

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for August 11, 2014**

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, Dave Roebuck, Bill Fagan, Lonnie Rush, Kurt Lape, Bill McNeer and Michael Kaper.

Also in attendance were Branson Rutherford, Lonnie Watts, Ben Cooley, Pat Rooney, Craig Weaver and Staci Knisley.

Dr. Burns asked Mr. Rush to lead the meeting due to his voice not being clear.

Welcome to new board member, Michael Kaper

Lonnie Rush welcomed and introduced new board member, Michael Kaper.

Opportunity for the Public to Address the Board

No one from the public addressed the board.

Approval of minutes for the July 14, 2014 Meeting

On motion of Glenn Burns and second of Bill McNeer, the Fairfield County Airport Board voted to approve the minutes for the July 14, 2014 meeting.

Voting aye thereon: Burns, McNeer, Fagan, and Roebuck.

Abstaining were Lape, Rush, and Kaper. Motion passed.

Historical Aircraft Squadron (HAS) update on Airport grounds

Branson Rutherford with HAS reported that the mowing equipment is keeping up good. The fuel truck needs repaired. The power steering has a leak and the brakes need fixed. The truck is inoperable right now. Repairs will cost approximately \$900 for parts from NAPA and Steer and Gear. HAS will have 16-24 hours labor into the repair.

Mr. Rush reported that HAS purchased a snow blower for the Airport. Sundowner Aviation has reimbursed HAS and will turn into Ms. Knisley for county reimbursement.

Mr. Rutherford reported that it cost \$1,200 and was purchased through AllPower Equipment.

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Airport Manager Update with Sundowner Aviation

Mr. Rooney reported that he has left a voice message for a contact at the FCC regarding the removal of the frequency for the localizer. We have until September of 2015 to get this done.

Mr. Rooney reported that he left a message for A. Resident regarding the complaint that was sent on August 3, 2014 via online and email.

Mr. Rooney reported that the single point refueling will need to be repaired for approximately \$600.

Mr. Watts reported that they will fill out the quality of insurance form from Purvis Brothers, Inc. The form was for the inspection that was done. The repair issues from the inspection are being fixed.

Mr. Rooney reported that things are going well with the Airport traffic and fuel sales are good.

Standing Committee Updates

a. Airport Improvement - update by Ben Cooley with Crawford Murphy Tilly, Inc. (CMT)

Mr. Cooley reported that the rehabilitation for the crack and sealing will be on hold until grant information has been approved by FAA.

Mr. Cooley reported that the bidding for the construction of Hangar K was completed and reviewed. They evaluated that the bids were good but over the estimate. CMT will recommend that the bids not be awarded and that a special board meeting be held this month to discuss the Hangar K construction options and possibly rebidding. If bid in the fall, early spring construction would start.

Mr. Cooley reported that contractors are bidding high possibly due to their full schedules. If the bid specifications are reduced and tweaked, then a rebid in the fall it is possible to get better bids.

Ms. Knisley reported that the estimate for the Hangar K project was \$485,000. The budget allows for \$414,000. The other portion of the funds set aside for the construction of hangar K were for the engineering fees.

Mr. Rush reported that he attended the bid opening on July 29, 2014. After the bid opening, Mr. Rush delivered a copy of the bids to Ms. Knisley. He spoke with two of the County Commissioners and updated them on the bids.

Mr. McNeer recommended that a Special Board meeting be held this month.

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Mr. Rush reported that \$474,000 was the original budget. The Board of Commissioners loaned the Airport Board \$200,000 and gave an additional \$274,000 from the pipeline monies.

Mr. Rush reported that Greg Heaton stated that there will be no additional costs for the engineering fees.

Mr. Rush stated that he would come up with a special meeting date and contact the board members.

b. Community Relations –

Nothing to report.

Mr. Rush recommended that the Board needs to review the committees for reassignment.

Mr. Lape announced that he will not seek to wish reappointment with the Airport Authority Board. His term expires December 31, 2014.

Dr. Burns stated that the board needs another member with an engineering background similar to Mr. Lape.

c. Facilities and Grounds – Lonnie Rush

- CRP report, review acreage where Doug Majors is farming/mowing

Mr. Rush reported that Mr. Majors is putting down weed-killer excessively to the east and around the skydiving area. In the fall he will fertilize and seed for the next year's hay.

Mr. Rush will follow up with the local Farm Service Agency (FSA) in Fairfield County.

Mr. Rush reported that there is a problem with the chains on the electronic gate. The chains are rusty. The vendor Kelly and Askew have given an estimate of \$1,365 to service the electric gates and to purchase 3 gate controllers.

Approval to spend with a not to exceed \$1,365 with Kelly and Askew for the service of the electronic gates and to purchase (3) gate controllers

On motion of Lonnie Rush and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to spend with a not to exceed \$1,365 with Kelly and Askew for the service of the electronic gates and to purchase three (3) gate controllers.

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

- Abandoned Airplanes – Hawker & Cardinal

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Mr. Rush updated the board on the abandoned airplanes. He has been in contact with LS Love, owner of the Cardinal. Mr. Love desires to rent a hangar. Mr. Love has paid approximately \$600 to the Airport since he has been notified for his airplane that is still on the plane. The airplane is out of registry. He has also been in contact with Adrian Vanzyl claiming to be the power of attorney for Hank Berger the owner of the Hawker. The power of attorney paperwork is to be coming tomorrow morning. Mr. Rush asked Mr. Vanzyl to pay \$100 a month for ramp rental and is giving him 90 days to remove the plan.

Mr. Rush reported that Ms. Knisley is working with Assistant Prosecutor Attorney Jason Dolin on the removal of the airplanes.

d. Finance - Glenn Burns

- Review of Financial Reports

Dr. Burns asked the Board to review the following financial reports.

- 2014 Income & Expenses (All funds)
- 2014 Detail Expense (Operating fund only)
- 2014 Open Purchase Orders
- Smart Card balances (in-house fuel purchases)
- 2014 carryover projection – Operations Fund

Mr. Rush reported that Ohio Medical Transportation (Med Flight) will be vacating their hangar at the end of the year. According to the Lancaster Eagle Gazette they will be leaving the area.

Mr. Rooney reported that Med Flight made an electrical update by adding a 220 amp. They have not reported that they are vacating.

- Payment of Bills

Approval of Payment of bills

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

Vendor	Amount	Description
CMT	\$110.00	engineering for rehabilitation of Apron B & C1 of the T/H G 5/31-7/4/14
CMT	\$26,020.20	engineering services for hangar K development 5/31-7/4/14 (includes subcontractor)

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Sundowner Aviation	\$771.78	\$.10 (10 cents) per gallon of fuel sold @ Airport for the month of July
Sundowner Aviation	\$1,532.80	10% of hangar rent collected for the month of July
Total	\$28,434.78	

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

e. Security, Web info & New Leases – Bill McNeer

Approval to amend the month to month hangar lease by adding 10% to the hangar rent

On motion of Bill McNeer and second of Kurt Lape, the Fairfield County Airport Authority voted to approve amending the month to month hangar lease agreements by adding 10% to the hangar rent for tenants who wish to lease from month to month. (previous amendment on July 14, 2014)

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

- Review of Hangar and Land Lease agreements

Mr. McNeer recommended that hangar rent amount for 2015 be reviewed and discussed.

Dan Bolger’s hangar lease is up for renewal. Mr. Bolger desires to use his 5 year option of renewing his lease. Based on the lease the increase in rent is based on the Consumer Price Index (CPI). The CPI will be out in October.

The Board of Commissioners’ lease with Historical Aircraft Squadron (HAS) is up in December. Hangar H, the Gorsuch Hangar has 2 land lease agreements. Per the lease they are supposed to increase 3% as of January 1st. The terminal building lease is with Sundowner Aviation, the Airport’s Fixed Based Operation (FBO) manager. The agreement expires December 2015.

Hangar J is currently leased by Sundowner Aviation. They are currently paying \$775 a month. Rent increase of 3% as of January 1st.

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Hangars F, G, O, P and Q are T-hangar bays. The electric is included in their rent. Rent increase of 3% as of January 1st.

Building R Hangars, Corporate Box hangars the electric is not included. Rent increase of 3% as of January 1st. Hangar R1 is the only hangar that has 3 options for additional 1 year terms.

Mr. McNeer recommends that in September or October the Board make a motion for the 2015 rates. Whether it is no increase or 1, 2 or 3%.

i. Rent Status

- P16, George Carrico vacated hangar in June
Mr. Watts reported that he has vacated the hangar. No letter was ever sent to confirm Mr. Carrico vacating the hangar.
 - EAA Chapter, Hangar 443 – July not paid
Mr. Rush will follow up with payment.

j. **Fixed Based Operator (FBO) Liaison – Dave Roebuck**

Nothing further to report.

Old Business

- a. Email from Dan Bolger, notification of intent to exercise the option to extend his lease for another 5 years
- b. Abandoned Aircrafts (covered earlier, see above)
- c. Lape & McNeer term expires 12/31/14
Mr. Lape wishes not to be appointed. Mr. McNeer is still undecided.
- d. F8, Life Air – Vacant as of Jan 1, final bill \$821.70
No payment was ever recovered. This will be removed from next month's agenda.

New Business

Mr. Rooney reported that there was a water leak outside near the parking lot. Sundowner Aviation paid for the repair and will seek reimbursement from Ms. Knisley.

Mr. Watts reported that he is working with the County Facilities Director regarding lights at Airport.

Mr. Watts also reported that the Fairfield County Emergency Management Agency Director Jon Kochis came out to the Airport and met with him. Mr. Kochis is interested in building on airport land. He needs a storage building for his equipment.

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Mr. McNeer reported that the CLPA website redefines who can rent a hangar. Comments are due by September 5th.

Informational

The Board reviewed the following informational items:

- Dan Bolger forwarded an email regarding grant money for snow removal equipment Mr. Cooley reported that grant money for snow removal equipment is possible. It all depends on what the Board's priority is for projects. There are certain justifications and requirements also.

Adjournment

On motion of Bill McNeer and second of Kurt Lape, the Fairfield County Airport Authority Board voted to adjourn at 7:30 p.m.

Next meeting is scheduled for Monday, September 8, 2014 at 6:00 p.m.

Meeting minutes for the August 11, 2014 were approved on September 8, 2014.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Lonnie Rush

Absent
Kurt Lape

Aye
Michael Kaper

Aye
William McNeer

Aye
David Roebuck

Staci A. Knisley
Staci A. Knisley, Airport Clerk

