

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for August 14, 2017**

**Meeting to order**

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Pat Ferguson, Bill McNeer, Bill Fagan, and Jon Kochis. Board members Michael Kaper and Rick Szabrak were absent. Also present were Staci Knisley, Greg Heaton, Patrick Rooney, and Lori Leach. (Steve Slater & Lalith Perera joined during Airport Management update)

**Opportunity for the Public to Address the Board**

No member of the public addressed the Board.

**Approval of Minutes for the July 10, 2017 Meeting**

*On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the July 10, 2017 meeting.*

*Discussion: Mr. Kochis asked Ms. Knisley to correct the minutes on page 5 of 9, paragraph 4, regarding the Stormwater section to "has been completed".*

*Voting aye thereon: McNeer, Kochis, Burns, Ferguson*

*Absent were: Kaper and Szabrak*

*Abstaining was: Fagan*

*Motion passed.*

**Historical Aircraft Squadron (HAS) update**

Mr. Ferguson announced that on August 22<sup>nd</sup> there will be a helicopter school held by Steve Slater at the HAS hangar. There will be around 50 cars parked at HAS and Hangar A.

**Airport Manager Update**

Mr. Rooney presented the Monthly Board Report, see attached to minutes. On Saturday, there was an aircraft in Q17 that belonged to a current tenant, Lalith Perera. There was some miscommunication between Airport Management and Mr. Perera in properly temporarily leasing the hangar. Airport Management moved the aircraft outside of the hangar. The overnight rate is \$25 a day and his aircraft was in the hangar for 4 weeks.

Mr. Perera reported that he was given the keys to the hangar and it was a miscommunication. He is willing to pay for the temporary storage of his aircraft. He was away for a few weeks for work.

Mr. Slater stated that Mr. Perera has been involved with the Fairfield County Airport for over 20 years. He is a nice and reputable guy. There was a lack of communication between the Airport Management and Mr. Perera.

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Ms. Leach stated that the aircraft has been in the hangar since July 21<sup>st</sup> through August 12<sup>th</sup>.

Mr. Perera stated that he had taken the aircraft out for a week during the dates. He will gladly pay what he owes.

**Approval to charge Lalith Perera \$200 for the temporary hangar use of Q17 from July 21<sup>st</sup> through August 12<sup>th</sup>**

*On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to charge Lalith Perera \$200 for the temporary hangar use of Q17 from July 21<sup>st</sup> through August 12<sup>th</sup>.*

*Discussion:*

*Mr. Kochis stated that this decision comes after last month there was another tenant using a hangar without permission. The point is the Board has to be even across the board when it comes to using hangars. There is a liability if paperwork is not filed for hangar use.*

*Mr. Rooney reported that Airport Management will now have a process of checking hangars once a month and all keys will stay with management until a lease or overnight hangar use form is filled out.*

*Dr. Burns apologized to Mr. Perera for the misunderstanding and false accusations.*

*Mr. Kochis recommended that next time there is a misunderstanding, get a Board Member involved.*

*Voting aye thereon: McNeer, Ferguson, Burns, Kochis, and Fagan*

*Absent were: Szabrak and Kaper*

*Motion passed.*

Mr. Rooney reported that the parachute information removed from the chart supplement is still not updated. The directory will be updated in November. The sections will be updated in December.

Mr. Heaton stated that the FAA has multiple data base systems. It would be helpful if Andy from ODOT's Office of Aviation is contacted.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**
  - a. Crawford Murphy Tilly (CMT) Engineer's Summary Report

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Mr. Heaton reviewed the Engineer's Summary Report with the Board, see attached to minutes.

Mr. Heaton reported that Mr. Kochis represented the Airport well at the FAA workshop that was held this month.

Mr. Kochis reported that he approached John Mayfield with the FAA regarding the State and Federal grants working together on future projects.

b. Tax Assessments

Mr. Kochis reported that there has been a snag in naming convention for Airport properties owned by the County Commissioners. The County Auditor's Office is working on standardizing the name of County owned properties. We will be the first parcels to be properly renamed. This is holding up our re-parcel project at the Airport with the Auditor's Office and to know what are tax assessments will be. Any parcels that we receive hangar rent are taxable. It is unsure about whether we are taxed on the parcels being farmed at this point.

c. Medflight Property update (parcel# 0130067910)

Mr. Kochis reported that the property closing should be done soon.

d. Capital Improvement Projects

Mr. Kochis reported that the culvert under the runway was scoped and identified. The culverts were all clear. There is no need for any improvements right now. The catch basin in the airfield is a concern right now. He is working with Jonathan Ferbrache with Soil and Water in getting quotes for the catch basin, clearing ditches, and clearing the trees.

Mr. Kochis recommended that the Board should commit to a weed and crack control program.

Mr. Kochis also reported that he has talked to a few engineer's regarding the maintenance roof structure. He recommended that Legacy Engineering out of Columbus Ohio be contracted with. They can produce the report without the interior panels being removed.

**Approval to contract with Legacy Engineering LLC to produce a building structural report for the Maintenance Hangar with a not to exceed cost of \$800**

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*On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve to contract with Legacy Engineering LLC to produce a building structural report for the Maintenance Hangar with a not to exceed cost of \$800.*

*Discussion: Dr. Burns talked with Nick Palladino with VPL Architects, his take was that truss repair is not that big of a project. Mr. Kochis does not expect this to be a big project but the roof will still need to be addressed.*

*Voting aye thereon: Kochis, Fagan, Burns, McNeer, and Ferguson.*

*Absent were: Szabrak and Kaper*

*Motion passed.*

**2. Community Relations – Michael Kaper (absent) & Rick Szabrak (absent)**

Dr. Burns reported that there was a positive Google review relating to a great experience with Airport Management, Sundowner Aviation.

**3. Facilities and Grounds – Michael Kaper (absent) & Bill Fagan**

Mr. Kochis reported that Hangar A has a new paint job. It works well with the other hangars. Soil & Water did a quick spray of spot treating of weeds and a grape vine that we can't get rid of.

**4. FBO Liaison – Pat Ferguson**

Mr. Ferguson reported that there are new fuel nozzles coming for the low lead fuel pumps. They are about \$600 a piece. Also, the meter for the fuel cart is also coming soon. Zanesville Aviation or Purvis will be paying for the meter.

**5. Finance - Glenn Burns**

a. Financial Reports

Ms. Knisley asked the Board to review the financial reports and asked if there are any questions.

b. Utility cost report

Ms. Knisley will provide a report monthly for the Board to review.

c. Payment of Bills

**Approval for payment of bills totaling \$ 14,819.92**

*On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$14,819.92 (See invoice summary attached to minutes)*

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*Voting aye thereon: Kochis, Ferguson, Burns, McNeer, and Fagan*

*Absent were: Szabrak and Kaper*

*Motion passed.*

**6. Security/Internet – Jon Kochis & Bill McNeer**

Mr. McNeer reported that he and Mr. Kochis will be working on revising the Emergency Response plan.

**7. Tenant Relations – Glenn Burns & Bill Fagan**

Mr. Rooney updated the Board on their hangars used per their contract. They are using Hangars G5, O1, O4, & O5. Hangars G6 & F7 are being used for Airport owned equipment.

Mr. McNeer recommended that HAS have authority to use unoccupied hangar bays based on their close relationship with the Airport Board.

Mr. Kochis recommended that HAS lease with the Board of Commissioners needs amended to allow certain events held.

**Approval to allow Historical Aircraft Squadron (HAS) to use a maximum of 3 unoccupied hangar bays for museum owned equipment during special events.**

*On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to allow HAS to use a maximum of 3 unoccupied hangar bays for museum owned equipment during special events*

*Details of Motion:*

- 1. This authorization is only good until the end of calendar year 2017.*
- 2. This authorization is good for a maximum of 8 continuous usages (days) of the 3 unoccupied hangars a month.*
- 3. Only museum equipment can be used.*
- 4. HAS shall coordinate with airport management on the utilization of this authorization and report during the Airport Authority Board monthly meeting whenever any hangar bays are utilized under this authorization.*

*Voting aye thereon: McNeer, Kochis, Burns, and Fagan*

*Absent were: Szabrak and Kaper*

*Abstaining was: Pat Ferguson*

*Motion passed.*

**(Tenant Relations Continued)**

Mr. Kochis recommended that the HAS lease with the Board of Commissioners be revised to clarify the what types of events are permitted in the HAS Hangar.

Ms. Knisley reported that P15 hangar rent is still past due. Mr. Day is now paid up until June. She mailed letters to him on June 14, July 13, & August 1<sup>st</sup>. The tenant in F2 is also behind. A letter will be mailed out soon.

**8. Web – Bill McNeer & Rick Szabrak (absent)**

a. Website Update

Ms. Knisley reviewed Board Member Szabrak's handout and questions regarding the website update. The Board recommended the following:

- *Links to keep: Due North Due Helicopter training & Fairfield Aviation for Fixed Wing pilot training*
- *There is no website for Experimental Aircraft Association (EAA) Chapter 443*
- *There is no website for the Fairfield County Pilots Association. Lori Leach is checking into. She knows they are in the process of creating one.*
- *Mr. Kochis is getting pics of Airport*
- *Mr. Rooney is getting pics of planes landing and an open hangar pic with an aircraft in it*
- *Ms. Knisley is creating a vacancy spreadsheet*
- *Board photo to be taken in September*
- *Ms. Knisley is providing Stormwater & Unmanned Aircraft policy*
- *Current and prior year minutes to be on website*

**Old Business**

The Board reviewed the following old business.

- a. FY2018 Ohio Airport Grant Program Application (waiting on ODOT)
- b. Farm Leases (seedless crop amendments)  
Michael Kaper is working with Jonathan Ferbrache with Soil & Water. Ferbrache suggests face to face meetings with P'ville Enterprises.
- c. Special Counsel for future pipeline easements  
Mr. Kochis reported that he is waiting on information from the FAA regarding removing the proposed runway from the Airport Layout Plan (ALP). The pipeline requested a determination

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clearance across the proposed runway on the ALP. The FAA gave them a partial clearance constructing near the airport. Mr. Kochis recommended that the Board keep the extension of the runway on the ALP and remove the proposed new runway if the FAA allows us to change the ALP.

**New Business**

a. **Lancaster City Schools** – new school proposed near Airport

Mr. Kochis reported that the proposed area is near the Airport but is not within the runway protection zone. The Fairfield County Transportation Improvement District (TID) is taking a heavy look at this area and they are also reviewing the possibility of connecting Airport Drive to Victor Drive.

Mr. Rooney stated that he will research the landing patterns and let the Board know what works best. He will contact Flights Standards District Office (FSDO) for recommendations.

b. **Future Grounds Maintenance**

Mr. Kochis reported that HAS has committed to keep mowing throughout 2017. In 2018, Mr. Kochis recommended that a contract be established. There is a current agreement that is for HAS to do light maintenance. There is no money involved in the agreement. HAS is doing a tremendous amount of work, including snow removal for only \$600 a month. Mr. Kochis estimated that if the Board had separate contracts with companies for mowing and snow removal it could cost approximately \$100,000 a year.

Mr. Ferguson stated that HAS also replaces lights on the runway and maintains the mowing equipment. There are 6 HAS members that are on a schedule for mowing.

Mr. Kochis recommended that the Board hire a staff member to provide Airport grounds maintenance. The cost to the Airport to hire a county employee is approximately \$50,000 annually. The employee would mow the grass, snow plowing, paint the buildings, seal the cracks, and other maintenance.

Dr. Burns stated that he appreciates Mr. Kochis' recommendations. The Board relies on volunteers like HAS to keep the Airport maintained. He recommends that no changes are made with HAS.

c. **Snow Plow Truck**

Mr. Kochis reported that the Engineer has offered to sell a snow plow truck for \$2,000 when they purchase a new one.

**Informational Items**

There were no new informational items received or discussed.

**Calendar of Upcoming Events/Other**

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

- a. FBO contract expires 12/31/17
- b. Pville farming lease expires 12/31/17
- c. Doug Majors farming lease expires 12/31/17
- d. Oath of Office 01/08/2018
- e. Storm Water Plan – Review and Approve annually - February 2018
- f. Insurance expires 12/15/18
- g. HAS lease agreement w/Commissioners expires on 12/31/19

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- h. Eversole lease with Commissioners expires on 10/26/2020
- i. FAA lease for space expires 9/30/2022

**Adjournment**

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 7:54 p.m.

**Next meeting is scheduled for September 11, 2017 at 6:00 p.m.**

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*Meeting minutes for the August 14, 2017 meeting were approved on September 11, 2017.*

*Aye*

Glenn Burns

*Aye*

Bill Fagan

*Absent*

Rick Szabrak

*Aye*

Jon Kochis

*Absent*

Michael Kaper

*Aye*

William McNeer

*Aye*

Pat Ferguson

*Staci A. Knisley*

Staci A. Knisley, Airport Clerk



**MONTHLY BOARD REPORT** - August 14, 2017  
**JULY 2017**

<b>ITEM</b>	<b>QUANTITY</b>	<b>REMARKS</b>
<b>T HANGAR OCCUPANCY</b>	59/72	
<b>R HANGAR OCCUPANCY</b>	6/6	
<b>NEW LEASES</b>	0	
<b>OVERNIGHT/WEEKLY HANGR</b>	TBD	
<b>FUEL SALES 100LL</b>	4269.43	
<b>FUEL SALES JET</b>	1515.5	
<b>NUMBER OF OPERATIONS</b>	7200	
<b>HANGAR MAINTENANCE ISSUES</b>	NONE	
<b>PUBLIC COMMENTS</b>	none	
<b>INCIDENTS REPORTED TO FAA</b>	None	

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**Engineer's Summary Report**

1. FY 2015 Projects – close-out submitted 3/13/17  
PAPI Rehab & Wildlife Assessment  
WHSA final report has been submitted to FAA for review, no comment or comment or acceptance to date.
  
2. FY 16 Projects  
    ODOT Aviation Grant Runway Rehabilitation.  
    Contractor: The Shelly Company.  
    Work complete.  
  
    FY 16 FAA Grant – Runway Edge Lighting Rehabilitation  
    Contractor: Jess Howard Electric.  
    Punchlist inspection complete.  
    AGIS (FAA survey requirements) survey completed, data processed and submitted to FAA's AGIS system.
  
3. FY 18 ODOT Aviation Grant Application  
    State grant program application submitted in April. Application included apron pavement rehabilitation, Taxiway B Relighting.  
    Notifications anticipated soon.
  
4. Action Items:  
    None

## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$806.97	n/a	fees paid for July fuel sales	7/1-7/30
Sundowner Aviation	\$1,625.00	n/a	10% fees paid for July hangar rent	7/1-7/30
Fee Corp	\$1,842.66	E174144	pipe inspection	7.27.17
RD Holder	\$558.61	0338885-IN	GASOLINE & OFF ROAD DIESEL	7.12.17
Fence Solutions	\$1,200.00	456	30'-6'9 gauge chain link	7.10.17
Fence Solutions	\$2,900.00	455	70' - 6'9 gauge chain link with barb & removed damaged fence	7.10.17
Superior Petroleum Equipment	\$2,323.43	17823-PM-ATG	complete PM service on all equipment	3.9.17
CMT	\$1,350.00	114631	engineering services for rehab. Runway 10/28 lighting	5/27-6/30
CMT	\$327.50	114624	engineering services for runway 10/28 overlay	5/27-6/30
CMT	\$373.75	114623	engineering services for design and bid - runway 10/28	5/27-6/30
Spires Paving	\$1,512.00	S-17-1	HAS seal coat parking lot and restripe	7.11.17
Total Invoices for 08.14.17 Board Meeting				
	\$14,819.92			