Regular Meeting to order

Glenn Burns called the Regular Meeting to order at 5:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Bill McNeer, Jon Kochis, Scott Richardson, Bill Fagan, Michael Kaper, and Tom Brennan.

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

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for the October 9, 2023, Meeting

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the minutes from the October 9, 2023, meeting.

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

Historical Aircraft Squadron (HAS) update

None.

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

a. Monthly Report

Mr. Coil presented the FBO Monthly report; see attached to minutes.

Mr. Coil reported that Mid-State Tire repaired the tube in the tire for the fuel truck.

Mr. Coil reviewed fuel prices with the Board.

Mr. Brennan stated that he would do research on fuel prices and follow-up with an update.

Standing Committee Updates:

Airport Improvement - Jon Kochis & Tom Brennan

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

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

b. FAA teleconference call update

Mr. Kochis reported that there were very little comments from the FAA for the proposed Airport Capital Improvement Plan (ACIP), as far as the order of operations. The access/entrance road is still a low priority to the FAA. Next focus will be developing the north side of the Airfield.

Storm Water System Repair

• Storm Water Pollution Prevention Plan

Mr. Kochis reported that the plan is on the Board's website and the FBO has a hard copy at the terminal.

MS4 Training

Mr. Kochis led the Board members and Mr. Coil through the MS4 training; see training information attached to minutes.

Mr. Kochis asked each of them to sign the training sheet. The signed sheets will be at the terminal with the Storm Water Pollution Prevention Plan binder.

d. Obstruction Removal Project

Mr. Kochis reported that the remaining trees have been removed on the west end of the Airport. There were 27 trees that were cut down at the base. The invoice is on the agenda to be approved. CMT did a flight check and confirmed that all trees are removed on the west end of the Airport.

Mr. Kochis reported that the east end has a mitigation activity for the roadbed.

Mr. Kaper reported that the property owners at the east-end of the Airport show no interest in cooperating with removing their trees that are obstructive to the Airport. He has made several attempts by phone.

Mr. Kochis stated that we have very little authority to force property owners to cooperate.

e. Master Plan Hangar Build

Mr. Kochis reported that they are at 30% of the design phase. He reviewed the proposed design with the Board. The timeline for the Request for Bid (RFB) process will be January or February of 2024. Once we break ground, it will be an 8-month process. The project will be completed at the end of 2024 more than likely.

Mr. Coil stated that he is interested in the new garage space with the new hangars for the fuel cart and other equipment.

Mr. Kochis stated that the garage space can be discussed in the next contract negotiation.

Mr. Kochis reported that he has a draft for the RFP for the leasing of the 4 new commercial hangars. He has CMT looking over the draft. The final approval will come from the Board of Commissioners.

f. Crack Seal Project

Mr. Kochis reported that there will be a crack seal project bid in February of 2024. There will be a small closure of the airport.

Community Relations - Michael Kaper

Mr. Kaper reported that he received a few emails that he passed on to Historical Aircraft Squadron (HAS) and Sundowner Aviation.

Facilities and Grounds - Bill Fagan & Michael Kaper

a. Hangar P row painting

Mr. Fagan reported that Integrity Painting has completed the painting. They are coming tomorrow to put the signs back on the doors.

b. House (3383 Property) Garage Roof Repair estimate with Nitro Roofing & Construction

Mr. Kochis reported that CORSA, the Airport's property insurance company, sent us a check for \$2,200 for the damage to the one side of the roof. He asked the Board to review the estimate that will cover the whole garage roof repair.

Approval to proceed with the house garage roof repair with a not to exceed of \$4,809.20 with Nitro Roofing & Construction

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority board voted to proceed with the house garage roof repair with a not to exceed of \$4,809.20 with Nitro Roofing & Construction.

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

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing new to report.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

b. 2024 Appropriation Budget

Approval of the 2024 Appropriation Budget totaling \$ 877,800

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the 2024 Appropriation Budget; see attached to minutes.

c. Increase in 2023 fuel budget

Ms. Knisley recommended that the Board approve an increase of \$160,000 to the fuel budget to pay for current invoices and any future invoices for 2023.

Approval to appropriate from unappropriated funds into a major expenditure category for materials and supplies

On motion of Michael Kaper and seconded by Bill McNeer, the Fairfield County Airport Authority voted to approve to appropriate from unappropriated funds into a major expenditure category for materials and supplies; see attached to minutes.

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

d. Payment of Bills

Motion to approve retroactively October payment of invoices totaling \$86,267.68

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve retroactively October invoices totaling \$86,267.68; see attached to minutes.

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

Approval of payment to Pyatt's Petroleum for \$4,500.57 and payment to Integrity Painting, LLC for \$48,867

On motion of Tom Brennan and seconded by Bill Fagan, the Fairfield County Airport Authority Board voted to approve the payments to Pyatt's Petroleum for \$4,500.57 and Integrity Painting, LLC for \$48,867; see invoices attached to minutes.

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

Security & Safety - Jon Kochis & Bill McNeer

Nothing new to report.

Tenant Relations - Glenn Burns & Bill Fagan

The board reviewed the following reports:

Hangar Rates for 2024

Ms. Knisley reviewed the 2024 hangar rates with the Board. The rates have increased by 3%. She stated that no approval is needed. Per the lease agreements there is an annual increase up to 3%.

Ms. Knisley will email tenants the new rates.

Mr. McNeer reviewed the overnight fee policy with the Board.

Mr. Riggs reported that there is an overflow of aircraft that are waiting to be repaired. He does not recommend that they be charged for an overnight fee.

Mr. Kochis recommended overnight fees be charged at FBO's discretion. An example to waive the fee would be for a pilot purchasing fuel.

Mr. Brennan recommended that the Board approve a policy to avoid any future squatting of aircraft.

Approval to allow the FBO to have discretion whether to charge for overnight fees of \$10 for aircraft with a maximum certified takeoff weight under 12,500 pounds and \$20 for aircraft with a maximum certified takeoff weight of 12,500 pounds and above

On motion of Bill McNeer and seconded by Tom Brennan, the Fairfield County Airport Authority Board voted to allow the FBO to have discretion whether to charge for overnight fees of \$10 for aircraft with a

maximum certified takeoff weight under 12,500 pounds and \$20 for aircraft with a maximum certified takeoff weight of 12,500 pounds and above.

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

- Rent Status Spreadsheet
- Hangar Waiting List

Web - Bill McNeer & Tom Brennan

Mr. McNeer asked about Mr. Coil if the Pilot Association is still active. They have a link on our webpage that is not working.

Mr. Coil will check into.

Old Business

a. <u>Potential Air Show hosted by Steve Clapper</u> Nothing new to report.

New Business

a. Board Appointments expire 12/31/23 - Kaper, McNeer, Kochis

Mr. McNeer announced that he will be letting his board appointment expire on 12/31/23. He said it was time to retire after 25 years.

Ms. Knisley will notify the Board of Commissioners.

 Ohio Department of Transportation/Office of Aviation letter for State Matching grants and Infrastructure programs - applications due 12/31/2023

Informational

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

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

Calendar of upcoming events and other important dates

The Board reviewed the following calendar of dates:

- a. Noxious Weed Control Agreement with Douglas Majors expires 12/31/23
- **b.** EAA lease renewal with the Board of Commissioners expiration date of 2/28/24
- c. ODOT/OAA FY2024 grant winning bidder selected by 3/15/2024
- d. OTTER/UST renewal expires 6/30/24
- e. Petroleum Underground Tank UST Certificate of Coverage expires 6/30/24
- f. CMT Master agreement expires 9/9/2024
- g. Blue Lightning Initiative report due annually within 30 days of 9/30/24
- h. HAS mowing and snow removal contract expires on 9/30/2024
- i. FBO Agreement expires 12/31/2024
- i. Insurance Agreement expires 12/31/2025
- k. Legal services agreement with County Prosecutor expires 12/31/2025
- 1. Hangar J Lease agreement expires 12/31/26
- m. Lease agreement with Board of Commissioners to operate facilities 10/25/2027
- n. Hangar A Lease expires 4/30/2032 with an option to renew
- o. FAA lease for space expires 9/30/2032

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 5:59 p.m.

Next Regular Meeting is Monday, December 11, 2023, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for November 13, 2	2023 meeting was approved on	December 11, 2023
Aye	Aye	Absent
Glenn Burns	Bill Fagan	Tom Brennan
Aye	Aye	<u></u>
Jon Kochis	Michael Kaper	
Aye	Aye	
William McNeer	Scott Richardson	
Hai a. Km	sle	
Staci A. Knisley, Airport Cler	K / I	

FAA	COMMENTS	PUBLIC	ISSUES	HANGAR	# OPERATIONS	JET A	FUEL SALES	100LL	FUEL SALES	OVERNIGHT	NEW LEASES	OCCUPANCY	R HANGAR	OCCUPANCY	T HANGAR	ITEM	
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Fairfield County Airport Authority Board Meeting, November 13, 2023

Engineer's Summary Report

1. FY 21 FAA AIP Grants

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

2. FY 22 FAA AIP Grant

Rehab Taxiway B - Construction

Additional construction funds will be requested from FAA at closeout. **Grant closeout by end of 2023.**

Improve Airfield Drainage – Construction. Rock River Construction work is completed, project is substantially closed out.

Project complete, seed establishment concerns were expressed by FCSWCD, and will be corrected this fall or next spring. Grant closeout by end of 2023.

3. FY 23 FAA AIP Grant

Master Drainage Report

Survey of existing pipe structures and pipes completed. **Draft report provided once updated with latest comments. Draft submission anticipated to RPC, and Co Engineer.**

- 4. OH FY 22 State grant application Obstruction Removal (East).
 - a. East End Phase 1 Plans 100% complete –Removal from FAA obstruction database completed.
 - b. East End Phase 2 Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No updates.**
- 5. OH FY 23 State grant application West Obstruction Removal.
 - a. Approach update and PAPI mitigation approved. March 2024 publication of latest information will be the soonest possible release. Additional removals have been completed and verified. FAA database was updated.
- 6. OH FY 24 State grant application Runway 28 RSA Clearing
 - a. ODOT grant application drafted for the removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface. Latest plans have been submitted to Airport for review.
- 7. FAA FY24 Planning Meeting
 - a. **Meeting with FAA completed.** Projects anticipated for FY24 include Runway 10/28 crackseal and the pavement expansion/rehab associated with the new box hangars and t-hangar.
- Other discussion items:
- 9. Action Items; none



Your Municipal Maintenance Facility Concerns

Tour of the area with staff and supervisors:

- Where is the facility Storm Water Pollution Prevention Plan (SWP3)?
- Who is the facility supervisor?
- Who is the back-up facility supervisor?
- Who conducts quarterly inspections?
- Where is the spill kit and what's in it?
- Is the dumpster covered?
- Are there holes or leaks from the dumpster?
- Where are the final release points from the storm water system or runoff points where spills can be contained?
- Are there materials stored outside that can pollute runoff?

What pollutants do we see in the area?

- Fueling island spills
- ☐ Salt and brine storage
- ☐ Vehicle washing area run-off
- Oil and Grease build up
- ☐ Antifreeze☐ Soap
- Paints
- ☐ Litter/Trash
- ☐ Sediment
- ☐ Leaching compost piles
- Chlorinated water
- ☐ Painted or greasy scrap metal

Anytime you encounter storm water with color, sheen, bubbles or odors contact your supervisor.

Ohio EPA

General contact 614-644-2001 Emergency Spill Response 1-800-282-9378

Fairfield County Airport Authority 2024 Appropriation Budget by Major Expenditure Object Category

Organization/General Ledger# 80780000 - Operating Fund

CONTRACTUAL SERVICES \$309,300

MATERIALS & SUPPLIES \$550,500

CAPITAL OUTLAY \$15,000

OTHER \$3,000

Total Tax Budget by Major Expenditure Object Category

\$877,800

Approved at the November 13 , 2023 Board Meeting

Motioned by : Jon Kochis Seconded by: Bill McNeer

Absent was: None

Ayes: Kochis, McNeer, Burns, Fagan, Kaper, Richardson, and

Brennan

Staci A. Knisley, Airport Clerk

FR2023-11.13.x

A resolution to appropriate from unappropriated funds into a major expenditure category for materials and supplies, Fund# 7800 - Fairfield County Airport **Authority Board**

WHEREAS, additional appropriations are necessary for materials and supplies due to the increase costs of fuel; and

WHEREAS, appropriations from unappropriated funds will allow the budget to increase in the major category expense for materials and supplies for org# 80780000.

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

Section 1. That the Fairfield County Auditor appropriate from unappropriated funds in the major expense category of materials and supplies for org# 80780000, Fund# 7800.

\$ 160,000

80780000

materials & supplies

Motion by: Michael Kaper

Seconded by: Bill McNeer

Ayes: Kaper, McNeer, Burns, Fagan, Kaper, Richardson, and Kochis

Nays: None

Abstentions:

None

Absent: None

Resolution passed on November 13, 2023

Staci A. Knisley, Clefk/Secretary

For Auditor's Office Use Only:

Section 1.

\$160,000

80780000 562600

Section 2. Issue an Amended Certificate in the amount \$100,000 to credit of fund # 7800.

Section 3. Request that the Fairfield County Auditor, on behalf of the Budget Commission, update receipt line 80780000 434600 in the amount of \$100,000.

FAIRFIELD COUNTY



JOURNAL DETAIL 2023 10 TO 2023 10

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

FUR 2023 IU									ń			
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FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

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SOLD TO

Pyatt's Petroleum Service, LLC SHIPPING ADDRESS P.O. Box 2357 Newark, OH 43055 Heath, OH 43056

(740) 522-5597

Integrity Painting

+1 6148349612 contactus@intpainting.com



11/25/2023

INVOICE

BILL TO

3430 Old Columbus Road NW Carroll, Ohio 43112

INVOICE 1000099
DATE 11/10/2023
TERMS Net 15

DUE DATE

ACTIVITY	DESCRIPTION	AMOUNT
Application Surface(s)	Paint the exterior of hanger P	48,867.00
	This includes a two color scheme - blue and white. This also includes painting all man doors and re applying vinyl lettering	
	NOTE - the buildings are the same size. Should you decide to only paint one, the price to the right would be cut in half.	
Jobsite Prep - Exterior	Our exterior jobsite preparation process: • Power wash to remove the dirt, mildew, and oxidation. (Water source is to be provided by client.)	0.00
	NOTE - Water will be pulled from the maintenance hanger. We will be utilizing about 1000' of garden hose to make the run to the buildings being washed.	
	 Mask and cover to protect the windows, landscaping and surrounding areas. Hand tool to remove paint scale back to a solid edge. Caulk open joins and seams where wood butts wood. Clean up and remove trash and debris Your exterior jobsite preparation process: Move any delicate plants or flowerbed decorations Move any objects leaning on the house (such as wood, trash cans, etc.) 	
Paint/Coatings	Apply two coats of Benjamin Moore Direct to Metal paint with a two color scheme - matching the buildings we completed in 2022	0.00

\$48,867.00

BALANCE DUE