

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for August 10, 2015 Meeting

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Glenn Burns, Lonnie Rush, Bill McNeer, Mike Kaper, Pat Ferguson and Bill Fagan. Board Member Jon Kochis was absent. Also in attendance were Lonnie Watts, Branson Rutherford, Tom Palmer, and Staci Knisley.

Opportunity for the Public to Address the Board

No one from the public addressed the board.

Welcome to new Board Member, Pat Ferguson

Dr. Burns welcomed Mr. Ferguson to the Board.

Mr. Ferguson stated he will do his best and then some.

Approval of Minutes for the July 13, 2015 Meeting

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the minutes from the July 13, 2015 meeting.

Voting aye thereon: McNeer, Rush, Burns, Fagan, and Kaper. Abstaining was Pat Ferguson. Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Rutherford reported that the fence project should be finished this week depending on the weather.

Mr. Rush reported that with the supply costs and labor for HAS, it is less expensive than the estimates that were originally given by vendors.

Approval for HAS labor costs of \$2,500 for the fence project to be paid by Sundowner Aviation upon completion with the Airport Authority Board to reimburse Sundowner Aviation on their end of month expense report

On motion of Lonnie Rush and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the HAS labor costs of \$2,500 for the fence project to be paid by Sundowner Aviation upon completion with the Airport Authority Board to reimburse Sundowner Aviation on their end of month expense report

Voting aye thereon: Rush, Kaper, Burns, McNeer, and Fagan. Abstaining was Pat Ferguson. Motion passed.

Airport Manager Update

Mr. Watts reported that Sinclair College will be disassembling the Hawker Jet this week. The fuel pumps are not reading correctly but the printed receipts are right. They will need recalibrated. He is working on a fuel sale 3 year report he will present it to the Board by the end of the year.

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Internet Connectivity update

Ms. Knisley reported that Mr. Kochis is working on the internet connectivity project, he will report back at the next meeting.

Mr. McNeer stated that he wants to make sure that the security is protected. Whoever is the provider needs to make a presentation to the Board.

Month to Month Lease

Mr. Kaper reported that Assistant Prosecuting Attorney Jason Dolin made a lot of changes to the lease. He is now in the process of reviewing it. Once he has reviewed it, he will send it to Mr. McNeer for his review.

Skydiving Incidents

Mr. Watts reported that last week there was a parachute cut-away incident. The parachutist landed between the cemetery and the car dealership. There were concerns and phone calls directed to the Airport. There was also a similar incident a few weeks ago west of route 33.

Mr. Rush reported that he got a phone call from Sundowner's Chief Pilot regarding the incident west of 33. Sundowner's Maintenance Supervisor called Ohio Skydiving Center on the Unicom regarding the incident and he received no response.

Mr. Rush contacted Board Member Jon Kochis who is also Fairfield County's Emergency Management Agency Director. Mr. Kochis stated that the Highway Patrol and Sheriff Department were dispatched to the scene but was later called off.

Mr. Rush stated that it is common courtesy for Ohio Skydiving Center to respond. We need to consider approaching Ohio Skydiving Center in case of another incident. Ohio Skydiving Center is responsible for packing the parachutes.

Mr. McNeer reported that the National Transportation Safety Board (NTSB) deals with aircraft accidents that are reported depending on the severity. He can't find anything that addresses parachute incidents. There should be somewhere at the Airport that incidents are reported.

Mr. Watts reported that Mr. Rooney files each report with the FAA. He will get the Board the reports to the FAA.

Mr. McNeer stated that the FBO, Sundowner Aviation needs to follow up letter to Ohio Skydiving Center after each parachute incident. If they do not respond, then the FBO should escalate with the Board.

Mr. Rush agreed that the FBO should follow up with Ohio Skydiving Center after each parachute incident.

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Dr. Burns stated if you get no response regarding future incidents; let the Board know.

Standing Committee Updates

a. Airport Improvement – Jon Kochis (absent)

Mr. Rush reported that the ditch area has been cleaned thoroughly. Everything is finished but the tree trimming. Mr. Kochis was going to trim them himself.

Mr. Ferguson reported that only half of the ditch was cleaned. He is concerned with animal intrusion. He reported that HAS would like to spray the ditch with weed killer.

Mr. Rush reported that the area could be considered a wetland. He will follow up with Mr. Kochis and Greg Heaton.

Ms. Knisley reported that Mr. Heaton and she discussed on the phone today, the Terminal Renovation bids that came out higher than the 10% allowable. (See attached Engineer's Summary Report, no representative from CMT was in attendance)

Mr. Rush reported that he talked with Mr. Heaton earlier this week. He also talked this week with Mr. McNeer regarding the bids. The initial discussions with the architect the estimated project went from \$80,000 to \$110,000+. The Roof project was estimated at \$30,000. The suggestion was to bid them together.

Mr. Rush stated that there is either a flaw in the bid or the contractors bid high. He is unsure. He reported that Mr. Heaton suggested that the bids now be separated.

Ms. Knisley reported that the Board only approved the terminal renovations. The roof project was not approved.

Mr. Ferguson showed concerns with how the ramp is being built. We could cut the expense if the rail isn't included.

Mr. Rush reported that the Board accepted what the Architect designed which we believed that they met ADA specifications. The contact with the Southeastern Ohio Center for Independent Living (SOCIL) was invited to our meetings but could not make them.

Ms. Knisley reported that the Board's contract is with CMT. CMT hired VPL Architects for the design.

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Mr. McNeer reported that Mr. Heaton would like to have a special meeting the week of August 17. Whatever the date is, Ms. Knisley will put it on the website for notice.

b. Community Relations – Michael Kaper

Mr. Kaper reported that he has nothing new to report.

c. Facilities and Grounds – Lonnie Rush/Bill Fagan

There was nothing new to report.

d. Finance - Glenn Burns

Review of Financial Reports

Ms. Knisley asked the Board to review the following reports and asked if the Board had questions.

2015 Income & Expenses (All funds)
2015-2020 Budget Projection – Operating Fund
2015 Detail Expense – Operating Fund
2015 Purchase Orders
Smart Card balances (in-house fuel purchases)

FY2016 ODOT Aviation Grant

Mr. Ferguson asked about status on the FY16 ODOT Aviation Grant that is due September 1st.

Mr. Rush will follow up with Mr. Heaton regarding the grant application.

Payment of Bills

Dr. Burns reported that he was approached by VPL Architects regarding their payment from CMT. VPL Architects payments from CMT should not be dependent on our cash flow.

Mr. Rush reported that VPL Architects assured us that our estimate would be \$80-90,000. He had a discussion with Mr. Heaton. Mr. Heaton said he would look into it. I never received resolution from Mr. Heaton. He would like an explanation from CMT and VPL for why the costs increased.

Ms. Knisley reported that over the years the county has directly used VPL Architects and had never experienced trouble. She stated that she thinks the trouble was with the lack of coordination between CMT and VPL Architects.

Mr. McNeer stated that the CMT invoice for \$10,867.70 will be approved but held until the special meeting is held. (August 24 Special Meeting)

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Approval of payment of an invoice to CMT for \$10,867.70 subject to discussion with CMT at the next Special Meeting that will be held

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the payment of an invoice to CMT for \$10,867.70 subject to discussion with CMT at the next Special Meeting that will be held (August 24)

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

Payment of Bills (Continued)

Ms. Knisley reported that Bing Utilities, the contractor who repaired the waterline in the parking lot has called and said the repair was completed. She has not received the invoice yet. Once the invoice is received, she would like it to be approved at the Special Board Meeting.

Mr. Watts reported that the potholes are not fixed but the water line is repaired.

Ms. Knisley will follow up with Jon Kochis regarding the potholes.

Approval for payment of bills

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
Strawser Construction, Inc.	\$19,410.60	crack seal/apron pavement rehab
Sundowner Aviation	\$1,063.69	\$.10 (10 cents) per gallon (10.636.86 gallons) for July fuel sold
Sundowner Aviation	\$1,502.20	10% of hangar rent collected in July (\$15,022 collected in July)
Crawford Murphy Tilly, Inc.	\$4,572.75	engineering services for construction of PAPIS runway 10/28 - inv# 105736
Crawford Murphy Tilly, Inc.	\$1,555.00	engineering services for rehab of Apron B&C1 and Rehab of T/H G inv# 105729
Fairfield Co Engineer	\$685.05	mowing of drainage ditch along runway - inv# 6384
Precision Overhead Door	\$567.00	removed operator, replaced 4 seals in gear box, reinstalled operator in Hangar Q2
A.T.I Machine Shop	\$1,367.53	repairs to 1995 Ford Dump Truck
Total Invoices for Approval	\$ 30,723.82	

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

e. Security/Other – Jon Kochis (absent)/Bill McNeer

Security Cameras

Mr. McNeer stated that when Mr. Kochis next reports about the Security Cameras, it will be in executive session.

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f. Tenant Relations – Glenn Burns

Ms. Knisley reported that Mr. Dupler in hangar # P16 was prorated this month per the discussion that was held at the July Board Meeting.

Mr. McNeer reported that the hangar occupancy is 75.6%.

Ms. Knisley reported that the collection for August hangar rent is good except for HAS. She talked with Mr. Shankland the HAS Treasurer. He will be mailing a check this week.

Ms. Knisley reported that there is still minor trouble with checks being mailed to the county treasurer's office rather than the Commissioner's Office. We are working with the Treasurer's Office to keep things straight.

g. FBO Liaison – Pat Ferguson

Mr. Ferguson stated that he would take on the subcommittee of the FBO Liaison.

Old Business

• **Airport Manager/FBO RFP Review**

Ms. Knisley reported that the County Administrator Carri Brown wrote the RFP based on the last RFP but added necessary things per the Ohio Revised Code.

Dr. Burns asked the Board to review and make comments by August 24.

Ms. Knisley will send to the Prosecutor for approval on August 24.

• **County Credit Card Process**

Ms. Knisley reported that she and Theresa are working with the Treasurer's Office to try out the county credit card process in the Commissioners' Office. Once they learn and test the process, Ms. Knisley intends on implementing the credit card process at the Airport.

Mr. Kaper reported that the Airport could have a credit card swiper or a separate terminal to process credit cards.

Ms. Knisley reported that the vendor chose is Point and Pay. In the future, Point and Pay will be implementing automatic withdrawals. This would be a benefit to some tenants. There is a fee for using the credit card process. The fee is to the customer.

• **Overnight Hangar/Ramp fees form**

Ms. Knisley will follow up with Pat Rooney on updating the form. Sundowner Aviation collects the fees. At the end of the month Sundowner Aviation pays the Airport their portion.

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New Business

- **Board of Commissioners appoint Mr. Pat Ferguson as new Airport Board Member, effective Tuesday, August 04, 2015** (discussed earlier)
- **FY2016 Ohio Airport Grant Program (due 9/1/15)**
Mr. Ferguson asked if it was possible to replace the fuel truck and the dump truck by applying for grant money.

Mr. Rush reported that the fuel truck is on the capital improvement project list. The Board has to make a decision to repair the truck or replace it.

Mr. Ferguson reported that there is a safety concern on the fuel truck.

Mr. Watts asked that the Board look for a 2 compartment fuel truck.

Mr. Rush will follow up with Greg Heaton to see if trucks are FAA or ODOT reimbursable for future grants.

Mr. Watts will research the Government Liquidation website for Airport Operational trucks.

- **Capital Projects**
Ms. Knisley will add the capital projects to the cash projection report.

Informational

The Board reviewed the following Informational Items:

- **Fairfield Co Economic Development Director Bob Clark resigned.**
Ms. Knisley reported that AJ Lacefield is the new Economic Development Assistant. The Board of Commissioners is accepting applications for the Director until September 18.
- **Letter from South Central Power regarding pruning trees**
Ms. Knisley reported that Capital Credits for the Airport were received. They were deposited in the County's General Fund.
- **Phillips 66 Quarterly News and Updates**

Calendar of Upcoming Events/Other

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

- FBO contract, expires 12/31/15
- October - establish 2016 Hangar Rents
- November - coordinate HAS/Commissioners lease contract (exp 12/31/15)
- December - submit revised ACIP (will add to the November Agenda)
- Insurance expires 12/31/15, currently with NationAir (will add to October agenda)
- Doug Majors farming contract expires 12/31/15 (M. Kaper follow-up in October)
- Pville farming lease expires 12/31/17

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Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:27 p.m.

Next meeting is scheduled for September 14, 2015 at 6:00 p.m.

Meeting minutes for the August 10, 2015 meeting were approved on September 14, 2015.

Aye

Glenn Burns

Aye

Bill Fagan

Aye

Lonnie Rush

Aye

Jon Kochis

Aye

Michael Kaper

Aye

William McNeer

Aye

Pat Ferguson

Staci A. Knisley

Staci A. Knisley, Airport Clerk

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Engineer's Summary Report

1. Previous FAA grants

- 2111 FAA has not completed close-out package review.
- 2212 FAA still reviewing

2. FY 2014 Projects:

Rehab T/H G & Rehab Apron B and C1

Project complete. Close-Out Documentation being prepared.

3. FY 2015 Projects –Grant app submitted July 2 to FAA

PAPI Rehab

Bids opened June 4, Jess Howard Electric low bidder. Awaiting federal grant.

Wildlife Assessment

Awaiting grant.

Terminal Improvements (ADA/roof)

Project was bid on July 24th, 3 bids received, all high (attached). Evaluation being prepared based on interviews of contractors. General summary indicates several items higher than estimate, nothing singularly out of line. Recommend that the Board consider repackage and rebid. Recommend that our design team meet with committee week of Aug 17th for discussions on repackaging and timing.

4. Action items

FY 16 ODOT Aviation grant request resolution

5. Other: none

As Read Tabulation of Bids
PROJECT: Terminal Accessibility
Improvements
DATE: July 24, 11:00 A.M.

FAIRFIELD COUNTY AIRPORT
LANCASTER, OHIO

BIDDER	BASE BID
1 Robertson Construction	\$198,000.00
2 RW Setterlin	\$229,500.00
3 Drummond Construction Inc	\$248,175.00
4 <i>BID REAGASAS ESTIMATE</i>	<i>\$160,000</i>
5	
6	
7	
8	

Prepared By: CER

7/24/2015