

Meeting to order

Glen Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Jon Kochis, Bill Fagan, Rick Szabrak, and Pat Ferguson. Board Members absent were Bill McNeer & Michael Kaper. Also present were Staci Knisley, James Shadd, and Al Moyer.

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for the July 13, 2020 Meeting

On motion of Rick Szabrak and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the minutes from the July 13, 2020 meeting.

Voting aye thereon: Szabrak, Ferguson, Burns, Fagan, and Kochis

Absent were: McNeer & Kaper

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Al Moyer asked Ms. Knisley to contact Ag Pro formerly JD Equipment to straighten out billing for the Airport.

Ms. Knisley will follow-up with Ag Pro.

Mr. Moyer reported that the tractor is in service at Ag Pro. It is under warranty.

Sundowner Aviation/Airport Manager Update – Monthly Board Report

a. Monthly Report

Mr. Shadd reviewed the monthly report, see attached to minutes.

Mr. Shadd reported that he received approval from Board Member Jon Kochis to call a pest control contractor for coyote control. He has been using Plunkett Pest Control and wishes to extend their service until the coyote is caught. Sundowner Aviation will pay the contractor and request reimbursement from the Board.

Approval to authorize a period of service of 27 more visits with Plunkett Pest Control

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve to authorize a period of service for 27 more visits with Plunkett Pest Control.

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3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for August 10, 2020

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

Standing Committee Updates:

Airport Improvement – Jon Kochis

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

Mr. Kochis reviewed the report, see attached to minutes.

- **FY19 FAA Grant – Taxiway D**

Mr. Kochis reported that Strawser Paving has completed the construction of Taxiway Delta. Final punch list was completed last Friday. They were able to adjust the lights and CMT reported that the taxiway lights are now within the FAA specifications.

Moving forward with the grass in that area, the debris curtain should stay until substantial grass grows.

The grant is ready to be closed and final reimbursement will be requested soon.

- **FY19 ODOT Grant – Rehabilitate Terminal Apron**

Mr. Kochis reported that the closeout inspection is completed. Final closeout and reimbursement have been prepared.

- **FY20 ODOT Grant - Rehabilitation of B & C1 Apron**

Mr. Kochis reported that crack sealing will start August 22. The micro-surface starts in early September. CMT will contact Airport Management for any NOTAMs.

- **FY20 FAA Grant**

Mr. Kochis reported that the FY20 monies are rolled over until FY21 for the master plan.

Mr. Kochis had a yearly update with CMT. They suggest that we get the strategic planning committee back together by late winter or early spring to work on the master plan.

b. Storm Water System Rehab

- **Tile Repair/Kull Excavating**

Mr. Kochis reported that the tile repair was finished today. There are no more issues on the north side of the airport.

Mr. Moyer reported that there is an abandoned well down by the house, between the old fuel tank and the fence.

- SE field drainage problems

Mr. Kochis reported that the drainage problems is a big project. The project for this will have to be publicly bid. Fairfield County Soil & Water recommend that a new culvert be put in across the runway due to the are pipelines. The project will have to wait until next year. The current drainage problems create wet spots in the southeast field. The actual problem is that our easement offsite is plugged up. We are working with the county engineer for a solution. The easement is on the Eversole property.

Strategic Planning Committee – Bill McNeer (Absent), Jon Kochis, Rick Szabrak

Mr. Kochis recommended that the committee meet soon to discuss the master plan.

Community Relations – Michael Kaper (Absent) & Rick Szabrak

None.

Facilities and Grounds – Michael Kaper (Absent) & Bill Fagan

a. Terminal Mulching

Mr. Fagan reported that EAA's estimate for installing river rock, and mulching and trimming the tree is \$1,300. The estimate does not include removing the tree.

Mr. Kochis wants the estimate to include removing the tree.

Mr. Fagan will contact Mr. Baldwin with the EAA relating to removing the tree.

Approval to proceed with a not to exceed of \$1,100 with EAA Chapter 443 for installing river rock and mulching at the terminal

On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve to proceed with a not to exceed of \$1,100 with EAA Chapter 443 for installing river rock and mulching at the terminal.

Voting aye thereon: Fagan, Kochis, Burns, Szabrak, and Ferguson

Absent were: McNeer & Kaper

Motion passed.

Ms. Knisley will contact Mr. Baldwin to set EAA up as a county vendor.

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b. Hangar J repairs

Mr. Kochis reported that he is still working on obtaining estimates.

c. Terminal Renovations

Mr. Kochis received an estimate from Walsh Construction for \$41,000. They are the contractor that did prior terminal renovations. He reviewed the scope of work with the Board. It would include all painting inside the terminal except the office, all new acoustic ceiling, and new interior flooring. The current flooring is glued to the asbestos tile. The abatement process will have to happen.

Dr. Burns stated that on a prior personal project, he received ruling from the EPA that the asbestos tile flooring does not need special precautions to be removed or disposed of.

Mr. Kochis will do some more research on the asbestos abatement.

The estimate also includes the kitchen area adding a laminate countertop, reorganize the cabinetry, replacing refrigerator, and adding a door to the server wrack. The area would shrink but would be more useable space.

Mr. Kochis stated that it is close to the public bid threshold. He will try to solicit more estimates, but the market is hard right now. He will report back next month.

Mr. Szabrak agreed that it is hard to get vendors to look at projects for estimates. He usually does try to get a few estimates with a project that big but is comfortable with the project if one more quote is given.

d. Vegetation Control RFP review

The following bids were received:

1. Major Farms LLC \$250 total, \$50 per year
2. NatureChem, Inc \$199,950 total

Approval to accept and award the bid to Major Farms LLC for the Vegetation Control contract for \$250, or \$50 per year

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to accept and award the bid to Major Farms LLC for the Vegetation Control contract for \$250, or \$50 per year. (See bid attached to minutes)

Voting aye thereon: Kochis, Fagan, Burns, Szabrak, and Ferguson

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Absent were: McNeer & Kaper
Motion passed.

Mr. Kochis will start working on the agreement. It will be like the current agreement. He will have the County Prosecutor review it and bring back to the Board for review.

FBO Liaison – Pat Ferguson

Mr. Ferguson reported that he has received a few complaints relating to south access road. He recommends that the road be repaired.

Mr. Kochis will seek quotes to add a culvert and repair the south access road between the gate and Row O Hangars.

Finance - Glenn Burns

a. Financial Reports

The Board reviewed the following financial reports:

- 2020 Airport Cash Projection
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

b. Payment of Bills

- **Approval for payment of bills totaling \$ 19,433.79**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$19,433.79 (See invoice summary attached to minutes)

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

- **Motion to approve retroactively July payments totaling \$ 40,948.93**

On motion of Pat Ferguson and second of Jon Kochis, the Fairfield County Airport Authority Board motioned to approve retroactively July invoices totaling \$ 40,948.93 (See attached to minutes)

Voting aye thereon: Ferguson, Kochis, Burns, Fagan, and Szabrak

Absent were: McNeer & Kaper

Motion passed.

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

Mr. Kochis reported that the new security camera has been received. Fairfield County I.T. still needs to install the camera. Our cameras are on the county network server.

Tenant Relations – Glenn Burns & Bill Fagan

a. **Rent Status Spreadsheet**

The board reviewed the spreadsheet.

Mr. Shadd reported that there are 4 people on the hangar waiting list. There are technically more waiting but they are still in search of an aircraft.

Mr. Kochis reported that Mr. Slater knew of someone interested. He referred him to Airport management.

Web – Bill McNeer (Absent) & Rick Szabrak

None.

Old Business

- **Landing Pattern/Ms. Tournoux**

Dr. Burns reported that Ms. Tournoux has called again relating to the Landing Pattern. He asked her to attend a meeting to bring up her concerns.

- **RFP for House (former Medflight Property)**

Mr. Kochis reported that if EAA is still interested in the House for part of their operations, a request for proposal (RFP) will have to be issued to allow others to make proposals. He will follow-up.

New Business

- **Soil & Water current contract**

Mr. Kochis reported that Soil & Water finished their work ahead of schedule and under the contract amount. Soil & Water offered to remove the hack berries and chip and treat them if the Board would rent

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a Chipper. They would complete this work under the current contract at no extra charge. The estimate of renting a Chipper is approximately \$260 from Taylor Equipment.

Mr. Kochis will take care of renting and delivering the equipment.

Informational Items

None.

Calendar of upcoming events and other important dates

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

- a. Meeting with Board of Commissioners, Tuesday, September 1st @ 9:30 a.m. relating to Economic Development at the Airport (Rick to attend)
- b. OAA 2020 Annual **VIRTUAL** Conference – September 1-2, 2020
Ms. Knisley reported that the OAA Conference is now virtual.
Mr. Kochis will be speaking at the conference virtually. It will cost \$100.
- c. FBO agreement expires 12/31/2020
Mr. Kochis is working on the RFP.
- d. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- e. CMT Master agreement expires 9/9/2021 (option to extend 3 one-year extensions)
- f. Legal Services agreement with County Prosecutor expires 12/31/2021
- g. FAA lease for space expires 9/30/2022
- h. HAS mowing and snow removal contract expires on 9/30/2022
- i. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- j. Hangar J Lease agreement expires 12/31/22
- k. Insurance Coverage lock in rates expire 12/31/22

Adjournment

On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 6:48 p.m.

Next meeting is Monday, September 14, 2020 at 6:00 pm at the Airport Terminal 3430 Old Columbus, Road NW, Carroll Ohio

Meeting minutes for the August 10, 2020 meeting were approved on September 14, 2020.

Absent
Glenn Burns

Aye
Bill Fagan

Absent
Rick Szabrak

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Aye
Jon Kochis

Aye
Michael Kaper

Abstain
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, August 10, 2020**

Engineer's Summary Report

1. FY 19 ODOT Aviation Grant – Rehabilitate Terminal Apron
DuraSeal - \$185,907.50 is complete – ODOT closeout inspection completed.
Closeout Reimbursement prepared last week for submission.
2. FY 19 FAA AIP – Taxiway D Construction
Strawser Paving has substantially completed their construction. The final pavement marking has been completed and final punch list item work continued last Friday - a few items remaining. Quantity reconciliation discussions are ongoing and final pay applications to be ready soon for close-out preparations.



Project photo – dated July 6

3. ODOT FY20 – Apron B, C1 Rehab.
Bidding complete and grant package submitted to ODOT.
Contractor has confirmed pricing. ODOT has indicated FY 21 budget will fund previously halted projects. Should be granted and performed yet this summer/fall.
4. FY 20 FAA AIP Grant Preapplication
Master Plan Update rolled over for FY 21.
5. Action Items: none

Fairfield County Airport Authority

Abstract of Bids - RFP

Project: Vegetation Control Agreement @ Airport

Bids due: Friday, August 7, 2020 at 9:00 a.m. EST

Bid opening: Monday, August 10, 2020 at 9:15 AM EST

Place of Opening: Fairfield County Commissioners' Hearing Room, 210 E. Main St, 3rd Floor, Lancaster, Ohio 43130

Estimate of Project: \$ n/a

Bidder, with Address	Bid Amount	Bid Bond	Non Conclusion Affidavit	Non-Delinquency of Personal Property Taxes
Major Farms LLC 750 Lankford Rd Lancaster OH 43130	\$250 to 1st \$SD a year	NO	NO	NO
Nature Chem, INC 270 Bluefield Lexington SC 29072	\$199,950 to 1st 32,250 1st 381,700 2nd 43,000 3rd, 4th, & 5th	NO	NO	NO

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2020 07

JOURNAL DETAIL 2020 7 TO 2020 7

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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80780000 AIRPORT OPERATIONS

530000 CONTRACTUAL SERVICES

80780000 530000 CNTRCT SVC	150,000.00	157,500.00	76,529.02	5,386.49	78,292.98	2,678.00	98.3
2020/07/000406 07/13/2020 API	297.91 VND	003668 PO	20001176 LOCAL WASTE SERVICE	Airport trash	7/1-7/31/20		5312845
2020/07/000743 07/20/2020 API	1,251.24 VND	005790 PO	20001083 OHIO DEPT OF TAXATIO	fuel sales tax	- 6/1-6/30		5313362
2020/07/000743 07/20/2020 API	2,197.70 VND	007099 PO	20001128 SUNDOWNER AVIATION L	hangar rent 10%	- 6/1-6/30		5313371
2020/07/000743 07/20/2020 API	1,503.59 VND	007099 PO	20001188 SUNDOWNER AVIATION L	rental fuel sales	- 6/1-6/30		5313371
2020/07/001092 07/27/2020 API	85.00 VND	001281 PO	20001124 PORTA KLEEN	rental portable toilet	- 6/26-		5313661
2020/07/001092 07/27/2020 API	51.05 VND	012572 PO	20001109 LEWELLENS SERVICES I	drinking water svcs			5313757
TOTAL CONTRACTUAL SERVICES	150,000.00	157,500.00	76,529.02	5,386.49	78,292.98	2,678.00	98.3%

531020 TAX APPRAISAL

80780000 531020 TX APPRSL	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0
TOTAL TAX APPRAISAL	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%

541001 ELECTRIC/UTILITIES

80780000 541001 ELE/UTILIT	25,000.00	25,000.00	4,386.98	.00	.00	20,613.02	17.5
TOTAL ELECTRIC/UTILITIES	25,000.00	25,000.00	4,386.98	.00	.00	20,613.02	17.5%

543000 REPAIR AND MAINTENANCE

80780000 543000 REPAIR	25,000.00	61,000.00	25,841.86	2,765.00	23,280.63	11,877.51	80.5
2020/07/000043 07/06/2020 API	2,500.00 VND	013655 PO	20001544 KULL, AARON	Airport repair 20 ft of 12" b			5312550
2020/07/000744 07/20/2020 API	265.00 VND	001330 PO	20005618 CLAYPOOL ELECTRIC IN	repair terminal lights @ Airport			5313319

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2020 07

JOURNAL DETAIL 2020 7 TO 2020 7

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL REPAIR AND MAINTENANCE	25,000.00	61,000.00	25,841.86	2,765.00	23,280.63	11,877.51	80.5%
553000 COMMUNICATIONS/TELEPHONE							
80780000 553000 COMM	2,100.00	2,100.00	1,199.46	171.32	900.54	.00	100.0
2020/07/000043 07/06/2020 API	171.32 VND	074480 PO 20001162 A T & T INC		Apiport 5/20-6/19/20			5312577
TOTAL COMMUNICATIONS/TELEPHONE	2,100.00	2,100.00	1,199.46	171.32	900.54	.00	100.0%
554000 ADVERTISING							
80780000 554000 ADVERTISE	2,000.00	2,000.00	.00	.00	1,800.00	200.00	90.0
TOTAL ADVERTISING	2,000.00	2,000.00	.00	.00	1,800.00	200.00	90.0%
558000 TRAVEL REIMBURSEMENT							
80780000 558000 TRAVEL	200.00	200.00	63.45	.00	36.55	100.00	50.0
TOTAL TRAVEL REIMBURSEMENT	200.00	200.00	63.45	.00	36.55	100.00	50.0%
560000 MATERIALS & SUPPLIES							
80780000 560000 MATERIALS	15,000.00	15,000.00	5,042.69	1,478.07	7,745.42	2,211.89	85.3
2020/07/000078 07/06/2020 API	978.11 VND	005636 PO 20005046 IT SAVVY LLC		replac camera security 6/19/2			5312525
2020/07/000406 07/13/2020 API	489.96 VND	002548 PO 20005131 TRACTOR SUPPLY CO		Atirport suppltes 6/10 & 6/15/2			5312835
2020/07/000745 07/20/2020 API	10.00 VND	008908 PO 20005632 MID STATE TIRE CO		IN plug for tire - zero turn mowe			5313388

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2020 07

JOURNAL DETAIL 2020 7 TO 2020 7

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL MATERIALS & SUPPLIES	15,000.00	15,000.00	5,042.69	1,478.07	7,745.42	2,211.89	85.3%
561000 GENERAL OFFICE SUPPLIES							
80780000 561000 GNRL OFFC	500.00	500.00	.00	.00	300.00	200.00	60.0
TOTAL GENERAL OFFICE SUPPLIES	500.00	500.00	.00	.00	300.00	200.00	60.0%
562600 FUEL (GASOLINE/DIESEL)							
80780000 562600 FUEL	250,000.00	250,000.00	131,550.78	30,008.05	118,449.22	.00	100.0
2020/07/001089 07/27/2020 API			30,008.05 VND 005545 PO 20002431 PURVIS BROTHERS INC Airport fuel 7/10/20				5313709
TOTAL FUEL (GASOLINE/DIESEL)	250,000.00	250,000.00	131,550.78	30,008.05	118,449.22	.00	100.0%
570000 CAPITAL OUTLAY							
80780000 570000 CAP OUT	55,000.00	55,000.00	.00	.00	.00	55,000.00	.0
TOTAL CAPITAL OUTLAY	55,000.00	55,000.00	.00	.00	.00	55,000.00	.0%
574000 EQUIPMENT, SOFTWARE & FIXTURES							
80780000 574000 SOFT	10,000.00	28,575.00	18,696.92	.00	.00	9,878.08	65.4
TOTAL EQUIPMENT, SOFTWARE & FI	10,000.00	28,575.00	18,696.92	.00	.00	9,878.08	65.4%
590310 REFUNDS OF HANGAR DEPOSITS							
80780000 590310 REFUNDS	3,000.00	3,000.00	2,468.00	1,140.00	.00	532.00	82.3

YEAR-TO-DATE BUDGET REPORT

FOR 2020 07

JOURNAL DETAIL 2020 7 TO 2020 7

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
2020/07/001092 07/27/2020 API	1,140.00 VND 111111 PO		MTSC VENDORS		Refund of Deposit and Aug-Dec	5313798	
TOTAL REFUNDS OF HANGAR DEPOSIT	3,000.00	3,000.00	2,468.00	1,140.00	.00	532.00	82.3%
TOTAL AIRPORT OPERATIONS	557,800.00	619,875.00	265,779.16	40,948.93	230,805.34	123,290.50	80.1%
TOTAL EXPENSES	557,800.00	619,875.00	265,779.16	40,948.93	230,805.34	123,290.50	
GRAND TOTAL	557,800.00	619,875.00	265,779.16	40,948.93	230,805.34	123,290.50	80.1%

** END OF REPORT - Generated by Sharlene Elizabeth Baits **