Meeting to order

Pat Ferguson called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Jon Kochis, Bill Fagan, Bill McNeer, Michael Kaper, and Pat Ferguson. Board Members absent were Glenn Burns & Rick Szabrak. Also present were Staci Knisley, James Shadd, Al Moyer, Kip Kelsey, and Michael Baldwin.

Opportunity for the Public to Address the Board

Approval of the Minutes for the August 10, 2020 Meeting

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the minutes from the August 10, 2020 meeting.

Voting aye thereon: Kochis, Fagan, Ferguson, & Kaper

Absent were: Burns & Szabrak Abstaining was: McNeer

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Baldwin gave an update on the snowplow and lift. He found a work around for the snowplow parking brakes. He caged the rear parking brakes. He also filled the brake fluid. It should be good for the winter season. Tim Shankland with the EAA is going to work on the snow-plow lift. He will follow-up with the Board on the estimated costs for repairs.

Mr. Kochis asked Mr. Moyer with HAS if they are interested in the Engineer's transfer of a truck. It is likely it will be after winter and is possible that they will be transferring 2 trucks. The old truck that the Engineer transferred to the Airport will be transferred back to the Engineer.

Mr. Moyer stated that they are interested.

Sundowner Aviation/Airport Manager Update - Monthly Board Report

a. Monthly Report

- Mr. Shadd reported that one coyote has been captured by Plunkett Pest Control. They humanely disposed of the coyote. The gaming commission came and checked the proper permits of Plunkett Pest Control. There has been no sight of coyotes since then.
- Mr. Kelsey had a few concerns relating to capturing the coyotes. He recommended that they be disposed of humanely and right away.

Mr. Shadd reviewed the monthly report, see attached to minutes. Jet Truck Sales were the highest they have ever seen for August. He believes the jet traffic it is due to the low fuel prices here and the convenience of a small airport rather than Port Columbus.

Mr. Kochis told Mr. Shadd that the fuel truck has to be moved. It must be on the concrete.

Mr. Shadd recommended we get a triple-charger for it.

Mr. Kochis stated that we could get an electric on it to keep it warmer.

Mr. Shadd asked the Board to discuss the terminal renovations with Pat Rooney and Rita Pinney for their input.

Standing Committee Updates:

Airport Improvement - Jon Kochis

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

Mr. Kochis reviewed the report, see attached to minutes.

• <u>FY19 FAA Grant – Construct Taxiway Delta</u> Mr. Kochis reported that he contacted Ben Cooley with CMT to tell the contractor to follow-up with removing the debris curtain.

Approval of final change order to construct Taxiway D with Strawser Paving company reducing the amount by \$562.85, total agreement amended to \$526,091.65 and approval for authorization to Board Member Jon Kochis to sign the change order

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the final change order to construct Taxiway D with Strawser Paving company reducing the amount by \$562.85, total agreement amended to \$526,091.65 and approval for authorization to Board Member Jon Kochis to sign the change order

Voting aye thereon: Kochis, McNeer, Ferguson, Fagan, & Kaper

Absent were: Burns & Szabrak

Motion passed.

- FY20 ODOT Grant Rehabilitation of B & C1 Apron
- FY20 FAA Grant

1. South Access Road/Culvert Repair

Mr. Kochis reported that he talked to Strawser Paving. This work is not in their scope of services. We need a culvert at the bottom through the fence line about 50 feet in. This will not help completely we need to build up the pavement. This project needs to be on the list after the current projects are complete. Soil & Water is working on a plan.

American Pavements is working on an estimate for hangar rows P, Q, & R for microsurfacing. The county funds all capital improvements. This would be classified as a repair and can be expended out of Airport operating funds. We could get the work done up to \$40,000.

Mr. Kaper recommended soliciting 2 additional estimates for the micro-surfacing project.

Approval to authorize Board Member Jon Kochis to proceed with soliciting 3 estimates with a a not to exceed \$40,000 for micro-surfacing and to authorize approving the contract

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to authorize Board Member Jon Kochis to proceed with soliciting 3 estimates with a not to exceed \$40,000 for micro-surfacing and to authorize approving the contract.

Voting aye thereon: Kaper, McNeer, Ferguson, Fagan, & Kochis

Absent were: Burns & Szabrak

Motion passed.

2. Storm Water System Rehab

Tile Repair/Kull Excavating

Mr. Kochis reported that the tile is fixed on the north side of the Airport.

SE field drainage problems

Mr. Kochis that based on the engineering the taxiway will have to be redone to make the drainage work. It is on the 10-year capital improvement plan to install a box culvert. Hunters Run Conservancy District may come to us for funding to model the creeks. For the most part, it will affect the Vegetation Control agreement.

Strategic Planning Committee - Bill McNeer, Jon Kochis, Rick Szabrak (absent)

Mr. Kochis reported they will meet soon to start the Master Plan process.

Community Relations - Michael Kaper & Rick Szabrak (absent)

Mr. Kaper reported that he had a few email inquiries. He forwarded them to Airport Management, Sundowner Aviation. One email thanked Sundonwer Aviation for flight instruction and education.

Mr. Shadd reported that he received another call from Ms. Tournoux relating to the flight plan. He printed out FAA restrictions for low flying aircraft in case another member of management received a call

from her. He also asked her to come to a Board meeting to express her concern or to call the FAA for further information.

Facilities and Grounds - Michael Kaper & Bill Fagan

a. Terminal Mulching

Mr. Fagan reported that EAA has been given the go ahead to start the mulching.

Mr. Baldwin reported the EAA will start the work on Saturday.

b. Hangar J repairs

Mr. Kochis reported he will work on getting three (3) estimates for the repairs.

c. Terminal Renovations

Mr. Kochis reported that the Request for Proposals (RFP's) are due back October 12. The scope of work excludes the Airport management office and utility room. The scope includes painting, new ceiling & flooring, possible asbestos abatement for the floor tile, boxing the electrical units in, new countertop, and upper and lower cabinets and new refrigerator in the kitchen area. He is meeting with a few vendors next week to go over the specifications.

Mr. McNeer recommends that COVID-19 precautions be added to the RFP.

Mr. Kochis reported that COVID-19 precautions were not in the RFP. He will seek additional quotes or add it to the current RFP as an addendum to upgrade the restrooms with hands free faucets.

Mr. Shadd asked that Mr. Kochis meet with Mr. Rooney and Ms. Pinney with Airport Management regarding the updates.

Mr. Kochis also recommends that changing the tables around in the kitchen area and current pilot lounge area for clean and functional areas for pilots. He will talk to Mr. Rooney and Ms. Pinney about the recommendations.

Mr. McNeer recommended that the couches in the current pilot lounge area need to be moved out of the public area.

Mr. Kochis recommends that new tables and chairs replace the recliners and the couch in the current pilot's lounge area.

Mr. Kelsey with HAS stated that the public and pilots like to watch the aircrafts through the windows. He also recommended that the Board keep the 2 recliners and couch and move them to the new pilot's lounge.

d. Vegetation Control Contract with Major Farms, LLC

Mr. Kochis stated that the Board selected Majors Farms LLC last month as the winning bidder for the Vegetation Control Contract. The current contract does not expire until December. He will present the contract to the Board by the end of the year.

FBO Liaison - Pat Ferguson

None.

Finance - Glenn Burns

a. Financial Reports

The Board reviewed the following financial reports:

- 2020 Airport Cash Projection
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

b. Payment of Bills

Approval for payment of bills totaling \$ 17,363.49

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$17,363.49 (See invoice summary attached to minutes)

Discussion: Mr. Kochis reported that Fairfield County Utilities saved the Airport a lot of money by managing the lift station repair. Utilities replaced both motors. We just paid Excel for the motors and Utilities did the work at no charge. The lift station alarm should have gone off when it was half full. It was not working for several weeks. There was an error in the alarm system.

Voting aye thereon: Kochis, Kaper, Ferguson, McNeer, and Fagan

Absent were: Burns & Szabrak

Motion passed.

Motion to approve retroactively August payments totaling \$ 46,456.22

On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board motioned to approve retroactively August invoices totaling \$46,456.22 (See attached to minutes)

Voting aye thereon: Kaper, Kochis, Ferguson, McNeer, & Fagan

Absent were: Burns & Szabrak

Motion passed.

Security & Safety - Jon Kochis & Bill McNeer

Mr. Kochis reported that cameras are fully functional. There is a new gate lock at the building on the far end next to Proline Electric property.

Mr. Ferguson reported that he gave Proline Electric the combination in case of fire or emergency.

Tenant Relations - Glenn Burns (absent) & Bill Fagan

a. Rent Status Spreadsheet

The board reviewed the spreadsheet.

Web – Bill McNeer & Rick Szabrak (Absent)

Ms. Knisley reported that the Webchick renewal for website updates was presented in the payment of bills. There is no increase for the yearly services.

Old Business

<u>Landing Pattern/Ms. Tournoux</u>

Mr. Shadd reported earlier related to his call with Ms. Tournoux.

RFP for House (former Medflight Property)

Mr. Kochis reported that the EAA Proposal was reviewed by the Board of Commissioners. They recommend an RFP be issued for the use. The EAA can submit a proposal at that time.

New Business

National Guard Civil Support Team Exercise

Mr. Kochis reported that there is an exercise at the end of the month with the National Guard Civil Support team that will be held out to the House, former Medflight Property. The Board of Commissioners offered them the use house. They asked for parking on HAS parking lot. It will be on Monday, September 28th from 8:00 a.m. to 4:00 p.m. They will not close the road, but someone will be stationed there.

Mr. Ferguson will let SAS Aviation and Havens Aviation know.

Weed Control work by HAS

Mr. Kelsey reported that Mr. Kochis approached HAS relating to weed control services between the hangars. We have sprayed the weeds between all the hangars. We have 8 hours invested and 100 gallons of round-up of the highest grade. The taxiway weeds are next to be completed. The construction gate to the south will be completed also.

Mr. Kelsey also reported that HAS recommends having a company qualified to burn the weeds to prevent them from coming back. HAS is not qualified.

Mr. Kochis asked HAS if they would be interested in an Addendum in their current contracting and snow removal contract.

Mr. Kelsey recommended that in 2021 the contract include weed control for 2020. HAS will do the weed control at no charge.

Mr. Kelsey also reported that HAS had been given a riding lawn mower that they had to dispose of already. HAS has a tug that is not the right equipment.

Mr. Kelsey spoke with Pat Rooney (Airport Management) related to going into partnership with HAS to purchase a used John Deere Gator (Utility Vehicle). HAS has not approved this, it is just a recommendation at this point. It would help to haul aircrafts and trash. The utilization would warrant looking into. He estimates a nice used Gator would be approximately \$6,000.

Mr. Kochis stated that the Board will address the purchase of a Gator in next year's proposal with HAS.

Informational

OAA 2020 Virtual Annual Conference – September 1-2, 2020 update

Mr. Kochis presented and attended 3 virtual sessions. There were some follow-up conversations from other airports related to emergency planning.

Calendar of upcoming events and other important dates

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

- **a.** Meeting with Board of Commissioners, Tuesday, November 3 @ 9:30 a.m. relating to Economic Development at the Airport (Rick to attend)
- b. FBO agreement expires 12/31/2020
 - Mr. Kochis reported that one change to the RFP and agreement was he added compensation proposed for listed services. It was released and advertising on September 24th. The Scoring Matrix is also added in the RFP. Any recommended changes should be sent to Ms. Knisley by Friday at noon.
 - Mr. Kochis will inquire about scoring the matrix in a public session.
- c. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- d. CMT Master agreement expires 9/9/2021 (option to extend 3 one-year extensions)
- e. Legal Services agreement with County Prosecutor expires 12/31/2021
- f. FAA lease for space expires 9/30/2022
- g. HAS moving and snow removal contract expires on 9/30/2022
- h. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- i. Hangar J Lease agreement expires 12/31/22
- j. Insurance Coverage lock in rates expire 12/31/22

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:16 p.m.

Next meeting is Monday, October 12, 2020 at 6:00 pm at the Airport Terminal 3430 Old Columbus, Road NW, Carroll Ohio

Meeting minutes for the September 14, 2020 meeting were approved on October 12, 2020

Glenn Burns

Bill Fagan

Rick Szabrak

Jon Kochis

1100

William McNeer

Pat Ferguson

Staci A. Knisley, Airport Clerk

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	Mont	thly B	oard	Repo	Monthly Board Report 2020	0						
ITEM	JAN	FEB	MAR	APR	MAY	NUC	JUL	AUG	SEPT	OCT	NOV	DEC
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R HANGAR	6 of 6	6 of 6	6 OF 6	60F6	6 of 6	60f6	6of6	6of6				
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FUEL SALES	620	172.4	298	616.2	500	7152	1441	2362				
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# OPERATIONS	2000	2100	2200	3000	4000	5000	6100	6000				
HANGAR	0	0	0	0	0	0	0	0				
ISSUES												
PUBLIC	0	0	0	0	0	0	0	0				
COMMENTS												
FAA	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE				
INCIDENTS												

FINAL CHANGE ORDER

Construct Taxiway D

Fairfield County Airport

Project:

Order No. <u>1</u>
Date: Sept 10, 2020

The Fairfield County Airport Authority Owner: Strawser Paving Company Contractor: The following changes are hereby made to the Contract Documents: ADD: \$1,105.30 (1,579 SF @ \$0.70/SF) P-620 Surface Preparation, Marking Removal 20 \$50.00 P-620 Marking, Yellow (25 SF @ \$2.00/SF) 22 \$11,675.00 (9,340 SF @ \$1.25/SF) P-620 Temporary Runway and Taxiway Marking 24 \$126.00 D-705 6 Inch Pipe Perforated Underdrains (9 LF @ \$14.00/LF) 27 \$220.00 (100 LF @ \$2.20/LF) L-108 No. 6 AWG, 5kV, L-824, Type C Cable 33 \$150.00 (10 LF @ \$15.00/LF) L-108 Conduit, 1-way, 2-inch, Concrete Encased 36 \$9,652.50 Undercut 6" (40'x100') w/ #2 Stone (1 LS @ \$9,652.50/LS) **EXTRA** REMOVE: \$250.00 (0.5 CY @ \$500.00/CY) C-102 Temporary Check Dam 2 \$200.00 (100 LF @ \$2.00/LF) C-102 Installation and Removal Silt Fence 3 \$2,650.00 (25 CY @ \$106.00/CY) P-101 Remove Concrete, Misc 11 Crushed Aggregate Base Course, 11-inch Depth (200 SY @ \$17.00/SY) \$3,400.00 P-209 15 \$4,583.80 (35.26 TON @\$130/TON) P-403 Asphalt Mixture PG 64-22 Surface Course 16 \$4,689.10 (36.07 TON @ \$130/TON) Asphalt Mixture PG 64-22 Base Course P-403 17 \$3,740.00 (1,100 GAL @\$3.40/GAL) P-602 Emulsified Asphalt Prime Coat 18 \$160.00 (100 GAL @ \$1.60/GAL) P-620 Emulsified Tack Coat 19 \$3,668.75 (2,935 SF @ \$1.25/SF) P-620 Marking, White 21 \$200.00 (100 LF @ \$2.00/SF) L-108 No, 6 AWG, Solid, Bare Counterpoise Wire 34 22,978.80 Total Add \$ **Total Deduct \$** 23,541.65 (562.85)C/O Value \$ 526,654.50 Original Contract Price: 0.00 Previous Adjustments: (5<u>62.85</u>) Adjustment This Change Order: <u>526,091.65</u> Total Adjusted Contract Price: NONE Change to Contract Time: Strawser Paving Project Manage 9-11-2020 Approved: Corey Brown Date pros. Approved Approved: athori

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Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$1,491.50	n/a	August rent fees 8	8/1-8/31/2020
Sundowner Aviation	\$1,329.71	n/a	August fuel fees 8	8/1-8/31/2020
Web Chick	\$670.00	1710	websight design, unlimited updates, domain, & license renewal	10/1/2020-10/1/2021
Crawford Murphy Tilly	\$6,520.00	210835	prof services - reconstruct Taxiway D	7/4-7/31/2020
Excel	\$5,690.00	515313	emergency lift station repair	9/19/2020
Sundowner Aviation	\$1,482.28	n/a	reimb for masks, roundoub, & Pest Control Services	7/30-9/8/2020
Precision Overhead Door	\$180.00	22405	Hangar R6 repair	9/9/2020
Total Invoices for 09.14.20				
Board Meeting \$17,363.49	\$17,363.49			

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2020 08

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FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2020 08

TOTAL TRAVEL REIMBURSEMENT 560000 MATERIALS & SUPPLIES	80780000 558000 TRAVEL	TOTAL ADVERTISING 558000 TRAVEL REIMBURSEMENT	554000 ADVERTISING 80780000 554000 ADVERTISE 2020/08/000557 08/17/2020 API 2020/08/000876 08/24/2020 API	TOTAL COMMUNICATIONS/TELEPHONE	80780000 553000 COMM 2020/08/000014 08/03/2020 API	TOTAL REPAIR AND MAINTENANCE 553000 COMMUNICATIONS/TELEPHONE	80780000 543000 REPAIR 2020/08/000557 08/17/2020 API 2020/08/000557 08/17/2020 API	543000 REPAIR AND MAINTENANCE
200.00	200.00	2,000.00	2,000.00 166.33 VND (179.30 VND	2,100.00	2,100.00 173.17 VND (25,000.00	25,000.00 4,000.00 VND (300.00 VND (2. F F NO 7
200.00	200.00	2,000.00	2,000.00 2,000.00 345.63 166.33 VND 001430 PO 20001207 COLUMBUS DISPATCH 179.30 VND 003690 PO 20001223 MEDIA NETWORK	2,100.00	2,100.00 2,100.00 1,37: 173.17 VND 074480 PO 20001162 A T &	61,000.00	61,000.00 013655 PO 20005623 004476 PO 20001181	BODGET
63.45	63.45	345.63	345.63 07 COLUMBUS DISP 23 MEDIA NETWORK	1,372.63	1,372.63 62 A T & T INC	30,141.86	30,141.86 23 KULL, AARON 81 PRECISION OVE	THE EXPENDED MID
. 00	.00	345.63	345	173.17	173.17 Airpor	4,300.00	4,300.00 North RHEAD D R4 han	MID EXPENDED EN
36.55	36.55	1,454.37	1,454.37 ads Airport 7/23/20 ads airport 7/23/20	727.37	17 727.37 Airport 6/20-7/19/20	24,670.63	30,141.86 4,300.00 24,670.63 6,187. KULL, AARON North 10 inch tile hole 8/11/2 PRECISION OVERHEAD D R4 hangar door 7/20/20	באכן אבע
100.00 50.0%	ŏ	200.00 90.0%	200.00 90.0 5314813 5315298	.00 100.0%	.00 100.0 5314153	6,187.51 89.9%	6,187.51 89.9 e 8/11/2 5314889 5314835	BODGET

atyler erp solution

YEAR-TO-DATE BUDGET REPORT

FOR 2020 08

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	ORIGINAL APPROP	REVISED BUDGET YTI	YTD EXPENDED MTD	EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
80780000 560000 MATERIALS	15,000.00	15,000.00	6,087.18	1,044.49	6,882.93	2,029.89	86.5
2020/08/000159 08/10/2020 API 2020/08/000159 08/10/2020 API 2020/08/000163 08/10/2020 API 2020/08/000874 08/24/2020 API	167.83 VND 94.06 VND 600.60 VND 182.00 VND	014612 PO 20001272 014612 PO 20001272 001511 PO 20001208 005636 PO 20006068	72 AG-PRO OHIO, LLC 72 AG-PRO OHIO, LLC 08 R D HOLDER OIL INC 58 IT SAVVY LLC	ñ	Airport mowers 7/25/20 Airport tractor 7/20/20 fuel airport 7/28/20 Airport - 2 access points		5314479 5314479 5314372 5315320
TOTAL MATERIALS & SUPPLIES	15,000.00	15,000.00	6,087.18	1,044.49	6,882.93	2,029.89	86.5%
561000 GENERAL OFFICE SUPPLIES			3	3			
	500	500	8	* 00	300 00	200 00	80 0%
562600 FUEL (GASOLINE/DIESEL)							
80780000 562600 FUEL	250,000.00	250,000.00	155,677.19	24,126.41	94,322.81	.00	.00 100.0
2020/08/001202 08/31/2020 API	24,126.41 VND 005545	005545 PO 20002431 PURVIS	31 PURVIS BROTHERS	INC	Airport fuel 8/12/20	53	5315675
TOTAL FUEL (GASOLINE/DIESEL)	250,000.00	250,000.00	155,677.19	24,126.41	94,322.81	.00 100.0%	00.0%
570000 CAPITAL OUTLAY							
80780000 570000 CAP OUT	55,000.00	55,000.00	. 00	.00	.00	55,000.00	.0
TOTAL CAPITAL OUTLAY	55,000.00	55,000.00	.00	.00	00	55,000.00	.0%
574000 EQUIPMENT, SOFTWARE & FIXTURES							
80780000 574000 SOFT	10,000.00	28,575.00	18,696.92	.00	.00	9,878.08	65.4

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2020 08

	GRAND TOTAL	TOTAL EXPENSES	TOTAL AIRPORT OPERATIONS	TOTAL REFUNDS OF HANGAR DEPOSI	590310 REFUNDS OF HANGAR DEPOSITS 80780000 590310 REFUNDS	TOTAL EQUIPMENT, SOFTWARE & FI	
** END OF REPORT - Generated by Sharlene Elizabeth Bails	557,800.00	557,800.00	557,800.00	3,000.00	3,000.00	10,000.00	ORIGINAL APPROP
Г - Generated b	619,875.00	619,875.00	619,875.00	3,000.00	3,000.00	28,575.00	REVISED BUDGET
by Sharlene Eli	312,235.38	312,235.38	312,235.38	2,468.00	2,468.00	18,696.92	YTD EXPENDED MTD EXPENDED
zabeth Bails **	46,456.22	46,456.22	46,456.22	.00	.00	.00	MTD EXPENDED 6
	190,221.12	190,221.12	190,221.12	.00	.00	.00	ENC/REQ
	117,418.50	117,418.50	117,418.50	532.00	532.00	9,878.08	AVAILABLE BUDGET
	81.1%		81.1%	82.3%	0 82.3	65.4%	PCT USED