

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for August 10, 2026**

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, Bill Fagan, John Smith, Michael Kaper, and Scott Richardson. Jon Kochis and Tom Brennan were absent.

Also present were: Ian Coil, Al Moyer, Tom Standeford, Kreig Babbert, Craig Weaver, and Staci Knisley.

Opportunity for the Public to Address the Board

Mr. Kreig Babbert of Millersport Ohio asked the Board to be timelier in publishing minutes. He also asked for a status on the grass growing in between all of the cracks.

Mr. Coil reported that he has heard a lot of complaints from tenants related to the grass in the cracks in between the hangars.

Dr. Burns recommended that the board look into expanding our contract with the weed control company.

Mr. Fagan will follow up with Board Member Jon Kochis on the matter.

Ms. Knisley reported that the minutes are posted each month after approval. They are not approved until the following meeting. May's minutes did not get approved until July due to there being no meeting in June. May and July's minutes will be posted on the website tomorrow. She asked Mr. Babbert to reach out to her next time if he has any questions related to the minutes.

Mr. Tom Standeford, Tenant in Hagar G4, asked the Board to waive one month's rent. He has not been able to get in and out of his hangar since July 15th due to the hangar door needing repair.

Mr. Coil reported that he has been having trouble with getting the right motor in stock and has had trouble getting Precision to come repair it. There have been intermittent repairs but there is still a wiring issue. A motor was ordered through Grainger. He asked the Board for suggestions for a new vendor. He will make some calls to see if there are other vendors he can use.

Ms. Knisley stated that she would have Board Member Jon Kochis give Mr. Coil a call this week related to the hangar door repair.

Approval to waive Hangar G4 rent for August 2026

On motion of Michael Kaper and second of John Smith, the Fairfield County Airport Authority Board voted to waive Hangar G4 rent for August 2026.

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Voting aye thereon: Michael Kaper, John Smith, Glenn Burns, Scott Richardson, and Bill Fagan.

Absent were: Tom Brennan and Jon Kochis.

Motion passed.

Mr. Craig Weaver asked the Board for a timeframe of when the grass between the cracks would be taken care of.

Dr. Burns stated that the Board will make the effort to resolve this by the end of month.

Approval of the Minutes for July 13, 2026 Meeting

On motion of John Smith and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the July 13, 2026, meeting; see attached to minutes.

Voting aye thereon: John Smith, Michael Kaper, Glenn Burns, Bill Fagan, and Scott Richardson.

Absent were: Jon Kochis and Tom Brennan

Motion passed.

Historical Aircraft Squadron (HAS) update

None.

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

a. Monthly Report

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

Mr. Coil reported that there was a windstorm that damaged the M2 Hangar door. There might be a warranty that will cover this. The door should have been able to handle the wind. He is moving the tenant into empty hangar Q5 for now.

b. Fuel Truck status

Mr. Coil stated that there is still a clutch issue, but it is functioning for now.

Committee Role Discussion

Mr. Richardson asked the Board if he and Mr. Smith could switch committee roles. Mr. Richardson would now be on the Safety and Security Committee. Mr. Smith would be the FBO Liaison due to his availability and time at the Airport.

Dr. Burns stated there were no objections to move forward with the switch.

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

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

The Board reviewed the Engineer's Summary report; see attached to minutes.

b. Board Member Jon Kochis' update

Ms. Knisley read Mr. Kochis' update while he was out; see attached to minutes.

c. Storm Water

Nothing new to report.

Community Relations – Michael Kaper

Mr. Kaper stated that he could not attend the Commissioner Ribbon Cutting of the new hangars on Tuesday, July 21. He asked how things went.

Dr. Burns stated that there was a good crowd.

Facilities and Grounds – Bill Fagan & Michael Kaper

Mr. Fagan stated again he would get with Jon Kochis about spraying the cracks.

Mr. Smith asked if the grass should also be weed wacked also. Mr. Fagan will check with Mr. Kochis.

Fixed Base Operator (FBO) Liaison – John Smith

Nothing new to report.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

Approval of payment of invoice with Purvis in the amount of invoice \$3,348.06

On motion of Scott Richardson and second of Michael Kaper, the Fairfield County Airport Authority voted to approve the payment of an invoice with Purvis in the amount of \$3,348.06; see attached to minutes.

Voting aye thereon: Scott Richardson, Michael Kaper, Glenn Burns, Bill Fagan, and John Smith.
Absent were: Jon Kochis and Tom Brennan

Motion to approve retroactively July payment of invoices totaling \$ 32,365.74

On motion of and second of, the Fairfield County Airport Authority Board motioned to approve retroactively July invoices totaling \$32,365.74; see attached to minutes.

Voting aye thereon: Michael Kaper, Bill Fagan, Glenn Burns, John Smith, and Scott Richardson.
Absent were: Jon Kochis and Tom Brennan.
Motion passed.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports and other items:

- Rent Status Spreadsheet

Ms. Knisley reported that the tenant in Hangar M4 has been sent a termination letter by certified mail on August 7, 2026. The tenant has 5 days to make payment. No action needs taken at this time.

Dr. Burns stated that this will be discussed at the September Board meeting if payment has not been made.

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- Hangar Waiting List

Security & Safety – Jon Kochis (absent) & Scott Richardson

None.

Web – Tom Brennan (absent)

None.

Old Business

- a. CMT agreement for professional services for \$15,000

Ms. Knisley reported that the agreement will be on the September agenda once changes have been made and approved.

- b. Sealcoating on September 8

New Business

Mr. Smith reported that the new restrooms are very nice.

Informational

None.

Calendar of Key Dates: Expiration, Due, and Event Tracking

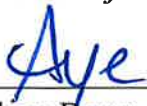
The Board reviewed the calendar for key dates; see attached to minutes.

Adjournment

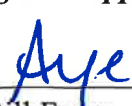
On motion of John Smith and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 5:26 p.m.

The Next Regular Meeting is on Monday, September 14, 2026 at 5:00 p.m. at the Airport Terminal located at 3430 Old Columbus Road NW, Carroll, Ohio 43112.

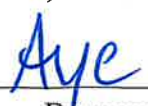
Meeting minutes for August 10, 2026 meeting were approved on September 14, 2026.



Glenn Burns



Bill Fagan



Tom Brennan

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Aye
Jon Kochis

Aye
Michael Kaper

Aye
John S. Smith

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, August 10, 2026**

Engineer's Summary Report

1. Past Grant Summary
 - a. FY 21 FAA AIP – Master Plan - Closeout revisions to FAA, waiting final approval.
 - b. FY 24 FAA AIP Grant – Runway 10/28 Crackseal – Final reimbursement requested
 - c. FY 24 FAA AIG Grant – Apron and Taxiway Rehab/Hangar Development (County funded) - substantially complete and closeout paperwork drafted to County
2. FY 26 FAA –North side development environmental
 - a. Scoping complete for environmental tasks, cost proposal and grant admin
 - b. Grant application submitted, kickoff of project waiting on final grant award
3. FY27 ODOT Direct Grant Application – AWOS relocation
 - a. Grant application submitted, waiting on notice of award anticipated August 2026
4. FY27 ODOT Supplemental Grant Application – Dual Box Hangar construction
 - a. Grant application submitted, waiting on notice of award anticipated August 2026
5. FY27 and Beyond – ACIP update needed soon. Last year's version is attached for discussion.
6. Action Items:
 - a. ACIP review in September – preliminary review based on last year's report

Airport Name: Fairfield County Airport						Date prepared: May 12, 2026			
Associated City: Lancaster, OH						Prepared By: Crawford, Murphy & Tilly, Inc.			
Sponsor: Fairfield County Airport Authority		NPIAS No. 39-0044				Telephone No.: 614-468-1200			
Airport ID LHO		Ohio 15th District							
Congressional District:		\$150,000/year				\$159,000/year			
Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment Discretionary	Infrastructure Funds	State Non-FAA	Local	Remarks/Item Justification
	Construct North Taxiway (680' x 35') and Apron (3,000 SY) - Environmental	26	\$393,908	\$374,213			\$750,000	\$19,695	RFQ for Environmental - Fall 2025
	Hanger Development	SUPP	\$940,000					\$190,000	90% ODOT Supplemental, \$750,000 max - Box Hangar
	Install AWOS III	DIRECT	\$300,000				\$285,000	\$15,000	NWS-NOAA Owned ASOS equipment
1	Construct North Taxiway (680' x 35') - Design	27	\$50,000	\$45,000	\$0		\$2,500	\$2,500	
2	Construct Apron (3,000 SY) - Design	27	\$25,000	\$0	\$0	\$22,500	\$0	\$2,500	
	Construct Entrance Drive	TBD	\$2,500,000					\$2,500,000	Proposed Ohio State Capital Funding
3	Construct North Taxiway (680' x 35')	28	\$500,000	\$413,107	\$36,893		\$25,000	\$25,000	
4	Construct North Apron (3,000 SY)	28	\$400,000	\$0	\$0	\$269,747	\$0	\$130,253	
5	Rehabilitate Taxiway A3 - Design	29	\$35,000	\$31,500	\$0		\$1,750	\$1,750	
6	Rehabilitate Taxiway A3 - Construction	30	\$250,000	\$225,000	\$0		\$12,500	\$12,500	
7	Construct Entrance Drive - Environmental	31	\$150,000	\$135,000	\$0		\$7,500	\$7,500	If not Ohio State Capital Funded
8	Construct Entrance Drive - Design	32	\$150,000	\$135,000	\$0		\$7,500	\$7,500	
9	Construct Entrance Drive - Construction	33	\$2,000,000	\$223,500	\$1,576,500		\$100,000	\$100,000	
10	Partial Perimeter Wildlife Fencing - Phase 1	34	\$250,000	\$165,000	\$60,000		\$12,500	\$12,500	North Side Property Line
11	Partial Perimeter Wildlife Fencing - Phase 2	35	\$250,000	\$150,000	\$75,000		\$12,500	\$12,500	North Side Property Line
12	Rehabilitate Runway 10/28	36	\$0	\$0	\$0		\$0	\$0	
13	Remove Apron F Pavement - Design & Construction	36	\$30,000	\$27,000	\$0		\$1,500	\$1,500	Connecting Taxiways - Remove direct apron access Master Plan 1-B
14	Remove Taxiway A2 - Design & Construction	36	\$40,000	\$36,000	\$0		\$2,000	\$2,000	Master Plan 1-7

ACIP Allocated	\$ 722,000.00
Available	\$ 722,000.00
FY22	\$ 159,000.00
FY23	\$ 145,000.00
FY24	\$ 144,000.00
FY25	\$ 137,000.00
FY26	\$ 137,000.00
Available	\$ 292,247.00

\$ (157,500.00)	Master Drainage Study
\$ (272,253.00)	Taxilane/Apron

Jon's report while he is out:

- Kull Excavating will be fixing the blowhole along Election House road.
- Still getting estimates on box culvert repair.
- Setterlin will be on site Monday to look at the broken hangar door in the M hangars.
(Ian is aware)

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

JOURNAL DETAIL 2026 7 TO 2026 7

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD	EXPENDED	MTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
7800	AIRPORT OPERATIONS	APPROP	BUDGET						BUDGET	USED
80780000 AIRPORT OPERATIONS										
80780000	530000	CONTRACTUAL SERVIC								
		180,000	219,962	121,724.23	28,321.90	97,539.60	698.07	99.7%		
2026/07/000116	07/06/2026	API	2,500.00	VND	005552	PO 26000059	HISTORICAL AIRCRAFT	SNOW PLOWING/MOWING JULY 2026	5458660	
2026/07/000116	07/06/2026	API	9,600.00	VND	007099	PO 26000351	SUNDOWNER AVIATION L	AIRPORT MANAGER JULY 2026	5458665	
2026/07/000903	07/20/2026	API	504.71	VND	003668	PO 26000041	LOCAL WASTE SERVICE	TRASH DISPOSAL FOR AIRPORT	5459664	
2026/07/000903	07/20/2026	API	71.20	VND	016659	PO 26000112	SUNRUSH WATER	DRINKING WATER SERVICES 7/2026	5459734	
2026/07/000903	07/20/2026	API	37.25	VND	016659	PO 26000112	SUNRUSH WATER	DRINKING WATER SERVICES 6/24/2	5459735	
2026/07/000903	07/20/2026	API	1,440.00	VND	019249	PO 26004342	PEOPLE DRIVEN TECHNO	Camera @ Airport	5459763	
2026/07/000915	07/20/2026	API	1,868.74	VND	005790	PO 26000328	OHIO DEPT OF TAXATION	SALES TAX FOR FUEL SALES 06/01	5459675	
2026/07/001347	07/27/2026	API	2,500.00	VND	005552	PO 26000059	HISTORICAL AIRCRAFT	SNOW PLOWING/MOWING 8/2026	5460394	
2026/07/001347	07/27/2026	API	9,600.00	VND	007099	PO 26000351	SUNDOWNER AVIATION L	AIRPORT MANAGER 8/2026	5460399	
2026/07/001347	07/27/2026	API	200.00	VND	001281	PO 26000239	PORTA KLEEN	RENTAL FOR PORTABLE TOILET 7/1	5460356	
80780000 541001 ELECTRIC/UTILITIES										
		25,000	45,651	29,832.20	2,291.14	15,319.13	500.00	98.9%		
2026/07/000465	07/13/2026	API	159.04	VND	023650	PO 26000764	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS RD NW C3 05/	5459149	
2026/07/000465	07/13/2026	API	159.04	VND	023650	PO 26000764	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS RD NW C4 05/	5459150	
2026/07/000903	07/20/2026	API	107.26	VND	023650	PO 26000764	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS 5/29-6/30	5459767	
2026/07/000903	07/20/2026	API	48.08	VND	023650	PO 26000764	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS 5/29-6/11	5459768	
2026/07/000903	07/20/2026	API	107.26	VND	023650	PO 26000764	FAIRFIELD CO UTILITI	HANGAR M 5/29-6/30	5459769	
2026/07/000903	07/20/2026	API	107.26	VND	023650	PO 26000764	FAIRFIELD CO UTILITI	HANGAR C2 5/29-6/30	5459770	
2026/07/000906	07/20/2026	API	335.46	VND	001373	PO 26000249	SOUTH CENTRAL POWER	TERMINAL RUNWAY 6/10-7/19	5459626	
2026/07/000906	07/20/2026	API	120.89	VND	001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR O 6/10-7/9	5459627	
2026/07/000906	07/20/2026	API	118.30	VND	001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR Q 6/10-7/9	5459628	
2026/07/000906	07/20/2026	API	105.85	VND	001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR G 6/10-7/9	5459629	
2026/07/000906	07/20/2026	API	98.19	VND	001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR P 6/10-7/9	5459630	
2026/07/000906	07/20/2026	API	87.82	VND	001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR F 6/10-7/9	5459631	
2026/07/000906	07/20/2026	API	48.66	VND	001373	PO 26000249	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER 6/10-7	5459632	
2026/07/000906	07/20/2026	API	396.36	VND	001373	PO 26000249	SOUTH CENTRAL POWER	TERMINAL 2 6/10-7/9	5459633	
2026/07/000906	07/20/2026	API	152.67	VND	001373	PO 26000249	SOUTH CENTRAL POWER	MOPED ASOS 6/10-7/9	5459634	
2026/07/000906	07/20/2026	API	139.00	VND	001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR M 6/10-7/9	5459635	
80780000 543000 REPAIR AND MAINTEN										
		60,000	27,300	7,042.05	800.82	16,250.75	4,007.20	85.3%		
2026/07/000116	07/06/2026	API	626.84	VND	005545	PO 26000057	PURVIS BROTHERS INC	SERVICE ON FUEL PUMPS/REPAIRS	5458659	
2026/07/000903	07/20/2026	API	173.98	VND	014612	PO 26000096	AG-PRO OHIO, LLC	REPAIRS TO EQUIPMENT MOWER/TTRA	5459720	
80780000	544000	RENTALS/LEASE	191,500		191,500	191,500.00	.00	.00	100.0%	

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

JOURNAL DETAIL 2026 7 TO 2026 7

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7800 AIRPORT OPERATIONS							
80780000 554000 ADVERTISING	1,500	1,500	.00	.00	900.00	600.00	60.0%
80780000 558000 TRAVEL REIMBURSEME	200	200	39.88	39.88	110.12	50.00	75.0%
2026/07/000116 07/06/2026 API	39.88 VND	080643 PO 26000834	KNISLEY, STACI A	REIMBURSEMENT FOR TRAVEL		1597863	
80780000 560000 MATERIALS & SUPPLI	15,000	20,000	5,711.74	912.00	10,288.26	4,000.00	80.0%
2026/07/000465 07/13/2026 API	761.62 VND	001511 PO 26000017	R D HOLDER OIL INC	FUEL FOR AIRPORT MOWERS/TRACTO		5459048	
2026/07/000905 07/20/2026 API	7.03 VND	014612 PO 26000097	AG-PRO OHIO, LLC	SUPPLIES FOR AIRPORT DRAIN VAL		5459721	
2026/07/000905 07/20/2026 API	16.17 VND	014612 PO 26000097	AG-PRO OHIO, LLC	SUPPLIES FOR AIRPORT Z915E ZER		5459719	
2026/07/000905 07/20/2026 API	27.38 VND	014612 PO 26000097	AG-PRO OHIO, LLC	SUPPLIES FOR AIRPORT 5100E TRA		5459722	
2026/07/001347 07/27/2026 API	99.80 VND	071270 PO 26000152	STATE ELECTRIC SUPPL	SUPPLIES FOR AIRPORT		5460480	
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	575,000	650,167	291,986.72	.00	358,180.38	.00	100.0%
80780000 574000 EQUIPMENT, SOFTWARE	15,000	15,000	3,604.29	.00	10,800.00	595.71	96.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	918.00	.00	.00	2,082.00	30.6%
TOTAL AIRPORT OPERATIONS	1,066,700	1,174,780	652,359.11	32,365.74	509,488.24	12,932.98	98.9%
TOTAL AIRPORT OPERATIONS	1,066,700	1,174,780	652,359.11	32,365.74	509,488.24	12,932.98	98.9%
TOTAL EXPENSES	1,066,700	1,174,780	652,359.11	32,365.74	509,488.24	12,932.98	



PURVIS BROTHERS, INC.
P.O. BOX 957
MARS, PA 16046-0957
(724) 625-1566

eINVOICE
A606166

DATE 7/10/2026
YOUR ORDER #
TERMS NET 10 DAYS

===== SOLD TO ===== SHIP TO =====

FAIRFIELD COUNTY COMMISSIONERS 3430 OLD COLUMBUS ROAD
ATTN: STACI KNISLEY
210 E MAIN STREET, ROOM 301 CARROLL
LANCASTER OH 43130 OH 43112

PARTS & SERVICE WO# 457

CUST NO	DOC TYPE	TAX	SHIP FROM	SALES REP.	OPR
00 3863	CHARGE	76	00 MARS	40 HARASEVIAT	LAG

CODE	QUANTITY	PACKAGE	DESCRIPTION	UNITS	PRICE	AMOUNT
506203	2	EACH	VIC CLMP GASKET 1.5"	2	56.77	113.54
507712	1	EACH	VR1-12V PULSER PUMP	1	313.30	313.30
506036	2	EACH	NOZZLE DUST CAP RED	2	59.96	119.92
506820	2	EACH	M4000 RM BOARD ONLY	2	650.65	1,301.30
509021	12	HOURL	TECHNICIAN TRAVEL	12	125.00	1,500.00

REPLACE 1.5" VIC GASKETS & 12V PULSER
WITH RETURN TRIP TO REPAIR PULSER &
INSTALL 2ND BOARD

PAYMENT \$ _____ / _ CASH / _ CHECK # _____ / _ CR CARD SUB-TOTAL 3,348.06
SALES TAX 0.00
TOTAL >>> 3,348.06

0007 00000.0

CUSTOMER COPY

Important Dates Calendar: Expirations, Deadlines, and Events

Description	Other Notes	Expiration/Due Date
Sealcoating between Hangars Q and R		9/8/2026
ODOT inspection		9/10/2026
Blue Lightning Initiative (BLI)		9/30/2026
HAS mowing and snow removal contract		9/30/2026
Qtpod subscription	auto renews annually unless cancel before due date	11/1/2026
Approval of 2027 Appropriation and Revenue Budget	annually	11/9/2026
MS4 training of Board and FBO	Training on 12/8	12/31/2026
Hangar J Lease		12/31/2026
Jon Kochis, John Smith, and Michael Kaper		12/31/2026
EAA lease renewal with the Board of Commissioners		12/31/2026
UST/BUSTR Annual Registration		6/30/2027
Petroleum Underground Tank		7/1/2027
Storm Water Pollution Plan Review		7/1/2027
2028 Appropriation & Revenue Budget Approved for Budget Commission	Due in August annually	8/1/2027
Lease agreement with Board of Commissioners to operate facilities		10/25/2027
Noxious Vegetation Control, LLC - Agreement for annual spraying		12/31/2027
Glenn Burns board appointment		12/31/2027
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2028
Legal services agreement with County Prosecutor		12/31/2028
FBO Agreement	option to renew two (2) one (year) periods	12/31/2028
Insurance Agreement		1/1/2029
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Gorsuch Land Lease#1		7/31/2037
Gorsuch Land Lease#2		7/31/2037
Co-sponsor agreement with the Board of Commissioners		5/13/2044
MOA with the FAA related to national Airspace System (NAS)		9/30/2046
SAS land lease agreement		6/30/2049