

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for August 14, 2023**

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, Jon Kochis, Tom Brennan, Bill Fagan, Scott Richardson, and Bill McNeer. Michael Kaper was absent.

Also present were Staci Knisley, Al Moyer, Ben Cooley, and Ian Coil.

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for the July 10, 2023, Meeting

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the minutes from the July 10, 2023, meeting.

Voting aye thereon: Kochis, Richardson, Burns, Fagan, Brennan, and McNeer

Absent was: Michael Kaper

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Moyer thanked the Board for the purchase of the new mower. They are still trying to repair the old mowers themselves before taking them to a service repair.

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

a. Monthly Report

Mr. Coil presented the FBO Monthly report; see attached to minutes. He is waiting for a quote for the gate replacement. Fuel sales are up and Sundowner Aviation's flight school is busy.

Mr. Kochis has been doing research costs for the gate replacement.

Standing Committee Updates:

Airport Improvement – Jon Kochis & Tom Brennan

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

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Mr. Cooley reviewed the Engineer's Summary report; see attached to minutes.

Mr. Cooley recommended that the Board start talking about what is next for the Airport. There is drainage and hangar work underway. He recommended the board update the Capital Improvement Plan (CIP).

Mr. Moyer reported that the swampy area, the north side of the taxiway was filling up with water again. HAS is having a hard time getting within 30 feet to mow.

Mr. Cooley will check on the area and follow up.

Mr. Moyer reported that the Automated Surface Observing Systems (ASOS) tower is going to be replaced by the National Weather Service.

Mr. Kochis congratulated Mr. Cooley on his promotion.

Mr. Cooley announced that he is now the Group Manager of Aviation for Ohio and Indiana. Greg Heaton moved to Florida, although he is still with the company and will still be involved.

Mr. Cooley will also bring down a few more employees on his team to get to know the board.

Mr. Cooley reported that the hangar project design is underway. By early October we should have a plan to propose to the board.

Mr. Kochis reminded the Board that this is a Board of Commissioners project. They will look for our recommendation but will make the final approval.

Approval to extend the master agreement with CMT for engineering services for one (1) year expiring on September 9, 2024

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to extend the master agreement with CMT for engineering services for one (1) year, expiring on September 9, 2024.

Voting aye thereon: Kochis, McNeer, Burns, Richardson, Fagan, and Brennan.

Absent was: Michael Kaper

Motion passed.

b. Storm Water System Repair

Mr. Kochis reported that the culvert was excavated to about 25 feet of broken tile. He is checking it for flow today. The culvert goes under the runway. He is trying to get a company to get a motorized camera down there, so we don't tear up the runway. We need to verify the tile under the runway is in good shape.

c. Obstruction Removal Project

Mr. Kochis reported that he has talked to Mr. Cox and Mr. Wacker, both property owners, related to the tree obstruction project. They have no objections.

d. Master Plan Hangar Build

Mr. Kochis reported that the master plan is waiting to be approved by the FAA.

Community Relations – Michael Kaper (absent)

Mr. Kochis reported that he talked to a resident that lives in River Valley Highlands. She complained about the flying over her house at night.

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

a. Hangar J LED lights

Mr. Kochis reported that Mr. Shadd is getting close to being ready for the project.

b. Hangar P row painting

Mr. Fagan reported that the contractor will start in September or October.

Fixed Base Operator (FBO) Liaison – Scott Richardson

None.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

Approval of CEC Turf & Tractor invoice for \$19,300

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On motion of Tom Brennan and second of Bill Fagan, the Fairfield County Airport Authority Board approved the CEC Turf & Tractor invoice for \$19,300; see attached to minutes.

Voting aye thereon: Brennan, Fagan, Burns, Kochis, Richardson, and McNeer

Absent was: Michael Kaper

Motion passed.

Motion to approve retroactively July payment of invoices totaling \$87,006.48

On motion of Jon Kochis and second of Tom Brennan, the Fairfield County Airport Authority Board motioned to approve retroactively June invoices totaling \$87,006.48; see attached to minutes.

Voting aye thereon: Kochis, Brennan, Burns, Richardson, Fagan, and McNeer

Absent was: Michael Kaper

Motion passed.

Security & Safety – Jon Kochis & Bill McNeer

Nothing new to report.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List

Mr. Coil reported that Mr. O’Conner in P16 has not checked in with the Airport Management to finalize moving out of his hangar.

Ms. Knisley stated that his letter indicated he would be out as of July 31st. She will follow up tomorrow with an email to Mr. O’Conner.

Web – Bill McNeer & Tom Brennan

Mr. Kochis will get with Mr. Brennan about social media access for Facebook.

Old Business

- a. Potential Air Show hosted by Steve Clapper
Nothing new to report.

b. Land Lease agreement with SAS Aviation Properties, LLC

Mr. Kochis reported he worked with the County Prosecutor Office on the extension and conditions of the SAS Aviation Properties, LLC land lease agreement. He thinks this would be good for the airport and recommends approval.

Approval of the 1st Amendment to the Land Lease Agreement with SAS Aviation Properties, LLC

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the 1st Amendment to the Land Lease Agreement with SAS Aviation Properties, LLC; see attached to minutes.

Voting aye thereon: Kochis, Fagan, Burns, Richarson, Brennan, and McNeer
Absent was: Michael Kaper
Motion passed.

c. New hangar lease processes/select criteria.

Mr. Kochis asked the Board to consider that applicants base their aircraft here. Federal grants are based on the number of aircrafts registered here.

Mr. Coil stated that there are 7 aircrafts currently that are tied down here. He suggests that they be considered regardless of where their aircraft is based.

Mr. Brennan recommended that being housed here should be weighed higher but is not necessary. He thinks the Board should consider the aircrafts that are tied down first.

Mr. Coil asked for clear direction.

Dr. Burns and Mr. Fagan will be the initial point of contact for any questions on filling leases. They will make recommendations to the full board.

Mr. Kochis will talk to the County Prosecutor's Office to get some advice on the selection of tenants for the new hangars.

New Business

- CORSA recommended information related to the fence damage

Mr. Kochis reported that the Prosecutor's Office will send a letter to the gentleman who lost control of his vehicle and damaged the fence. The damage is below our insurance deductible. The fence repair was paid directly to Ace Fence.

Mr. Kochis reported that there is a claim on the Airport House (former Med-Flight) for the roof replacement. The County Commissioners will be responsible for the costs.

Informational

a. Freedom Aviation Network article

Mr. McNeer reviewed the article with the board.

Mr. Coil reported that he would add this information to Sundowner's webpage.

b. Blue Lightning Initiative (BLI) – Training Video (in email)

Mr. McNeer asked for the Board and FBO to take the training and report back to him next month so he can file it in the report that is due.

Calendar of upcoming events and other important dates

The Board reviewed the following calendar of dates:


- a. CMT Master agreement expires 9/9/2023 (option to extend one (1) more year)
- b. Blue Lightning Initiative – report due annually within 30 days of 9/30/23
- c. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23
- d. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/24
- e. OTTER/UST renewal expires 6/30/24
- f. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/24
- g. HAS mowing and snow removal contract expires on 9/30/2024
- h. FBO Agreement expires 12/31/2024
- i. Insurance Agreement expires 12/31/2025
- j. Legal services agreement with County Prosecutor – expires 12/31/2025
- k. Hangar J Lease agreement expires 12/31/26
- l. Lease agreement with Board of Commissioners to operate facilities – 10/25/2027
- m. FAA lease for space expires 9/30/2032

Adjournment

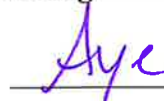
On motion of Bill McNeer and second of Tom Brennan, the Fairfield County Airport Authority Board voted to adjourn at 6:12 p.m.

Next Regular Meeting is Monday, September 11, 2023, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

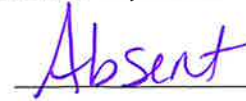
Meeting minutes for the August 14, 2023, meeting was approved on September 11, 2023.



Glenn Burns



Bill Fagan



Tom Brennan

Fairfield County Airport Authority Board Meeting
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Aye

Jon Kochis

Aye

Michael Kaper

Aye

William McNeer

Aye

Scott Richardson

Staci A. Knisley

Staci A. Knisley, Airport Clerk

Monthly Board Report 2023

ITEM	JAN 7/2/72	FEB 7/2/72	MAR 7/2/72	APR 7/2/72	MAY 7/2/72	JUN 7/2/72	JUL 7/2/72	AUG	SEPT	OCT	NOV	DEC
T HANGAR												
OCCUPANCY												
R HANGAR	6/6	6/6	6/6	6/6	6/6	6/6	6/6					
OCCUPANCY												
NEW LEASES	1	1	0	0	0	1	0					
OVERNIGHT	0	0	0	0	0	0	0					
FUEL SALES	3526.97	4418.30	3776.82	5201.23	7147.08	6159.00	8192.26					
100LL	\$ 20,519.20	\$ 25,796.88	\$25,973.73	31597.07	\$ 43,611.71	\$37,642.68	50212.87					
FUEL SALES	1026.7	1191.8	2067	432	2626.3	233.4	3874.5					
JET A	\$ 6,438.10	\$ 7,499.48	\$ 12,824.20	\$ 3,701.34	\$ 16,193.15	\$1,398.06	23559					
# OPERATIONS	2000	3600	3800	4400	5200	4900	6500					
HANGAR	Lack of		gate	none	leak	gate / leak g1	gate					
ISSUES					Q19							
PUBLIC	Runway	Runway		none	none	none	none					
COMMENTS	Closure	Closure										
FAA	0	0	0	0	0	0	0					
INCIDENTS												

Totals

38422

\$235,354.14

11451.70

\$ 71,613.33

Fairfield County Airport Authority
Board Meeting, August 14, 2023

Engineer's Summary Report

1. FY 21 FAA AIP Grants
 - Master Plan – Nearing completion.** All documents and ALP submitted to FAA for review. Pending further FAA comments or direction prior to closeout. **No August Update.**

 - Rehab Taxiway B – Design & Improve Airfield Drainage – Design**
FY21 Grant closeout draft submitted to FAA, waiting final comments and reimbursement. **No August Update**

2. FY 22 FAA AIP Grant
 - Rehab Taxiway B - Construction**
Additional construction funds will be requested from FAA at closeout.
Punchlist completed, final quantities under review, payment coming soon

 - Improve Airfield Drainage – Construction.** Rock River Construction work is completed, project is substantially closed out.
Project complete, no further updates.

3. FY 23 FAA AIP Grant
 - Master Drainage Report
Future development discussion completed, and stormwater calculations ongoing, survey of existing pipe structures and pipes to be completed August/Sept.

4. OH FY 22 State grant application – Obstruction Removal (East).
 - a. East End - Phase 1 Plans 100% complete –Removal from FAA obstruction database completed.
 - b. East End - Phase 2 – Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No August updates, further property owner coordination should be continued later this year to see what might be possible.**

5. OH FY 23 State grant application – West Obstruction Removal.
 - a. Approach update and PAPI mitigation approved. **March 2024 publication of latest information will be the soonest possible release.**

6. OH FY 24 State grant application – Runway 28 RSA Clearing
 - a. ODOT grant application drafted for the removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface. **No August updates, anticipate ODOT release of award this week.**

7. Other discussion items:

8. Action Items:



8880 United Ln
Athens, OH 45701
Phone: (740) 593-3279

1830 Old Logan Road
Lancaster, OH 43130
Phone: (740) 653-2827

630 West Waterloo Street
Canal Winchester, OH 43110
Phone: (614) 837-5516

Please Remit To:
1320 Dublin Road, Suite 100
Columbus, Ohio 43215

CEC Turf and Tractor

www.cepturfandtractor.com

Ship To: FAIRFIELD COUNTY AIRPORT

Invoice To: FAIRFIELD COUNTY COMMISSIONERS
210 E. MAIN ST.
ROOM 301
LANCASTER OH 43130

Branch 23 - LANCASTER *REPRINT*		
Date 07/26/2023	Time 13:19:27 (O)	Page 1
Account No FAIRF006	Phone No	Inv No 03 E00289
Ship Via	Purchase Order 23005494-00	
Tax ID No		
Dalton Hyme		Salesperson L05 / L06

EQUIPMENT INVOICE

Description	Amount
Questions? Comments? Concerns? Email customersatisfaction@cepturfandtractor.com	
Stock #: 003829 Serial #: KBGGDCA0APGF62615	19250.00
New KU ZD1211-3-60	
New KUBOTA ZD1211-3-60 DIESEL ZTR MWR/24.8 HP/60" DECK	
	Sale Total: 19250.00
Miscellaneous Charges/Credits =====	
DELIVERY CHARGE Qty: 1 Price: 50.00	50.00
	Subtotal: 19300.00
	Total (ON ACCOUNT): 19300.00

No refund without copy of invoice
Electrical Parts are non refundable
25% restocking fee on special order parts
No return on special order Honda parts
No return on special order parts after 30 days
All special orders will be held up to 90 days before being forfeited

X

Received By

Thank You For Your Business!

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

JOURNAL DETAIL 2023 7 TO 2023 7

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 AIRPORT OPERATIONS							
80780000 530000 CONTRACTUAL SERVIC	175,000	187,682	117,884.85	13,280.47	68,613.02	1,184.00	99.4%
2023/07/000189 07/10/2023 API	200.00 VND	001281 PO 23004965	PORTA KLEEN				
2023/07/000570 07/17/2023 API	387.40 VND	003668 PO 23000168	LOCAL WASTE SERVICE			rental for portable toilet at	5379191
2023/07/000570 07/17/2023 API	1,730.79 VND	005790 PO 23000186	OHIO DEPT OF TAXATIO			trash disposal for airport 7/2	5379627
2023/07/001356 07/31/2023 API	119.00 VND	016659 PO 23000234	SUNRUSH WATER			sales tax for fuel sales 6/202	5379654
2023/07/001358 07/31/2023 API	2,500.00 VND	005552 PO 23000001	HISTORICAL AIRCRAFT			DRINKING WATER SUPPLIES 6/28/2	5380742
2023/07/001358 07/31/2023 API	8,333.33 VND	007099 PO 23000372	SUNDOWNER AVIATION L			snow plowing/mowing AUGUST 202	5380692
2023/07/001358 07/31/2023 API	9.95 VND	016659 PO 23000234	SUNRUSH WATER			airport manager/FBO services 8	5380703
						drinking water/services 7/2023	5380741
80780000 541001 ELECTRIC/UTILITIES	25,000	28,275	13,694.42	1,702.80	14,580.25		100.0%
2023/07/000570 07/17/2023 API	101.10 VND	023650 PO 23000469	FAIRFIELD CO UTILITTI			3430 OLD COLUMBUS RD - 5/31-6/	5379724
2023/07/000570 07/17/2023 API	101.10 VND	023650 PO 23000469	FAIRFIELD CO UTILITTI			3383 OLD COLUMBUS RD 5/31-6/30	5379725
2023/07/000938 07/24/2023 API	139.21 VND	001373 PO 23000309	SOUTH CENTRAL POWER			MOPED ASOS 6/6-7/7	5380171
2023/07/000938 07/24/2023 API	288.30 VND	001373 PO 23000309	SOUTH CENTRAL POWER			TERMINAL 2 6/6-7/7	5380172
2023/07/000938 07/24/2023 API	360.44 VND	001373 PO 23000309	SOUTH CENTRAL POWER			TERMINAL RUNWAY LIGHTS 6/6-7/7	5380173
2023/07/000938 07/24/2023 API	37.67 VND	001373 PO 23000309	SOUTH CENTRAL POWER			3383 COLUMBUS LANCASTER RD 6/6	5380174
2023/07/000938 07/24/2023 API	83.94 VND	001373 PO 23000309	SOUTH CENTRAL POWER			HANGAR G 6/6-7/7	5380175
2023/07/000938 07/24/2023 API	133.82 VND	001373 PO 23000309	SOUTH CENTRAL POWER			HANGAR P 6/6-7/7	5380176
2023/07/000938 07/24/2023 API	122.54 VND	001373 PO 23000309	SOUTH CENTRAL POWER			HANGAR Q 6/6-7/7	5380177
2023/07/000938 07/24/2023 API	68.18 VND	001373 PO 23000309	SOUTH CENTRAL POWER			HANGAR F 6/6-7/7	5380178
2023/07/000938 07/24/2023 API	93.74 VND	001373 PO 23000309	SOUTH CENTRAL POWER			HANGAR O 6/6-7/7	5380179
2023/07/001358 07/31/2023 API	58.48 VND	003823 PO 23000343	NORTHEAST OHIO NATUR			3383 OLD COLUMBUS RD 6/9-7/12	5380671
2023/07/001358 07/31/2023 API	57.14 VND	003823 PO 23000343	NORTHEAST OHIO NATUR			3430 OLD COLUMBUS 6/9-7/12	5380672
2023/07/001358 07/31/2023 API	57.14 VND	003823 PO 23000343	NORTHEAST OHIO NATUR			3383 OLD COLUMBUS 6/9-7/12	5380673
80780000 543000 REPAIR AND MAINTEN	65,000	101,200	9,637.51	1,600.02	79,564.55	11,997.94	88.1%
2023/07/000189 07/10/2023 API	275.06 VND	000189 PO 23005404	STROHMEYER, CHARLES			REPAIR TO MEN'S RESTROOM	5379188
2023/07/000570 07/17/2023 API	1,324.96 VND	014612 PO 23000428	AG-PRO OHIO, LLC			repairs/services to equipment	5379698
80780000 553000 COMMUNICATIONS/TEL	2,100	2,278	1,424.52	357.38	853.20	.00	100.0%
2023/07/000007 07/03/2023 API	177.76 VND	074480 PO 23000495	A T & T INC			monthly phone services 5/20-6/	5378887
2023/07/001356 07/31/2023 API	179.62 VND	074480 PO 23000495	A T & T INC			monthly phone services 6/20-7/	5380772
80780000 554000 ADVERTISING	2,000	2,000	604.18	.00	1,195.82	200.00	90.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

JOURNAL DETAIL 2023 7 TO 2023 7

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 558000 TRAVEL REIMBURSEME	200	206	38.23	.00	117.90	50.00	75.7%
80780000 560000 MATERIALS & SUPPLI	25,000	25,000	6,535.38	1,131.11	8,226.46	10,238.16	59.0%
2023/07/000189 07/10/2023 API	1,083.05 VND	001511 PO 23000312 R D HOLDER OIL INC					
2023/07/000189 07/10/2023 API	35.98 VND	014612 PO 23000429 AG-PRO OHIO, LLC					
2023/07/0001358 07/31/2023 API	12.08 VND	014612 PO 23000429 AG-PRO OHIO, LLC					
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	400,000	400,000	265,564.47	68,934.70	134,435.53	.00	100.0%
2023/07/001358 07/31/2023 API	26,448.21 VND	005545 PO 23000358 PURVIS BROTHERS INC					
2023/07/001358 07/31/2023 API	42,486.49 VND	005545 PO 23000358 PURVIS BROTHERS INC					
80780000 574000 EQUIPMENT, SOFTWAR	10,000	26,000	5,450.00	.00	19,300.00	1,250.00	95.2%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	679.00	.00	.00	2,321.00	22.6%
TOTAL AIRPORT OPERATIONS	712,800	781,140	421,512.56	87,006.48	326,986.73	32,641.10	95.8%
TOTAL AIRPORT OPERATIONS	712,800	781,140	421,512.56	87,006.48	326,986.73	32,641.10	95.8%
TOTAL EXPENSES	712,800	781,140	421,512.56	87,006.48	326,986.73	32,641.10	

**1st AMENDMENT TO FAIRFIELD COUNTY AIRPORT AUTHORITY LAND
LEASE AGREEMENT WITH SAS AVIATION PROPERTIES, LLC**

This 1st Amendment is made and entered into effective upon execution by all parties hereto, by and among Fairfield County Airport Authority, (“Lessor”), and SAS Aviation Properties, LLC (“Lessee”).

BACKGROUND INFORMATION

WHEREAS, the Lessor has the authority to enter into the Lease and the Amendment pursuant to its operating agreement with the Fairfield County Board of Commissioners executed on EH, 2023. A copy of that operating agreement is attached as Exhibit 1 to this Amendment.

WHEREAS, the parties entered into the underlying Land Lease Agreement (“Lease”) for a 15 year term commencing May 1, 2017 to rent hangar space to Lessee at the Fairfield County Airport (“Premises”). A copy of the current Land Lease Agreement is attached hereto as Exhibit 2 to this Amendment.

WHEREAS, while the underlying Lease does not expire until April 30, 2032, the parties desire to amend **Section XII. Option to Renew** to permit the Lessee an option to renew for 2 additional 5 year terms so long as conditions outlined below are met.

STATEMENT OF THE AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Lessor, and Lessee agree as follows:

1. Section XII. “Option to Renew” is deleted and rewritten as follows:
 - a. Lessee shall have the option to renew this lease for two (2) additional five (5) year terms, provided that the Lessee has complied with the following:
 - (i) Lessee has not defaulted on any of the other terms of the Lease contained herein; and
 - (ii) Lessee is actively operating its business on the Premises during the lease and renewal term(s).
 - b. Notwithstanding the previous subsection, Lessee’s option to renew must be approved by Lessor in order to be valid. Lessee shall notify Lessor of its intent to renew not less than thirty (30) days before the termination of the Lease term. If Lessee fails to notify the Lessor of its intent to renew or if the Lessor declines to accept Lessee’s option to renew, the Lease shall terminate on the expiration date of the term, so long as Lessee is not otherwise in default of the Lease terms.

Except as modified herein, all terms, covenants and conditions contained in the Lease shall remain in full force and effect.

