

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll, Ohio 43112
Minutes for November 13, 2017

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Bill McNeer, Jon Kochis, Pat Ferguson, Michael Kaper, and Bill Fagan. Board Member Rick Szabrak was absent. Also present were Staci Knisley, Derek Shadd, Pat Rooney, Lori Leach, Russ Everson and Greg Heaton

Opportunity for the Public to Address the Board

Derek Shadd stated that he was interested in renting the old Med Flight property from the Board.

Mr. Kochis stated that the intention of the property is for commercial and aeronautical use.

Mr. Shadd stated that he currently works at the airport and still might be interested after further details are worked out. He will give his information to Mr. Kochis.

Approval of Minutes for the October 9, 2017

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the minutes from the October 9, 2017 meeting.

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

Absent was: Szabrak

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Ferguson reported that HAS will be getting a bi-wing WWI aircraft. Also, HAS did a fly-by for the Veterans at the County Fairgrounds.

Airport Manager Update

Mr. Rooney reported that reducing the fuel last month seemed to be a good thing. Overall, the estimate the Airport lost was around \$130. The runway was closed at this time last year so he won't be able to give a good comparison on whether fuel sales went up because the rate was lowered. Our fuel prices are cheaper than Columbus. Perry County and Pickway County have cheaper prices right now because they don't sell as much fuel as us and they bought the fuel at a cheaper price.

Mr. Rooney reported that Mary Jagiello from the FAA has not returned his phone call regarding the landing patterns for the proposed area of the new Lancaster City School. FSDO says if it comes down to it, we can write a letter and issue a NOTAM.

Mr. Kochis reported that he would follow up with Ms. Jagiello.

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Mr. Rooney reported that the supplement chart status should be changed on December 7th. The parachute information will not be in the chart.

Mr. Rooney reported that he completed the MS4 report after the rain in October.

Mr. Rooney reviewed the October Airport Management Report, see attached to minutes. There is currently a tenant in Sundowner' Aviation's R hangar. We have one of our aircrafts in a county hangar. He will settle-up the rent amount after the tenant has left. He estimates he will be here 5-6 weeks.

Standing Committee Updates:

1. **Airport Improvement – Jon Kochis**

a. **Tax Assessments/Parcels**

Mr. Kochis reported that he filled out the forms with the County Auditor to release all of tax exemptions with the State of Ohio from Airport properties. This was the first step. Next, we reapply with the State of Ohio for tax exemptions once the new parcels are completed. The new parcels will correctly reflect the buildings and areas we do not generate revenue on. This is about an 8-month process. He anticipates that when this is completed, the Airport will save about 50% on the taxes paid. The Auditor recommends not paying the 2018 January Real Estate Taxes. The exemption will come back and could end up with a credit when this process is completed.

b. **Capital Improvement Projects**

i. **Storm Water System Rehabilitation**

Mr. Kochis reported that Kull Excavating will start work tentatively on December 20th. Mr. Kull will coordinate with Mr. Kochis and Airport Management regarding NOTAMS.

Mr. Kochis also reported that the 3 broken tiles that were found might need emergency repairs. He recommends that Kull Excavating repair these tiles. He will have better estimates in December.

Mr. Kochis reported that Soil and Water recommended that we create a Master Drainage plan. There is a lot of water laying around the airport.

ii. **Tree Clearing**

Mr. Kochis reported that Kull Excavating will start this work tentatively on December 20th.

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iii. Roof Repair – Maintenance Hangar

Mr. Kochis reported that the work can't be done without 4 days straight of no rain. This may not be completed until the spring.

c. Crawford Murphy Tilly (CMT) Engineer's Summary Report – Greg Heaton

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

i. Airport Capital Improvements Plan (ACIP) update

Mr. Heaton also reviewed the draft FY2018 ACIP (see attached to minutes) that is due in early December.

Mr. Kochis recommended that the Board budget local dollars of \$10,000 annually for paving. The FAA likes to see local dollars spent every year and it helps with future grants.

Mr. Heaton recommended that for any future land acquisitions that the Board establish relationships with property owners rather than eminent domain. The land acquisitions are in the ACIP due to future tree clearing.

Mr. Heaton stated that the final ACIP will be on December's agenda for approval.

d. New Pipeline Discussion

Mr. Kochis reported that the FAA does not have any control in stopping the new Pipeline, currently not our property. The Pipeline company asked that that the future runway be taken off the Airport Layout Plan (ALP). The ALP shows that the proposed area for the new Lancaster City School will be on the Runway Protection Zone (RPZ).

e. Air Traffic Control (ATC) privatization

Dr. Burns asked what Ohio Aviation Association's (OAA) take was on the ATC being privatized.

Mr. Heaton stated that about 75% of the members responded to a survey the OAA sent out regarding the ATC privatization stating that they were not in favor of this.

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

There was nothing new to report.

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

a. Farm Leases

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Mr. Kaper reported that Pville Enterprises is not interested in continuing with renewing their lease. They are not interested in hay productions. The Kull's are also not interested in hay productions. He will contact Doug Majors to see if he is interested. If Mr. Majors is not interested then the Board will have to start paying for mowing. Jonathan Ferbrache with Soil & Water estimated that the area will have to be mowed about 3 times a year for about \$2,100.

Mr. Kochis recommended that we seek out other farmers that might be interested before getting a contract for mowing.

4. **FBO Liaison – Pat Ferguson**

Mr. Ferguson reported he had took care of a few complaints but has nothing further to report.

5. **Finance - Glenn Burns**

a. **Financial Reports**

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

Mr. Kochis reported that the electric usage is down substantially due to the lighting upgrades.

b. **Payment of Bills**

Approval for payment of bills totaling \$10,251.05

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$10,251.05 (See invoice summary attached to minutes)

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

Absent was Szabrak.

Motion passed.

6. **Security/Internet – Jon Kochis & Bill McNeer**

There was nothing new to report.

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

Ms. Knisley reported that over the last few months she has sent letters, emails and made phone calls to get tenants up to date on their rent.

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8. **Web – Bill McNeer & Rick Szabrak (absent)**

a. Website Update

Mr. McNeer reported the new website is live and up to date.

Old Business

Dr. Burns stated that the farm leases were discussed earlier. There was nothing new to discuss.

New Business

a. **2018 Airport Note renewal with Treasurer**

Ms. Knisley recommended that \$60,000 principal be paid on the \$1,000,000 hangar note renewal and that the County Treasurer be used for the loan.

Approval of 2018 Airport Note renewal of \$940,000 with the Fairfield County Treasurer

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority voted to approve the 2018 Airport Note renewal of \$940,000 with the Fairfield County Treasurer

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

Abstaining was Kaper

Absent was Szabrak

Motion passed.

Ms. Knisley stated she will proceed with contacting the County Treasurer to get things moving.

b. **Reappointments for 2018**

Mr. Kaper, Mr. Kochis, and Mr. McNeer all agreed that they are willing to serve the next term.

c. **Airport Operations Agreement**

Approval of the Airport Operations Agreement with the Fairfield County Board of Commissioners

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority voted to approve the Airport Operations Agreement (see attached to the minutes) with the Fairfield County Board of Commissioners.

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

Absent was Szabrak

Motion passed.

Informational Items

There were no informational items to discuss or review.

Calendar of upcoming events and other important dates

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

- a. FY18 ACIP due in December 2017
- b. Pville farming lease expires 12/31/17
- c. Doug Majors farming lease expires 12/31/17

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- d. HAS authorization for use of 3 unoccupied hangars expires 12/31/17
- e. Oath of Office 01/08/2018.
- f. Storm Water Plan – Review and Approve annually - February 2018
- g. OAA Annual Conference – April 10-11, 2018
- h. Insurance expires 12/15/18
- i. FBO contract expires 12/31/2018
- j. HAS lease agreement w/Commissioners expires on 12/31/19
- k. Eversole lease with Commissioners expires on 10/26/2020
- l. FAA lease for space expires 9/30/2022

Adjournment

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:09 p.m.

Next meeting is scheduled for December 11, 2017 at 6:00 p.m.

Meeting minutes for the November 13, 2017 meeting were approved on December 11, 2017.

Aye

Glenn Burns

Aye

Bill Fagan

Aye

Rick/Szabrak

Aye

Jon Kochis

Aye

Michael Kaper

Aye

William McNeer

Aye

Pat Ferguson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

October MONTHLY BOARD REPORT

NOVEMBER 2017

*11.13.17
Board mtg*

ITEM	QUANTITY	REMARKS
T HANGAR OCCUPANCY	62/72	
R HANGAR OCCUPANCY	6/6	
NEW LEASES	2	
OVERNIGHT/WEEKLY HANGR	0	
FUEL SALES 100LL	4274.26	
FUEL SALES JET	1729.8	
NUMBER OF OPERATIONS	3600	
HANGAR MAINTENANCE ISSUES	NONE	
PUBLIC COMMENTS	none	
INCIDENTS REPORTED TO FAA	RIGHT HAND PATTERN NO RESPONSE	

**Fairfield County Airport Authority
Board Meeting, November 13, 2017**

Engineer's Summary Report

1. FY 18 ODOT Aviation Grant Application
State grant program results released. Rehabilitate Taxiway B Edge Lights selected. Design expected to start late 2017 with early 2018 bidding.
Project Estimated Cost: \$408,460
ODOT Share: \$388,037

2. FY18 ACIP and FAA grant pre-application discussions to be scheduled for November 2017.
Existing FY 18-27 version and Draft FY 19-28 version attached for review and discussion.

3. Action Items:
 - a. Schedule meeting with FAA to discuss FY18 pre-application and FY 19-28 ACIP

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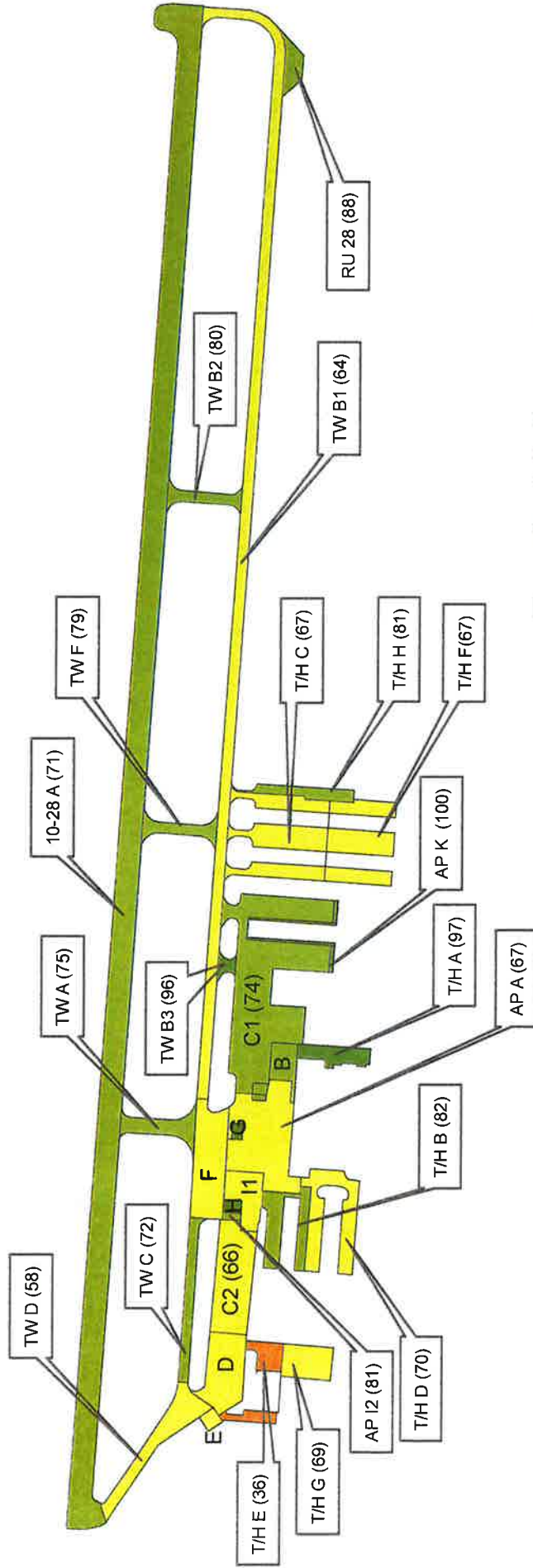
Attachment "A"

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2019 to FY-2028

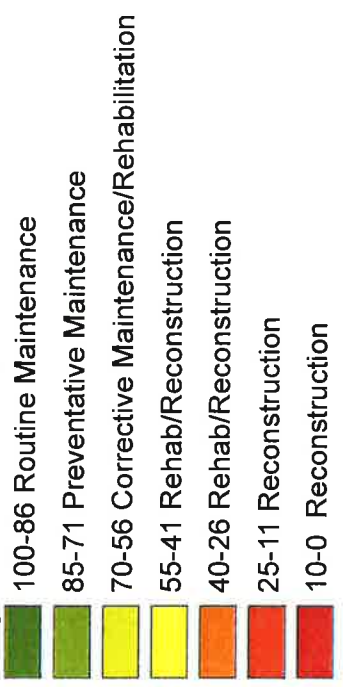
Airport Name: <u>Fairfield County Airport</u> Associated City: <u>Lancaster, OH</u> Sponsor: <u>Fairfield County Airport Authority</u> Airport Three Letter I: <u>LHQ</u>	Date prepared: <u>November 13, 2017</u> Prepared By: <u>Crawford, Murphy & Tilly, Inc.</u> Telephone No. <u>614-468-1200</u>
NPIAS No. <u>39-0044</u> Congressional District <u>Ohio 15th District</u>	

Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment	Discretionary	State Non-FAA	Local	Remarks/Item Justification
	Construct Taxiway D - Design	18	\$52,150	\$46,935	\$0	\$0	\$2,608	\$2,608	
	Rehabilitate Taxiway B lighting - ODOT	18							
F1	Construct Taxiway D - Construction	19	\$400,000	\$360,000	\$0	\$0	\$20,000	\$20,000	
F2	Rehabilitate Taxiway B - design only	19	\$45,000	\$40,500	\$0	\$0	\$2,250	\$2,250	
F3	Rehabilitate East T/H Taxiways - design only	19	\$20,000	\$18,000	\$0	\$0	\$1,000	\$1,000	
S1	Rehabilitate west Aprons C2, D, I1, A	19							
F4	Rehabilitate Taxiway B - Construction	20	\$400,000	\$150,000	\$210,000	\$0	\$20,000	\$20,000	
F5	Rehabilitate East T/H Taxiways - Construction	20	\$125,000	\$112,500	\$112,500	\$0	\$0	-\$106,250	
S2	Rehabilitate East Aprons CB, C1	20							
F6	Land Acquisition Reimbursement, Exhibit A Update	21	\$250,000	\$0	\$225,000	\$0	\$12,500	\$12,500	West RPZ
F7	Rehabilitate Taxiway A, B2, C, F - design	22	\$65,000	\$58,500	\$0	\$0	\$3,250	\$3,250	
F8	Rehabilitate Apron A, B2, C, F - Construction	23	\$660,000	\$241,500	\$0	\$0	\$28,000	\$290,500	
F9	Partial Perimeter Fencing	24	\$165,000	\$148,500	\$0	\$0	\$8,250	\$8,250	
F10	Obstruction Removal	25	\$100,000	\$90,000	\$0	\$0	\$5,000	\$5,000	Runway 28 approach surface
F11	Rollover NPE funds	27	\$0	\$0	\$0	\$0	\$0	\$0	
F12	Rehabilitate Apron A, C2, D, I1	28	\$400,000	\$360,000	\$0	\$0	\$20,000	\$20,000	
F13	Rehabilitate T-Hangar Taxiways	29	\$100,000	\$90,000	\$0	\$0	\$5,000	\$5,000	

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Fairfield County Pavement Condition Index Inspection 12/16/2015



APRON	B	79
	D	66
	E	45
	F	80
	G	98
	H	88
	I	60

Fairfield County Airport
Projected PCI

	2015	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Notes
Runway 10/28	71	95	92	89	88	83	80	77	74	71	68	65	
Runway 10/29	88	82	79	76	73	70	67	64	61	58	55	52	
A													
RU28 Runup Pad													
A	67	61	58	55	52	49	46	43	40	37	34	31	
Terminal													
B N. of Hangar J	79	73	70	67	64	61	58	55	52	49	46	43	
C1 East Tie Down Area	74	68	65	62	59	56	53	50	47	44	41	38	
C2 West Tie Downs	66	60	57	54	51	48	45	42	39	36	33	30	
D N. of Hangar A	66	60	57	54	51	48	45	42	39	36	33	30	
E Pad on West Side of Airport	45	39	36	33	30	27	24	21	18	15	12	9	Obsolete Pavement
F N. of Terminal	80	74	71	68	65	62	59	56	53	50	47	44	
G PCC Pad N. of Terminal	98	92	89	86	83	80	77	74	71	68	65	62	
H PCC Pad N. of T-Han. F	88	82	79	76	73	70	67	64	61	58	55	52	
I1 West End Terminal Apron	60	54	51	48	45	42	39	36	33	30	27	24	
I2	81	75	72	69	66	63	60	57	54	51	48	45	
K	100	94	91	88	85	82	79	76	73	70	67	64	
T-Hanger Aprons and Taxilanes													
A Apron E. of Hangar J & K	97	91	88	85	82	79	76	73	70	67	64	61	
B Apron around T-Han. F	82	76	73	70	67	64	61	58	55	52	49	46	
C Aprons N half of East T-Hangs.	67	61	58	55	52	49	46	43	40	37	34	31	
D Apron around T-Han. G	70	64	61	58	55	52	49	46	43	40	37	34	
E Apron	36	30	27	24	21	18	15	12	9	6	3	0	
F Apron S. Half of East T-Hangs.	67	61	58	55	52	49	46	43	40	37	34	31	
G Hangar B (HAS)	69	63	60	57	54	51	48	45	42	39	36	33	
H	81	75	72	69	66	63	60	57	54	51	48	45	Crack repair needed, not awarded 2017 ODOT app
Taxiway													
A Connector in front of Terminal	75	69	66	63	60	57	54	51	48	45	42	39	
B1 East side of Parallel	64	58	55	52	49	46	43	40	37	34	31	28	
B3	96	90	87	84	81	78	75	72	69	66	63	60	
B2 East Connector	80	74	71	68	65	62	59	56	53	50	47	44	
C West side of Parallel	72	66	63	60	57	54	51	48	45	42	39	36	
D West end connector	58	52	49	46	43	40	37	34	31	28	25	22	
F Midfield Connector	79	73	70	67	64	61	58	55	52	49	46	43	

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$1,059.85	n/a	fees paid for October fuel sold	10/1-10/31/17
Sundowner Aviation	\$1,607.00	n/a	10% fees paid for October hangar rent	10/1-10/31/17
CMT	\$975.00	115659	Agis Data Collection, survey and submission, engineering services for rehabilitate runway 10/28 lighting	8/26-9/29/17
CMT	\$1,395.00	115650	PROVIDE DESIGN & BID PHASE ENGINEERING SERVICES FOR THE RUNWAY 10/28 OVERLAY	8/26-9/29/17
CMT	\$770.83	115651	PROVIDE CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE RUNWAY10/28 OVERLAY	8/26-9/29/17
CMT	\$115.00	115658	PROVIDE DESIGN PHASE ENGINEERING FOR RUNWAY 10/28 LIGHTING	8/26-9/29/17
OAA	\$800.00	2706	2018 Dues (no increase from 2017)	1.1.18-12.31.18
Pyatt's Petroleum	\$1,018.97	10356	filters	10.2.17
Pyatt's Petroleum	\$2,509.40	10275	service call - calibrate all meters , install new filters	8.11.17 & 10.2.17
Total Invoices for 11.13.17				
Board Meeting	\$10,251.05			

AGREEMENT FOR THE OPERATION OF AIRPORT FACILITIES

THIS AGREEMENT is made this 14 day of NOVEMBER, 2017, by and between the Fairfield County Board of County Commissioners ("Board of Commissioners") and the Board of Trustees for the Fairfield County Regional Airport Authority ("Airport Board").

WHEREAS, the Board of Commissioners owns certain real property and facilities, identified on the attached Exhibit A and known as the Fairfield County Airport ("the Airport"), that it desires to be operated as an airport for the benefit of the citizens of Fairfield County and surrounding areas; and

WHEREAS, the Airport Board is a regional Airport Authority created pursuant to R.C. Chapter 308 for the purpose of acquiring, constructing, operating, and maintaining airports and airport facilities; and

WHEREAS, R.C. 308.06(K) states that the Board of Commissioners and the Airport Board may provide by agreement for the operation of an airport or airport facility owned by the Board of Commissioners;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. The term of this agreement shall be for 5 years from the date of execution by the Board of Commissioners. Either party may terminate this agreement with 60 days written notice to the other party.
2. Subject to the terms and conditions hereof, the Airport Board shall hold and maintain the real property identified in the attached Exhibit A, and facilities located thereon, and operate said property as an airport and airport facilities.
 - 2.1. The Airport Board shall maintain said property and facilities in a manner that it determines is most conducive to the operation of the Airport. All maintenance, utility, and tax obligations for the property and facilities

shall be the responsibility of the Airport Board. The Airport Board will also be responsible for insuring the facilities.

3. The Airport Board may lease or rent any real property or facility subject to this agreement, when, in its discretion, the Airport Board determines that such a lease or rental is beneficial to the operation of the Airport, provided however, that any such lease or rental agreement is approved as to form by legal counsel for the Board of Commissioners.
 - 3.1. Any revenue derived from the lease or rental of any real property or facility by the Airport Board may be retained by the Airport Board and shall be solely used for expense related to operation of the Airport.
4. The Airport Board shall comply with any licensing or regulatory requirements imposed by the Federal Aviation Administration while the Airport in in operation. The Board of Commissioners will cooperate with the Airport Board as necessary in meeting any licensing or regulatory requirements.
5. The Board of Commissioners shall provide an annual appropriation to the Airport Board for the operation of the Airport in an amount that the Board of Commissioners, in its sole discretion, deems appropriate.

WHERETO, the parties have set their hands as of the date indicted.

**THE FAIRFIELD COUNTY BOARD
OF COUNTY COMMISSIONERS**

By: 

Title: President

Date: 11-14-2017

**THE BOARD OF TRUSTEES FOR
THE FAIRFIELD COUNTY
REGIONAL AIRPORT
AUTHORITY**

By: 

Title: President

Date: 11-13-2017

2017-11.16.b

A resolution authorizing the Agreement for the Operation of Airport Facilities with the Fairfield County Regional Airport Authority – Fairfield County Commissioners

WHEREAS, the Board of Commissioners desires to enter into an agreement for the Operation of Airport Facilities with the Fairfield County Regional Airport Authority, also known as Fairfield County Airport Authority Board; and

WHEREAS, Assistant Prosecutor Joshua Horacek has approved the agreement to form; and

WHEREAS, the Fairfield County Airport Authority Board approved the agreement in their November 13, 2017 meeting; and

WHEREAS, agreement will expire on November 16, 2022; and

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

Section 1. That the Fairfield County Board of County Commissioners approves the attached agreement for the Operation of Airport Facilities.