

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for September 10, 2018**

**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, Jon Kochis, Pat Ferguson, Bill McNeer, Rick Szabrak, Michael Kaper, and Bill Fagan. Also present were Staci Knisley, Patrick Rooney James Shadd, and George Brock.

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

There were no public comments.

**Approval of Minutes for the August 13, 2018 meeting**

*On motion of Rick Szabrak and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the minutes from the August 13, 2018 meeting.*

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

*Motion passed.*

**Historical Aircraft Squadron (HAS) update**

Mr. Ferguson reported that there was a dance held in the HAS hangar.

Mr. Rooney stated that the grass mowing is going good. HAS will be working on adjusting the brakes for the new snow plow truck donated from the County Engineer's Office.

**Airport Manager Update**

a. **Monthly Board Report**

Mr. Shad presented Sundowner Aviation's monthly report, see attached to minutes. There was one (1) incident with an accident in Fairfield County. The pilot was not a tenant but he was on his way to the Fairfield County Airport.

Mr. Rooney reported that the pilot ran out of gas. This accident does not have anything to do with Fairfield County Airport. They are just reporting for informational purposes. He also reported that Mr. Vance & Mr. O'Connor brought the aircraft to the airport for storage and repair. There will be hangar rent collected for nightly or weekly stay.

Mr. Rooney reported that ODOT did an inspection for our Airport. Russ Neice with ODOT let Mr. Rooney know that there is a gas pipe that needs to be removed near the localizer.

Mr. Neice informed him that the grass was too long near the windsock. Al Moyer has since taken care of this.

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Mr. Neice also informed Mr. Rooney that there needs to be a grass strip. Mr. Rooney pointed out that the FAA told us that as long as we have a single landing strip, we are good.

Mr. Neice also reported to Mr. Rooney that there was an old electric meter on the fence near the end runway. Mr. Rooney confirmed that the wire was dead.

Mr. Neice also reported to Mr. Rooney that there was a pipe sticking out on the taxiway mid-field sign. Mr. Rooney reported that it is a non-flammable pipe and that he left it alone.

Mr. Rooney reported that Mr. Neice recommended that an emergency stop be put on the diesel tank. Mr. Rooney stated that it is a hand pump so it does not need one.

Mr. Rooney also reported that he would place a sign for the emergency stop for the gas tanks.

Mr. Rooney reported that he talked to the heating and cooling contractor today. There is a hot line/wire behind the furnace. He will have Lonnie Watts with Sundowner Aviation look at it.

Mr. Rooney reported that Mr. Chris Cavalari is interested in putting a paint shop at our airport. He wants to be down here by the 1<sup>st</sup> of October. Eventually he wants to build an 80 x 80-foot hangar. He would like to put Mr. Cavalari in hangar R1 but has current tenants in there that are willing to switch hangars.

Mr. McNeer stated that when R1 vacates, send them their deposit back and have them sign a new lease.

Mr. Kochis recommended that when Mr. Cavalari is interested in taking the next steps to building a hangar, keep the Board directly involved.

Mr. Kochis stated that the Mr. Cavalari will have to be certified and have licenses with the Ohio Division of Air Pollution Control before painting.

Dr. Burns reported that chemical stripping could be an issue with EPA. The lease will have to be modified as a commercial lease.

Mr. Kochis will work with Mr. Rooney on drafting a commercial lease.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**

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a. Crawford Murphy Tilly (CMT) Engineer's Report

Mr. Kochis presented the Engineer's report, see attached to minutes.

- FY2018 ODOT grant

Mr. Kochis reported that the materials for the edge lighting project are being held in Hangar F7. There should be no disruption on the runway and very little disruption on the taxiway while this project is taking place. The project will start on September 24.

- FY2018 FAA grant

Mr. Kochis reported that the Taxiway Delta Reconstruction design will begin late summer or early fall. Documents should be ready to bid by spring. The plan is to put out the FY2019 ODOT aviation bid specs with the Delta project.

- FY2019 ODOT grant

Mr. Kochis reported that the rehabilitation of the apron project near the fuel terminal. The Apron will be milled and overlay. This grant has been awarded and a letter has been received.

Mr. Kochis also reported that the rehabilitation for T/H/E project request for funds for the FY2019 grant has not been funded at this time. A letter was received.

- FAA Supplemental Grant Priorities

Mr. Kochis reported that the two (2) projects have been submitted relating to building a new entrance. There is a current EPA lead abatement issue on the Gun Club property that if the FAA selects one of our projects, this property would have to be acquisitioned. Because lead is a drinking water component, it is low-risk to the Airport on the environmental side. There are no plans to tap into water by digging for wells. The other project is the development of the access of pavements and taxiways on the north side of the airport.

Mr. Kochis stated that Dr. Burns is the contact from the FAA if selected.

b. Runway Protection Zone (RPZ) Tree Trimming

Nothing new to report.

c. Tax Assessments

Nothing new to report.

d. Capital Improvement

o Storm Water System Rehab

Nothing new to report.

o Maintenance Building – Roof Repair

Mr. Kochis reported that this project is complete. There is a 10-year warranty on the work. He recommends that the building be painted in the spring.

Mr. Shadd asked the Board to remove the awnings at the same time it is being painted.

2. Community Relations – Michael Kaper & Rick Szabrak

a. Client Survey

Mr. Szabrak reviewed the client survey from Richard Lucka. He asked Ms. Knisley to do a follow-up on the surveys that have not been received.

3. Facilities and Grounds – Michael Kaper & Bill Fagan

a. Request for Proposals (RFP) for mowing services

Mr. Kochis recommends an RFP be put out for mowing services in place of the Eversole Lease that was terminated.

b. Terminal Heating/Cooling

Mr. Kochis reported that AirMax completed their inspection and moved the thermostats in the Terminal. The back unit of the terminal had a small Freon leak. A week later, the back-unit compressor went out. It had to be replaced immediately due to the high heat temperatures. The repair would have been \$3,900, the replacement was \$5,900. The unit was 20+years old so he decided to approve the full replacement. He checked with county facilities manager, Dennis Keller to make sure the price was reasonable.

Mr. Kochis recommended that the electric/power room be locked. He asked Mr. Rooney to purchase a key for the room and keep it locked. A key can also be stored in the Knox Box for Greenfield Township.

4. FBO Liaison – Pat Ferguson

a. Fuel Card Reader

Mr. Ferguson reported that Superior Petroleum suggested a Cat-5 cable be added outside to the fuel pumps. The Cat-5 cable will allow detailed information to be downloaded. He is

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working on getting a new quote from Superior Petroleum and will seek quotes also from other companies. He will make a recommendation to the Board at the October meeting.

Mr. Rooney reported that currently a phone line is connected to the fuel pumps for card reader connectivity. When it rains they have difficulty downloading the information from the card reader.

Mr. Kochis also recommended that a cat-5 cable be installed. The area will be milled in May. It can be done at the same time.

Mr. Ferguson will seek estimates on the card reader and add pulling the cat-5 cable to the project. They will discuss their options at the October meeting whether it should be done now or wait until May.

**5. Finance - Glenn Burns**

a. Financial Reports

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

Mr. McNeer asked the Board to review the electric charges on the South Central Power invoices.

Mr. Kochis stated that the terminal heating/cooling repairs should reduce the electric charges for the terminal. When the runway lights are completed, a reduction will also happen.

b. Payment of Bills

**Approval for payment of bills totaling \$9,855.93**

*On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$9,855.93. (See invoice summary attached to minutes)*

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

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

Mr. McNeer stated that he feels the Airport security is pretty well covered. The Airport Manager has knowledge of people coming and going. The Sheriff department makes their rounds out here.

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

a. **Rent Status Spreadsheet**

The Board reviewed the spreadsheet.

b. **Hangar Rate Comparison**

Mr. Shadd reported the hangar rate comparison of nearby airports.

Bolton Airfield - \$200

City of Newark - \$170, currently there are no available hangars and are building more hangars.

OSU – no hangars are available

Chillicothe - \$135

Circleville - \$135, currently there are no available hangars

Mr. McNeer stated that it would be good to know the square footage of the hangars but there is enough evidence for him to recommend keeping the hangar rates and other fees for 2019 flat.

c. **2019 Hangar Rates**

**Approval of the 2019 Hangar Rates for Buildings F,G,O,P, & Q and other fees**

*On motion of Pat Ferguson and second of Bill McNeer, the Fairfield County Airport Authority voted to approve the 2019 Hangar Rates for Buildings F,G,O,P, & Q and other fees. (See attached to minutes)*

*Discussion: Ms. Knisley will notify tenants that there is no increase in the hangar rates.*

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

8. **Web – Bill McNeer & Rick Szabrak**

a. **WebChick – website renewal**

**Approval of the website design maintenance and renewal with Web Chick from October 1, 2018 through September 30, 2019 for \$670**

*On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority voted to approve the website design maintenance and renewals with Web Chick from October 1, 2018 through September 30, 2019 for \$670.*

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

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**Old Business**

- County Prosecutor services

Mr. Kaper stated that using the county prosecutor will provide more protection to the Board. He and Mr. Kochis are working with Prosecutor Kyle Whitt to negotiate costs and a contract for legal services.

- Eastland/Fairfield Career Center partnership

Mr. Szabrak met with Eastland/Fairfield Career Center and others at a roundtable. The house, former Med Flight property is likely not big enough to house their students. He will reach out to them to give them the opportunity to view it.

**New Business**

- Hangar J/Maintenance Hangar

Mr. Ferguson is getting an estimate on the maintenance overhead door to add Styrofoam to the frame for insulation. He will follow-up with the Board at the October meeting.

Mr. Kochis reminded the Airport Manager to store oil properly. It cannot be stored outside and it should be stored between a boom and a dike.

**Informational Items**

- a. Interpretation concerning UAS

Mr. McNeer reviewed the information with the Board. See attached to minutes.

- b. Letter from ODOT related to web based management system

ODOT is requesting contact information for the web based management system. Mr. Kochis and Ms. Knisley will be the contacts. Ms. Knisley will send ODOT the contact information.

**Calendar of upcoming events and other important dates**

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

- a. Process to change Landing Pattern in September (target date of December/January for completion)

- b. Insurance expires 12/15/18

*Ms. Knisley will follow-up on the insurance renewal.*

- c. FBO contract expires 12/31/2018

*Mr. Kochis reported that the Prosecutor's Office is reviewing the RFP. The RFP will contain basic negotiation points including adding the house, former Med Flight Property. The RFP will be out for public advertisement by the next board meeting in October.*

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- d. HAS authorization for use of 3 unoccupied hangars expires 12/31/18
- e. Storm Water Plan – Review and Approve annually - February 2019
- f. 50-year Anniversary – May 18, 2019  
*Mr. Szabrak will reach out to Motts Museum to see if they will partner with the Airport.*  
*Mr. Ferguson stated that Eric with HAS will contact Mr. Szabrak.*  
*Mr. Szabrak stated that there will be minor costs so a small budget will need to be established.*
- g. HAS lease agreement w/Commissioners expires on 12/31/19
- h. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- i. FAA lease for space expires 9/30/2022
- j. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

**Adjournment**

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to adjourn at 7:38 p.m.

**Next meeting is Monday, October 8, 2018 at 6:00 pm at the Airport Terminal**

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*Meeting minutes for the September 10, 2018 meeting were approved on October 8, 2018.*

Absent  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Absent  
Michael Kaper

Aye  
William McNeer

\_\_\_\_\_  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk



# Monthly Board Report 2018

ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
T HANGAR OCCUPANCY	63/72	60/72	62/72	65/72	64/72	65/72	63/72	62/72			
R HANGAR OCCUPANCY	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6	6 of 6			
NEW LEASES	0	0	2	3	1	1	2	1			
OVERNIGHT	0	0	0	0	0	0	0	0	0	2 WEEKS	
FUEL SALES 100LL	2514	2282	3487	2408	3240	4317	4394.82	5462.85			
FUEL SALES JET A	3799	1003	1349	1423	1204	1248	3662.7	3762.2			
# OPERATIONS	1800	1300	2000	1000	3400	4530	4611	5741			
HANGAR ISSUES	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE			
PUBLIC COMMENTS	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE			
FAA INCIDENTS	AIRPORT T DIR	NONE	NONE	NONE	NONE	NONE	NONE	1			1 CUB

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Board Meeting, September 10, 2018**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project

Project scope: Taxiway B & D LED edge lighting system, with anchored maintenance pads around each light

Project Estimated Cost:	\$378,742
ODOT Share (95%):	\$359,805
Local Share (5%):	\$ 18,937

Submittals have been approved. Contractor and ODOT preconstruction meeting to be scheduled for this week, with anticipated start of construction September 24. Delivery of fixtures and regulators from manufacturer has delayed the start of construction.

2. FAA FY18 Grant Application

FAA FY 18 project includes Taxiway Delta reconstruction – design only. Design to begin in earnest in late summer/early fall with Geotech and survey. FAA grant application submitted July 3. FAA grant documents signed and returned.

3. FY 19 ODOT Aviation Grant Project

LHQ was selected for FY 19 ODOT funding for the Rehabilitation of the Terminal Apron project. Project scope includes a 2" mill and asphalt overlay of the terminal apron pavements.

Preliminary schedule calls for plans and specifications review by ODOT in November 2018, bidding in February 2019, and construction start May 2019. Design to begin asap, topo survey scheduled for 9/24.

4. FAA Supplemental Grant Priorities

5. Action Items:

a. none



FAIRFIELD COUNTY AIRPORT 2019 LEASE/RENTAL FEES

**Hangar Buildings – ANNUAL LEASES**

**Hangar J** – \$775.

**Buildings F, G, O, P, & Q** – T hangar bays (Electric included)

Bay #	Sq Ft	18 cents	18.5 cents	Store 7.8cents	Store 8cents	Total
F1-F10	1276	\$230				\$230
F (W)Store	638			638		\$50
G2-G5	1276	\$230				\$230
G7-G10						
G1&G6	1914	1276/\$230		638/\$50		\$280
O1-O5	1276	\$230				\$230
O7-O11						
O6 & O12	1914	1276/\$230		638/\$50		\$280
P2-P9	1079		\$200			\$200
P11-P20						
P1&P10	1579		1079/\$200		500/\$40	\$240
Q2-Q9	1079		\$200			\$200
Q11-Q20						
Q1&Q10	1579		1079/\$200		500/\$40	\$240

**Building R** - Corporate/Box Hangars (Electric not included)

Bay #	Square Feet	17 cents	Total
R1	3,000	\$510	\$510
R2-R6	2,500	\$425	\$425

**OTHER FEES**

Overnight T-Hangar Bay Rent – \$25 per night

Overnight R-Hangar Bay Rent (if available) - \$35 per night without electricity.

One week T- Hangar Bay Rent - \$100

One week R-Hangar Bay Rent (if available)- \$150 without electricity.

\*Month to Month T-Hangar Bay Rent – 10% above the monthly lease rate rounded up to the nearest \$10 (P2-P9, Q2-Q9 =\$220/ F1-F10, G2-G9, O1-O5 =\$260/ P1&P10, Q1&Q10 =\$270/ G1&G6, O6&O12 = \$310).

\*Month to Month R-Hangar Bay Rent – 10% above monthly lease rate rounded up to the nearest \$10 (R1 =\$570/ R2-6 =\$470) with the electric being in Renter’s name and paid by Renter.

**September 10, 2018**

## FAIRFIELD COUNTY AIRPORT 2019 LEASE/RENTAL FEES

Ramp Fee Overnight – \$5 for aircraft with a maximum certified takeoff weight under 12,500 pounds and \$10 for aircraft with a maximum certified takeoff weight of 12,500 pounds and above. Fee may be waived with fuel purchases of 25 gallons or top –off.

\*Ramp Fee Monthly - \$50 for aircraft with a maximum certified takeoff weight under 12,500 pounds and \$100 for aircraft with a maximum certified takeoff weight of 12,500 pounds and above.

\*[Fairfield County Airport Minimum Standards for Aeronautical Activities (Revised December 8, 2014) Section III K requires all aircraft based on the airport to carry the minimum insurance of Bodily (\$100,000 per person/\$500,000 per accident) and Property (\$1,000,000) with proof of insurance provided.]

Note: Fairfield County Airport does not provide tie down services due to liability.

**September 10, 2018**

## **Knisley, Staci A**

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**From:** Bill McNeer <aoc661760@gmail.com>  
**Sent:** Monday, August 27, 2018 7:38 PM  
**To:** Knisley, Staci A; Glenn Burns - gmail  
**Cc:** Pat Ferguson; Kochis, Jon Patrick; Bill Fagan; Michael Kaper; Szabrak, Richard M (Rick)  
**Subject:** Fwd: UAS Question

Staci,

Would you include the interpretation concerning UAS as an information item in next meetings agenda.

This question was asked at the FAA Grant Assurance webinar last week.

Bill

Begin forwarded message:

**From:** Stacey S Heaton <stacey@ohioaviation.org>  
**Subject:** FW: UAS Question  
**Date:** August 27, 2018 at 6:12:39 PM EDT  
**To:** Bill McNeer <aoc661760@gmail.com>

Hi Bill,  
Here was the follow-up to the webinar question.  
Thanks!

Stacey S. Heaton  
Executive Director  
Ohio Aviation Association  
614-915-4768

**From:** Jose.DeLeon@faa.gov <Jose.DeLeon@faa.gov>  
**Sent:** Monday, August 27, 2018 4:52 PM  
**To:** Stacey S Heaton <stacey@ohioaviation.org>  
**Subject:** UAS Question

Hi Stacey.

Since Congress has declared UAV/UAS to be "aircraft," Airports Division considers them to be an "aeronautical activity." The Airports Division is currently working on a final policy memo. As Airports Division works through that memo, any Sponsor with questions or concerns regarding UAV/UAS should reference existing regulations (e.g. Part 107) governing airspace operations.

If there are airport specific questions, please direct them to the local ADO. Otherwise, any other questions may be directed to the ADO, the Great Lakes Regional – Compliance, or me.

-  
Regards,  
Jose

Jose G. de Leon  
Chicago Metropolitan Program Manager  
Chicago Airports District Office  
Federal Aviation Administration  
847-294-8409