

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for October 14, 2019**

**Meeting to order**

Glen 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, Pat Ferguson, Jon Kochis, Bill Fagan, and Rick Szabrak. Board members absent were Michael Kaper. Also present were Sharlene Bails, Al Moyer, Jimmy Shadd, Greg Heaton, Pat Rooney, and Darrell Loos.

**Opportunity for the Public to Address the Board**

No members of the public addressed the Board.

**Approval of Minutes for the September 9, 2019 meeting**

Glenn Burns requested the minutes to be corrected, stating he was absent for the voting of the approval of minutes on August 12, 2019.

On motion of Jon Kochis and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the minutes from the September 9, 2019 meeting, with the correction as noted.

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

Absent were: Kaper

Motion passed.

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that they are pruning up the grass for the fall and working on getting the trucks ready for the winter.

The new John Deere tractor is still down with issues with the diagnostic tool. The parts have been ordered but some are on back order. The tractor is still under warranty.

Mr. Kochis asked Mr. Moyer to update the board about the box plow. The box plow has a new connection on it. Mr. Moyer said Henry Hill did an excellent job on the box plow work.

Mr. Kochis stated there will be a small invoice for materials from Jayson Henry Hill that will need to be paid.

**Sundowner Aviation/Airport Manager Update – Monthly Board Report**

a. Monthly Report

Mr. Shadd said fuel sales are slightly down. The LED display is on back order indefinitely; not much can be done until the display comes in.

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The Jet A pump is still not operable. They have replaced several parts and the pump is still not operating properly. Mr. Burns asked if the pump being down is affecting the fuel sales. Mr. Shadd does not feel the pump being down is the reason for the decrease in fuel sales.

The board discussed the Hangar R-1 complaint. Mr. Kochis said he was at the airport when the complaint was being discussed. There was soda blasting being done between Hangar R and Hangar Q. The tenant of R1 was given approval to do this work. It was a subcontractor performing the work and this will not be done on a yearly basis and should not be an ongoing issue. Mr. Shadd said the EPA inspected the site the next day and discovered no issues. Mr. Kochis recommended a policy moving forward.

Mr. McNeer said the lease does not allow for painting. The board discussed the issue, lease language, and review of the language for future discussions and changes.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**

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

Mr. Heaton with CMT reviewed the engineer's summary report. See attached to the minutes.

Mr. Kochis said the Airport will be conducting a master plan update in the spring of 2020. Mr. Szabrak said basically this would be a plan for what we feel we want the Airport to be 10 to 20 years from now.

Mr. Heaton explained their experience with master plans and how funding from FFA can be obtained. A master plan is a great planning tool and the FFA will help with funding of these types of plans. The Strategic Committee will meet with Mr. Heaton to discuss the scope of the plan.

Mr. Kochis provided a follow up on the gate. A quote was obtained from Claypool for \$1,500.

**Approval to proceed with the quote from Claypool Electric, Inc. with a not to exceed of \$1,500 to repair the loop at the terminal**

On motion of Jon Kochis and second of Rick Szabrak, the Fairfield County Airport Authority Board moved to approve the quote from Claypool, not to exceed \$1,500, to repair the loop at the terminal.

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

b. Paving Update

The paving was completed in front of HAS and Hangar A. There was an issue with the paving in front of Hangar A. The vendor worked with the Airport and repaved the area three times to fix the problem. The paving work was part of the two-year paving budget.

Mr. Kochis would like to evaluate the areas and focus on crack sealing in 2020.

c. Storm Water System Rehab

Mr. Kochis said he talked with Aaron with Kull Excavating about the catch basin installed in front of the terminal last year. Unfortunately, the pipe collapsed, and repairs were needed. Aaron was asked to look at the ditch past Hangar R for 2020 improvements.

2. Strategic Planning Committee – Bill McNeer, Jon Kochis, Rick Szabrak

Nothing new to report.

3. Community Relations – Michael Kaper (absent) & Rick Szabrak

Nothing new to report.

4. Facilities and Grounds – Michael Kaper & Bill Fagan

Nothing new to report.

- Hangar R1 complaint was previously discussed.

5. FBO Liaison – Pat Ferguson

Mr. Ferguson said he received a quote for \$900 plus tax for the awning replacement. Mr. McNeer suggested removing the awning completely. Mr. Shadd explained, if the awning is removed, repairs and painting would need to be made to the front of the building.

**Approval to proceed with the quote of \$900 to replace the awning on the front of the building**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board moved to approve the quote for \$900 (remove tax) to replace the awning on the front of the building.

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

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Absent were: Kaper  
Motion passed.

**6. Finance - Glenn Burns**

a. New reporting info

• 2020 Budget Review

The new reporting requires the board to approve a budget. The budget was created using major expenditure categories. There is a draft of the budget in the packet and the budget will be on the agenda for approval at the November meeting.

b. Financial Reports

The Board reviewed the following financial reports:

- Increase in hangar rental fees
- 2019 Budget Projection & YTD report
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

c. Hangar Rental Fees increase

Nothing new to report.

d. Payment of Bills

i. **Approval for payment of bills totaling \$96,288.43**

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$96,288.43. (See invoice summary attached to minutes)

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

ii. **Motion to approve retroactively September payments totaling \$15,819.96**

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On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board motioned to approve retroactively September payments totaling \$15,819.96. (See attached to minutes)

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

7. **Security & Safety – Jon Kochis & Bill McNeer**

Nothing new to report.

8. **Tenant Relations – Glenn Burns & Bill Fagan**

a. **Rent Status Spreadsheet**

The Board reviewed the rent status spreadsheet.

b. **Hangar G10 Refund to Daniel Bohn**

- **Approval to process a refund to former tenant of Hangar G10, Daniel Bohn, for his deposit of \$253 for his month to month lease that was terminated by his letter dated August 18, 2019.**

On motion of Pat Ferguson and second of Rich Szabrak, the Fairfield County Airport Authority Board moved to refund former tenant of Hangar G10, Daniel Bohn, for his deposit of \$253.

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

c. **Hangar Rental Fee for 2020**

This will be discussed at the next meeting.

d. **Sundowner Lease for Hangar J**

Mr. Kochis explained the corrections that should be made to the Hangar J lease.

Item 2 Term – Lease shall be for “**fifteen**” years (change to blank), negotiable  
Item 3 Rent and Security Deposit - says “**shall**” (change to “**may**”)

Mr. Rooney approached the board to discuss his concerns about previous and possible structural problems for Hangar J. The rental cost for Hangar J should be less than the other hangars due to its age. The collapse of the ceiling has led Mr.

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Rooney to suspect the entire structure is not adequate and for that reason we will not be responsible for the maintenance of the building. Also, we will not sign a lease, unless it specifies, if the building fails the county is responsible. The increase is not warranted and the signing a long-term lease is not beneficial to us.

Mr. McNeer and the board discussed the loft and square footage based on the floor plan.

Mr. Kochis said he agrees that the terms of the lease should be less than 15 years. The rent increase is a may instead of shall and this language is currently in the other lease agreements. Mr. Kochis acknowledged that rents have not increased for several years but depending on the findings all hangar rents may increase this year.

Mr. Kochis said two engineers have inspected the structure and it is 100% structurally sound. The ceiling is now 100% structurally sound after the repairs were done. Mr. Rooney said he does not want to be responsible for maintenance and repairs. The board discussed the meaning of repairs and maintenance. Mr. Rooney wants what they are responsible for outlined in the lease agreement. There was a discussion about insurance and responsibility. Mr. Burns stated that both parties have valid points and that further discussions are needed outside of this forum. A separate meeting will be scheduled with Josh Horacek, Jon Kochis, and Pat Rooney.

The language regarding snow removal needs to be removed from the lease.

e. Monthly Hangar Lease

Mr. Kochis will get with Staci Knisley to get a boiler plate of the leases for the next meeting.

9. Web – Bill McNeer & Rick Szabrak

The Notice to Tenants needs to be removed from the front page of the website.

Old Business

a. Bridge behind R Hangars

Doug Majors has agreed to pick this up.

b. Withdraw letter from Warren Myers relating to building T hangar

The letter was withdrawn.

New Business

a. Motion to approve Sundowner Aviation's 2020 payment schedule of \$4,000 per month

The new payment schedule was reviewed and should be approved.

**Approve Sundowner Aviation's 2020 payment schedule of \$4,000 per month**

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board moved to approve the new Sundowners Aviation 2020 payment schedule of \$4,000 per month.

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

**Informational Items**

- a. Letters from Charles E. Harris & Associates, Inc. (offering financial services)  
The letter as submitted was reviewed by the board.

**Calendar of upcoming events and other important dates**

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

- a. Terms expire on 12/31/19 for Pat Ferguson, Bill Fagan, & Rick Szabrak
- b. Aviation Insurance expires 12/31/19
- c. HAS lease agreement w/Commissioners expires on 12/31/19
- d. HAS authorization for use of 3 unoccupied hangars expires 12/31/19
- e. Storm Water Plan – Review and Approve annually - February 2020
- f. Taxiway D project – Strawser will start Spring 2020
- g. FBO agreement expires 12/31/2020
- h. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- i. CMT Master agreement expires 9/9/2021 (option to extend 3 one-year extensions)
- j. Legal Services agreement with County Prosecutor expires 12/31/2021
- k. FAA lease for space expires 9/30/2022
- l. HAS mowing and snow removal contract expires on 9/30/2022
- m. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

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**Adjournment**

On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to adjourn at 7:10 p.m.

**Next meeting is Monday, November 11, 2019 at 6:00 pm at the Airport Terminal**

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*Meeting minutes for the October 14, 2019 meeting were approved on November 11, 2019*

*Aye*

Glenn Burns

*Aye*

Bill Fagan

*Absent*

Rick Szabrak

*Aye*

Jon Kochis

*Aye*

Michael Kaper

*Aye*

William McNeer

*Aye*

Pat Ferguson

*Sharlene Bails*

Sharlene Bails, Acting Airport Clerk



**Fairfield County Airport Authority  
Board Meeting, October 14, 2019**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project  
Taxiway B Lighting Rehab – Project completed  
Final Reimbursement in process
2. FAA FY18 Grant – Construct Taxiway D (design phase)  
Grant Close out paperwork initiated.
3. FY 19 ODOT Aviation Grant – Rehabilitate Terminal Apron  
DuraSeal - \$185,907.50 is complete (Final striping to be done)
4. FY 19 FAA AIP Grant Application  
Low bidder: Strawser Paving at \$526,654.50  
Grant received and executed total amount \$588,654.50 (\$529,789.00 federal, \$29,432.73 ODOT and \$29,432.77 LHQ). Project initiation being pushed to a spring 2020 start date.
  - a. ODOT FY20 – Grant application made for Apron B, C1 Rehab. On May 1. LHQ given notice of intended award. Congratulations. Work to be designed and bid for spring/summer 2020 construction.
5. Action Items:  
FAA teleconference – 12/9  
ACIP review – Master Plan – FY 20

## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$736.49	n/a	September fuel fees	9/1-9/30
Sundowner Aviation	\$1,731.40	n/a	September rent fees	9/1-9/30
CMT	\$1,282.50	0205640	professional services - design, bid and constructions Rehab Apron A & I1 pavements	7/27-8/23
CMT	\$1,555.00	0205639	engineering services for Taxiway D reconstruct	7/27-8/23
CMT	\$11,881.36	0202780	design phase - construct taxiway D	1/1-1/25/19
Superior Petroleum Equip.	\$2,166.59	20632-PM	planned maintenance on fuel equipment	9/26/2019
Superior Petroleum Equip.	\$4,613.89	20657	blackmer pump/jet a pump repair	8/2-10/4
Precision Overhead Door	\$230.00	21080	gate opener repair	9/10/2019
Dura Seal	\$72,091.20	13466	local paving project	10/7/2019
Total Invoices for 10.14.19				
Board Meeting	\$96,288.43			

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2019 09

JOURNAL DETAIL 2019 9 TO 2019 9

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>12280000 AIRPORT OPERATIONS</b>							
<b>530000 CONTRACTUAL SERVICES</b>							
12280000 530000 CNTRCT SVC	150,000.00	189,124.71	101,640.48	13,919.63	54,189.08	33,295.15	82.4
2019/09/000036 09/05/2019 API	47.00 VND	012572 PO	19000694 LEWELLENS SERVICES I	Airport water	8/23/19		5292809
2019/09/000374 09/12/2019 API	11.80 VND	012572 PO	19000694 LEWELLENS SERVICES I	Airport water	8/29/19		5293300
2019/09/000386 09/12/2019 API	6,000.00 VND	005552 PO	19007209 HISTORICAL AIRCRAFT	mowing/snow	6/1-8/31/19		5293193
2019/09/000392 09/12/2019 API	2,000.00 VND	005552 PO	19007209 HISTORICAL AIRCRAFT	mowing/snow	9/1-9/30/19		5293193
2019/09/000421 09/12/2019 API	85.00 VND	001281 PO	19000426 PORTA KLEEN	Airport port toilets	8/23-9/19		5293085
2019/09/000421 09/12/2019 API	278.42 VND	003668 PO	19000463 LOCAL WASTE SERVICE	Airport trash	9/1-9/30/19		5293174
2019/09/000852 09/19/2019 API	670.00 VND	009826 PO	19000639 WEBCHICK LLC	Airport web maint	10/1/19-10/1		5293847
2019/09/000852 09/19/2019 API	1,441.87 VND	005790 PO	19000509 OHIO DEPT OF TAXATIO	fuel sales tax	8/1-8/31/19		5293794
2019/09/000852 09/19/2019 API	1,231.70 VND	007099 PO	19000593 SUNDOWNER AVIATION L	hangar rent	8/1-8/30/19		5293811
2019/09/000852 09/19/2019 API	953.84 VND	007099 PO	19000530 SUNDOWNER AVIATION L	fuel sales	8/1-8/31/19		5293811
2019/09/001234 09/26/2019 API	1,200.00 VND	009331 PO	19007281 CRAWFORD MURPHY & TI	mgmt hangar taxilanes	7/27-8/2		5294285
TOTAL CONTRACTUAL SERVICES	150,000.00	189,124.71	101,640.48	13,919.63	54,189.08	33,295.15	82.4%
<b>531020 TAX APPRAISAL</b>							
12280000 531020 TX APPRSL	15,000.00	19,395.22	19,395.22	.00	.00	.00	100.0
TOTAL TAX APPRAISAL	15,000.00	19,395.22	19,395.22	.00	.00	.00	100.0%
<b>543000 REPAIR AND MAINTENANCE</b>							
12280000 543000 REPAIR	23,000.00	114,000.00	89,985.09	.00	21,485.06	2,529.85	97.8
TOTAL REPAIR AND MAINTENANCE	23,000.00	114,000.00	89,985.09	.00	21,485.06	2,529.85	97.8%
<b>553000 COMMUNICATIONS/TELEPHONE</b>							
12280000 553000 COMM	2,100.00	2,100.00	1,540.61	.00	559.39	.00	100.0

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FOR 2019 09

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>554000 ADVERTISING</b>							
TOTAL COMMUNICATIONS/TELEPHONE	2,100.00	2,100.00	1,540.61	.00	559.39	.00	100.0%
<b>558000 TRAVEL REIMBURSEMENT</b>							
TOTAL ADVERTISING	2,000.00	2,000.00	1,458.56	275.45	341.44	200.00	90.0%
2019/09/000858 09/19/2019 API	134.50 VND	001430 PO	19003052 COLUMBUS DISPATCH	Airport ads 8/22/19	5293693		
2019/09/000875 09/19/2019 API	140.95 VND	003690 PO	19003053 MEDIA NETWORK	Airport ads 8/22/19	5293753		
<b>560000 MATERIALS &amp; SUPPLIES</b>							
TOTAL TRAVEL REIMBURSEMENT	100.00	200.00	96.49	.00	53.51	50.00	75.0%
TOTAL MATERIALS & SUPPLIES	14,000.00	14,000.00	4,816.33	301.25	7,110.56	2,073.11	85.2%
2019/09/000374 09/12/2019 API	23.10 VND	014612 PO	19000572 AG-PRO OHIO, LLC	Airport fuel tractor 8/20/19	5293344		
2019/09/000386 09/12/2019 API	162.21 VND	014612 PO	19000572 AG-PRO OHIO, LLC	Airport filters 7/23/19	5293344		
2019/09/000852 09/19/2019 API	115.94 VND	014612 PO	19000572 AG-PRO OHIO, LLC	Airport supplies mower 9/9/19	5293915		
<b>561000 GENERAL OFFICE SUPPLIES</b>							
TOTAL MATERIALS & SUPPLIES	500.00	500.00	67.94	.00	232.06	200.00	60.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL OFFICE SUPPLIES	500.00	500.00	67.94	.00	232.06	200.00	60.0%
<b>562000 ENENERGY</b>							
12280000 562000 ENENERGY	25,000.00	28,568.25	15,615.83	1,323.63	12,052.42	900.00	96.8
2019/09/000421 09/12/2019 API	101.10 VND	023650 PO	FAIRFIELD CO	UTILITTI	3430 Columb	7/31-8/30/19	5293396
2019/09/000421 09/12/2019 API	101.10 VND	023650 PO	FAIRFIELD CO	UTILITTI	3383 Columb	7/31-8/30/19	5293395
2019/09/000858 09/19/2019 API	84.31 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Cons Moped 8/3-9/3/19	5293689
2019/09/000858 09/19/2019 API	336.70 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Terminal 2 8/3-9/4/19	5293689
2019/09/000858 09/19/2019 API	263.44 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Terminal rmy 1ts 8/3-9/3/19	5293689
2019/09/000858 09/19/2019 API	22.87 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	3383 Columb 8/3-9/3/19	5293689
2019/09/000858 09/19/2019 API	52.80 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Hangar G 8/3-9/3/19	5293689
2019/09/000858 09/19/2019 API	116.91 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Hangar P 8/3-9/3/19	5293689
2019/09/000858 09/19/2019 API	117.51 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Hangar Q 8/3-9/3/19	5293689
2019/09/000858 09/19/2019 API	65.26 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Hangar F 8/3-9/3/19	5293689
2019/09/000858 09/19/2019 API	43.89 VND	001373 PO	19000550	SOUTH CENTRAL	POWER	Hangar O 8/3-9/3/19	5293689
2019/09/000878 09/19/2019 API	6.61 VND	003823 PO	19000565	NORTHEAST OHIO	NATUR	3383 Columb 8/7-9/9/19	5293759
2019/09/000878 09/19/2019 API	11.13 VND	003823 PO	19000565	NORTHEAST OHIO	NATUR	3430 Columb 8/7-9/9/19	5293759
TOTAL ENENERGY	25,000.00	28,568.25	15,615.83	1,323.63	12,052.42	900.00	96.8%
<b>562600 FUEL (GASOLINE/DIESEL)</b>							
12280000 562600 FUEL	250,000.00	250,000.00	179,770.93	.00	70,229.07	.00	100.0
TOTAL FUEL (GASOLINE/DIESEL)	250,000.00	250,000.00	179,770.93	.00	70,229.07	.00	100.0%
<b>570000 CAPITAL OUTLAY</b>							
12280000 570000 CAP OUT	10,000.00	155,000.00	5,270.40	.00	72,100.00	77,629.60	49.9
TOTAL CAPITAL OUTLAY	10,000.00	155,000.00	5,270.40	.00	72,100.00	77,629.60	49.9%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>574000 EQUIPMENT, SOFTWARE &amp; FIXTURES</b>							
12280000 574000 SOFT	1,000.00	101,000.00	77,564.84	.00	.00	23,435.16	76.8
TOTAL EQUIPMENT, SOFTWARE & FI	1,000.00	101,000.00	77,564.84	.00	.00	23,435.16	76.8%
<b>590007 SETTLEMENT</b>							
12280000 590007 SETTLM	.00	14,000.00	.00	.00	.00	14,000.00	.0
TOTAL SETTLEMENT	.00	14,000.00	.00	.00	.00	14,000.00	.0%
<b>590310 REFUNDS OF HANGAR DEPOSITS</b>							
12280000 590310 REFUNDS	1,000.00	3,000.00	2,731.00	.00	.00	269.00	91.0
TOTAL REFUNDS OF HANGAR DEPOSIT	1,000.00	3,000.00	2,731.00	.00	.00	269.00	91.0%
TOTAL AIRPORT OPERATIONS	493,700.00	892,888.18	499,953.72	15,819.96	238,352.59	154,581.87	82.7%
TOTAL EXPENSES	493,700.00	892,888.18	499,953.72	15,819.96	238,352.59	154,581.87	
GRAND TOTAL	493,700.00	892,888.18	499,953.72	15,819.96	238,352.59	154,581.87	82.7%

\*\* END OF REPORT - Generated by Sharlene Elizabeth Baits \*\*