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, Bill McNeer, Jon Kochis, Pat Ferguson, Michael Kaper, Rick Szabrak, and Bill Fagan. Also present were Staci Knisley, Pat Rooney, Al Moyer, and Lori Leach.

Opportunity for the Public to Address the Board

No member of the public addressed the Board.

Approval of Minutes for the September 11, 2017

On motion of Pat Ferguson and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the minutes from the September 11, 2017 meeting.

Discussion:

Mr. McNeer asked that on page 6, the date noted should be changed to "October" rather than "November".

Mr. Ferguson asked that "but" should be inserted before "has verbally" during the roof repairs discussion.

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

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that there is a problem at the wind tee and wind sock. There is a no fault with the lighting that keeps tripping. He asked the Board if Jess Howard Electric could be called to replace or repair the box.

Mr. Kochis recommended that Claypool Electric or another local vendor be called if Jess Howard Electric is too busy.

Mr. Moyer stated that he would make the call to service the box.

Airport Manager Update

Mr. Rooney reported that the new airport directory is out. The parachute jumping is still in the directory. He will follow up with why it has not been removed. The sectional will be out in December.

Mr. Rooney presented the Monthly Board Report, see attached to minutes. They have a helicopter tenant that is currently in an overnight hangar that Sundowner will collect monies when they determine how long he is staying. Fuel Sales are down slightly and Hangars are up slightly.

Mr. Rooney will follow up with Mary Jagiello regarding the right-hand pattern.

Mr. Rooney reported that there is an aircraft on the ramp that is from Bolton Airport. Sundowner Aviation did the annual on the aircraft.

Mr. Rooney asked the Board to consider lowering the 100 Low Lead Aviation fuel sale margin to keep the price sold to customers under \$5.00. He recommends that the new price is \$4.99 until new fuel is purchased and then re-evaluate the price.

For the Record:

After the meeting Ms. Knisley reported to the Board that this would reduce the mark-up to \$.44 (44 cents) rather than \$.50 (50 cents). The reduction of \$.06 (6 cents) will reduce the Airport's portion of the profit. The Airport's new profit will be approximately \$.17 (17 cents) per gallon sold.

Standing Committee Updates:

1. Airport Improvement - Jon Kochis

a. <u>Crawford Murphy Tilly (CMT) Engineer's Summary Report</u>

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

b. Tax Assessments

Mr. Kochis reported that there is nothing new to report.

c. 3383 Old Columbus Road (old Medflight Property) update

Mr. Kochis reported that the Board of Commissioners have closed on the purchase of the property on September 27, 2017. The Prosecutor's Office is drafting the agreement between the County Board of Commissioners and the Airport Board regarding the Airport Board's authority to execute all contracts and leases that relate to the Airport.

Mr. Kochis recommended that the Board discusses the future of this property in December or January.

Mr. Kochis asked Ms. Knisley to switch the electric and any other Utilities to the Airport's Board name. He will follow-up with Ms. Knisley.

Mr. Szabrak will work on a press release regarding the purchase of the property.

d. Capital Improvement Projects

i. Storm Water System Rehabilitation

Mr. Kochis reported that he and Jonathan Ferbrache with Soil & Water went over the quotes for the rehabilitation, see below for amounts:

Ricketts Excavating - \$28,290

Seals - \$29,067

Kull Excavating - \$12,009

Mr. Kochis reported that there could be a broken tile at the east end of the property (near the cattails) according to Mr. Kull.

ii. Northwest Parcel Development

Mr. Kochis reviewed the following quotes for the tree clearing, see below:

Seals - \$17.302

Kull - \$11,400 (includes whole fence line)

Ricketts Excavating - \$20,225.55

Mr. Kochis recommended that Kull Excavating be awarded both the Storm Water & Tree Clearing projects. He and Mr. Ferbrache believe their quotes are low due to their relationships with the farmers and they will have no travel costs. He or Jonathan will be on site during some of the work. The work will start some time in November.

Approval to use Kull Excavating with a not to exceed of \$12,009 for the storm water system rehabilitation and \$11,400 for the tree clearing

On motion and Jon Kochis and second of Bill McNeer, the Fairfield County Airport voted to approve to use Kull Excavating with a not to exceed of \$12,009 for the storm water system rehabilitation and \$11,400 for the tree clearing.

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

iii. Roof Repair – Maintenance Hangar

Mr. Kochis reported that based on Legacy Engineering's recommendations for repairing the roof, Eversole proposed \$1,415 for the repair.

Approval to use Eversole Builders to repair the roof at the Maintenance Hangar with a not to exceed of \$1,415

On motion and Jon Kochis and second of Michael Kaper, the Fairfield County Airport voted to approve to use Eversole Builders with a not to exceed of \$1,415 the repair of the maintenance hangar roof.

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

Mr. Kochis also recommended that The Final Coat quote of \$23,710 (includes \$630 10-year warranty) be approved for the painting of the maintenance hangar roof. They will seal every fastener head and tighten all screws and washers.

Approval to use The Final Coat for the painting of the maintenance hangar roof with a not to exceed of \$23,710

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport voted to approve to use The Final Coat for the painting of the maintenance hangar roof with a not to exceed of \$23,710.

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

2. Community Relations - Michael Kaper & Rick Szabrak

There was nothing new to report.

3. Facilities and Grounds - Michael Kaper & Bill Fagan

a. Farm Leases

Mr. Kaper reported that he spoke with the Millers (Pville Enterprises) regarding the no seed farming. They are contemplating the agreement renewal. If they do not renew the agreement the area will need bush-hogging three (3) times a year which will be about \$2,700 per time. He will also reach out to Majors regarding his renewal.

Mr. Kochis reported that Kull's may be interested in leasing the area that Pville Enterprises currently farms.

4. FBO Liaison – Pat Ferguson

Mr. Ferguson recommended that the Purvis credit card reader for fuel purchases be replaced. Mr. Rooney will engage with Purvis about getting a new one installed.

Mr. Rooney reported that the replacement of fuel nozzles is still in process. He will call Superior for an update.

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. Kochis reported that the electric bills have been reduced due to the LED lighting upgrades.

b. Payment of Bills

Approval for payment of bills totaling \$6,692.14

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$6,692.14 (See invoice summary attached to minutes)

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

6. Security/Internet – Jon Kochis & Bill McNeer

There was nothing new to report.

7. Tenant Relations – Glenn Burns & Bill Fagan

Ms. Knisley reported that she sent late notices out last week. Tenant in hangar P15 has vacated.

Mr. McNeer reviewed the current hangar rental fees. He recommends that there is no increase in rent in 2018.

Approval of no increase to hangar rental fees in 2018 for Hangar J and Buildings F, G, O, P, O, and R

On motion of Bill McNeer and Pat Ferguson, the Fairfield County Airport Authority Board approve no increase to hangar rental fees in 2018 for Hangar J and Buildings F, G, O, P, Q, and R. (See attached to minutes)

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

Motion passed.

8. Web – Bill McNeer & Rick Szabrak

a. Website Update

Mr. Szabrak reviewed the updated Airport Authority website. He would like more photos of aircrafts, terminal and hangar buildings. The hangar buildings picture will be tied into the hangar vacancy spreadsheet. The website is mobile optimized. The 33 Alliance's Facebook feed is included to have fresh information. The security and emergency contact information has been moved over to the new website. There are links for Airport partners including the Fairfield County Visitor's Bureau which will give hotel and other information. The Airport phone number is on every web page.

Mr. Rooney will email him some updated pictures of aircrafts and the terminal.

Mr. Kochis will provide a picture of the hangar buildings. He will contact Crawford Murphy Tilly to verify that the Airport details page is correct. He will also update the emergency contact information sheet.

Mr. Fagan recommended that there be information added that there is no longer a parachute jumping business located at the Airport.

Mr. Kochis recommended that ODOT's Airspace and the Ohio Airport Protection Act information be added.

Mr. Szabrak will make the changes in the next few days and target Thursday, October 12 to go live.

Old Business

The Board reviewed the following old business.

- **a.** Farm Leases (seedless crop amendments) *Nothing new to report from the earlier discussion.*
- b. Proposed TransCanada Pipeline
 Mr. Kochis reported that he had a meeting with TransCanada regarding the proposed
 pipeline. Fairfield County Utilities is in discussion with TransCanada regarding the
 Wellhead Protection Zone in Greenfield Township. Mt. Carmel has filed a law suit against
 TransCanada. We are continuing to try to delay their process but will eventually have to

come to terms with the proposed pipeline and decide if we want to acquire property sooner rather than later.

Mr. Ferguson stated that the pipeline could stop future development of the Airport property.

Mr. Rooney stated that a 5,000-foot runway is all the Airport needs until a load is heavy, then 6,000 feet is needed.

New Business

FBO contract

<u>Approval of the extension of the Fixed Base Operator/Airport Manager contract with Sundowner Aviation</u> <u>expiring on 12/31/2018</u>

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the extension of the Fixed Base Operator/Airport Manager Contract with Sundowner Aviation expiring on 12/31/2018.

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

Informational Items

The Board reviewed the following informational items.

- Phillips 66 Quarterly Newsletter
- ODOT Airspace Protection Summer 2017 booklet Mr. Kochis reported that this booklet will be added to our website.

Calendar of upcoming events and other important dates

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

- a. FBO contract expires 12/31/2017
- **b.** PVille farming lease expires 12/31/17
- c. Doug Majors farming lease expires 12/31/17
- d. HAS authorization for use of 3 unoccupied hangars expires 12/31/17
- **e.** Oath of Office 01/08/2018 Mr. Kochis will ask the Board President to give the oath of office at our January meeting.
- f. Storm Water Plan Review and Approve annually February 2018
- g. OAA Annual Conference April 10-11, 2018
- h. Insurance expires 12/15/18
- i. HAS lease agreement w/Commissioners expires on 12/31/19
- j. Eversole lease with Commissioners expires on 10/26/2020
- **k.** FAA lease for space expires 9/30/2022

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:49 p.m.

Next meeting is scheduled for November 13, 2017 at 6:00 p.m.

Meeting minutes for the October 9, 2017 meeting were approved on November 13, 2017.

Glenn Burns

Bill Fagan

Rick Szabrak

Jon Kochis

Michael Kaper

William McNeer

Pat Ferguson

Staci A. Knisley, Airport Clerk

MONTHLY BOARD REPORT

OCTOBER 2017 Meeting September Report

ITEM

QUANITY REMARKS

T HANGAR OCCUPANCY

62/72

R HANGAR OCCUPANCY

6/6

NEW LEASES

2

OVERNIGHT/WEEKLY

0

HANGR

FUEL SALES 100LL

4717.19

FUEL SALES JET

1578.4

NUMBER OF OPERATIONS

4500

HANGAR MAINTENANCE

NONE

ISSUES

PUBLIC COMMENTS

none

INCIDENTS REPORTED TO

FAA

RIGHT HAND PATTERN

Fairfield County Airport Authority Board Meeting, October 9, 2017

Engineer's Summary Report

1. FY 18 ODOT Aviation Grant Application

State grant program results released. Rehabilitate Taxiway B Edge Lights selected. Design expected to start late 2017 with early 2018 bidding.

Project Estimated Cost: \$408,460 ODOT Share: \$388,037

- 2. Runway 10/28 PCN generated. See attached draft letter.
- 3. FY18 ACIP and FAA grant pre-application discussions to be scheduled for Late October/Early November 2017.
- 4. Action Items: none



October 4, 2017

Mr. Glen Burns, President Fairfield County Airport Authority 3430 Old Columbus Road Carroll, OH 43112

> RE: Fairfield County Airport Lancaster, Ohio Runway 10/28 PCN Generation

Dear Mr. Burns,

Reported below are the current PCN values for Runway 10/28 at the Fairfield County Airport.

The current values being reported represent Technical Evaluation Method as described in AC 150/5335-5C, Standardized Method of Reporting Airport Pavement Strength - PCN, 8/14/2014.

The design fleet mix utilized was derived from previous Master Plan and Airport Layout Plan efforts, and updated with the current available traffic numbers.

The following are the PCN Values resulting from the Aircraft Traffic and Technical Evaluation Design Methods:

RUNWAY

PCN

DESIGN AIRCRAFT

Runway 10/28

13/F/D/X/T

Falcon 50

If you have any questions, please do not hesitate to contact me at (614) 468-1200 or by e-mail at cmtohio@cmtengr.com.

Sincerely,

CRAWFORD, MURPHY & TILLY, INC.

Greg E. Heaton P.E.

Regional Manager

cc:

CMT-file

This file name = PCN Results Flexible 10-4-2017 14;15;40.txt Library file name = C:\Program Files (x86)\COMFAA 30\LHQ Traffic.Ext Units = English

Evaluation pavement type is flexible and design procedure is CBR. Alpha Values are those approved by the ICAO in 2007.

CBR = 4.00 (Subgrade Category is D(3))

Evaluation pavement thickness = 18.10 in

Pass to Traffic Cycle (PtoTC) Ratio = 1.00

Maximum number of wheels per gear = 2

Maximum number of gears per aircraft = 2

No aircraft have 4 or more wheels per gear. The FAA recommends a reference section assuming 3 inches of HMA and 6 inches of crushed aggregate for equivalent thickness calculations.

Results Table 1. Input Traffic Data

Gross Percent Tire Annual 20-yr 6D No. Aircraft Name Weight Gross Wt Press Deps Coverages Thick

1 Falcon-50	38,800 95.00	208.0	500	1,514	17.43
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2 Single Wheel 5 5,000 100.00 45.0 10,000 24,554 11.57

3 Single Wheel 10 10,000 100.00 50.0 11,000 36,122 17.03

286 8.38 4 SuperKingAir-350 15,100 95.00 92.0 100

Results Table 2. PCN Values

Critical Thickness Maximum ACN Thick at

Aircraft Total for Total Allowable Max. Allowable PCN on Equiv. Covs. Equiv. Covs. Gross Weight Gross Weight CDF No. Aircraft Name D(3)

38,943 1 Falcon-50 2,298 18.06 23.63 0.6420 12.9

2 Single Wheel 5 >5,000,000 18.09 5,004 3.9 13.05 0.0000

3 Single Wheel 10 105,841 18.08 10,026 18.58 7.9 0.3326

4 SuperKingAir-350 >5,000,000 18.10 15,103 14.07 0.0000 Total CDF = 0.9746

Results Table 3. Flexible ACN at Indicated Gross Weight and Strength

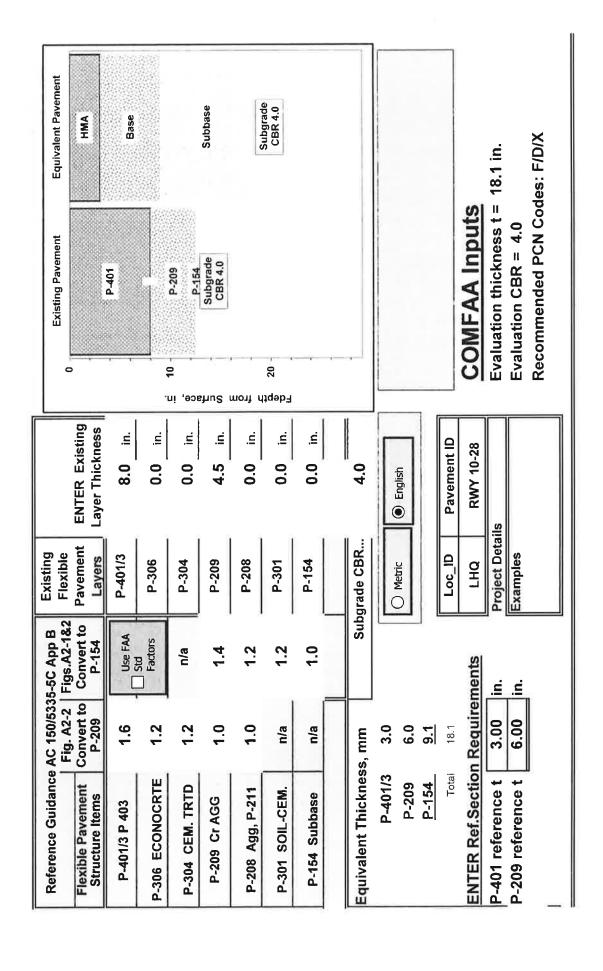
No. Aircraft Name Gross % GW on Tire ACN ACN on Weight Main Gear Pressure Thick D(3)

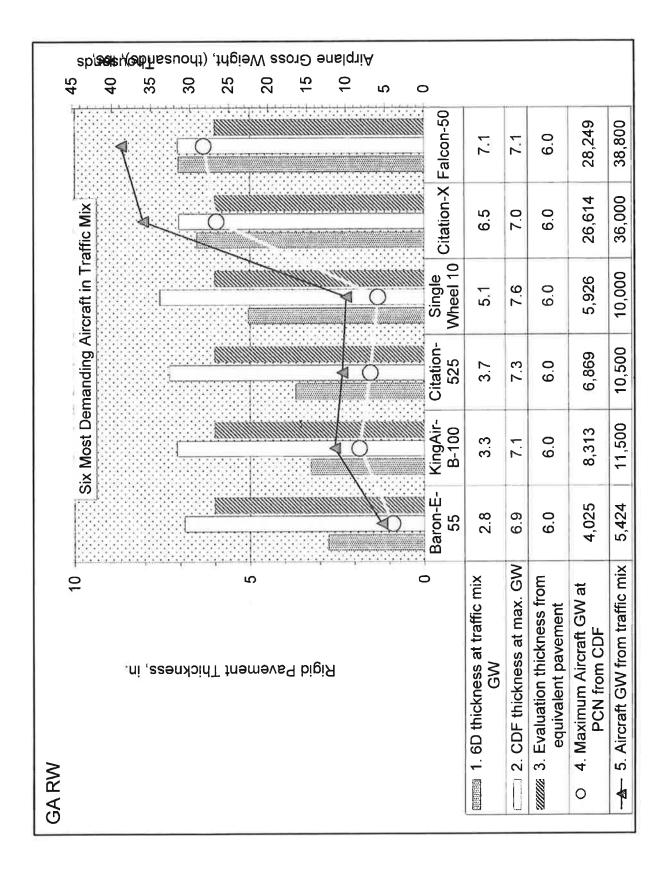
1 Falcon-50 38,800 95.00 208.0 23.58

2 Single Wheel 5 5.000 100.00 45.0 13.05 3.9

3 Single Wheel 10 10,000 100.00 50.0 18.55 7.9 4 SuperKingAir-350 15,100 95.00 92.0 14.07

cmtengr.com





Summary for Payment of Bills

Vendor	Amount	lnv#	Description	Service Dates
Sundowner Aviation	\$1,196.38	n/a	fees paid for September fuel sold & August fuel sale adjustment	8/1-9/30/2017
Sundowner Aviation	\$1,588.40	n/a	10% fees paid for September hangar rent	9/1-9/30/2017
RD Holder	\$462.86	0344279-IN	0344279-IN gasoline & diesel fuel	9/13/2017
Pyatt's Petoleum	\$102.00	10336	calibrate new meters	9/26/2017
CMT	\$2,015.00	115238	AGIS Data Collection, survey and submission, engineering services for rehabiltate runway 10/28 lighting	7/29-8/25
CMT	\$115.00	115230	PROVIDE DESIGN & BID PHASE ENGINEERING SERVICES FOR THE RUNWAY 10/28 OVERLAY	7/29-8/25
CMT	\$562.50	115231	PROVIDE CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE RUNWAY10/28 OVERLAY	7/29-8/225
Webchick	\$650.00	1064	website design & maintenance	10/11/17-10/11/18
Total Invoices for 10.09.17				
Board Meeting	\$6,692.14			

Hangar Buildings - ANNUAL LEASES

Hangar J - \$775.

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

Bay # F1-F10	Sq Ft 1276	18 cents \$230	18.5 cents	Store 7.8cents	Store 8cents	Total \$230
F (W)Store	638			638		\$50
G2-G5	1276	\$230				\$230
G7-G10						
G1&G6	1914	1276/\$230		638/\$50		\$280
01-05	1276	\$230				\$230
07-011						
06 &012	1914	1276/\$230		638/\$50		\$280
P2-P9	1079		\$200			\$200
P11-P20						
P1&P10	1579		1079/\$200	l	500/\$40	\$240
Q2-Q9	1079		\$200			\$200
Q11-Q20						
Q1&Q10	1579		1079/\$200	1	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.

FAIRFIELD COUNTY AIRPORT 2018 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 maybe 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.