

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, Bill Fagan, John Smith, Michael Kaper, Tom Brennan, and Scott Richardson.

Also present were Ian Coil, Al Moyer, Ben Riggs, Ben Cooley, Craig Weaver, Michael Baldwin, Chris Calovini, and Staci Knisley.

Opportunity for the Public to Address the Board

Mr. Craig Weaver, a member of the HAS mowing and snow removal crew, informed the Board that the Zero Turn John Deere (2017) has reached 1,550 operating hours. He asked the Board to consider budgeting for a replacement or exploring a trade-in option. He noted that this equipment is particularly useful for accessing the areas between buildings.

Mr. Kochis stated that county equipment usually runs for about 2,000 hours. He will review and make a recommendation in October including a budget adjustment if needed.

Mr. Coil reported that the hangar door in M8 has been broken for about six (6) weeks. He mentioned that the Board waived August rent for the tenant in Hangar G4.

Approval to waive the October rent for Hangar M8

On motion of Jon Kochis and second of Tom Brennan, the Fairfield County Airport Authority Board voted to approve waiving the October rent for Hangar M8.

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

Motion passed.

- **Hangar R1 Tenant request**

Mr. Chris Calovini, tenant of Hangar R1, requested the Board's permission to install a Pella window facing the taxiway in his hangar, noting that the hangar becomes very dark during the winter months. The proposed window would be three (3) feet tall and six (6) feet wide. Mr. Calovini also stated that he has prior experience installing windows.

Mr. Kochis stated that he gave Mr. Calovini the CMT's engineering design specifications. He has no issues with him proceeding with the installation.

Approval to grant Chris Calovini, Tenant in Hangar R1, permission to install the Pella Window as presented.

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve granting Chris Calovini, tenant of Hangar R1, permission to install the Pella window as presented.

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

Discussion:

Mr. Brennan asked who would do the warranty work.

Mr. Kochis stated that if we accept any improvements, and the lease is terminated, we are responsible.

Mr. Brennan thinks it is a great idea but just wants to make sure we are aware of warranty work.

Approval of the Minutes for August 10, 2026 Meeting

On motion of Jon Kochis and second of John Smith, the Fairfield County Airport Authority Board voted to approve the minutes from the August 10, 2026, meeting; see attached to minutes.

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

Motion passed.

Historical Aircraft Squadron (HAS) update

None.

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

a. Monthly Report

Mr. Coil presented the FBO Monthly report with the board; see attached to minutes.

b. Fuel Truck status

No update was given.

c. Hangar Door G4

Mr. Coil reported that the hangar door in G4 is fixed. He and Precision inspected the Hangar Door. We used Fulfab for the materials.

Mr. Coil stated that Sundowner Aviation paid Fulfab and will seek reimbursement from the Board.

Mr. Coil is still looking for another vendor to repair hangar doors in the future.

Mr. Kochis will reach out to Ohio Aviation Association (OAA) and John Glenn Airport for vendors used by other airports.

Airport Improvement – Jon Kochis & Tom Brennan

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

Mr. Kochis reported that we received the FY2027 ODOT Grant awarded for \$418,000 AWOS III project.

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

Mr. Cooley presented the 10-year Capital Improvement Program (CIP) list; see attached.

Mr. Cooley reported that this is a planning document for the FAA. We are moving forward with the environmental design on the northern side of the airport, but the FAA is about 12 months out of approval of our plan. The north side projects will get pushed down the road on the list. He asked the board if there are any other projects or priorities they want to add to this plan.

Mr. Smith asked if the northern development funds would cover the fence installation in that area.

Mr. Cooley stated that a portion of the funds would cover the fence install project.

Mr. Cooley recommends that the Beacon project be kept on our list.

Mr. Kochis stated that the CIP list does not include the local dollar paving projects that are being done.

Mr. Cooley stated that every dollar you put in locally, the state weighs that for future grants.

Mr. Kochis recommends approving the CMT agreement for the AWOSIII project after prosecutor's review and approval. The agreement is for \$60,000 and is funded through the FY2027 ODOT grant.

Approval of authorization to Board Member Jon Kochis to approve the CMT agreement for the engineering services for the relocate AWOS/ASOS project with a lump sum amount of \$60,000 after the County Prosecutor's approval.

On motion of Michael Kaper and second of John Smith, the Fairfield County Airport Authority Board voted to approve to authorize Board Member Jon Kochis to approve the CMT agreement for the engineering services for the relocated AWOS/ASOS project with a lump sum amount of \$60,000 after the County Prosecutor's approval; see attached to minutes.

Voting aye thereon: Kaper, Smith, Burns, Fagan, Richardson, Brennan, and Kochis.
Motion passed.

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for September 14, 2026**

Mr. Kochis recommends that the Board approve the CMT agreement for \$15,000. This agreement is for services that are not funded by state or federal grants. We still need them to keep moving and working on our designs and projects.

Approval of the CMT agreement for professional services not funded by the federal or state grants with the amount to not exceed of \$15,000

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the CMT agreement for professional services not funded by the federal or state grants with the amount to not exceed of \$15,000; see attached to minutes.

Voting aye thereon: Kochis, Fagan, Burns, Richardson, Smith, Brennan, and Kaper.
Motion passed.

b. Storm Water

Mr. Kochis reported that Mr. Moyer alerted him that there was another sink hole. He is meeting with Stutske Construction to assess this Thursday.

Mr. Kochis reported that one blowout was repaired at the far east end. We have no other issues in critical areas currently.

Mr. Kochis reported that he inspected the catch basin area by Hangar O6. There is some water in that area. In next year's projects we might add some topsoil in that area to help the drainage.

Mr. Kochis reviewed other areas with the Board and said he would do another inspection soon.

Community Relations – Michael Kaper

None.

Facilities and Grounds – Bill Fagan & Michael Kaper

Mr. Kochis stated that the Board will no longer use the contractor that has been spraying our weeds. They have not been up to our standards. He is in search and will look for new contractor. The Engineer's Office will still have their annual weeding out here.

Mr. Fagan will work with Mr. Kochis on getting a new contractor.

Mr. Kochis will also work with EPA on getting a list of registered applicator contractors.

Fixed Base Operator (FBO) Liaison – John Smith

Mr. Smith reported that he has checked in with the FBO a few times. Everything seems to be going fine.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

- **Motion to approve retroactively August payment of invoices totaling \$70,341.18**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board motioned to approve retroactively August invoices totaling \$70,341.18; see attached to minutes.

Voting aye thereon: Kochis, Richardson, Burns, Fagan, Brennan, Smith, and Kaper.
Motion passed.

Security & Safety – Jon Kochis & Scott Richardson

Mr. Kochis reported that new camera has been working well. Successful testing has been completed with the county.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports and other items:

1. Rent Status Spreadsheet

Ms. Knisley recommended that Robert Graessele, tenant in Hangar M4, the Board terminate the agreement and formerly evict due to lack of payments. A letter in August was mailed for possible termination, and she has other correspondence by email.

Once approved, Airport Management will post the notice on his hangar. Ms. Knisley will also follow up with an email to Mr. Graessle. The eviction notice and final balance due of \$1,354.50 will be noted in his email.

Approval to proceed with the eviction process for the tenant in Hangar M4

On motion of Jon Kochis and second of Tom Brennan, the Fairfield County Airport Authority Board voted to proceed with the eviction process for the tenant in Hangar M4; see eviction notice attached to minutes.

Voting aye thereon: Kochis, Brennan, Burns, Fagan, Kaper, Smith, and Richardson.
Motion passed.

2. Hangar Waiting List

The Board reviewed the hangar waiting list.

Web – Tom Brennan

Mr. Riggs noted that there were some spotty Wifi areas out here.

Mr. Kochis stated he would assess the area.

Old Business

None.

New Business

None.

Informational

None.

Calendar of Key Dates: Expiration, Due, and Event Tracking

The Board reviewed the calendar for key dates; see attached to minutes.

Adjournment

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 5:55 p.m.

The Next Regular Meeting is on Monday, October 12, 2026 at 5:00 p.m. at the Airport Terminal located at 3430 Old Columbus Road NW, Carroll, Ohio 43112.

Meeting minutes for September 14, 2026 meeting were approved on October 12, 2026.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for September 14, 2026

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Tom Brennan

Aye
Jon Kochis

Absent
Michael Kaper

Aye
John S. Smith

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

Board Report August 2026

[illegible]

**Fairfield County Airport Authority
Board Meeting, September 14, 2026**

Engineer's Summary Report

1. Past Grant Summary
 - a. FY 21 FAA AIP – Master Plan - Closeout revisions to FAA, waiting final approval.
 - b. FY 24 FAA AIP Grant – Runway 10/28 Crackseal – Final reimbursement requested
 - c. FY 24 FAA AIG Grant – Apron and Taxiway Rehab/Hangar Development (County funded) - substantially complete and closeout paperwork drafted to County
2. FY 26 FAA –North side development environmental
 - a. Scoping complete for environmental tasks, cost proposal and grant admin
 - b. Grant application received, kickoff call on 9/14. Schedule summary available.
3. FY27 ODOT Direct Grant Application – AWOS relocation
 - a. Grant application submitted, waiting on notice of award anticipated August 2026, still no notice of project selections.
4. FY27 ODOT Supplemental Grant Application – Dual Box Hangar construction
 - a. Grant application submitted, waiting on notice of award anticipated August 2026, still no notice of project selections.
5. FY27 and Beyond – ACIP update provided for discussion at Sept meeting.
6. Action Items:
 - a. ACIP review in September – preliminary discussion

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2028 to FY-2037									
Airport Name: Fairfield County Airport							Date prepared: September 10, 2026		
Associated City: Lancaster, OH							Prepared By: Crawford, Murphy & Tilly, Inc.		
Sponsor: Fairfield County Airport Authority		NPIAS No. 39-0044					Telephone No.: 614-468-1200		
Airport ID: LHQ		Congressional District: Ohio 15th District							
Item #	Description	Fiscal Year	Total Cost	\$150,000/year		\$159,000/year			Remarks/Item Justification
				Entitlement	Apportionment Discretionary	Infrastructure Funds	State Non-FAA	Local	
1	Construct North Taxiway (680' x 35') - Design	27	\$85,000	\$76,500	\$0		\$4,250	\$4,250	
2	Construct Apron (3,000 SY) - Design	27	\$45,000	\$0	\$0	\$40,500	\$0	\$4,500	
	Local Projects and Capital Improvements	27	\$75,000					\$75,000	TBD
3	Construct North Taxiway (680' x 35')	28	\$500,000	\$381,607	\$68,393		\$25,000	\$25,000	
4	Construct North Apron (3,000 SY)	28	\$400,000	\$0	\$0	\$251,747	\$0	\$148,253	
	Construct Entrance Drive	TBD	\$2,500,000					\$2,500,000	Proposed Ohio State Capital Funding
	Rollover	29	\$0						
5	Rehabilitate Taxiway A3 - Design	30	\$35,000	\$31,500	\$0		\$1,750	\$1,750	
6	Rehabilitate Taxiway A3 - Construction	31	\$250,000	\$225,000	\$0		\$12,500	\$12,500	
7	Construct Entrance Drive - Environmental	32	\$150,000	\$135,000	\$0		\$7,500	\$7,500	If not Ohio State Capital Funded
8	Construct Entrance Drive - Design	33	\$150,000	\$135,000	\$0		\$7,500	\$7,500	
9	Construct Entrance Drive - Construction	34	\$2,000,000	\$223,500	\$1,576,500		\$100,000	\$100,000	
10	Partial Perimeter Wildlife Fencing - Phase 1	35	\$250,000	\$165,000	\$60,000		\$12,500	\$12,500	North Side Property Line
11	Partial Perimeter Wildlife Fencing - Phase 2	36	\$250,000	\$150,000	\$75,000		\$12,500	\$12,500	North Side Property Line
12	Rehabilitate Runway 10/28	37	\$0	\$0	\$0		\$0	\$0	Connecting Taxiways - Remove direct apron access
13	Remove Apron F Pavement - Design & Construction	38	\$30,000	\$27,000	\$0		\$1,500	\$1,500	Master Plan 1-6
14	Remove Taxiway A2 - Design & Construction	38	\$40,000	\$36,000	\$0		\$2,000	\$2,000	Master Plan 1-7

Terminal Expansion/Relocation
Large Box Hangar at Terminal
Beacon (condition?)
Localizer removal

ACIP Allocated \$ 722,000.00
Available \$ 722,000.00
FY22 \$ 159,000.00
FY23 \$ 145,000.00 \$ (157,500.00) Master Drainage Study
FY24 \$ 144,000.00 \$ (272,253.00) Taxiway/Apron
FY25 \$ 137,000.00
FY26 \$ 137,000.00
Available \$ 292,247.00

2026 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

WITNESSETH, that whereas the **CLIENT** desires the following described professional services:

Design, Bid and Construction Phase engineering services for the Relocate AWOS/ASOS at the Fairfield County Airport per the attached Scope of Work.

NOW THEREFORE, the **CONSULTANT** agrees to provide the above described services and the **CLIENT** agrees to compensate the **CONSULTANT** for these services in the manner checked below:

- ☐ On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.
- ☒ At the lump sum amount of \$60,000.

IT IS MUTUALLY AGREED THAT, payment for services rendered shall be made monthly in accordance with invoices rendered by the **CONSULTANT**.

IT IS FURTHER MUTUALLY AGREED:

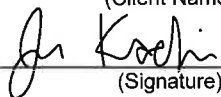
The Agreement shall for all purposes be construed and enforced under and in accordance with the laws of the State of Ohio and shall have been deemed to have been executed in Fairfield County, Ohio. Further, the parties agree to submit to the jurisdiction of, and agree that the venue is proper in the courts of the Fairfield County, Ohio, and the United States District Court for the Southern District of Ohio, Eastern Division. The **CLIENT** and the **CONSULTANT** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **CONSULTANT** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT** is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 2nd day of October, 2026.

CLIENT:

Fairfield County Airport

(Client Name)



(Signature)

Jon Kochis Airport Board Member

(Name and Title)

10/2/2026

Date

CONSULTANT:

CRAWFORD, MURPHY & TILLY, INC.



(Signature)

Benjamin Cooley, Group Manager

(Name and Title)

9/15/2026

Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care

In performing its professional services hereunder, the **CONSULTANT** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **CONSULTANT'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document

All documents including Drawings and Specifications prepared by **CONSULTANT** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **CONSULTANT** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **CONSULTANT**.

Each party to this Agreement shall be responsible for any negligent acts and/or negligent omissions committed by itself, its agents, and/or its employees. Each party shall be responsible to defend itself, its agents, and/or its employees and shall pay any judgments and costs arising out of such negligent acts and/or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one party to the other party.

3. Termination

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **CONSULTANT** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **CONSULTANT'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement

The services to be performed by the **CONSULTANT** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **CONSULTANT** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety

The **CONSULTANT** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **CONSULTANT** be responsible for the contractor's failure to carry out the work in accordance with the contract documents or for the failure to carry out the work in a safe manner.

6. Payment

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **CONSULTANT**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month.

7. Indemnification for Release of Pollutants

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

8. Risk Allocation ☒ Check box if this does not apply

To the fullest extent permitted by law, the total liability, in the aggregate, of the **CONSULTANT** and **CONSULTANT'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of, or relating to, the **CONSULTANT'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **CONSULTANT** or **CONSULTANT'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **CONSULTANT** under this agreement, or the total amount of \$50,000, whichever is greater.

ALT PROVISION: To the fullest extent permitted by law, the total liability, in the aggregate, of the **CONSULTANT** and **CONSULTANT'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of, or relating to, the **CONSULTANT'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **CONSULTANT** or **CONSULTANT'S** officers, directors, employees, agents or consultants, or any

of them shall not exceed the total available insurance proceeds paid on behalf **CONSULTANT** by **CONSULTANT**'s insurers in settlement or satisfaction of **CLIENT**'s claims under the terms and conditions of **CONSULTANT**'s applicable insurance policies.

9. Project Schedule and Scope

Based on the schedule objectives provided by **CLIENT**, **CONSULTANT** will develop a schedule of important milestones as necessary for the project for **CLIENT**'S review and approval. **CONSULTANT** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **CONSULTANT** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT**'S review and approval prior to payment.

10. Reliance

CLIENT acknowledges that **CONSULTANT** will rely on the accuracy and completeness of information provided by **CLIENT**, **CLIENT**'s consultants, contractors, manufacturers, and suppliers. **CLIENT** further acknowledges that **CONSULTANT** has the right to rely on the accuracy and completeness of information provided by others without the need for independent verification and **CLIENT** releases **CONSULTANT** for all liability arising out of the same.

11. Governing Law, Jurisdiction & Venue

The Agreement shall for all purposes be construed and enforced under and in accordance with the laws of the State of Ohio and shall have been deemed to have been executed in Fairfield County, Ohio. Further, the parties agree to submit to the jurisdiction of, and agree that the venue is proper in the courts of the Fairfield County, Ohio, and the United States District Court for the Southern District of Ohio, Eastern Division.

12. Statute of Limitations

To the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation, including statutes of repose, shall commence to run, no later than the date of Substantial Completion of the Project.

ALT PROVISION:

13. Mutual Waiver

To the fullest extent permitted by law, **CLIENT** and **CONSULTANT** waive against each other, and the other's officers, directors, members, partners, agents, employees, or consultants, any and all claims for special, incidental, indirect, or consequential damages, including but not limited to loss of profits; loss or revenue; loss of good will; or loss of opportunity; arising out of, resulting from, or in any way related to this Agreement from any cause or causes.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2026

Classification	Regular Rate
Senior Principal 2	\$ 350
Senior Principal	\$ 325
Principal	
Senior Manager	\$ 315
Senior Planner 2	
Senior Specialty Engineer 2	
Senior Structural Engineer 2	\$ 300
Senior Specialty Professional 2	
Senior Civil Engineer 2	\$290
Project Manager 2	\$270
Senior Environmental Scientist 2	\$260
Senior Architect 2	
Senior Structural Engineer	\$ 250
Senior Civil Engineer	
Senior Specialty Engineer	
Senior Specialty Professional	\$ 235
Senior Environmental Scientist	
Project Manager	\$ 230
Senior Planner	\$ 225
Senior Administrative Specialist	\$ 210
Senior Technician	\$ 190
Project Environmental Scientist	
Project Civil Engineer	
Project Specialty Engineer	\$ 185
Project Structural Engineer	
Project Planner	
Project Specialty Professional	
Civil Engineer	\$ 180
Specialty Engineer	
Structural Engineer	
Administrative Specialist	
Specialty Professional	
Planner	\$ 160
Project Technician	
Architect	\$ 150
Environmental Scientist	
Technician	\$ 135
Admin Coordinator	\$120
Admin	\$ 115

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2027.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

9/15/2026

ATTACHMENT C

FAIRFIELD COUNTY AIRPORT LANCASTER, OHIO

Relocate ASOS/AWOS III – Design, Bid and Construction Phase Engineering Services

SCOPE OF WORK

Location: Fairfield County Airport
Owner: Lancaster, Ohio

The consultant shall provide professional services for the design, bid and construction phase services for the Relocate ASOS/AWOS III at the Fairfield County Airport. This work will be performed and constructed under a ODOT Office of Aviation Airport Improvement Direct grant to the airport.

Professional services to be provided by the consultant shall include, at a minimum, civil engineering services required to accomplish the following items:

TASK 1 DESIGN PHASE ENGINEERING SERVICES

1. Compile and field verify the existing site conditions and other data obtained through surveys and other information obtained or provided by the Airport.
2. Develop construction technical specifications and Federal contract requirements using FAA base specifications and format. Develop front end documents and prepare final bidding and contract documents including exhibit preparation for those documents. CMT will prepare all technical specifications for inclusion into the final bidding documents.
3. Prepare bidding documents, including plans and specifications, for the project in accordance with FAA requirements.
4. Prepare a Safety and Phasing Plan, as required, revising the plan to include any comments provided by the Airport during the review process. The Safety and Phasing Plan shall be submitted to the FAA-ADO for review and acceptance following the 70% review submittal. Prepare and file the required FAA 7460 form for construction project at the Cincinnati West Airport.

TASK 2
BIDDING PHASE ENGINEERING SERVICES

1. Assist the Airport in placing the advertisement for the construction project. The consultant's fee includes the costs associated with placing the advertisement in the local paper.
2. The consultant shall attend the pre-bid meeting and shall be available to respond to questions from potential bidders.
3. Assist the Airport in plan and specification distribution to prospective bidders.
4. Assist the Airport in reviewing the bids for conformance with the contract.

TASK 3
CONSTRUCTION PHASE ENGINEERING SERVICES

1. Participate in a pre-construction meeting for the project and prepare meeting minutes.
2. Review Contractor's shop drawing, certification, and test results for general conformance with construction documents.
3. Ensure the Contractor remains in compliance with the submitted Construction Safety and Phasing Plan.
4. Respond to Contractor's Request for Information (RFIs).
5. Prepare and address design changes, RFIs, and project Change Orders as may be required.
6. Prepare a record of final quantities and provide "Record" drawing on AutoCAD Release 2026 or later based on redline drawings supplied by the Contractor(s). The "Record" drawings will be provided to the Airport electronically and one (1) "hard copy" set of drawings.
7. Provide part-time construction observation services to observe the construction work for compliance with the contract documents. The consultant shall maintain project photos and track quantities for the project.
8. Review and approve Contractor pay requests.
9. Participate in the final inspection. Document all punch list items and provide follow-up coordination to ensure that all punch list items are completed within 30 calendar days.
10. Prepare project closeout documentation for the grant closeout paperwork.

2026 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made between Fairfield County Airport Authority, whose address is 3430 Old Columbus Road, Carroll, Ohio, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

WITNESSETH, that whereas the **CLIENT** desires the following described professional services:

2026-2027 Ad Hoc General Professional Services including but not limited to the following:

- FAA/ODOT Grant Assistance and Administration
- Quarterly Reporting (existing grants)
- Ongoing 7460 Airspace Review and Comment
- Airspace Review and Obstacle Analysis
- FAA Teleconference Support
- Monthly Authority Meeting Attendance and Support (as needed)
- Airport Administration and Management Support

All services to end December 31, 2027.

NOW THEREFORE, the **CONSULTANT** agrees to provide the above described services and the **CLIENT** agrees to compensate the **CONSULTANT** for these services in the manner checked below:

- ☒ On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.
- ☐ At the lump sum amount of \$_____.

IT IS MUTUALLY AGREED THAT, payment for services rendered shall be made monthly in accordance with invoices rendered by the **CONSULTANT**.

IT IS FURTHER MUTUALLY AGREED:

Fee shall be invoices at a not-to-exceed basis of no more than \$15,000.

Fees up to \$2500 can be approved by Airport Board Liaison, all fees more than \$2500 must have Board approval

The Agreement shall for all purposes be construed and enforced under and in accordance with the laws of the State of Ohio and shall have been deemed to have been executed in Fairfield County, Ohio. Further, the parties agree to submit to the jurisdiction of, and agree that the venue is proper in the courts of the Fairfield County, Ohio, and the United States District Court for the Southern District of Ohio, Eastern Division. The **CLIENT** and the **CONSULTANT** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **CONSULTANT** shall assign, sublet or transfer any part of his interest in this AGREEMENT without the written consent of the other party hereto. This AGREEMENT is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 14 day of September, 2026.

CLIENT:

Fairfield County Airport Authority

(Client Name)

[Signature]

(Signature)

Glenn R. Buens, President

(Name and Title)

9/14/26

Date

CONSULTANT:

CRAWFORD, MURPHY & TILLY, INC.

[Signature]

(Signature)

Benjamin Cooley, Group Manager

(Name and Title)

8/26/2026

Date

CMT Job No. _____

STANDARD GENERAL CONDITIONS
Crawford, Murphy & Tilly, Inc.

1. Standard of Care
In performing its professional services hereunder, the **CONSULTANT** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **CONSULTANT'S** undertaking herein or its performance of services hereunder.

2. Reuse of Document
All documents including Drawings and Specifications prepared by **CONSULTANT** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **CONSULTANT** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **CONSULTANT**; and **CLIENT** shall indemnify and hold harmless **CONSULTANT** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

Each party to this Agreement shall be responsible for any negligent acts and/or negligent omissions committed by itself, its agents, and/or its employees. Each party shall be responsible to defend itself, its agents, and/or its employees and shall pay any judgments and costs arising out of such negligent acts and/or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one party to the other party.

3. Termination
This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **CONSULTANT** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **CONSULTANT'S** files in order and/or to protect its professional reputation.

4. Parties to the Agreement
The services to be performed by the **CONSULTANT** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **CONSULTANT** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

5. Construction and Safety
The **CONSULTANT** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **CONSULTANT** be responsible for the contractor's failure to carry out the work in accordance with the contract documents or for the failure to carry out the work in a safe manner.

6. Payment
Payment for services rendered shall be made monthly in accordance with invoices rendered by the **CONSULTANT**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **CONSULTANT** in collecting payment, including interest, for services rendered.

7. Indemnification for Release of Pollutants
If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **CONSULTANT** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **CONSULTANT**, **CLIENT** will indemnify and hold harmless **CONSULTANT** from and against liability to **CLIENT** or to any other persons or entities irrespective of Consultant's compensation and without limitation. It is understood that the total aggregate liability of **CONSULTANT** arising from services performed by **CONSULTANT** shall in no event exceed \$50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

8. Risk Allocation ☒ Check box if this does not apply

To the fullest extent permitted by law, the total liability, in the aggregate, of the **CONSULTANT** and **CONSULTANT'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of, or relating to, the **CONSULTANT'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **CONSULTANT** or **CONSULTANT'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **CONSULTANT** under this agreement, or the total amount of \$50,000, whichever is greater.

ALT PROVISION: To the fullest extent permitted by law, the total liability, in the aggregate, of the **CONSULTANT** and **CONSULTANT'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of, or relating to, the **CONSULTANT'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **CONSULTANT** or **CONSULTANT'S** officers, directors, employees, agents or consultants, or any of them shall not exceed the total available insurance proceeds paid on behalf **CONSULTANT** by **CONSULTANT'S** insurers in settlement or satisfaction of **CLIENT'S** claims under the terms and conditions of **CONSULTANT'S** applicable insurance policies.

9. Project Schedule and Scope
Based on the schedule objectives provided by **CLIENT**, **CONSULTANT** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **CONSULTANT** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **CONSULTANT** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

10. Reliance
CLIENT acknowledges that **CONSULTANT** will rely on the accuracy and completeness of information provided by **CLIENT**, **CLIENT'S** consultants, contractors, manufacturers, and suppliers. **CLIENT** further acknowledges that **CONSULTANT** has the right to rely on the accuracy and completeness of information provided by others without the need for independent verification and **CLIENT** releases **CONSULTANT** for all liability arising out of the same.

11. Governing Law, Jurisdiction & Venue
The Agreement shall for all purposes be construed and enforced under and in accordance with the laws of the State of Ohio and shall have been deemed to have been executed in Fairfield County, Ohio. Further, the parties agree to submit to the jurisdiction of, and agree that the venue is proper in the courts of the Fairfield County, Ohio, and the United States District Court for the Southern District of Ohio, Eastern Division.

12. Statute of Limitations
To the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation, including statutes of repose, shall commence to run, no later than the date of Substantial Completion of the Project.

ALT PROVISION:

13. Mutual Waiver
To the fullest extent permitted by law, **CLIENT** and **CONSULTANT** waive against each other, and the other's officers, directors, members, partners, agents, employees, or consultants, any and all claims for special, incidental, indirect, or consequential damages, including but not limited to loss of profits; loss or revenue; loss of good will; or loss of opportunity; arising out of, resulting from, or in any way related to this Agreement from any cause or causes.

CRAWFORD, MURPHY & TILLY, INC.
STANDARD SCHEDULE OF HOURLY CHARGES
JANUARY 1, 2026

Classification	Regular Rate
Senior Principal 2	\$ 350
Senior Principal	\$ 325
Principal	
Senior Manager	\$ 315
Senior Planner 2	
Senior Specialty Engineer 2	
Senior Structural Engineer 2	\$ 300
Senior Specialty Professional 2	
Senior Civil Engineer 2	\$290
Project Manager 2	\$270
Senior Environmental Scientist 2	\$260
Senior Architect 2	
Senior Structural Engineer	\$ 250
Senior Civil Engineer	
Senior Specialty Engineer	
Senior Specialty Professional	\$ 235
Senior Environmental Scientist	
Project Manager	\$ 230
Senior Planner	\$ 225
Senior Administrative Specialist	\$ 210
Senior Technician	\$ 190
Project Environmental Scientist	
Project Civil Engineer	
Project Specialty Engineer	
Project Structural Engineer	\$ 185
Project Planner	
Project Specialty Professional	
Civil Engineer	\$ 180
Specialty Engineer	
Structural Engineer	
Administrative Specialist	
Specialty Professional	
Planner	\$ 160
Project Technician	
Architect	\$ 150
Environmental Scientist	
Technician	\$ 135
Admin Coordinator	\$120
Admin	\$ 115

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2027.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

PROSECUTOR APPROVAL PAGE

Reference No. 2026-CON-0204

Reference Title: Agreement with Airport Engineer

The foregoing contract is approved as to legal form on August 28, 2026 for the Fairfield County Facilities.

A handwritten signature in black ink, appearing to read "Steven T. Darnell", written over a horizontal line.

Steven T Darnell

Assistant Prosecuting Attorney

Fairfield County Prosecutor's Office

239 West Main Street, Suite 101

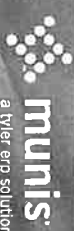
Lancaster, Ohio 43130

Phone: 740-652-7560

Fax: 740-653-4708

steven.darnell@fairfieldcountyohio.gov

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2026 08

JOURNAL DETAIL 2026 8 TO 2026 8

ACCOUNTS FOR:	ORIGINAL			REVISED			YTD EXPENDED			MTD EXPENDED			ENCUMBRANCES			AVAILABLE			PCT USED
	7800	AIRPORT	OPERATIONS	APPROP	BUDGET											BUDGET			

80780000 AIRPORT OPERATIONS

80780000	530000	CONTRACTUAL SERVIC	180,000	222,962	139,736.53	18,012.30	82,427.30	798.07	99.6%
2026/08/000401	08/10/2026	API	3,500.00	VND 015929	PO 26005775	MICHAEL BAKER INTERN	ENV. Assessment IFE - LHA Dev	5461400	
2026/08/000841	08/17/2026	API	539.34	VND 003668	PO 26000041	LOCAL WASTE SERVICE	TRASH DISPOSAL FOR AIRPORT 8/2	5461977	
2026/08/000856	08/17/2026	API	1,495.61	VND 005790	PO 26000328	OHIO DEPT OF TAXATIO	SALES TAX FOR FUEL SALES JULY	5461389	
2026/08/001229	08/24/2026	API	200.00	VND 001281	PO 26000239	PORTA KLEEN	RENTAL FOR PORTABLE TOILET 8/1	5462431	
2026/08/001229	08/24/2026	API	16.00	VND 012572	PO 26000089	LEWELLENS SERVICES I	3430 OLD COLUMBUS RD 1/12/26	5462507	
2026/08/001229	08/24/2026	API	16.00	VND 012572	PO 26000089	LEWELLENS SERVICES I	3430 OLD COLUMBUS RD 5/5/26	5462508	
2026/08/001229	08/24/2026	API	16.00	VND 012572	PO 26000089	LEWELLENS SERVICES I	3430 OLD COLUMBUS RD 6/11/26	5462509	
2026/08/001229	08/24/2026	API	16.00	VND 012572	PO 26000089	LEWELLENS SERVICES I	3430 OLD COLUMBUS RD 7/9/26	5462510	
2026/08/001229	08/24/2026	API	16.00	VND 012572	PO 26000089	LEWELLENS SERVICES I	3430 OLD COLUMBUS RD 8/4/26	5462511	
2026/08/001664	08/31/2026	API	2,500.00	VND 005552	PO 26000059	HISTORICAL AIRCRAFT	SNOW PLOWING/MOWING 9/2026	5462389	
2026/08/001664	08/31/2026	API	5,600.00	VND 007099	PO 26000351	SUNDOWNER AVIATION L	AIRPORT MANAGER 9/2026	5462994	
2026/08/001665	08/31/2026	API	97.35	VND 016559	PO 26000112	SUNRUSH WATER	DRINKING WATER SERVICES 7/31/2	5463043	

80780000	541001	ELECTRIC/UTILITIES	25,000	45,651	31,559.82	1,727.62	13,591.51	500.00	98.9%
2026/08/000015	08/03/2026	API	60.02	VND 003823	PO 26000299	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 6/11-7/14	5460846	
2026/08/000401	08/10/2026	API	246.52	VND 001373	PO 26000249	SOUTH CENTRAL POWER	TERMINAL RUNWAY LIGHTS 7/9-7/3	5461322	
2026/08/000401	08/10/2026	API	101.57	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR G 7/9-7/31	5461323	
2026/08/000401	08/10/2026	API	96.13	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR O 7/9-7/31	5461324	
2026/08/000401	08/10/2026	API	91.31	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR P 7/9-7/31	5461325	
2026/08/000401	08/10/2026	API	84.32	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR F 7/9-7/31	5461326	
2026/08/000401	08/10/2026	API	44.77	VND 001373	PO 26000249	SOUTH CENTRAL POWER	3383 LANCASTER RD 7/9-7/31	5461327	
2026/08/000401	08/10/2026	API	321.63	VND 001373	PO 26000249	SOUTH CENTRAL POWER	TERMINAL 2 7/9-7/31	5461328	
2026/08/000401	08/10/2026	API	149.00	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR M 7/9-7/31	5461329	
2026/08/000401	08/10/2026	API	124.78	VND 001373	PO 26000249	SOUTH CENTRAL POWER	MOPED ASOS 7/9-7/31	5461330	
2026/08/000840	08/17/2026	API	107.26	VND 023650	PO 26000764	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS 6/30-7/31	5462073	
2026/08/000840	08/17/2026	API	107.26	VND 023650	PO 26000764	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS 6/30-7/31	5462074	
2026/08/000859	08/17/2026	API	2.09	VND 023650	PO 26000764	FAIRFIELD CO UTILITI	HANGAR C2 - AIRPORT TO PAY FEE	5462075	
2026/08/000859	08/17/2026	API	131.76	VND 001373	PO 26000249	SOUTH CENTRAL POWER	HANGAR Q 7/9-8/11	5461955	
2026/08/001664	08/31/2026	API	59.20	VND 003823	PO 26000299	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD 7/14-8/13	5462981	

80780000	543000	REPAIR AND MAINTEN	60,000	22,000	10,885.11	3,843.06	7,602.69	3,512.20	84.0%
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2026/08/000633	08/11/2026	GEN	-795.00	REF EXPAD1					
2026/08/000840	08/17/2026	API	3,348.06	VND 005545	PO 26000057	PURVIS BROTHERS INC	SERVICE ON FUEL PUMPS/REPAIRS	5461987	
2026/08/001664	08/31/2026	API	1,000.00	VND 013655	PO 26005773	KULL, AARON	Election House Rd loop title ho	5463032	
2026/08/001679	08/31/2026	API	290.00	VND 011450	PO 26006154	ELAN FINANCIAL SERV	AIRPORT FUEL TRUCK ANALYSIS	5463026	

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2026 08

JOURNAL DETAIL 2026 8 TO 2026 8

ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7800	AIRPORT OPERATIONS							
80780000	544000 RENTALS/LEASE	191,500	191,500	191,500.00	.00	.00	.00	100.0%
80780000	554000 ADVERTISING	1,500	1,500	.00	.00	900.00	600.00	60.0%
80780000	558000 TRAVEL REIMBURSEME	200	200	39.88	.00	110.12	50.00	75.0%
80780000	560000 MATERIALS & SUPPLI	15,000	20,000	6,008.12	296.38	10,491.88	3,500.00	82.5%
2026/08/000015	08/03/2026 API	296.38 VND	013347 PO 26000091	ADB SAFEGATE AMERICA MATERIALS & SUPPLIES FOR AIRPO	5460883			
80780000	561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000	562600 FUEL (GASOLINE/DIE	575,000	650,167	337,779.54	45,792.82	312,387.56	.00	100.0%
2026/08/000015	08/03/2026 API	45,792.82 VND	005545 PO 26000321	PURVIS BROTHERS INC FUEL PURCHASES FOR AIRPORT 7/20	5460852			
80780000	574000 EQUIPMENT, SOFTWAR	15,000	15,000	3,604.29	.00	10,800.00	595.71	96.0%
80780000	590310 REFUNDS OF HANGAR	3,000	3,000	1,587.00	669.00	.00	1,413.00	52.9%
2026/08/000401	08/10/2026 API	219.00 VND	111111 PO	MISC VENDORS	DEPOSIT WAITING LIST REFUND	5461448		
2026/08/000401	08/10/2026 API	225.00 VND	111111 PO	MISC VENDORS	DEPOSIT WAITING LIST REFUND	5461450		
2026/08/000401	08/10/2026 API	225.00 VND	111111 PO	MISC VENDORS	DEPOSIT WAITING LIST REFUND	5461449		
TOTAL AIRPORT OPERATIONS		1,066,700	1,172,480	722,700.29	70,341.18	438,411.06	11,368.98	99.0%
TOTAL AIRPORT OPERATIONS		1,066,700	1,172,480	722,700.29	70,341.18	438,411.06	11,368.98	99.0%
TOTAL EXPENSES		1,066,700	1,172,480	722,700.29	70,341.18	438,411.06	11,368.98	

NOTICE TO LEAVE THE PREMISES
Revised Code Section 1923.04

To: Robert Graessle (Tenant):

You will please notice that we want you on or before September 18, 2026, to leave the premises you now occupy, and which you have rented of the Fairfield County Airport Authority (Landlord) situated and described as follows:

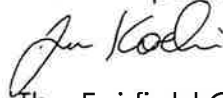
Hangar M4, Fairfield County Airport, 3430 Old Columbus Road NW in Carroll, Fairfield County, Ohio.

Together with the lot of land on which these premises are located. You are being asked to leave for failure to pay rent.

Your compliance with this NOTICE within 3 days after its service will prevent any further eviction action against you.

**YOU ARE BEING ASKED TO LEAVE THE PREMISES. IF YOU
DO NOT LEAVE, AN EVICTION ACTION MAY BE
INITIATED AGAINST YOU. IF YOU ARE IN DOUBT
REGARDING YOUR LEGAL RIGHTS AND OBLIGATIONS
AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK
LEGAL ASSISTANCE**

Yours respectfully,



The Fairfield County Airport Authority,
Landlord
3430 Old Columbus Road NW
Carroll, Ohio 43112

MEMORANDUM

On the 15th day of September 2026, I served this notice on the within named Robert Graessle by posting it at the premises from which tenant is sought to be evicted

Name: Ian Coil, Airport Manager.

Important Dates Calendar: Expirations, Deadlines, and Events

Description	Other Notes	Expiration/Due Date
Blue Lightning Initiative (BLI)		9/30/2026
HAS mowing and snow removal contract	Jon working on 9/15/26	9/30/2026
FAA FY2027 Planning Meeting	Jon, Ben, & others	10/15/2026
QTpod subscription	auto renews annually unless cancel before due date	11/1/2026
Approval of 2027 Appropriation and Revenue Budget	annually	11/9/2026
MS4 training of Board and FBO	Training on 12/8	12/31/2026
Hangar J Lease		12/31/2026
Jon Kochis, John Smith, and Michael Kaper		12/31/2026
EAA lease renewal with the Board of Commissioners		12/31/2026
ODOT FY27 Grant - winning bidder due	\$418K AWOS awarded on 9/11/26	3/15/2027
UST/BUSTR Annual Registration		6/30/2027
Petroleum Underground Tank		7/1/2027
Storm Water Pollution Plan Review		7/1/2027
2028 Appropriation & Revenue Budget Approved for Budget Commission	Due in August annually	8/1/2027
Lease agreement with Board of Commissioners to operate facilities		10/25/2027
Noxious Vegetation Control, LLC - Agreement for annual spraying		12/31/2027
Glenn Burns board appointment		12/31/2027
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2028
Legal services agreement with County Prosecutor		12/31/2028
FBO Agreement	option to renew two (2) one (year) periods	12/31/2028
Insurance Agreement		1/1/2029
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Gorsuch Land Lease#1		7/31/2037
Gorsuch Land Lease#2		7/31/2037
Co-sponsor agreement with the Board of Commissioners		5/13/2044
MOA with the FAA related to national Airspace System (NAS)		9/30/2046
SAS land lease agreement		6/30/2049