

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 10, 2016

Meeting to order

Bill McNeer called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Bill McNeer, Pat Ferguson, Bill Fagan, Michael Kaper, and Jon Kochis. Board Members Glenn Burns and Lonnie Rush were absent. Also present were Staci Knisley, Greg Heaton, Branson Rutherford, Tom Palmer, Al Moyer, Pat Rooney, Russ Everson, Eric Meister, and Lonnie Watts.

Opportunity for the Public to Address the Board

No member of the public addressed the board at this time.

Historical Aircraft Squadron (HAS) update

Mr. Meister has been gathering estimates for resealing and restriping the HAS parking lot. The lowest estimate is \$1,512 from Spires Paving. He asked that the Board pay for the work.

Mr. Ferguson stated that the contract with the Board of Commissioners for the lease of the HAS building specifies that HAS cover expenses inside the building.

Mr. Kochis stated that he thought the Spires Paving estimate was reasonable.

Approval to accepting the estimate for the HAS parking lot resealing and restriping with Spires Paving, with a not to exceed amount of \$1,512

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to accept the estimate for the HAS parking lot resealing and restriping with Spires Paving, with a not to exceed amount of \$1,512.

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

Abstaining was: Ferguson

Motion passed.

Airport Manager Update

Mr. Joos reported that the off-set of pavement has cost over \$1,000 of dollars to Sundowner Aviation for damages to planes.

Mr. Watts reported that the cold patch fixes are working but reminded the board that they are temporary. It takes 1 bag of the cold patch fix per hangar.

Mr. Kochis reported that the Taxi-way project in 2017 and 2018 will take care of the permanent fix of the off-set of pavement.

Mr. Joos recommended that the trash dumpster be relocated inside the fence and that the local trash service come during normal business hours. Public and Tenants are using the dumpster as their personal trash service.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 10, 2016

Mr. Kochis recommended that they contact the current vendor Local Waste Services and other providers for options regarding their dumpster services.

Approval of Minutes for the September 12, 2016 Meeting

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the minutes from the September 12, 2016 meeting.

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

Approval of Minutes for the September 30, 2016 Special Meeting

On motion of Michael Kaper and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the September 30, 2016 special meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Ferguson reported that the hangar door that was just repaired in the HAS building had a few screws loose and a few panels needed replaced. The vendor fixed it temporarily and will fix it when the panels came in. He will monitor the repair.

Mr. Moyer stated that the panels shifted and broke the screws.

Airport Manager Update continued

Mr. Rooney presented Sundowner Aviation's September report, see attached to minutes.

Mr. Rooney reported that the total flying hours for the year to date are 2,003 hours. Last year for the full year was 1,903 hours.

Mr. Rooney reported that there are only a few hangars left for them to install the LED lights. The tenants were left a note to contact them so they could get in their hangars to install them.

Mr. Rooney reported that the paving project is going good. The Shelly Company have been working long hours to get the project completed quickly.

Standing Committee Updates:

a. Airport Improvement – Jon Kochis

1. FY2016 FAA grant agreement

Approval to ratify Michael Kaper's signature on the FY2016 FAA grant agreement

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve to ratify Michael Kapers signature on the FY2016 FAA grant agreement.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 10, 2016

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

Abstaining: Kaper

Motion passed.

2. Crawford Murphy Tilly (CMT) Engineer's Summary Report (See attached to minutes)

Mr. Heaton reported that the Shelly Company has done a good job keeping moving on the paving project. It is their intention to be out of there by the end of the week. They will temporary mark the pavement.

He reported that Jess Howard Electric will not work on the lighting project until all of the material has been received which is projected to be at the end of the month.

Mr. Watts reported that some materials have come in.

Mr. Heaton reported that he will check into the situation but assured the Board that he talked to the Vice President of Jess Howard Electric today and got his information from him. It is likely that the lights will be installed the first week of November and the runway could intermittently be open again.

Mr. Kochis reported that the conduit left that is sticking out of the ground will be taken care of once the project is complete.

Mr. Rooney reported that Sundowner Aviation will get the word out for the closure once it happens.

Mr. Kochis reported that the State has awarded the Board the Taxiway Delta project for FY2016. The problem is that the State or FAA will not pay for the design of the project. The option is to accept the award and pay the \$ 45,000 of local dollars for the design plus the local match of approximately \$17,000. Or, if the Board waits until the Fiscal Year 2017 there is a chance that the FAA could approve the design costs.

Mr. Heaton reported that not paying for the design is a crack in the system. The FAA and the State will be approving the design reimbursements in FY2018 but currently won't support any design work. The Ohio Aviation Association (OAA) is trying to pressure both the FAA and the State to support the design work before FY2018. Local Airports are denying the grants due to the lack of funding for support for the design.

Mr. Kochis stated that the grant letter says to submit all documents as soon as possible but the only true date they show is that you must select the winning bidder by May 15, 2017. He recommends that they spend the next month thinking about the grant acceptance and making phone calls to the Congressman Steve Stivers to lobby the FAA for reconsideration for paying for designs for state and other projects.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 10, 2016

Ms. Knisley will add the discussion to the agenda for next month as a part of the Old Business section.

Mr. McNeer reported that he and Ms. Knisley talked to Ann Jolly regarding the Aircraft Registry update. She was helpful to us regarding updating the registry. The amount of aircrafts at local airports that are on the registry is helpful for the scoring of the State ODOT grant program.

Mr. McNeer stated that Ms. Knisley is moving forward with updating the Aircraft Registry as information comes in.

3. Wetland Determination

Mr. Kochis reported that the report is not finalized yet, but it has been discovered that there is just a small portion of wetland determination for delineation. The next step will be to tear down the trees, and getting the area ready to farm. He recommends that the farm owners that we have leases with will need to be contacted to let them know that they can only farm seedless crops. The leases will have to be amended.

Mr. Kaper will contact Dave Miller with P-Ville Enterprises regarding their current lease that expires in December of 2017. He will inform him of the changes and negotiate a new amended lease to bring back to the Board for discussion.

4. Signs for Terminal

Mr. Kochis reported that he will continue his search for pricing for signs. He discussed the design of the sign with the Board.

Approval to spend up to \$1,500 for the Terminal Signs

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to spend up to \$1,500 for the Terminal Signs

Voting aye thereon: Kochis, Feguson, Fagan, McNeer and Kaper. Motion passed.

5. FY2016 Ohio Airport Matching grant program application

Mr. Kochis reported that the Ohio Airport Matching grant program provides 5% of the 10% local match with the FAA grant.

Approval of FY2016 Ohio Airport Matching Grant program application

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the FY2016 Ohio Airport Matching Grant program application. (See attached to minutes)

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 10, 2016

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

b. Community Relations – Michael Kaper

Mr. Kaper reported that Mr. Kochis provided a nice Airport update to the County Commissioners at their Leadership Conference that was held on October 6, 2016.

c. Facilities and Grounds – Lonnie Rush & Bill Fagan

1. Snow Removal

Mr. Fagan asked the Board to review the draft snow removal specifications.

Mr. Kochis recommended that HAS create a list for a prioritization of areas that need snow removed and a map of the areas.

Mr. Moyer stated that HAS no longer has the man power to do the snow removal. He stated that deciding what area to start first sometimes depends on where the wind is moving.

Mr. Kochis recommended that Mr. Ferguson work with Mr. Fagan on making changes to the draft snow removal contract. He also recommended that that quotes be solicited before publically bidding. If the quotes come in around \$50,000, it will have to be publically bid.

d. Finance - Glenn Burns(absent)

1. Financial Reports

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

2. Payment of Bills

Approval for payment of bills totaling \$ 8,188.16

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$8,188.16. (See invoice summary attached to minutes)

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

Approval of payment to Walsh Custom Builders for \$ 66,452.84

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment to Walsh Custom Builders for \$66,452.84.

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

e. Security/Web/Other – Bill McNeer & Jon Kochis

• Internet Connectivity

Mr. Kochis reported that when the terminal roof project is completed the external wifi will be mounted to the roof. The next step will be talking to the Board about cameras.

f. Tenant Relations – Glenn Burns(absent)

1. Rent Status

Ms. Knisley reported the following:

- P12 – wishes to extend lease/vacated in August (Rescind 9.12 motion)

Approval to rescind the September 12, 2016 motion to waive August rent and to keep the security deposit for the termination of the lease for Hangar P12

On motion of Bill Fagan and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to rescind the September 12, 2016 motion to waive August rent and to keep the security deposit for the termination of the lease for Hangar P12

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

- Q5 – vacate hangar notice 9.26 (FBO Inspection, keys)
- O1 - vacate hangar notice 9.26 (FBO Inspection, keys)
- G10 – vacate hangar notice 10.6 (FBO inspection, keys)

2. THangar Bay Lease & RHangar Lease

Mr. McNeer reported that the change to the documents added a space for the tenant to note their aircraft and their registry. It also states that the tenant shall notify the Airport if they sell or buy a new aircraft.

Approval of the T-Hangar Bay lease & R-Hangar Lease

On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve

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

Ms. Knisley reported that the approved leases will be available on the Airport website. This will be helpful to the tenant and Sundowner Aviation.

3. Proposed Hangar Bay Fees for 2017

Mr. McNeer reported that the fees were presented at the last meeting. There are no increases for 2017. The North Garage location was added .

Approval of the Hangar Bay Fees for 2017

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the hangar bay fees for 2017. (See invoice summary attached to minutes)

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for October 10, 2016

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

4. **FBO Liaison – Pat Ferguson**

Mr. Ferguson thanked Airport Management for hosting a football dinner for the tenants and pilots at the Airport. He would like to see the Board host a party or dinner for pilot for the inconvenience of the Airport being shut down.

Mr. Kochis stated that he would check to see if the expense would be allowable.

Mr. Rooney stated that they hosted the dinner but everyone brought in food for a potluck. They appreciate the Board noticing them.

Old Business

a) **Wildlife Shelter/remove bushes**

Mr. Kochis reported that there is a plan in place for the clean-up. The plan is to throw the bushes in the woods, not the wetland. Eventually it will all be cleaned up.

b) **Wildlife Deterrence/Fence**

Mr. Kochis and Mr. Rush met with CMT. They added the Wildlife Fence to the 2020 airport capital improvement project list.

c) **Snow Removal**

Mr. Fagan and Mr. Ferguson will work on the request for quotes for the snow removal.

d) **County Credit Card Process**

Ms. Knisley reported that she will have an update next month. She will take a webinar before the next meeting for the process.

e) **Stormwater Plan (MS4 training)**

Mr. Kochis asked the board to review the "Report a Spill, Release of Environmental Crime forms". He asked that every board member and Airport Management sign it. The form certifies that the person has read the form and knows where to report environmental violations. Ms. Knisley will collect the signed forms for her file. Having this document signed, keeps us compliant.

f) **Taxiway D. Rehab Project**

Mr. McNeer reported that this was discussed earlier in the CMT's Engineer report discussion. (Will be discussed on November's Agenda)

g) **Fence on Eversole Property**

New Business

a. **MS4 training**

Mr. Kochis reported that this was discussed earlier in Old Business.

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Informational Items

There were no informational items to review.

Calendar of Upcoming Events/Other

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

- **Business Radio Licensing fee of \$95 – revisit March 2017**
- **Note Renewal – January 2017**
- **PVille farming lease expires 12/31/17**
- **Doug Majors farming lease expires 12/31/17**
- **Insurance expires 12/15/18**
- **November 2019 - coordinate HAS/Comm’s lease agreement approved on 11.17.15
(exp 12/31/19)**

Ms. Knisley reported that the FAA will be scheduling a teleconference regarding FAA projects. Date is yet to be determined.

Adjournment

On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:25 p.m.

Next meeting is scheduled for November 14, 2016 at 6:00 p.m.

Meeting minutes for the October 10, 2016 meeting were approved on November 14, 2016.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Lonnie Rush

Aye
Jon Kochis

Aye
Michael Kaper

Aye
William McNeer

Aye
Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

MONTHLY BOARD REPORT

SEP 2016

- October 10, 2016
mtg

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	62/72	
R HANGAR OCCUPANCY	6	
NEW LEASES	0	
OVERNIGHT/WEEKLY HANGR	0	
FUEL SALES 100LL	6884.8	
FUEL SALES JET	1219.4	
NUMBER OF OPERATIONS	6692	
HANGAR MAINTENANCE ISSUES	NONE	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	None	

**Fairfield County Airport Authority
Board Meeting, October 10, 2016**

Engineer's Summary Report

1. Previous FAA grants
 - 2515 FAA project (PAPI, wildlife) ongoing

2. FY 2015 Projects
 - PAPI Rehab
PAPI commissioning complete. Punch list being finished and close out report to be started soon.

 - Wildlife Assessment
Final report has been submitted to FAA. Undergoing review.

 - Terminal Roof Improvements
Terminal Building Reroof and Mansard Alteration project continuing. Reporting 60% complete thru Oct 1. Walsh Construction Group completing work, scheduled to be complete end of month for substantial completion.

3. FY 16 Projects
 - ODOT Aviation Grant Runway Rehabilitation.
Contractor: The Shelly Company.
Closure began Oct 3, with 30-day max.

 - FY 16 FAA Grant – Runway Edge Lighting Rehabilitation
Contractor: Jess Howard Electric.
Field work to begin Thursday 13th.

4. FY 17 ODOT Aviation Grant Application
 - Grant application for Taxiway D (west end) construction / reorientation. ODOT has offered grant. Design is local only expense without potential for reimbursement currently.

5. Action Items:
 - Walsh Const. Group 1st Pay app.

A resolution to approve to proceed with the application for the FY2016 Ohio Airport Matching Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT)

WHEREAS, the Fairfield County Airport Authority Board expressed interest to pursue the FY2016 Ohio Airport Matching Grant program; and

WHEREAS, a letter requesting funds of \$ 17,486.84 from ODOT is prepared; and

WHEREAS, this resolution gives the President of the Board, Dr. Glenn R. Burns authorization to sign the letter and all other documents that are included with the FY2016 ODOT grant; and

NOW THEREFORE, BE IT RESOLVED BY THE AIRPORT AUTHORITY BOARD, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Airport Authority Board approves to proceed with the application for the FY2016 Ohio Airport/ODOT Matching grant and gives Dr. Glenn R. Burns authorization to sign the application when completed.

Motion by: Jon Kochis

Seconded by: Michael Kaper

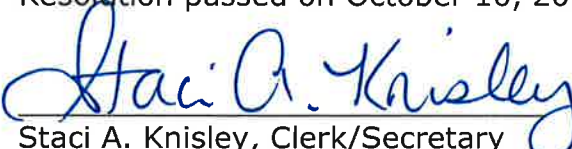
Ayes: Kochis, Kaper, McNeer, Fagan, and Feguson

Nays: None

Abstentions: None

Absent: Rush & Burns

Resolution passed on October 10, 2016


Staci A. Knisley, Clerk/Secretary



FCA Authority Board:

Glenn Burns, DDS
Lonnie Rush
William McNeer, CPP
Bill Fagan
Michael J. Kaper, J.D.
Jon Kochis
A. B. "Pat" Ferguson

October 11, 2016

James Bryant, Administrator
Office of Aviation
Ohio Department of Transportation
2829 W. Dublin-Granville Road
Columbus, Ohio 43235-2786

RE: Ohio Airport Matching Grant Program Application

Dear Mr. Bryant:

The Fairfield County Airport Authority hereby submits an Application for \$17,486.84 in Fiscal Year 2016 Grant Funds under the Ohio Airport Matching Grant Program for use at the Fairfield County Airport.

The Grant Funds will be used to Rehabilitate Runway 10/28 (design only) and Rehabilitate Runway 10/28 Lighting

The amount requested from ODOT represents 5% of the total project cost. Final cost breakout is 90% FAA, 5% sponsor and 5% ODOT:

Total project cost:	\$ <u>349,736.67</u>
FAA share (90%):	\$ <u>314,763.00</u>
Applicant share (5%):	\$ <u>17,486.83</u>
ODOT share (5%):	\$ <u>17,486.84</u>

The following documents are enclosed:

- A certified copy of a resolution from the Fairfield County Airport Authority authorizing the submission of the application to ODOT
- The Standard Assurances required by the Ohio Airport Matching Grant Program (Appendix B)

Should you have any questions or need further information, please contact me at 740-653-8671 or grburns51@att.net.

Respectfully,

A handwritten signature in blue ink, appearing to read "Glenn R. Burns", is written over the word "Respectfully".

Dr. Glenn R. Burns, President, FCAA

Enclosures

Fairfield County Airport Authority
Staci A. Knisley, Clerk
3430 Old Columbus Rd NW, Carroll, Ohio 43112
740-652-7093 Airport Clerk
740-654-7001 Airport Terminal, email: fairfieldcountyairport@co.fairfield.oh.us
www.fairfieldcountyairport.com

APPENDIX B

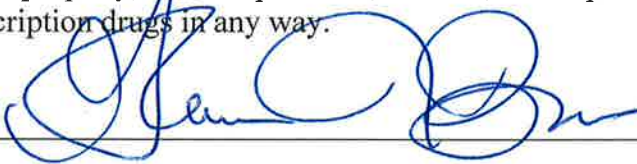
STANDARD ASSURANCES, ODOT MATCHING GRANT PROGRAM

Upon execution of the Grant Contract, these Standard Assurances are incorporated in and become part of the Grant Contract. Pursuant to the Ohio Airport Grant Program Standard Procedure, the undersigned: Tarfield County Airport hereby assure the Ohio Department of Transportation that:

1. The Grant Funds will be used to provide half of the nonfederal portion (5% of the total) of the funding for the eligible project.
2. The Airport for which Grant Funds are requested is not eligible to receive FAA Air Carrier Enplanement Funds or FAA Cargo Funds.
3. The Applicant has received a Grant Offer from FAA for the eligible project, and provided a copy of the Grant Offer to ODOT.
4. There will be no increase in the amount of this ODOT Matching Grant subsequent to execution of the grant agreement (i.e., there will be no "change orders").
5. The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or rehabilitation project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of State funds for the project.
6. The Applicant will inform ODOT if any grants from non-ODOT sources (other than the Applicant and FAA) will be used to pay for any part of the project.
7. The Applicant will comply with all federal, state and local laws, rules and executive orders, as they apply to Airports and to the performance of the project.
8. The Applicant's Governing Body has passed a resolution authorizing the original Application.
9. The Applicant has sufficient funds available for that portion of the project costs which will not be paid by ODOT, and the required local funding for the project as described in the **application has been appropriated.**
10. The Applicant has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.
11. The public shall be afforded use of the Airport and of its facilities for aviation purposes as fully and equally as all other parties, in accordance with Ohio Revised Code 4561.11. If the

facilities cease to be an airport within 20 years from the date of the Grant Contract, the Applicant agrees to return the full amount of the Grant Funds to the State.

12. In the case of real property acquired with funds from this grant, if the facilities cease to be an airport at any time, the Applicant agrees to return to the State a percentage of the appraised fair market value at the time the facility ceases to be an airport. The percentage shall be the same as the original State percentage of total project cost (i.e., 5%).
13. Any equipment purchased with ODOT grant funds will be operated for at least 20 years from the date of the Grant Contract unless the Applicant receives written permission from the Director of Transportation to discontinue operating the equipment. Such written permission shall include instructions on how to dispose of the equipment and what to do with the proceeds of any sale of the equipment.
14. The Applicant agrees to maintain all Airport owned or controlled Part 77 surfaces free of obstructions that can feasibly be removed or provide a formal airspace review of the obstruction completed by the FAA.
15. The Applicant assures or certifies that it has implemented an effective airport pavement maintenance program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with ODOT funds.
16. During the performance of the project the Applicant will comply with all applicable National Environmental Policy Act, Ohio Environmental Protection Agency and U.S. Army Corps of Engineers regulations concerning wetlands and water quality, and with all applicable provisions of the Endangered Species Act
17. Grantee agrees to comply with all applicable state and federal laws regarding drug-free workplace. Grantee shall make a good faith effort to ensure that all Grantee employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

APPLICANT/SPONSOR:  Fairfield County Airport Authority

PRINTED NAME OF SIGNER: Glenn R. Burns

PRINTED TITLE OF SIGNER: President

SIGNATURE: 

DATE: _____

HANGAR BAY FEES FOR 2017

Hangar Buildings – ANNUAL LEASES

Hangar J – \$775.

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

Bay #	Sq Ft	18 cents	18.5 cents	Store 7.8cents	Store 8cents	Total
F1-F10	1276	\$230				\$230
F (West Gar)	638			638		\$50
F (East Gar)	638 [Currently used for storage of airport Snow Removal Equipment]					
G2-G5 & G7-G10	1276	\$230				\$230
G1&G6	1914	1276/\$230		638/\$50		\$280
O1-O5 & O7-O12	1276	\$230				\$230
O6	1914	1276/\$230		638/\$50		\$280
O (North Gar)	638			638		\$50
P2-P9 & P11-P20	1079		\$200			\$200
P1&P10	1579		1079/\$200		500/\$40	\$240
Q2-Q9 & Q11-Q20	1079		\$200			\$200
Q1&Q10	1579		1079/\$200		500/\$40	\$240

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

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

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