

**Regular Meeting to order**

Dr. Burns called the Regular Meeting to order at 6:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Rick Szabrak, Michael Kaper, Bill McNeer, Bill Fagan, Jon Kochis, and Scott Richardson. Also present were Staci Knisley, Ben Riggs, Don Kuhn, and Greg Heaton.

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

There was no public comment.

**Minutes for the October 11, 2021 Meeting**

Mr. McNeer asked Ms. Knisley to make an edit related to AOPA on page 7.

**Approval of the Minutes for the October 11, 2021 Meeting**

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the October 11, 2021 meeting.

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

**Historical Aircraft Squadron (HAS) update**

On behalf of HAS, Ms. Knisley reported that HAS repaired the junction boxes near the taxiway lights by replacing 6 bolts to secure them. Also, the snowplow truck from the Engineer's Office has been delivered. HAS recommends that the Airport Board accept it. All is working properly.

Ms. Knisley will follow-up and do the fixed asset transfer paperwork with the County Auditor.

Mr Kochis stated that one truck will be transferred back to the Engineer's Office also. The Engineer expects that there will be another truck once they receive another new one.

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

a. Monthly Report

Mr. Kuhn presented the Airport Management Monthly Report. (See attached to minutes)

Mr. Szabrak asked what spiked the increase on the Jet A fuel sales.

Mr. Kuhn reported that he really didn't know that answer other than there was more jet traffic. The FBO does not keep a good record of the traffic, but they do keep their tail number on a list for visiting aircraft. There was a jet from California and there were jet props.

Mr. Kochis recommended that the tail numbers be added to the monthly report for further research.

Mr. Szabrak stated that it intrigues Economic Development to know who flies in here. He recommended that if there are frequent aircrafts flying in, it would be helpful to know more.

Mr. Riggs recommended that flights that arrive can be checked out on Flight Aware.

Mr. Heaton reported that a lot of the pilots are not even authorized to discuss anything related to why they are there.

Mr. Kuhn reported that they are selling low lead fuel about twice a week to the helicopter pilot that is here due to the gas line being installed nearby. It would be nice to have a helicopter pad here.

Mr. Szabrak recommends that a welcome brochure and other informational items be handed out to visitors.

Mr. Kaper will drop off information related to the insurance renewal to the FBO for a review.

**Standing Committee Updates:**

**Airport Improvement – Jon Kochis**

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

Mr. Heaton reviewed the summary report. (See attached to minutes)

Mr. Kochis highlighted the Airport Capital Improvement Plan (ACIP). He stated that the FAA may or may not want us to correct the crossover taxiways sooner rather than later. This was brought up during the master plan process. He also mentioned acquiring the property on the west at the right time.

Mr. Heaton reported that the federal infrastructure bill was passed Friday night. That is another \$3 billion a year for Airports. About \$500 million of that targets general aviation facilities.

Mr. Heaton reviewed the FAA FY2022 grant preapplication related to the obstruction removal.

Mr. Kaper asked if ODOT will fund the acquisition of any property purchased for the obstruction.

Mr. Heaton reported that ODOT does not fund the acquisitions. It is possible for the FAA to reimburse but there is a lot of work to do such as agreements. We own all current easements needed for the current obstruction removal.

Mr. Kochis recommends the approval of the CMT agreement funded by the ODOT Obstruction Removal grant. The bids on the projects will be due March 15, 2022.

**Approval of agreement with Crawford Murphy Tilly, Inc. for design phase engineering services for obstruction identification and removal with a not to exceed of \$81,000**

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to agreement with Crawford Murphy Tilly, Inc. for design phase engineering services for obstruction identification and removal with a not to exceed of \$81,000. (See attached to minutes)

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

Mr. Kochis reported that there was one bid received by Eversole Builders for the SRE project for \$162,000 included all alternates.

Mr. Kochis recommended the Board make the recommendation the Board of Commissioners accept and approve this bid. The Board of Commissioners will fund it. The Board will need a memo of understanding in the future to work out the financial.

The project will commence within the month. The longest lead time is the garage door which could lead into spring. The Commissioners also publicly bid the SWAT garage located here at the Airport next door to our SRE building at the same time. There will be a lot of activity at the west end of the airport.

Mr. Kochis reported that there are repairs on a pipeline near the airport off of our property.

b. **South Access Road/Culvert Repair**

Mr. Kochis reported that this project is completed.

c. **Storm Water System Rehab/Culvert Repair**

Mr. Kochis reported that the 1026 form was submitted. This was the application to drain the area between the pipelines. They were out surveying last week. We are really close to the design phase.

**Community Relations – Michael Kaper & Rick Szabrak**

Mr. Kaper reported there was an email inquiry related to building new hangars. I followed up with an email explaining we are finalizing our master plan.

Mr. Szabrak reported that he had a few inquiries on Facebook related to flight inquiries and inquiring on when we will have another Airshow. The Workforce Center is hiring a front desk position that will be able to monitor social media for the Airport.

**Facilities and Grounds – Michael Kaper & Bill Fagan**

a. Hangar Painting estimates

Mr. Fagan reviewed the updated estimate from Integrity Painting, LLC. He recommended accepting the estimate.

Mr. McNeer recommended a time frame be added.

Mr. Kochis will send a sample contract.

**Approval to accept the estimate from Integrity Painting, LLC for painting of Hangars G and J in the amount of \$40,430**

On motion of Bill Fagan and second of Jon Kochis, the Fairfield County Airport Authority Board voted to accept the estimate from Integrity Painting, LLC. in the amount of \$40,430.

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

**Fixed Base Operator (FBO) Liaison – Scott Richardson**

Nothing new to report.

**Finance - Glenn Burns**

a. Financial Reports

The Board reviewed the following financial reports:

- 2021 Budget YTD/2021 Budget Projection
- Purchase Order list

- Smart Card Fuel accounts
- Utility cost report

There were no discussions or questions from the board.

b. Payment of Bills

- **Approval for payment of bills totaling \$ 54,638.41.**

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$ 54,638.41 (See invoice summary attached to minutes)

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

- **Motion to approve retroactively October payment of invoices totaling \$37,934.43**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board motioned to approve retroactively October invoices totaling \$37,934.43 (See attached to minutes)

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

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

a. Security Plan

Mr. Kochis reported that the Security Plan has been sent to the Board electronically. It will not be on the website. He recommends calling an executive session for discussion next month.

b. Emergency Plan

Mr. Kochis will have the emergency plan in the December packet for review.

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

a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

b. P20 tenant – eviction process

Nothing new to report.

c. Hangar Rent for 2022

Mr. Szabrak reported that there was some research. They were all about the same rates as ours in the \$200's.

Mr. Fagan stated that Ohio Pilots online reported there is no hangar space available in Ohio.

Dr. Burns recommended that a decision be made tonight.

**Approval to move forward with the 3% increase to all hangar rent including month to month leases.**

On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to move forward with the 3% increase to all hangar rent including month to month leases.

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

Ms. Knisley will send an email to tenants reminding them of the increase.

**Web – Bill McNeer & Rick Szabrak**

Nothing new to report.

**Old Business**

a. Snow Removal Equipment (SRE) Facility

Nothing new to report. Discussion was held earlier.

b. HAS equipment storage

Mr. Kochis stated that once the SRE Facility is completed, we can move forward with the storage.

c. Hangar waiting list policy

Mr. Kochis reviewed the draft hangar waitlist policy with the Board. He had help from the OAA drafting the policy. He asked the Board to review and recommend changes tonight.

**Approval of Hangar Waiting List effective November 8, 2021**

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the hangar waiting list effective November 8, 2021. (See attached to minutes)

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

The FBO will have to include the hangar waiting list in their monthly reports.

**New Business**

- Gorsuch Land Lease

Mr. Kochis reported that the Board of Commissioners referred a request to him from Gorsuch Aviation. Gorsuch Aviation would like to expand their lease space for a larger aircraft. The request is a 20-foot extension to his building.

Mr. Kochis asked if anyone had any comments.

Mr. McNeer asked about the weight bearing for the taxiway.

Mr. Kochis will follow-up and report back to the Board on any new information.

- CDL license space for a parking lot

Mr. Szabrak reported that Hocking College is offering CDL classes at Fairfield County's Workforce Center. To do a CDL (A) they will need a larger area. Mr. Vogel with Fairfield County Utilities recommended the area to the north where the Well field is.

Mr. Kochis stated that would be a good area. We will have to ask the FAA if it is possible to use since they purchased that portion of the airport with grant funds. This part is the least.

Mr. Szabrak will report back with an update.

**Informational**

None.

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

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

- a. Legal Services agreement with County Prosecutor expires 12/31/2021  
*Mr. Kaper will follow up.*
- b. FAA lease for space expires 9/30/2022

**Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for November 8, 2021**

- c. HAS mowing and snow removal contract expires on 9/30/2022
- d. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- e. CMT Master agreement expires 9/9/2022 (option to extend 2 one-year extensions)
- f. Hangar J Lease agreement expires 12/31/22
- g. Insurance Coverage lock in rates expire 12/31/22
- h. FBO Agreement expires 12/31/2022
- i. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23

**Other**

None.

**Adjournment**

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:13 p.m.

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**Next Regular Meeting is Monday, December 13, 2021, at 6:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112**

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*Meeting minutes for the November 8, 2021, meeting was approved on December 13, 2021*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
William McNeer

Aye  
Scott Richardson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

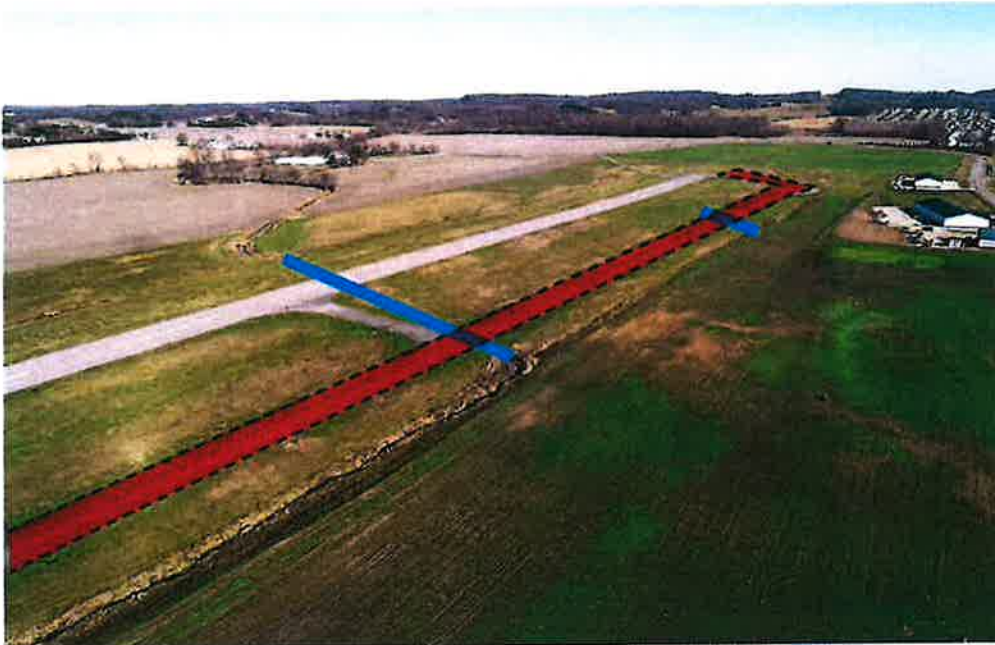




**Fairfield County Airport Authority  
Board Meeting, November 8, 2021**

**Engineer's Summary Report**

1. FY 19 FAA AIP – Taxiway D Construction  
Grant Closeout Report finalized, submitted in February. Final ODOT matching grant reimbursement will follow closeout. Still awaiting FAA.
2. FY 21 FAA AIP Grant Application  
**Master Plan** – Underway, Inventory and Forecasts submitted to FAA for review. Alternatives being documented. Site visit for RSA analysis completed.



**Rehab Taxiway B and Improve Airfield Drainage – Design only included in FY21 grant application. FAA grant received.**

3. SRE Storage Bldg – Rebidding begins on Thursday – Bids opened last Friday, Nov 5<sup>th</sup>. One bidder, Eversole - \$162,808 - \$45.22/SF
4. OH FY 22 State grant application – Obstruction Removal.
  - a. ODOT kick-off meeting complete - Scope and fee for approval.
5. Action Items:
  - a. ODOT Obx Removal Engineering Scope/fee for approval.
  - b. FY 22-31 ACIP update
  - c. FAA pre-application



OHIO DEPARTMENT OF TRANSPORTATION  
Mike DeWine, Governor Jack Marchbanks, Ph.D., Director

Office of Aviation  
2829 West Dublin-Granville Rd. Columbus, OH 43235  
614-387-2356  
transportation.ohio.gov

August 13, 2021

Jon Kochis  
Fairfield County Airport Authority  
Fairfield County Airport  
241 West Main Street Suite 100  
Lancaster OH 43130

RE: FY2022 Ohio Airport Improvement Program Notice of Project Approval (NPA)

Jon Kochis:

The Ohio Department of Transportation (ODOT) has approved your Direct Grant Application for General Aviation Airports for a Fiscal Year 2022 grant for the Fairfield County Airport. ODOT will provide 95% of the eligible costs of the subject project, up to a maximum of \$ 500,000.

The following project has been approved:

OBSTRUCTION PROJECT: Obstruction Removal - East Side Trees,

Only the project described above has been approved for funding.

The grant award amount will be based on actual bid amounts but will not be greater than the amount stated in this Notice of Project Approval (NPA). Grant awards will not be issued until after our office receives notification of the actual bids received for the project. This NPA is not a grant agreement or a grant award. It only serves as a notice that your project will be recommended to receive grant funding if time schedules are met. Your promptness in getting plans, specifications and bid information to ODOT will determine the likelihood that your project will be funded and in a timely manner.

Upon receipt of this NPA you must:

1. Schedule a project kickoff call with ODOT.
2. Submit all plans, specifications and bid documentation for ODOT review and approval prior to release to prospective bidders. To avoid delay, all information needed to approve your project should be submitted promptly after receipt of this NPA. Allow at least two weeks for ODOT review and approval of plans and bid documentation.

Project documentation shall be uploaded from within the BlackCat Aviation (BCA) Data and Grant Management portal at: <https://www.blackcataviation.com/>

For further information on project design and specifications please refer to the Global Documentation tab, available on the State's BlackCat Aviation Data and Grant Management portal at: <https://www.blackcataviation.com/>

3. Advertise for bids only after receiving ODOT approval of plans and specifications;

4. Provide ODOT with copies of the bid tabulation and the name of the contractor selected within three (3) working days of the bid opening so that the Grant Contract can be processed.

***YOU MUST SELECT THE WINNING BIDDER,  
AND NOTIFY ODOT OF THE SELECTION, BY  
MARCH 15, 2022***

5. Execute the Grant Contract as soon as possible after receiving the Grant Contract from ODOT, and upload a signed Grant Contract to ODOT through BCA at: <https://www.blackcataviation.com/>.
6. Plan and notify ODOT of the proposed preconstruction meeting in adequate time to allow an ODOT representative to be present.
7. Provide ODOT with a project schedule and notify ODOT of the starting date for project work.
8. Partial pay requests may be submitted as work is completed. Note: partial grant payment requests will be paid up to 90% of the grant value. Grant payment requests shall be uploaded from within BCA at: <https://www.blackcataviation.com/>. All pay requests must include copies of the invoices for which grant payment is being requested, (See the Grant Application Procedures for FY20).
9. Notify ODOT of project completion and request a final project inspection.
10. Submit a final ODOT Pay Request for the remaining balance within thirty (30) days of project completion and final inspection.

NOTE: Projects that do not have bid information submitted by March 15, 2022 will be in jeopardy of losing funding. If necessary, special meetings of the sponsor's governing body may be necessary for rapid approval of contracts with design engineers, and the time allocated for submittal of designs and review of designs should be kept to a minimum.

You must notify our office promptly if deadlines cannot be met.

We appreciate your concern for improving your facility and Ohio's aviation system. If you require any additional information regarding this project, contact us at: [Ohio.Airport.Grants@dot.ohio.gov](mailto:Ohio.Airport.Grants@dot.ohio.gov) or by phone at (614) 387-2356.

Sincerely,



James E. Bryant, Administrator  
ODOT, Office of Aviation

**10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2023 to FY-2032**

Airport Name: Fairfield County Airport		Date prepared: October 19, 2021						
Associated City: Lancaster, OH		Prepared By: Crawford, Murphy & Tilly, Inc.						
Sponsor: Fairfield County Airport Authority		Telephone No.: 614-488-1200						
Airport ID: LHQ								
Congressional District: Ohio 15th District								
Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment Discretionary	State Non-FAA	Local	Remarks/Item Justification
1	Obstruction Removal - West Approach	S23	\$250,000	\$0	\$0	\$237,500	\$12,500	West Approach Clearing
2	Construct North Taxiway (680' x 35') and Apron (3,000 SY) - Design	L23	\$75,000	\$0	\$0	\$0	\$75,000	Local Funding to be reimbursed in FY23
3	Rehabilitate East T/H Taxiways	L23	\$40,000	\$0	\$0	\$0	\$40,000	Local Funding
4	Construct North Taxiway (680' x 35') and Apron (3,000 SY)	24	\$750,000	\$300,000	\$375,000	\$37,500	\$37,500	Design Reimbursement and Construction
5	Land Acquisition/Easement Reimbursement	24	\$250,000	\$0	\$225,000	\$12,500	\$12,500	West RPZ
6	Rollover NPE funds	25	\$0	\$0	\$0	\$0	\$0	
7	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Design	26	\$95,000	\$85,500	\$0	\$4,750	\$4,750	Connecting Taxiways - Remove direct apron access
8	Relocate Taxiway A1, A2, Rehabilitate Taxiway A3 - Construction	27	\$560,000	\$364,500	\$135,500	\$28,000	\$28,000	
9	Rollover NPE funds	28	\$0	\$0	\$0	\$0	\$0	
10	Construct Entrance Drive - Environmental and Design	29	\$100,000	\$80,000	\$0	\$5,000	\$5,000	
11	Construct Entrance Drive - Construction	30	\$2,000,000	\$211,500	\$1,588,500	\$100,000	\$100,000	
12	Partial Perimeter Wildlife Fencing - Phase 1	31	\$250,000	\$150,000	\$75,000	\$12,500	\$12,500	North Side Property Line
13	Partial Perimeter Wildlife Fencing - Phase 2	32	\$250,000	\$150,000	\$75,000	\$12,500	\$12,500	

### FY2022 FAA AIP Grant PreApplication

Airport Name: <u>Fairfield County Airport</u> Associated City: <u>Lancaster, OH</u> Sponsor: <u>Fairfield County Airport Authority</u> Airport Three Letter LHQ: <u>                    </u>	Date prepared: <u>October 26, 2021</u> Prepared By: <u>Crewford, Murphy &amp; Tilly, Inc.</u> Telephone No.: <u>614-468-1200</u>
NPIAS No. <u>39-0044</u> Congressional District: <u>Ohio 15th District</u>	

Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment	State Non-FAA	Local	Remarks/Item Justification
1	Environmental Assessment - North Taxiway	22	\$175,000	\$0	\$157,500	\$8,750	\$8,750	
2	Rehabilitate Taxiway B1 - Construction	22	\$395,000	\$346,500	\$9,000	\$19,750	\$19,750	
3	Improve Airfield Drainage - Construction	22	\$1,400,000	\$28,800	\$1,231,200	\$70,000	\$70,000	
<b>TOTAL FY22</b>			<b>\$1,970,000</b>	<b>\$375,300</b>	<b>\$1,397,700</b>	<b>\$98,500</b>	<b>\$98,500</b>	



**2021 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 engineering, land surveying or architectural services:

Prepare Design Phase Engineering services for Obstruction Identification and Removal at the Fairfield County Airport. Scope of Work includes evaluation of existing conditions in east and west approach areas, identification of tree trimming, or removal needs in accordance with current FAA design criteria. Development of bidding documents for solicitation of publicly procured bids for obstruction clearing. Work to include field observation and documentation of obstruction removal accomplished and coordination and submission of revised date in FAA's ADIP program. Project coordination with ODOT and FAA will be accomplished. .

NOW THEREFORE, the ENGINEER agrees to provide the above-described services and the CLIENT agrees to compensate the ENGINEER 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 ENGINEER.


IT IS FURTHER MUTUALLY AGREED:

Fee shall be invoices at a not-to-exceed basis of no more than \$81,000.

The CLIENT and the ENGINEER 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 ENGINEER shall assign, sublet or transfer any part of his interest in this AGREEMENT without the written consent of the other party hereto. This AGREEMENT, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This AGREEMENT is subject to the General Conditions attached hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this 8<sup>th</sup> day of November, 2021.

CLIENT:

Fairfield Co Airport Authority Board  
 \_\_\_\_\_  
 (Client Name)  
  
 \_\_\_\_\_  
 (Signature)  
Glenn R. Burns, President  
 \_\_\_\_\_  
 (Name and Title)  
11-8-21  
 \_\_\_\_\_  
 Date

ENGINEER:

CRAWFORD, MURPHY & TILLY, INC.  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 (Signature)  
Greg E. Heaton, Vice President  
 \_\_\_\_\_  
 (Name and Title)  
 \_\_\_\_\_  
 Date

CMT Job No. \_\_\_\_\_

**CRAWFORD, MURPHY & TILLY, INC.  
STANDARD SCHEDULE OF HOURLY CHARGES  
JANUARY 1, 2021**

<b>Classification</b>	<b>Regular Rate</b>
Principal	\$ 230
Project Engineer II Project Architect II Project Manager II Project Environmental Specialist II	\$ 220
Project Engineer I Project Architect I Project Manager I Project Environmental Specialist I Project Structural Engineer I	\$ 190
Sr. Structural Engineer II	\$ 175
Sr. Technician II	\$ 160
Aerial Mapping Specialist	\$ 155
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 150
Technical Manager II Environmental Specialist III	\$ 140
Sr. Technician I	\$ 135
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 130
Environmental Specialist II Technician II	\$ 115
Planner I Technical Manager I Environmental Specialist I Technician I Project Administrative Assistant	\$ 95
Administrative/Accounting Assistant	\$ 60

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, 2022.

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.





By:  
 Crawford, Murphy and Tilly, Inc.  
 8101 North High Street, Suite 150  
 Columbus, Ohio 43235

For:  
 Fairfield County Airport Authority  
 Fairfield County Airport  
 Carrol, Ohio

Fairfield County Airport
Runway 28 Obstruction Removal
Engineers Estimate of Probable Construction Values
4/27/2021

Item No.	Spec.	Item Description	Unit	Quantity	UNIT VALUE	EXTENDED VALUE
<b>NORTH APPROACH AREA</b>						
1	P-151	North Approach Clearing	Acres	10.44	\$ 18,000.00	\$ 187,920.00
		Engineering and Planning Services			\$	\$ 15,000.00
		AGIS Survey and Submittal			\$	\$ 12,000.00
		<b>SUBTOTAL COST</b>			\$	\$ 202,920.00
<b>SOUTH APPROACH AREA</b>						
2	P-151	South Approach Tree Removal - All Sizes	EA	35	\$ 750.00	\$ 26,250.00
		Engineering and Planning Services			\$	\$ 15,000.00
		AGIS Survey and Submittal			\$	\$ 12,000.00
		<b>SUBTOTAL COST</b>			\$	\$ 41,250.00
<b>EAST APPROACH AREA</b>						
3	P-151	East Approach Clearing	Acres	15.22	\$ 18,000.00	\$ 273,960.00
		Engineering and Planning Services			\$	\$ 15,000.00
		AGIS Survey and Submittal			\$	\$ 12,000.00
		<b>SUBTOTAL COST</b>			\$	\$ 288,960.00
<b>Total Projected Project Value:</b>						<b>\$ 533,000.00</b>
<b>ODOT 95% Funding</b>						<b>\$ 506,350.00</b>



# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

JOURNAL DETAIL 2021 10 TO 2021 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>80780000 AIRPORT OPERATIONS</b>							
80780000 530000 CONTRACTUAL SERVIC	157,500	168,024	121,114.25	4,698.30	40,771.74	6,138.00	96.3%
2021/10/000011 10/04/2021 API	163.00 VND 001281 PO 21000616	PORTA KLEEN		9/17-10/14 rental for portable			5339021
2021/10/000620 10/18/2021 API	1,029.50 VND 003180 PO 21000672	LANCASTER FIRE SAFETY		9/27/21 fire extinguisher serv			5339870
2021/10/000620 10/18/2021 API	318.06 VND 003668 PO 21000680	LOCAL WASTE SERVICE		10/1/21 Local waste services			5339878
2021/10/000620 10/18/2021 API	847.00 VND 005790 PO 21000720	OHIO DEPT OF TAXATION		9/1/21-9/30/21 sales tax for f			5339855
2021/10/000620 10/18/2021 API	2,340.74 VND 007099 PO 21000924	SUNDOWNER AVIATION L		9/2021 10% of hanger rent & fu			5339903
80780000 541001 ELECTRIC/UTILITIES	15,000	14,100	3,359.14	322.27	10,740.86	.00	100.0%
2021/10/000637 10/18/2021 API	101.10 VND 023650 PO 21000842	FAIRFIELD CO UTILITI		3383 old Columbus Rd - 8/31-9/			5339984
2021/10/000637 10/18/2021 API	101.10 VND 023650 PO 21000842	FAIRFIELD CO UTILITI		3430 old Columbus Rd 8/31-9/30			5339985
2021/10/000976 10/25/2021 API	62.93 VND 003823 PO 21000687	NORTHEAST OHIO NATUR		3430 OLD COLUMBUS RD - 9/8-10/			5340248
2021/10/000976 10/25/2021 API	57.14 VND 003823 PO 21000687	NORTHEAST OHIO NATUR		3383 OLD COLUMBUS - 9/8-10/7			5340248
80780000 543000 REPAIR AND MAINTEN	10,000	64,103	44,671.21	31,399.36	15,521.20	3,910.94	93.9%
2021/10/000011 10/04/2021 API	27,985.00 VND 016150 PO 21003832	ROESE BROS. PAVING I		9/27/21 paving repair at airp			5339044
2021/10/000279 10/12/2021 API	30.75 VND 008908 PO 21003434	MID STATE TIRE CO IN		FLAT TIRE ZERO TURN MOWER airrp			5339433
2021/10/000620 10/18/2021 API	3,383.61 VND 003483 PO 21000677	PVATT, WILLIAM ROSS		9/30/21 change filters on pump			5339877
80780000 553000 COMMUNICATIONS/TEL	2,100	3,000	2,115.36	175.68	884.64	.00	100.0%
2021/10/000279 10/12/2021 API	175.68 VND 074480 PO 21000863	A T & T INC		8/20-9/19/21 Monthly phone ser			5339532
80780000 554000 ADVERTISING	2,000	2,000	281.48	.00	1,518.52	200.00	90.0%
80780000 558000 TRAVEL REIMBURSEME	200	200	83.78	26.88	116.22	.00	100.0%
2021/10/000620 10/18/2021 API	26.88 VND 080643 PO 21000866	KNISLEY, STACI A		5/10-10/11 reimbursement for t			1572325
80780000 560000 MATERIALS & SUPPLI	15,000	20,059	6,646.18	1,311.94	7,444.97	5,967.95	70.2%
2021/10/000011 10/04/2021 API	42.12 VND 014612 PO 21000829	AG-PRO OHIO, LLC		510DE TRACTOR supplies for air			5339039
2021/10/000620 10/18/2021 API	942.55 VND 001511 PO 21000632	R D HOLDER OIL INC		9/2/21 Fuel for airport mowers			5339857
2021/10/000620 10/18/2021 API	72.61 VND 014612 PO 21000829	AG-PRO OHIO, LLC		DEFLECTORSUPPLIES for airport			5339957
2021/10/000976 10/25/2021 API	254.66 VND 081672 PO 210006389	KOCHIS, JON PATRICK		reimb for purchase of radio fo			1572371
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

JOURNAL DETAIL 2021 10 TO 2021 10

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 562600 FUEL (GASOLINE/DIE	250,000	325,000	246,081.45	.00	78,918.55	.00	100.0%
80780000 570000 CAPITAL OUTLAY	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574000 EQUIPMENT, SOFTWARE	1,000	16,086	15,086.00	.00	.00	1,000.00	93.8%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	466,300	626,072	439,438.85	37,934.43	156,016.70	30,616.89	95.1%
TOTAL AIRPORT OPERATIONS	466,300	626,072	439,438.85	37,934.43	156,016.70	30,616.89	95.1%
TOTAL EXPENSES	466,300	626,072	439,438.85	37,934.43	156,016.70	30,616.89	

**FAIRFIELD COUNTY AIRPORT 2022 LEASE/RENTAL FEES**

**Hangar Buildings – ANNUAL LEASES**

**Buildings F, G, O, P, & Q - T-hangar bays (electric included)**

Bay#	Sq Ft	2022 Rates	2022 MTM
F1-F10	1276	\$244	\$269
F(W)	638	\$54	\$59
G1	1914	\$297	\$326
G2-G5	1276	\$244	\$269
G6	1914	\$297	\$326
G7-G10	1276	\$244	\$269
O1-O5	1276	\$244	\$269
O6	1914	\$297	\$326
O7-O12	1276	\$244	\$269
OG (N. Garage)	638	\$54	\$59
P1	1579	\$254	\$280
P2-P9	1079	\$212	\$233
P10	1579	\$254	\$280
P11-P20	1079	\$212	\$233
Q1	1579	\$254	\$280
Q2-Q9	1079	\$212	\$233
Q10	1579	\$254	\$280
Q11-Q20	1079	\$212	\$233

**Building R - Corporate/Box Hangars (electric not included)**

Bay#	Sq Ft	2022 Rates	2022 MTM
R1	3000	\$541	\$595
R2-R6	2500	\$451	\$496

**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 (See above)

\*Month to Month R-Hangar Bay Rent – 10% above monthly lease rate rounded up to the nearest \$10 (See above)with the electric being in Renter’s name and paid by Renter.

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.

# Airport Authority

## Hangar Waitlist Policy

Effective: 11/08/2021



The Fairfield County Airport maintains a waiting list for those who wish to lease "box" or "T-hangar" space. Vacant space is first offered to applicants on the waiting list. This policy is designed to provide a simple and fair process for aircraft owners to be placed on the waiting list. It is mandatory to be on the waiting list to lease a hangar at LHQ.

1. All parties interested in a hangar must fill out an application (attached). It is the responsibility of the applicant to keep this information current with the airport administration. If a specific hangar, hangar type, or hangar rental rate is desired it **MUST** be included in the initial request.
2. The application must include the FAA registration of the aircraft to be based in the Hangar.
3. During times of great demand, more than 10 persons on the wait list, a deposit for the requested hangar type will be required to join the wait list. The amount of the deposit will be equal to the first month's rent of the desired hangar. The deposit can be refunded at anytime when the request is made to the Airport Manager to be removed from the list. Refund will be processed by the County as fast as possible. When a lease is completed, this amount will be applied to the deposit. If the available leased hangar deposit is less or more, the amount will be applied to the first month's rent.
4. Position on the waiting list will be determined by the date and time of the request, except in cases where an existing tenant is asked or required to vacate an existing hangar at the request of the County or airport manager for demolition, repair, or any reason other than eviction. In such a case, the tenant may be placed on the waiting list using the date of their original lease agreement.
5. When a hangar becomes available, the individuals at the top of the appropriate waiting list will receive notification of availability. Offers shall be made chronologically (oldest to newest). The offer will be made by e-mail and by phone. Individuals must respond to the offer made within three (3) business days. A "pass" response or failure to respond in 3 business days will be considered a decline.
6. If the individual is interested in leasing the hangar offered, the airport will begin the lease contract signing phase of the process. A valid lease must be signed within fifteen (15) days of the original notification. Failure to sign a valid lease contract will be considered a decline.



# Airport Authority Hangar Waitlist Policy

Effective: 11/08/2021



7. An airport representative will attempt to contact individuals on the list by way of one (1) telephone call and one (1) e-mail. No response will be considered a declination. Each applicant is permitted one (1) refusal or pass-over. Upon the second refusal, applicant will be moved to the bottom of the list. Subsequent refusals will result in removal from the waiting list. Individuals will be contacted by one (1) telephone call and one (1) e-mail notification prior to removal from the waiting list. Anybody removed from the waiting list may restore their name to the bottom of the list by contacting airport administration.

The Airport Manager will keep the wait list up to date and will be organized by date the application was fully completed. This will include deposit in peak demand times.

Upon completion of a lease the Airport Manager will submit to the Authority Secretary that the aircraft is now based at Fairfield County using the [www.basedaircraft.com](http://www.basedaircraft.com) website. This benefits both the tenant and the airport and is strongly recommended.

The Airport Manager will include the wait list with the monthly board report.

# Airport Authority Hangar Waitlist Policy

Effective: 11/08/2021



Applicant, by signature hereon, acknowledges receipt of a copy of the waiting list policy and the lease currently used by the Airport Authority. The date this application, and deposit if required, is received by the Airport Manager is the date of the applicant's placement on the waiting list.

Applicant agrees and understands that the airport will not rent a hangar to any applicant who does not own an aircraft at the time the lease is offered. Applicant agrees and understands the name and the registered owner's name on the aircraft must be the same. Applicant agrees and understands that this agreement is not transferrable.

## Applicant Information

Applicant's Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell or Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Aircraft Information: (please check one)

Applicant does not own an aircraft

Applicant owns the following aircraft

Hangar Type/Building desired: \_\_\_\_\_

Aircraft make and model: \_\_\_\_\_

FAA Registration (Tail Number): \_\_\_\_\_

Deposit Collected: \$ \_\_\_\_\_

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

---

## Airport Manager

1. Date received: \_\_\_\_\_

2. Deposit collected date: \_\_\_\_\_

3. Aircraft Classification: \_\_\_\_\_

4. Proof of Ownership: \_\_\_\_\_

Comments: \_\_\_\_\_

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_