing and economic impact on the community

On motion of Michael Kaper and seconded by Bill McNeer, the Fairfield County Airport Authority Board voted to approve to go forward with contracting with CMT with a not to exceed of \$7,500 to prepare a report on hangar pricing and economic impact on the community.

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

Motion passed.

g. CMT Master agreement renewal

Approval to extend CMT Master agreement for one (1) year

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to extend the Crawford Murphy Tilly, Inc. master agreement for one (1) year.

Discussion: Mr. Kochis stated that this is the 2nd of the 3rd option to renew for one (1) year.

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

Community Relations - Michael Kaper & Rick Szabrak

Mr. Kaper had an email inquiry related to parachuting.

Mr. Kochis stated that Waynesville is the nearest area for parachuting.

Facilities and Grounds - Michael Kaper & Bill Fagan

HAS Snow Removal and Mowing Contract

Mr. Kochis reported that he will meet with HAS to discuss their contract renewal. He asked Bill Fagan to join. They are tentatively scheduling to meet on August 24th at 9:00 a.m.

Hangar J

Mr. Kochis reported that he did initiate the Hangar J roof warranty. He will report how it progresses.

Fixed Base Operator (FBO) Liaison - Scott Richardson

Mr. Richardson asked Mr. Kochis for an update on the FBO RFP proposal.

Mr. Kochis reported that the proposal has been sent to the Prosecutor's Office. He does not know if they will get to the proposal because of short staffing. It is okay to proceed with the RFP without their approval. The Prosecutor's Office will approve the final contract in the end.

Mr. Kochis will work with Ms. Knisley on the dates to get it advertised and they will contact Mr. Richardson later this week to finalize.

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

There were no discussions or questions from the board.

b. Payment of Bills

Approval for payment of bills totaling \$ 21,291

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$21,291 (See invoice summary attached to minutes)

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

Ms. Knisley pointed out that the expenses are higher this month due to two (2) fuel invoices paid and there was an expense adjustment of \$32,000 for the painting of Hangar J. The FAA Rescue Grant would not allow that expense, so we had to make the adjustment. The FAA will reimburse us \$32,000 for the FBO contract. So that will be adjusted next month.

Motion to approve retroactively July payment of invoices totaling \$143,871.66

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively July invoices totaling \$ 143,871.66 (See attached minutes)

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

Security & Safety - Jon Kochis & Bill McNeer

No update was given.

Tenant Relations - Glenn Burns & Bill Fagan

- a. Rent Status Spreadsheet
- b. Hangar Waiting List

The board reviewed the reports above.

Ms. Knisley reported that the tenant in G9 had reached out. He mentioned that in the winter he cannot get his aircraft out because the way his building does not face the sun. Ice forms outside his hangar.

Mr. Kochis recommended that the Board purchase a pallet of salt or to purchase de-icing equipment in the future.

Web - Bill McNeer & Rick Szabrak (absent)

Nothing new to report.

Old Business

- a. <u>Rickenbacker Partnership</u> Nothing new to report.
- Hangar Fee Research
 Nothing further to discuss.

c. Annual Renewal for Lease Agreements

Ms. Knisley recommended that if the Board goes forward with renewing annual leases, she prefers that this happens in March every year. This is a huge task trying to get responses and to follow-up.

She also recommended that the Board communicate to the tenants if decided to implement this new process.

Mr. Kochis will follow-up with the Prosecutor's Office to see if they still recommend the new process.

Ms. Knisley stated that she and Emylee Gussler in the Commissioners' Office are constantly working with tenants for past due amounts and some tenants are still not paying the increased amounts.

Mr. Kochis recommended that the Board invest in software to help maintain and collect rent.

Ms. Knisley stated that she gets constant requests on automatic withdrawal for rent payments.

New Business

None.

Informational

• Fairfield County Utilities letter related to Consumer Notice of Tap Water Results

Calendar of upcoming events and other important dates

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

- **a.** CMT Master agreement expires 9/9/2022 (option to extend 2 one-year extensions)
- **b.** FAA lease for space expires 9/30/2022
- c. HAS moving and snow removal contract expires on 9/30/2022
- **d.** Blue Lightning Initiative report due annually within 30 days of 9/30/22 Mr. McNeer stated that the FBO needs to take the training and give a list of trainers for the report.
- e. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- f. Hangar J Lease agreement expires 12/31/22
- g. Insurance Coverage lock in rates expire 12/31/22
- h. FBO Agreement expires 12/31/2022
- 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
- 1. Noxious Weed Control Agreement with Douglas Majors expires 12/31/23
- m. Legal services agreement with County Prosecutor expires 12/31/2025

Other

None.

Staci A. Knisley, Airport Clerk

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 6:24 p.m.

Next Regular Meeting is Monday, September 12, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for the August 8, 2022, meeting was approved on September 12, 2022

ALL
Glenn Burns
Bill Fagan
Rick Szabrak

ALL
Jon Kochis
Michael Kaper

ALL
William McNeer
Scott Richardson

Han A-Masley

	Month	Monthly Board Report 20	d Repo	ort 2022	2								
ITEM	JAN	FEB	MAR	APR	MAY	NOr	JUL	AUG	SEPT	OCT	NOV	DEC	
T HANGAR	27/27	27/27	27/27	72/72	27/27	27/27	27/27						
OCCUPANCY	16 Paid	0											
R HANGAR	9+o+9	9j09	6of6	6of 6	6of 6	6of 6	60f 6						
OCCUPANCY	6 Paid	0	0										
NEW LEASES	0	0	1	0	3	3	0						
OVERNIGHT	0	0	0	0	0	0	0		1,				
													Totals
FUEL SALES	3777.00	2504.00	4228.30	3966.5	4723.04	7045.29	4640.69						30885
100LL	\$ 19,700.00	\$ 13,054.00	\$25,299.60	24766.17	\$ 30,798.72	\$38,745.27	36953.34						\$ 189,317.10
FUEL SALES	1800	1854	2658	3395	1884.1	1274.7	2384.3						15250.10
JET A	\$ 8,206.47	\$ 8,496.12	\$ 12,101.30	\$ 15,682.10	\$ 10,315.45	\$6,978.99	14097.84						\$ 75,878.27
# OPERATIONS	2700	2500	2832	2400	2800	2900	3200						
HANGAR	none	R3,R5,P20	01		none	none	switch						
ISSUES				lights									
				lift									
PUBLIC	none	none	none	none	none	none	none						
COMMENTS													
FAA	none	none	none	none	none	none	none						
INCIDENTS													



Detroit Airports District Office 11677 South Wayne Road Suite 107 Romulus, MI 48174

July 19, 2022

Fairfield County Airport Authority Mr. Jon Patrick Kochis 3430 Old Columbus Road Carroll, OH 43112

> Fairfield County Airport (LHQ), Lancaster, Ohio Airport Layout Plan (ALP) Acceptance for As-Built Conditions

Dear Mr. Kochis:

The FAA has completed our review of the as-built ALP with a revision date of August 25, 2021 (received July 15, 2022) in the revision block. This acceptance letter is only for the revisions stated below.

The February 11, 2008, ALP remains the officially approved ALP and all stipulations and conditions of the FAA approval letter, included on Sheet 1 of the ALP, remain in full effect. Sheets 2 and 4 have been updated to reflect the as-built conditions for the following projects:

Reconstruct Taxiway D

As a reminder, no new construction can occur on the airport until the FAA has completed an aeronautical study and rendered a determination.

We trust this provides an explanation of the conditions in our "as-built" revision acceptance. If you desire further clarification, please do not hesitate to contact this office.

Sincerely,

Katherine S Delaney Delaney

Digitally signed by Katherine S

Date: 2022.07.19 08:22:07 -04'00'

Katherine S. Delaney Community Planner **Detroit Airports District Office**

Cc: CMT

Ohio Office of Aviation

Fairfield County Airport Authority Board Meeting, August 8, 2022

Engineer's Summary Report

FY 19 FAA AIP – Taxiway D Construction

Grant Closeout Report finalized, submitted in February. Waiting on Final ODOT matching grant reimbursement paperwork submitted. Project considered closed.

2. FY 21 FAA AIP Grant Application

Master Plan – Inventory and Forecasts approved. Facility requirements comments received revisions are underway. Alternatives section is being prepared - ALP drafting underway – target in late August for Prel Docs.

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. Waiting on grant paperwork to proceed.

- 3. SWAT Storage Bldg Contractor: Setterlin \$1,635,650.
 - a. Development is underway. Building Permit has been issued.
 - b. Construction continues with below grade foundations and earthwork.
- 4. 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.
- 5. Action Items:
 - i. None



Summary for Payment of Bills

,				
Vendor	Amount	lnv#	Description	Service Dates
CMT	\$3,932.65	222645	engineering services for bidding & construction phase of Airfield Drainage Project	5/28-7/1/2022
CMT	\$370.00	222652	engineering services for the design, bid and construction phase for Obstruction Removal Project	5/28-7/1/2022
CMT	\$5,490.00	222641	BID AND CONSTRUCTION PHASE SERVICES REHABILITATION OF TAXIWAY B	5/28-7/1/2022
AGPRO	\$4,376.40	S15798	service to 5100e tractor	6/29-7/1/22
AGPRO	\$171.86	P25787	parts - valve vent, def fluid	7/13/2022
AGPRO	\$176.90	P26124	PARTS - wet charged battery, WET-31T*CCA950	7/15/2022
AGPRO	-\$113.52	P26389	credit - valve plug returned	7/18/2022
Sundowner Aviation	\$807.70	n/a	fuel reimbursement for July 7	7/1-7/31/2022
Sundowner Aviation	\$1,765.64	n/a	hangar rent reimbursement for July	7/1-7/31/2022
RD Holder	\$1,362.95	0622661	fuel for tractors	8/3/2022
Midwest Towing	\$2,950.42	891	repair to fuel truck	8/8/2022
Total Invoices for 8.8.2022				
Board Meeting	\$21,291.00			

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

JOURNAL DETAIL 2022 7 TO 2022 7

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YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

JOURNAL DETAIL 2022 7 TO 2022 7

TOTAL EXPENSES	TOTAL AIRPORT OPERATIONS	TOTAL AIRPORT OPERATIONS	80780000 590310 REFUNDS OF HANGAR	80780000 574000 EQUIPMENT, SOFTWAR	80780000 570000 CAPITAL OUTLAY	2022/07/000012 07/05/2022 API 5 2022/07/000649 07/18/2022 API 3	80780000 562600 FUEL (GASOLINE/DIE	80780000 561000 GENERAL OFFICE SUP	2022/07/000267 07/11/2022 API 2022/07/001055 07/25/2022 API	80780000 560000 MATERIALS & SUPPLI	80780000 558000 TRAVEL REIMBURSEME	2022/07/000012 07/05/2022 API	80780000 554000 ADVERTISING	ACCOUNTS FOR: 7800 AIRPORT OPERATIONS
557,800	557,800	557,800	3,000	10,000	10,000	7,454.61 VND 8,542.83 VND	250,000	500	31.63 VND 661.47 VND	15,000	200	745.05 VND	2,000	ORIGINAL APPROP
893,121	893,121	893,121	3,000	10,000	10,000	005545 PO 220 005545 PO 220	450,000	500	014612 PO 220 007099 PO 220	15,000	200	003690 PO 220	3,000	REVISED BUDGET
459,740.60	459,740.60	459,740.60	.00	.00	.00	57,454.61 VND 005545 PO 22000506 PURVIS BROTHERS 38,542.83 VND 005545 PO 22000506 PURVIS BROTHERS	273,410.64	.00	31.63 VND 014612 PO 22000404 AG-PRO OHIO, LLC 661.47 VND 007099 PO 22000394 SUNDOWNER AVIATION L	4,715.60	28.18	745.05 VND 003690 PO 22000500 MEDIA NETWORK	2,314.05	YTD EXPENDED
	143,871.66	143,871.66	.00	,00	.00	INC	95,997.44	.00		693.10	.00		745.05	MTD EXPENDED
	368,447.58	368,447.58	.00	. 00	.00	fuel purchases (fuel purchases (176,589.36	300.00	:UEL FILTER FOR eimbursement fo	6,864.68	121.82	dvertising for	685.95) ENCUMBRANCES
	8 64,933.24	8 64,933.24	0 3,000.00	0 10,000.00	0 10,000.00	purchases @ Airport 6/22/ purchases @ Airport 7/1/2	6 .00	0 200.00	FUEL FILTER FOR Z915E 5355202 reimbursement for supplies 6/2 5356143	8 3,419.72	2 50.00	advertising for Lancaster Eagl 5354865	5 .00	AVAILABLE S BUDGET
	4 92.7%	4 92.7%	0 .0%	0 .0%	0 .0%	5354881 5355637	0 100.0%	0 60.0%	5355202 5356143	2 77.2%	75.0%	5354865) 100.0%	E PCT USED