

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll Ohio 43112**  
**Minutes for November 14, 2016**

**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, Lonnie Rush, Bill McNeer, Pat Ferguson, Bill Fagan, Michael Kaper, and Jon Kochis. Also present were Staci Knisley, Ben Cooley, Branson Rutherford, Pat Rooney, and Russ Everson.

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

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

**Approval of Minutes for the October 10, 2016 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 10, 2016 meeting.*

Discussion: Mr. McNeer asked Ms. Knisley to edit the minutes to reflect "shall notify" rather than "should notify" on page 6 of 8, section f.2.

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

**Historical Aircraft Squadron (HAS) update**

Mr. Kochis reported that the sealing and striping for the parking lot at HAS will be delayed until the spring.

**Airport Manager Update**

Mr. Rooney presented Sundowner Aviation's Monthly Report, see attached to minutes.

Mr. Rooney reported that fuel sales are down but overall there is a \$1,200 increase due to the increase of \$.50 (50 cents) in jet fuel. There were repairs done by Superior to the fuel truck. They are seeing more jet fuel customers. Some businesses and companies are using the Airport locally and for Columbus area locations. Chipotle has been coming in frequently, about every other week. The Fairfield County Airport is on the radar for companies. The fuel here is inexpensive.

Mr. Rush reported that Donald Trump Jr. flew in to the Airport for an event at The Ohio State University.

Mr. Rooney also reported that the LED's are almost finished. The remaining Hangars O11 & O12 will need assistance from the tenants before they are completed.

**Standing Committee Updates:**

**a. Airport Improvement – Jon Kochis**

**1. Landscaping**

Mr. Kochis reported that he and Bill Fagan attempted to remove the landscaping but could not get finished. They found out quickly it was not the most efficient way to handle this.

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Mr. Kochis reviewed the quote for landscaping from Agroscaapes. He asked the Board to review and remove or add anything they felt necessary. The proposal is to allow for very low maintenance in the future.

Mr. Kochis summarized what the new proposal will include. There will be no box wood plants, nothing will be on the North, low maintenance in the front, gravel everywhere else, and losing the corner of landscaping at HAS.

**Approval to allow Jon Kochis to proceed with the landscaping project with a not to exceed of \$15,000 in costs, and to approve the payment when completed**

*On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to allow Jon Kochis to proceed with the landscaping project with a not to exceed of \$15,000 in costs, and to approve the payment when completed.*

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

2. Signs

Mr. Kochis reported that the Terminal north sign quote was \$1,000. He should be able to get the costs under \$1,000 for the front terminal sign. The sign will have the updated logo on it.

**Approval to allow Jon Kochis to proceed with the sign project with a not to exceed of \$1,000 in costs**

*On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve to allow Jon Kochis to proceed with the sign project with a not to exceed of \$1,000 in costs.*

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

Mr. Kochis reported that he has estimated \$4,500 for a sign that will be unified with other county buildings. This sign would be on Airport road in the grassy area.

Mr. McNeer stated that he did not feel comfortable with the costs of that sign. There is already a sign there.

Mr. Kochis stated that this could be discussed at a later time.

3. Wetland Determination

Mr. Kochis reported that the report shows that that there is a very small area that is delineated wetland by the United States Department of Agriculture (USDA). This area does not get farmed. He presented a quote for \$85 per hour from Agroscaapes to mow and clear the debris to create the delineation for designation. He has estimated that it will take 6 hours; actual quote is up to 8 hours.

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Mr. Kochis also stated that the mission is to not mitigate, but to isolate and delineate the wetland area. The next logical step is to properly drain the perimeter so it will not grow. The wetland could be a temporary situation.

**Approval to allow Jon Kochis to proceed with the wetland project with a not to exceed of \$680 in costs**

*On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve to allow Jon Kochis to proceed with the wetland project with a not to exceed of \$680 in costs.*

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

Mr. Kochis reported that he has received the draft for the Stormwater Plan. He is in the process of reviewing it. The whole purpose of this plan is that if anything spills on Airport property, it will not leave and contaminate the environment. It is a liability protection put in place. This plan is with Soil & Water, County Engineer, and the County Commissioners.

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

Mr. Cooley with CMT presented the Engineer's Summary Report.

a. **Runway Lighting**

Mr. Cooley reported that on Tuesday, November 22<sup>nd</sup> the runway will be closed about a half of a day in order to finish the marking. This date all depends on the weather.

b. **ODOT & FAA grant update**

Mr. Kochis reminded the Board that currently ODOT & FAA will not fund projects together. It is in hopes that in future years they will go back to working together by FAA funding designs and ODOT funding the construction. It is our intention to reapply for the Taxiway D project in 2017. We were approved for the FY2016 ODOT Taxiway D project but it will not include the design.

c. **Paving Project**

Mr. Cooley reported that The Shelly Company has completed the parking lot and hangar area paving.

Mr. Kochis reported that The Shelly Company damaged the gate sensor at the exit area. Mr. Watts, Airport Management temporarily fixed it and has contacted Claypool Electric to repair it completely.

Mr. Rooney stated that the bill will be paid by the Shelly Company.

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Mr. Cooley stated that CMT would make sure the Shelly Company receives and pays for the repair.

d. Action Items

Mr. Cooley reported that Walsh agreed to put the anchors in the sign and to mount the sign. It is outside the initial scope, so a change order is necessary for \$369.75.

**Approval of change order for \$369.75 to Walsh Construction Group for the Terminal Project**

*On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the change order for \$369.75 to Walsh Construction Group for the Terminal Project.*

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

Mr. Cooley reported that Walsh Construction Group is almost completed. They have a punch list that needs completed. An application for payment for \$40,175.16 has been submitted. This is everything but retainage.

**Approval for payment of \$ 40,175.16 to Walsh Construction Group**

*On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of \$ 40,175.16 to Walsh Construction Group.*

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

**Approval for payment of \$ 50,654.63 to the Shelly Company for multiple projects paid for by local dollars**

*On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment of \$50,654.63 to the Shelly Company for multiple projects paid for by local dollars.*

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

**Approval for payment of \$514,130.53 to the Shelly Company for the rehabilitation of the runway paid by ODOT monies**

*On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of \$514,130.53 to the Shelly Company for the rehabilitation of the runway paid by ODOT monies.*

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

Mr. Cooley reported that the invoice for \$36,380.37 to Jess Howard is for materials only.

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Approval for payment of \$36,380.37 to Jess Howard Electric for the lighting project

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment of \$36,380.37 to Jess Howard Electric for the lighting project.

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

b. Community Relations – Michael Kaper

Mr. Kaper reported that he had an email inquiring about future Air Shows. He responded by saying that if the Airport were to have one, the Board would keep them in mind.

c. Facilities and Grounds – Lonnie Rush & Bill Fagan

1. Snow Removal

Snow Plowing contract update

Mr. Fagan reported that requests to solicit quotes for snow plow services were mailed to 6 contractors. There were 2 contractors that came out and met with Mr. Fagan & Mr. Ferguson. Agroscares was the only contractor that submitted a quote. Their quote was \$3,100 per visit.

Mr. Kochis stated he we will talk to Greenfield Township Fire for their recommendation for plowing the fire roads. This may want to be added to the contract.

Mr. Rush recommends that plowing the fire road is unnecessary. They more than likely will not use the fire road during the snow.

Mr. Ferguson reported that a draft contract was given to Agroscares. He suggests that a \$2 million liability of insurance be required and added to the contract. There is an inch of snow requirement drafted in the contract. That can be changed if necessary.

Mr. Kochis recommended that the Fixed Based Operator, Sundowner Aviation help out with the snow plowing and be on rotation. Sundowner Aviation could call Agroscares when needed.

Dr. Burns stated that if we have them on a rotation that we will be last on their list. We need to have a contract in place.

Mr. Rush stated that by soliciting quotes, it has proven that we have underpaid HAS for all of their snow plow work. There has been an investment for repairs on the Airport snow plow equipment that has been useful to HAS, but HAS no longer has the manpower to get the job done.

Mr. Kochis stated that the contract cannot exceed \$50,000 without publically bidding this project out. We will have to do a contract for 16 visits with a not to exceed of \$49,600.

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Mr. Ferguson stated that HAS removed snow about 10 times last year.

Mr. McNeer recommended that a contract be approved with a not to exceed of \$31,000. If the contract is close to the exceeded amount, the Board call an emergency meeting to extend the contract or to discuss further options.

**Approval to allow Pat Ferguson to proceed with contract negotiations with Agrosapes with a not to exceed of \$31,000 for snow removal**

*On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to allow Pat Ferguson to proceed with the contract negotiations to Agrosapes with a not to exceed of \$31,000 for snow removal.*

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

Dr. Burns stated that Sundowner Aviation as the Airport Manager will make the calls to Agrosapes for snow removal if they can't remove the snow.

Dr. Burns stated that Mr. Ferguson and Mr. Fagan will proceed with drafting contract with negotiations and will seek approval from the Airport's Attorney, Brian Boltz.

Mr. Ferguson stated that he will add a \$2 million insurance clause to the contract.

**Approval to allow Pat Ferguson to approve and sign the contract on behalf of the Airport Authority Board with Agrosapes once reviewed and approved by Attorney Brian Boltz**

*On motion of Lonnie Rush and second of Bill Fagan, the Fairfield County Airport Authority Board voted to allow Pat Ferguson to approve and sign the contract with Agrosapes once reviewed and approved by Attorney Brian Boltz*

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

**d. Finance - Glenn Burns**

**1. Financial Reports**

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

**2. Payment of Bills**

Ms. Knisley asked the Board to review the summary of invoices.

Mr. Rooney reported that Pyatt's Petroleum service invoice is the yearly inspection and calibration.

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Mr. Ferguson reported that the RD Holder invoices are for the fuel for the tractor and lawn mowers. He also reported that the Huber invoice is for the HAS door. There was a flaw in the original construction that bows the door.

**Approval for payment of bills totaling \$ 22,317.95 (see invoice summary attached to minutes)**

*On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$22,317.95 (See invoice summary attached to minutes)*

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

3. **Telecom Costs**

Ms. Knisley stated that the Airport Board will start paying for their telecom services in 2017. The approximate cost is \$2,400 annually. The Commissioners paid the costs in the past.

4. **Note Renewal**

Ms. Knisley reported that the Fairfield County Treasurer agreed to issue the renewal note for \$1,000,000 at the interest rate of .9%. The 2016 note was for \$1,070,000. She recommends that \$70,000 be put down on principal.

**Approval to proceed with the renewal note of \$1,000,000 with the Fairfield County Treasurer with a rate of .9% for the 2008 Hangars**

*On motion of Bill Fagan and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to proceed with the renewal note of \$1,000,000 with the Fairfield County Treasurer with a rate of .9% for the 2008 hangars.*

*Voting aye thereon: Fagan, Rush, Burns, Ferguson, McNeer, and Kochis*

*Abstaining was: Kaper*

*Motion passed.*

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

1. **Internet Connectivity – Phase 2**

Mr. Kochis presented a quote with IT Savvy for 1 internal camera and 4 external cameras. These are 24/7 motion detected surveillance cameras. The County Information Technology (IT) department will do the wiring. This is a long term vision for any incidents that happen on the airport including monitoring the dumping of waste on the airport.

**Approval to accept \$4,924 quote with IT Savvy for Security Cameras**

*On motion of Jon Kochis second of Bill McNeer, the Fairfield County Airport Authority Board voted to accept the \$4,924 quote with IT Savvy for Security Cameras.*

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

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**f. Tenant Relations – Glenn Burns**

**1. Rent Status**

Ms. Knisley stated that there a few tenants that are past due. She will follow up with tenants this week. The Aircraft Registry is a work in progress. She is working on updating it weekly.

**2. Open House/Renovation Celebration**

Mr. Kochis reported that the County Administrator gave her verbal approval to proceed with an Open House as long as it is attached to a regular meeting. The idea was brought up by Mr. Ferguson last night to show appreciation to the tenants and pilots for being patient with the Airport closure.

Dr. Burns stated that he will contact Paul Jassogne with the “Talk of the Town” to invite him out to this event. It would be nice to have him out as a promotional event.

Mr. Kochis will also send the information to his media contacts.

Mr. Kochis stated that at the most 100 people would attend but is unlikely. He recommends that Sundowner Aviation organize and purchase the food and items for the Open House. The Board will then reimburse Sundowner Aviation.

Ms. Knisley will send out an invitation to all Tenants, the Board of Commissioners, and others that might be interested. She will collect all of the reservations.

**Approval to proceed with the Open House/Renovation Celebration with a not to exceed cost of \$500**

*On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to proceed with the Open House/Renovation Celebration held at the Terminal on Monday, December 12.*

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

**3. FBO Liaison – Pat Ferguson**

Mr. Ferguson stated that he had nothing further to discuss.

**Old Business**

**a) Wildlife Shelter – remove bushes**

Mr. Kochis reported that this was discussed earlier. He asked that this gets removed from future agendas.

**b) Snow Removal (Bill & Pat)**

**c) County Credit Card Process – ready for FBO to access, need name of all users for set-up**



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Ms. Knisley stated that she and Mr. Rooney are working on setting up all users.

- d) Storm Water Plan (give Staci signed docs for MS4 training)  
Ms. Knisley reported she will email the Board the MS4 training document for their review. They can bring the signed copies back to her at the next meeting.
- e) Taxiway D Rehab. Project - ODOT grant
- f) Terminal Sign (10.10 approval up to \$1,500)  
Ms. Knisley will remove this from future agendas. This was discussed earlier.
- g) Farm Leases (seedless crop amendments)  
Mr. Kochis reported that he and Mr. Kaper will follow up with the farm leases when they are close to their expiration date.
- h) Fence on Eversole Property  
Mr. Kochis reported that there was nothing new to report.

**New Business**

- a. Phillips Procedural Requirements  
Ms. Knisley gave information to Mr. Rooney for the form to be filled out.
- b. AIP Grant Oversight Risk Assessment  
Mr. Kochis will fill the form out and return to Ms. Knisley.
- c. Board Member terms are up 12/31/16
  - Bill Fagan  
Mr. Fagan would like to renew his term in 2017.
  - Lonnie Rush  
Mr. Rush would like to renew his term in 2017.
  - Pat Ferguson  
Mr. Ferguson would like to renew his term in 2017.

**Informational Items**

There were no informational items to review.

**Calendar of Upcoming Events/Other**

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

- a) FY2017 FAA grant pre-app due December 1, 2016
- b) FAA Teleconference – Tuesday, December 6<sup>th</sup> @ 3:00 p.m.
- c) Note Renewal – January 2017
- d) Business Radio Licensing - \$95 fee – revisit in March 2017
- e) OAA Annual Conference – April 18-19, 2017

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- f) FAA lease for space expires 9/1/17
- g) Pville farming lease expires 12/31/17
- h) Doug Majors farming lease expires 12/31/17
- i) Insurance expires 12/15/18
- j) November 2019 - coordinate HAS/Comm's lease agreement approved on 11.17.15 (exp 12/31/19)

**Adjournment**

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 7:55 p.m.

**Next meeting is scheduled for December 12, 2016 at 6:00 p.m.**

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***Meeting minutes for the November 14, 2016 meeting were approved on December 12, 2016.***

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Lonnie Rush

Aye  
Jon Kochis

Absent  
Michael Kaper

Aye  
William McNeer

Aye  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

# MONTHLY BOARD REPORT

OCT 2016

*November 14, 2016  
meeting*

<b>ITEM</b>	<b>QUANTITY</b>	<b>REMARKS</b>
<b>T HANGAR OCCUPANCY</b>	<b>59/72</b>	
<b>R HANGAR OCCUPANCY</b>	<b>6</b>	
<b>NEW LEASES</b>	<b>0</b>	
<b>OVERNIGHT/WEEKLY HANGR</b>	<b>0</b>	
<b>FUEL SALES 100LL</b>	<b>6373.72</b>	
<b>FUEL SALES JET</b>	<b>1521.4</b>	
<b>NUMBER OF OPERATIONS</b>	<b>2904</b>	
<b>HANGAR MAINTENANCE ISSUES</b>	<b>NONE</b>	
<b>PUBLIC COMMENTS</b>	<b>none</b>	
<b>INCIDENTS REPORTED TO FAA</b>	<b>The process to renew the lease on HGR J has started.</b>	

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**Engineer's Summary Report**

1. Previous FAA grants  
-2515 FAA project (PAPI, wildlife) ongoing  
Annual fall teleconference schedule for Dec 6<sup>th</sup> at 3 pm.
  
2. FY 2015 Projects  
PAPI Rehab  
PAPI commissioning complete. Punch list being finished and close out report to be started soon.  
  
Wildlife Assessment  
Final report has been submitted to FAA. Undergoing review.  
  
Terminal Roof Improvements  
Terminal Building Reroof and Mansard Alteration project continuing. Walsh Construction Group reporting almost 100% complete thru November 10. Working on final punchlist.
  
3. FY 16 Projects  
ODOT Aviation Grant Runway Rehabilitation.  
Contractor: The Shelly Company.  
Runway overlay work complete excepting final runway markings, to be completed during lighting rehab closure timeframe.  
  
FY 16 FAA Grant – Runway Edge Lighting Rehabilitation  
Contractor: Jess Howard Electric.  
Field work ongoing, Delivery of REILs week of Nov 21<sup>st</sup>.
  
4. FY 17 ODOT Aviation Grant Application  
Grant application for Taxiway D (west end) construction / reorientation.  
ODOT has offered grant. Design is local only expense without potential for reimbursement currently. Still awaiting any change in state grant program.
  
5. Action Items:  
Walsh Const. Group final Pay app. (100% pay application)  
Change Order request, \$369.75  
Shelly Pay Application approval. (ODOT portion - 83 % complete)  
Shelly Pay Application approval. (Local portion – 87% complete)  
Jess Howard Pay application approval (17% complete application)  
Pre-application and ACIP approval for submission in early December.

Vendor	Amount	Inv#	Description	Service Dates
Pyatt's Petroleum Service	\$3,792.89	9967	service call, install filters, calibrate with Co. Weights & Measures, repaired bracket	10/8/2016
Crawford Murphy Tilly	\$2,180.00	111062	construction phase services/rehab runway 10/28 lighting	8/27-9/30/16
Crawford Murphy Tilly	\$2,899.64	111063	bid and construction phase/terminal improvements	8/27-9/30/16
Crawford Murphy Tilly	\$3,373.78	111061	design phase/runway lighting 10/28	8/27-9/30/16
Crawford Murphy Tilly	\$1,120.23	111053	construction phase - runway 10/28 overlay	8/27-9/30/16
Crawford Murphy Tilly	\$3,779.62	111052	design and bid phase/runway 10/28 overlay	8/27-9/30/16
Lancaster Fire Safety	\$1,761.53	237626	service to fire safety equipment- inspected 101 extinguishers	9/7/2016
RD Holder	\$253.10	0314884-IN	gasoline	10.17.16
RD Holder	\$258.67	0314746-IN	diesel	10.17.16
Sundowner Aviation	\$814.49	n/a	October fuel sales	10/1-10/31/16
Sundowner Aviation	\$1,769.00	n/a	October hangar rent	10/1-10/31/16
Huber Contracting	\$315.00	1694	HAS hangar door	11.9.16
Total Invoices for 11/14/16				
Board Meeting	\$22,317.95			