

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, Bill McNeer, Jon Kochis, Scott Richardson, Bill Fagan, and Tom Brennan. Absent was Michael Kaper.
(Board Member Tom Brennan arrived at 5:01 p.m.)

Also present were Staci Knisley, Steve Griffith, Al Moyer, Ben Riggs, and Ian Coil.

Opportunity for the Public to Address the Board

Approval of the Minutes for the September 11, 2023, Meeting

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the minutes from the September 11, 2023, meeting.

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

Absent was: Michael Kaper and Tom Brennan

Motion passed.

Historical Aircraft Squadron (HAS) update

Nothing new to report.

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

a. Monthly Report

Mr. Coil presented the FBO Monthly report; see attached to minutes. He reported that there is one new lease.

Board Member Tom Brennan arrived at 5:01 p.m.

Standing Committee Updates:

Airport Improvement – Jon Kochis & Tom Brennan

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

Mr. Kochis reviewed the CMT report; see attached to minutes.

b. Storm Water System Repair

Mr. Kochis reported that Kull Excavating should be wrapped up in the infield soon. They were able to inspect the pipe 100 feet down and 100 feet up. They could not inspect the pipe underneath the runway. Getting someone to inspect the pipe underneath the runway would be a larger expense. We do feel comfortable that there is clean pipe from the terminal to north edge of the runway. There will be an inspection port at the end of the grass strip, where Kull Excavating down. Rock River Construction will return and plant seed in the area.

Mr. Kochis does not recommend anything further at this time.

- Quarterly Stormwater Report

Mr. Kochis reviewed the quarterly stormwater report; see report attached to minutes. The terminal has an old version of the stormwater plan. Mr. Kochis will see that management gets the latest 2020 version printed for the terminal.

c. Obstruction Removal Project

Nothing new to report.

d. Master Plan Hangar Build

Nothing new to report.

e. Access/Entrance Road

Mr. Kochis reported that state and capital funding is still being searched for this project. There are some capital dollars available at the state that he hopes the Board of Commissioners will support.

Community Relations – Michael Kaper (absent)

Nothing to report.

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

a. Hangar P row painting

Mr. Fagan reported that Integrity Painting start power washing tomorrow and the painting starts next week, weather permitting. He is meeting with the owner, Scott Russell, tomorrow.

Mr. Kochis is still waiting on roof cost estimates for the 3383 house. He estimates it might be around be around \$25,000.

Mr. Kochis reported that the Airport's red truck sold on Gov Deals online auction for \$4,550.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing new to report.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

b. 2024 Appropriation Budget

Ms. Knisley asked the Board to review the proposed budget.

Mr. Kochis reviewed the budget with the Board.

Ms. Knisley will have it up for approval in the November meeting.

c. Payment of Bills

Motion to approve retroactively September payment of invoices totaling \$21,585.85

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve retroactively September invoices totaling \$21,585.85; see attached to minutes.

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

Absent was: Michael Kaper

Motion passed.

Security & Safety – Jon Kochis & Bill McNeer

Mr. Kochis reported that he tried to pull a video of an incident that was reported. It was too dark outside to view clearly.

Mr. Coil stated that the incident reported was that someone drove down the taxiway and squealed the tires.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List

Ms. Knisley reported that she is working with a waiting list member that has written a bad check. She will remove him from the waiting list if he does not make things right soon.

Web – Bill McNeer & Tom Brennan

Mr. Brennan asked Mr. Kochis to get with him related to Airport social media.

Old Business

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

New Business

Mr. Kochis gave thanks to Mr. Coil and the FBO management for fixing the gates.

Mr. Kochis had a gate company give us some pricing for an update on reprogramming. He does not recommend reprogramming at this time.

Dr. Burns reported that Jeff Gerken asked about a rotating broom we used to use for light snow removal. The reason he asked is because he found a screw in his tires on our ramp.

Mr. Kochis does not recall having a rotating broom.

Mr. Coil does not know of any of it on our equipment.

Mr. Moyer recommended blowing off the light snow in the future.

Informational

- FAA Detroit ADO letter related to maintaining Airport owned visual aids.

Mr. Kochis reported that Greg Heaton with CMT said the information does not apply to our airport.

Calendar of upcoming events and other important dates

The Board reviewed the following calendar of dates:

- a. Blue Lightning Initiative – report due annually within 30 days of 9/30/23
Mr. McNeer reported that the FBO has 9 people that reviewed the training information. The full board of 7 has reviewed it.

Ms. Knisley will file the report this week.
- b. FAA call with Katie Delaney – Monday, October 30 at 10:30 a.m. (Ben Cooley, Tom Brennan, & Jon Kochis.)
Mr. Kochis reported that this call was the annual talk about ACIP and other things going on.
- c. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23
- d. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/24
- e. ODOT/OAA FY2024 grant – winning bidder selected by 3/15/2024
- f. OTTER/UST renewal expires 6/30/24
- g. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/24
- h. CMT Master agreement expires 9/9/2024
- i. HAS mowing and snow removal contract expires on 9/30/2024
- j. FBO Agreement expires 12/31/2024
- k. Insurance Agreement expires 12/31/2025
- l. Legal services agreement with County Prosecutor – expires 12/31/2025
- m. Hangar J Lease agreement expires 12/31/26
- n. Lease agreement with Board of Commissioners to operate facilities – 10/25/2027
- o. Hangar A Lease expires 4/30/2032 with an option to renew
- p. FAA lease for space expires 9/30/2032

Adjournment

On motion of Bill McNeer and second of Tom Brennan, the Fairfield County Airport Authority Board voted to adjourn at 5:31 p.m.

Next Regular Meeting is Monday, November 13, 2023, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for October 9, 2023 was approved on November 13, 2023



Glenn Burns



Bill Fagan



Tom Brennan

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for October 9, 2023

Aye
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

Monthly Board Report 2023

ITEM	JAN 7/2/72	FEB 7/2/72	MAR 7/2/72	APR 7/2/72	MAY 7/2/72	JUN 7/2/72	JUL 7/2/72	AUG 7/2	SEPT 7/2	OCT	NOV	DEC
T HANGAR OCCUPANCY												
R HANGAR OCCUPANCY	6/6	6/6	6/6	6/6	6/6	6/6	6/6	6/6	6/6			
NEW LEASES	1	1	0	0	0	1	0	0	1			
OVERNIGHT	0	0	0	0	0	0	0	0	0			
FUEL SALES 100LL	3526.97	4418.30	3776.82	5201.23	7147.08	6159.00	8192.26	7394.55	7285.23			
	\$ 20,519.20	\$ 25,796.88	\$25,973.73	31597.07	\$ 43,611.71	\$37,642.68	50212.87	47674.38	49205.32			
FUEL SALES	1026.7	1191.8	2067	432	2626.3	233.4	3874.5	3343.7	2971.5			
JET A	\$ 6,438.10	\$ 7,499.48	\$ 12,824.20	\$ 3,701.34	\$ 16,193.15	\$1,398.06	23559	21028.82	18515.86			
# OPERATIONS	2000	3600	3800	4400	5200	4900	6500	5770	4805			
HANGAR ISSUES	Lack of		gate	none	leak Q19	gate / leak g1	gate	gate	none			
PUBLIC COMMENTS	Runway Closure	Runway Closure		none	none	none	none	none	none			
FAA INCIDENTS	0	0	0	0	0	0	0	0	0			

**Fairfield County Airport Authority
Board Meeting, October 9, 2023**

Engineer's Summary Report

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

2. FY 22 FAA AIP Grant
Rehab Taxiway B - Construction
Additional construction funds will be requested from FAA at closeout.
Project complete closeout invoice for board approval.

Improve Airfield Drainage – Construction. Rock River Construction work is completed, project is substantially closed out.
Project complete, seed establishment concerns were expressed by FCSWCD, and will be corrected this fall or next spring.

3. FY 23 FAA AIP Grant
Master Drainage Report
Survey of existing pipe structures and pipes completed. **Draft report will be available next month for airport board review and comment.** Additional review comments from local agencies will be collected as well.

4. OH FY 22 State grant application – Obstruction Removal (East).
 - a. East End - Phase 1 Plans 100% complete –Removal from FAA obstruction database completed.
 - b. East End - Phase 2 – Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No updates.**

5. OH FY 23 State grant application – West Obstruction Removal.
 - a. Approach update and PAPI mitigation approved. **March 2024 publication of latest information will be the soonest possible release. Additional removals will be continued later this year to get the last of the obstacle trees.**

6. OH FY 24 State grant application – Runway 28 RSA Clearing
 - a. ODOT grant application drafted for the removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface. **ODOT grant awarded for project. CMT has started design, 60% plans and documents will be ready sometime prior to November meeting.**

7. FAA FY24 – Planning Meeting
 - a. Meeting with FAA to discuss ACIP and plans for future airport needs scheduled for October 30.

8. Other discussion items:

9. Action Items: none

FAIRFIELD COUNTY AIRPORT AUTHORITY

QUARTERLY STORMWATER VISUAL INSPECTION

LOCATION & SITE CONTACTS

Name: Fairfield County Airport Authority		Address: 3430 Old Columbus Road NW Carroll, Ohio 43112	
Telephone: 740-654-7001		Primary Facility Contact Information: Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		Security: Fairfield County Sheriff 740-652-7900	
SIC Code 9999	EHS 0	County	Fairfield
Total Impervious Surface Acres: Appx 35		Municipality	Carroll
Total Facility Acres: 235.746			
Storm Water Discharge to Greenfield Creek with 100 year flood diversion toward Claypool Run (NW)			
Name(s) of water(s) that receive storm water from this facility: Hocking River			
Hocking River Watershed			

Date: 9-28-23 **Time Storm Event Began:** NA

Estimated Total Rainfall for Storm Event: NA

OUTFALL MONITORING (the outfall from the Water Quality Basin):

Monitoring Point #1	Time:		
Color			
Odor			
Clarity			
Floating Solids			
Settled Solids			
Suspended Solids			
Foam			
Oil Sheen			
Characteristics to Monitor:			
Color: yellow, brown, green, gray, etc. and degree of color: none, slightly, very, etc.			
Odor: petroleum, chemical, sulfur, algae, sewage, etc. and degree of odor none, slight, strong, etc.			
Clarity: clear, slightly cloudy, very cloudy			
Floating Solids: yes/ no			
Settled Solids (allow to sit for 5 minutes): yes/no			
Suspended Solids (hold a white piece of paper behind jar to see): yes/no			
Foam: yes/no			
Oil Sheen: yes/no			

Were all samples collected within the first 30 minutes of discharge? Yes/no

If no, when were the samples collected? _____

SITE INSPECTION:

Issue Being Evaluated	Yes	No	N/A	Comments (stains, odors, leaks, trash, etc)
Are stored materials exposed to storm water contact?		x		
Are oily parts and/or drums exposed to storm water contact?	x			
Are the loading and unloading areas clean?	x			
Are areas around containers clean?	x			No increased staining observed.
Is the area around the covered salt storage area free of significant salt?			x	
Is the area around the fuel island and nearest catch basin clean and free of grease, oil, fuel, etc.?	x			No increased staining observed.
Is there a buildup of oil and grease in the parking lots or equipment storage areas?		x		
Are there leaks or stains around drums or aboveground storage tanks?	x			
Is the drainage swale in the south central part of the facility and catch basins clean of debris?	x			-Storm system #2 -prioritize clearing of easement and sediment removal at end of pipe.
Are trash cans and dumpsters kept covered?	x			
Is a stocked spill kit available at the fuel island?	x			
Are spill containment materials and stocked cleanup kits readily available?	x			-Yellow can at the fuel farm still has a hole about a foot from the bottom. Materials are exposed to rain still.
Is there evidence of soil erosion?	x			

OTHER OBSERVATIONS:

- Grass is not well established in recent construction areas. CMT should review.
- Runway tile repair need addressed/seeded.
- 1 blow hole in the east field at the fence. The hole is increasing in size and soil is entering the tile. Fence footer is now exposed.
- Pipeline replacement is complete, BMPs still in place, sit repair shows a lot of gravel, mowers could throw. Reseeding may be needed.

Inspected By: ___Jonathan Ferbrache, PLA, CPESC -Fairfield SWCD_____

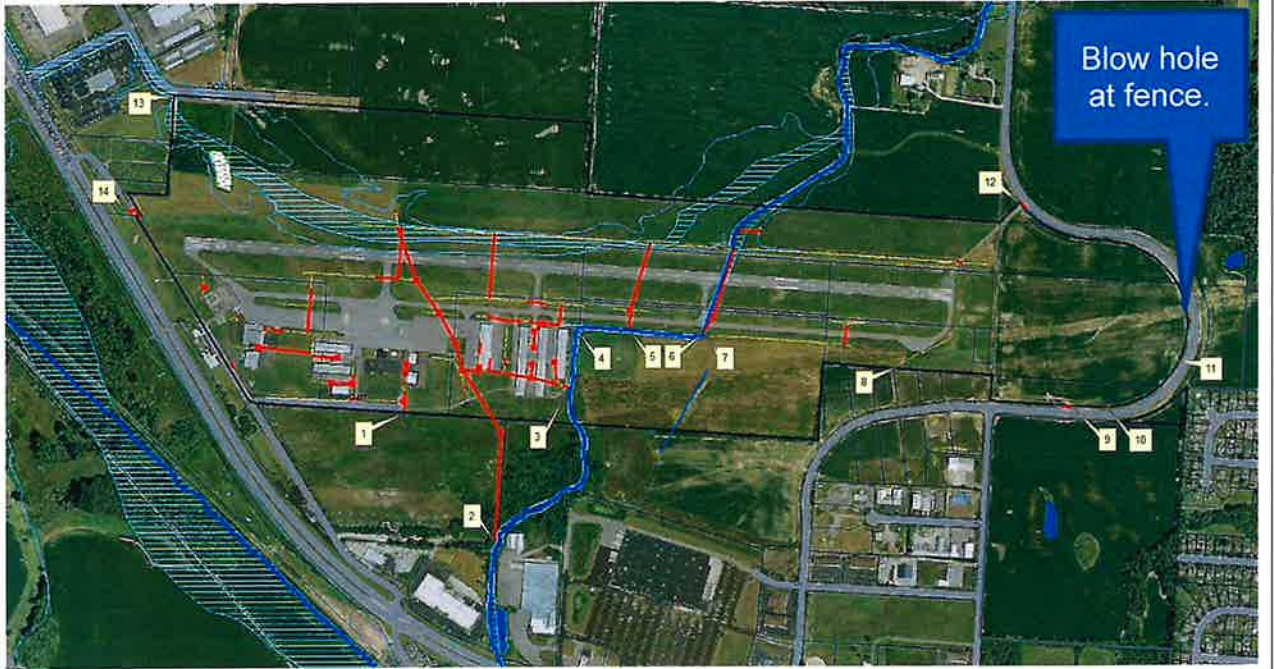
Signature: _____  _____

FACILITY INSPECTION PHOTOS



East fence tile blowout getting worse.

FACILITY MAPS



NORTH



FIGURE A

See Appendix A for outfall No.2 off site easement



NORTH



FIGURE B

See Appendix A for outfall No.2 off site easement

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

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

80780000 AIRPORT OPERATIONS

80780000	530000	CONTRACTUAL SERVIC	175,000	187,682	146,434.54	14,701.97	40,963.33	284.00	99.8%
2023/09/000008	09/05/2023	API	200.00	VND 001281	PO 23004965	PORTA KLEEN	rental for portable toilet at	5383185	
2023/09/000277	09/11/2023	API	2,009.87	VND 005790	PO 23000186	OHIO DEPT OF TAXATIO	sales tax for fuel sales 8/1-8	5383498	
2023/09/000278	09/11/2023	API	65.00	VND 016659	PO 23000234	SUNRUSH WATER	drinking water/services 8/23/2	5383550	
2023/09/000707	09/18/2023	API	413.82	VND 003668	PO 23000168	LOCAL WASTE SERVICE	trash disposal for Airport 9/2	5384069	
2023/09/000707	09/18/2023	API	9.95	VND 016659	PO 23000234	SUNRUSH WATER	drinking water/services 9/2023	5384155	
2023/09/000707	09/18/2023	API	670.00	VND 009826	PO 23000399	WEBCHICK LLC	web updates 10/1/23-10/1/24	5384113	
2023/09/001097	09/25/2023	API	2,500.00	VND 005552	PO 23000001	HISTORICAL AIRCRAFT	show plowing/mowing 10/2023	5384668	
2023/09/001097	09/25/2023	API	8,333.33	VND 007099	PO 23000372	SUNDOWNER AVIATION L	Airport manager/FBO services 1	5384678	
2023/09/001105	09/25/2023	API	500.00	VND 011074	PO 23006219	FETTERS RUN LLC	Hangar J Tight project - renta	5384709	

80780000	541001	ELECTRIC/UTILITIES	25,000	28,275	17,124.25	1,652.92	11,150.42	.00	100.0%
2023/09/000707	09/18/2023	API	57.85	VND 001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR G 8/6-9/7	5384049	
2023/09/000707	09/18/2023	API	61.42	VND 001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR F 8/6-9/7/23	5384050	
2023/09/000707	09/18/2023	API	66.23	VND 001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR O 8/6-9/7	5384051	
2023/09/000707	09/18/2023	API	74.55	VND 001373	PO 23000309	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER - 8/6-	5384052	
2023/09/000707	09/18/2023	API	134.17	VND 001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR Q 8/6-9/7	5384053	
2023/09/000707	09/18/2023	API	139.11	VND 001373	PO 23000309	SOUTH CENTRAL POWER	HANGAR P 8/6-9/7	5384054	
2023/09/000707	09/18/2023	API	152.15	VND 001373	PO 23000309	SOUTH CENTRAL POWER	MOPED ASOS 8/6-9/7/23	5384055	
2023/09/000707	09/18/2023	API	323.43	VND 001373	PO 23000309	SOUTH CENTRAL POWER	TERMINAL 2 8/6-9/7/23	5384056	
2023/09/000707	09/18/2023	API	441.81	VND 001373	PO 23000309	SOUTH CENTRAL POWER	TERMINAL RUNWAY LIGHTS 8/6-9/7	5384057	
2023/09/000707	09/18/2023	API	101.10	VND 023650	PO 23000469	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS RD 8/18/31	5384166	
2023/09/000707	09/18/2023	API	101.10	VND 023650	PO 23000469	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS RD 8/1-8/31	5384167	

80780000	543000	REPAIR AND MAINTEN	65,000	101,200	15,635.86	913.35	73,366.20	12,197.94	87.9%
2023/09/000276	09/11/2023	API	913.35	VND 014612	PO 23000428	AG-PRO OHIO, LLC	repairs/services 5100E UTILITY	5383536	
80780000	553000	COMMUNICATIONS/TEL	2,100	2,278	1,603.44	178.92	674.28	.00	100.0%
2023/09/000008	09/05/2023	API	178.92	VND 074480	PO 23000495	A T & T INC	monthly phone services 7/20-8/	5383260	
80780000	554000	ADVERTISING	2,000	2,000	604.18	.00	1,195.82	200.00	90.0%
80780000	558000	TRAVEL REIMBURSEME	200	206	38.23	.00	117.90	50.00	75.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 560000 MATERIALS & SUPPLI	25,000	25,000	11,398.82	4,138.69	9,763.02	3,838.16	84.6%
2023/09/000276 09/11/2023 API	1,353.70 VND	001511 PO 23000312 R D HOLDER OIL INC					
2023/09/000276 09/11/2023 API	661.33 VND	007099 PO 23000374 SUNDOWNER AVIATION L					
2023/09/000276 09/11/2023 API	2,089.37 VND	071270 PO 23000491 STATE ELECTRIC SUPPL					
2023/09/000277 09/11/2023 API	34.29 VND	071270 PO 23000491 STATE ELECTRIC SUPPL					
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	400,000	400,000	312,066.93	.00	87,933.07	.00	100.0%
80780000 574000 EQUIPMENT, SOFTWAR	10,000	26,000	24,829.35	.00	.00	1,170.65	95.5%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	679.00	.00	.00	2,321.00	22.6%
TOTAL AIRPORT OPERATIONS	712,800	781,140	530,414.60	21,585.85	225,264.04	25,461.75	96.7%
TOTAL AIRPORT OPERATIONS	712,800	781,140	530,414.60	21,585.85	225,264.04	25,461.75	96.7%
TOTAL EXPENSES	712,800	781,140	530,414.60	21,585.85	225,264.04	25,461.75	96.7%