

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for November 14, 2022**

Regular Meeting to order

Dr. 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, Michael Kaper, Bill McNeer, Scott Richardson, Bill Fagan, and Rick Szabrak. Absent was Jon Kochis.

Also present was Staci Knisley, Darrell Loos, Patrick Rooney, Al Moyer, Steve Clapper, Kreig Babbert, and Pat Ferguson.

Opportunity for the Public to Address the Board

Mr. Babbert spoke about the NOTAMS that raised the minimums on the runway. He recommended that the Board be sure to make obstruction removal project a priority. He stated that the obstructions are unsafe.

Dr. Burns state that it is a high priority. There are a few property owners that are not being cooperative.

Mr. Babbert stated that he is very supportive of the Airport operations here. He has flown for 5 years. Airport Management is very easy to work with.

Dr. Burns stated that he appreciate d his information. He introduced Mr. Babbert to Board Member Scott Richardson, Fixed Base Operations (FBO) Liaison, for future compliments or concerns with the Airport.

Mr. Clapper presented a map to the Board related to his Air Show proposal. He will have more information to present at the next meeting.

Mr. Clapper and Board Member Scott Richardson met with Jason Cobb with the Flight Standards District Office (FSDO) in Columbus. They went over the map and other things related to the Air Show proposal. He deferred to Mr. Richardson for clarification.

Mr. Richardson stated that Mr. Cobb said because of our classification as an airport we do not need to coordinate with the FAA Detroit office. Mr. Cobb gave Mr. Clapper a lot of homework to get completed.

Mr. Clapper stated that Mr. Cobb will let the Detroit office know what is going on as a courtesy.

Mr. McNeer recommended that the Detroit offices still be notified by us, the Board.

Mr. Richardson stated that once all paperwork is completed, he will send to the FAA Detroit office.

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Mr. Clapper reported that the proposed parking area will not interfere with normal business for the FBO and other related business on the Airport. He also reported that he had spoken to a Mr. Taylor with the pipeline and there is nothing scheduled for working on the pipeline during the proposed time of the Air show.

Approval of the Minutes for the October 10, 2022, Meeting

On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the minutes from the October 10, 2022, meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that HAS is on schedule and everything was up to par. He had no other updates.

Standing Committee Updates:

Airport Improvement – Jon Kochis (absent)

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

The Board reviewed the summary report.

Ms. Knisley stated that there is an action item related to extra work with CMT to improve the airfield drainage design project with a not to exceed of \$10,185.

Dr. Burns suggested that this be discussed in December when more information is available.

b. Storm Water System Repair

Nothing new to report.

c. Obstruction Removal Project

Nothing new to report.

d. Master Plan Hangar Build

Nothing new to report.

Community Relations – Michael Kaper & Rick Szabrak

Nothing new to report.

Facilities and Grounds – Bill Fagan & Michael Kaper

Nothing new to report.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Mr. Richardson reported that there was one (1) Request for Proposals (RFP) received for the FBO contract.

Mr. Kaper recommended that the Board accept the bid and appoint a three (3) person review committee to negotiate the contract based on Jon Kochis' conversation with the County Prosecutor's Office.

Approval to accept the RFP from Sundowner Aviation and appoint a three (3) person committee of Jon Kochis, Michael Kaper, and Scott Richardson, to negotiate the contract

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to accept the RFP from Sundowner Aviation and appoint a three (3) person committee of Jon Kochis, Michael Kaper, and Scott Richardson, to negotiate the contract.

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

Absent was Jon Kochis.

Motion passed.

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

There were no discussions or questions from the board.

b. Payment of Bills

Ms. Knisley reported that CMT invoices are no longer included in the Airport's payment of bills. They are paid through the Commissioners processes since they are grant funded.

Approval for payment of bills totaling \$ 9,221.67

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$ 9,221.67; see invoice summary attached to minutes.

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

Mr. Loos reported there is a gate that still needs repaired. The cost was \$40 over the \$1,000 approval. He asked the Board for status.

Ms. Knisley stated that Mr. Kochis was working with the vendor related to the gate. She will follow-up with Mr. Kochis.

Motion to approve retroactively October payment of invoices totaling \$67,149.10

On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve retroactively October invoices totaling \$ 67,149.10; see attached to minutes.

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

Security & Safety – Jon Kochis & Bill McNeer

Nothing new to report.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- a. Rent Status Spreadsheet
- b. Hangar Waiting List
Ms. Knisley reported that there is approximately 24 tenants on the waiting list.
- c. Hangar Rates for 2023

Ms. Knisley stated that it was recommended last month to wait for CMT to finish their research.

Dr. Burns asked Ms. Knisley to put this on December's agenda.

Web – Bill McNeer & Rick Szabrak

Nothing new to report.

Old Business

- a. Abandoned Aircraft/Fairfield Co Sheriff
Nothing new to report.
- b. Potential Air Show
Nothing new to report.
- c. Hangar Rental fee research
Nothing new to report.
- d. Annual Renewal for Lease Agreements
Nothing new to report.
- e. Removal of the bridge on the creek behind hangar R
Ms. Knisley will follow-up with Mr. Kochis on the status.

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

a. Monthly Report

Mr. Rooney reported to the Board that there was an aircraft that went down today. Everyone is ok.

Mr. Rooney reviewed with the Board the monthly report; see attached to minutes.

b. Gate repair

Mr. Rooney also reported that the gate repair is over \$1,000. He is working with Jon Kochis.

c. Lights in terminal

Mr. Rooney reported that the LED lights in terminal blew due to construction at the Airport. He has a call into Claypool Electric.

New Business

- **Parcel# 01-40800-510 – letter of intent for vacant land**
The Board reviewed the information.

- **Combating Human Trafficking in Aviation Summit – January 26 @ Hitchcock Hall in Washington DC**

The Board reviewed the information.

- **December 12 meeting – reschedule the time**

The Board discussed changing the meeting time to 3:00 p.m. on December 12.

Dr. Burns will not be able to attend the December 12 meeting.

Ms. Knisley will make sure that notice for the time change is posted and emailed.

- **Board Appointments expire 12/31/22 – Fagan, Szabrak, & Richardson**

Bill Fagan, Rick Szabrak as Economic Development Director, and Scott Richardson agreed to serve another term.

Ms. Knisley will report their interest to County Administration.

Informational

Mr. Moyer announced that HAS is having their Christmas Party on December 10th at 6:00 p.m. He invited the Board to attend.

Calendar of upcoming events and other important dates

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

- a. FAA lease for space expires 9/30/2022
Nothing new to report. Ms. Knisley will follow up with Mr. Kochis.
- b. Hangar J Lease agreement expires 12/31/22
- c. Insurance Coverage lock in rates expire 12/31/22
Mr. Kaper stated he was working on the renewal.
- d. FBO Agreement expires 12/31/2022
- e. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/23
- f. OTTER/UST renewal expires 6/30/23
- g. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/23
- h. CMT Master agreement expires 9/9/2023 (option to extend one (1) more year)
- i. Blue Lightning Initiative – report due annually within 30 days of 9/30/23
- j. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23
- k. HAS mowing and snow removal contract expires on 9/30/2024
- l. Legal services agreement with County Prosecutor – expires 12/31/2025
- m. Lease with Board of Commissioners to operate facilities expires on 10/25/27

Other

None.

Adjournment

On motion of Bill McNeer and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to adjourn at 5:33 p.m.

Next Regular Meeting is Monday, December 12, 2022, at 3:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for the November 14, 2022 meeting were approved on December 12, 2022.

Absent
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 14, 2022**

Engineer's Summary Report

1. FY 21 FAA AIP Grant Application

Master Plan – Nearing completion. Forecasts approved. Facility requirements comments addressed – FAA review underway. Alternatives prepared, Submitted to FAA for review. ALP drafting underway – target in early December.

Rehab Taxiway B –

Due to delays in grant funding and contract execution, Shelly Co has requested a price increase due to material cost escalation. After discussions with FAA and Shelly, project will be rebid in Feb/March 2022. Construction anticipated for early 2023 if possible.

Improve Airfield Drainage – Design. Project bid. Successful bidder - Rock River Construction at \$1,090,820. Grant awarded and signed on Aug 10. ODOT matching grant resolution needed for FY22 construction grant. Note request of additional work request by CMT for additional design, stormwater analysis regarding drainage required. Eligible for grant participation – note that this will create savings during proposed Stormwater master plan work.

2. SWAT Storage Bldg – Contractor: Setterlin - \$1,635,650.

a. Scheduled substantial completion is anticipated before the end of the year.

3. OH FY 22 State grant application – Obstruction Removal (East).

a. Phase 1 Plans 100% complete – Substantial work complete.

b. Phase 2 – pricing received from contractor, submitted values to ODOT. Work to be completed after October 1.

c.

4. OH FY 23 State grant application – West Obstruction Removal.

a. West approach design will proceed once contract is signed and project kickoff is held with ODOT. Anticipate winter bidding with early Spring removal if possible.

5. Business Plan Items Analysis

a. Analysis underway, draft report pending.

6. FAA planning teleconference recap

7. Action Items: Consideration of approval of Extra Work Order for Airfield Drainage project.

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner	\$1,591.28	n/a	Fuel Reimbursement for October	10/1-10/31/22
Sundowner	\$2,080.10	n/a	Hangar Rent reimbursement for October	10/1-10/31/22
Pyatt's Petroleum	\$4,840.29	11893	service call/test all meters and replaced air filters	10/27/2022
Precision Overhead Door	\$560.00	25162	R2 & J repairs	10/24/2022
Precision Overhead Door	\$150.00	25200	Gate - checked out operator	11/2/2022
Total Invoices for 11.14.2022				
Board Meeting	\$9,221.67			

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVIC	175,000	153,047	93,597.05	15,391.10	40,962.29	18,488.12	87.9%
2022/10/000277 10/11/2022 API	200.00 VND	001281 PO	22000335	PORTA KLEEN	rental for portable toilet 9/1		5360759
2022/10/000638 10/17/2022 API	1,402.30 VND	003180 PO	22000339	LANCASTER FIRE SAFET	fire extinguisher services @ A		5361229
2022/10/000638 10/17/2022 API	1,770.03 VND	005790 PO	22000342	OHIO DEPT OF TAXATIO	9/1-9/30 sales tax for fuel sa		5361261
2022/10/000638 10/17/2022 API	3,594.11 VND	007099 PO	22000358	SUNDOWNER AVIATION L	9/1-9/30 - 10% of hangar rent		5361266
2022/10/000638 10/17/2022 API	71.00 VND	016659 PO	22002827	SUNRUSH WATER	9/21 water services and suppli		5361313
2022/10/001050 10/24/2022 API	3,500.00 VND	005552 PO	22000341	HISTORICAL AIRCRAFT	snow plowing/mowing SEPT 500/0		5361591
2022/10/001050 10/24/2022 API	9.95 VND	016659 PO	22002827	SUNRUSH WATER	water services and supplies at		5361671
2022/10/001050 10/24/2022 API	362.71 VND	003668 PO	22000340	LOCAL WASTE SERVICE	trash disposal for airport 10/		5361568
2022/10/001063 10/24/2022 API	200.00 VND	001281 PO	22000335	PORTA KLEEN	rental for portable toilet 10/		5361540
2022/10/001068 10/24/2022 API	4,281.00 VND	007099 PO	22000345	SUNDOWNER AVIATION L	airport manager contract 11/20		5361599

80780000 541001 ELECTRIC/UTILITIES

80780000 541001 ELECTRIC/UTILITIES	25,000	28,099	18,333.32	1,516.11	6,966.16	2,800.00	90.0%
2022/10/001050 10/24/2022 API	58.01 VND	003823 PO	22000437	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD - 9/7-10/		5361572
2022/10/001050 10/24/2022 API	57.14 VND	003823 PO	22000437	NORTHEAST OHIO NATUR	3383 OLD COLUMBUS RD - 9/8-10/		5361572
2022/10/001050 10/24/2022 API	60.59 VND	003823 PO	22000437	NORTHEAST OHIO NATUR	3430 OLD COLUMBUS RD - 9/7-10/		5361572
2022/10/001050 10/24/2022 API	86.48 VND	001373 PO	22000424	SOUTH CENTRAL POWER	MOPED ASOS - 9/6-10/5/22		5361547
2022/10/001050 10/24/2022 API	205.60 VND	001373 PO	22000424	SOUTH CENTRAL POWER	TERMINAL 2 - 9/8-10/5/2022		5361547
2022/10/001050 10/24/2022 API	55.09 VND	001373 PO	22000424	SOUTH CENTRAL POWER	3383 COLUMBUS LANCASTER - 9/6-		5361547
2022/10/001050 10/24/2022 API	55.47 VND	001373 PO	22000424	SOUTH CENTRAL POWER	HANGAR 0 - 9/6-10/5/22		5361547
2022/10/001050 10/24/2022 API	62.17 VND	001373 PO	22000424	SOUTH CENTRAL POWER	HANGAR F - 9/6-10/5/22		5361547
2022/10/001050 10/24/2022 API	91.53 VND	001373 PO	22000424	SOUTH CENTRAL POWER	HANGAR G - 9/6-10/5/22		5361547
2022/10/001050 10/24/2022 API	123.36 VND	001373 PO	22000424	SOUTH CENTRAL POWER	HANGAR Q - 9/6-10/5/22		5361547
2022/10/001050 10/24/2022 API	138.38 VND	001373 PO	22000424	SOUTH CENTRAL POWER	HANGAR P - 9/6-10/5/22		5361547
2022/10/001050 10/24/2022 API	101.10 VND	023650 PO	22000492	FAIRFIELD CO UTILITTI	3430 OLD COLUMBUS RD - 8/31-9/		5361688
2022/10/001050 10/24/2022 API	101.10 VND	023650 PO	22000492	FAIRFIELD CO UTILITTI	3383 OLD COLUMBUS RD - 9/16-9/		5361689
2022/10/001050 10/24/2022 API	320.09 VND	001373 PO	22000424	SOUTH CENTRAL POWER	TERMINAL RUNWAY - 9/6-10/5/22		5361547

80780000 543000 REPAIR AND MAINTEN

80780000 543000 REPAIR AND MAINTEN	65,000	216,000	171,239.46	2,500.00	24,435.56	20,324.98	90.6%
2022/10/000016 10/03/2022 API	2,500.00 VND	002204 PO	22005662	ACE FENCE AND DECK	fence repair near ARF road		5360351

80780000 553000 COMMUNICATIONS/TEL

80780000 553000 COMMUNICATIONS/TEL	2,100	2,274	1,588.46	179.44	686.02	.00	100.0%
2022/10/000016 10/03/2022 API	179.44 VND	074480 PO	22000417	A T & T INC	monthly phone service 8/20-9/1		5360451

80780000 554000 ADVERTISING

80780000 554000 ADVERTISING	2,000	5,000	3,778.35	897.50	1,221.65	.00	100.0%
2022/10/001050 10/24/2022 API	667.20 VND	001430 PO	22000499	COLUMBUS DISPATCH	advertising 9/1-9/8/22		5361548
2022/10/001050 10/24/2022 API	230.30 VND	003690 PO	22000500	MEDIA NETWORK	advertising for Lancaster Eagl		5361569

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 558000 TRAVEL REIMBURSEME	200	200	28.18	.00	121.82	50.00	75.0%
80780000 560000 MATERIALS & SUPPLI	15,000	25,500	10,096.57	2,574.76	6,590.71	8,812.72	65.4%
2022/10/000277 10/11/2022 API	122.90 VND	014612 PO 22000404	AG-PRO OHIO, LLC	CHUTE 8/31/22			5360850
2022/10/000634 10/17/2022 API	1,469.57 VND	001511 PO 22000379	R D HOLDER OIL INC	Fuel for airport mowers/tracto			5361223
2022/10/000634 10/17/2022 API	83.22 VND	014612 PO 22000404	AG-PRO OHIO, LLC	supplies for airport			5361301
2022/10/001050 10/24/2022 API	899.07 VND	007099 PO 22000394	SUNDOWNER AVIATION L	reimbursement for supplies 9/2			5361599
80780000 561000 GENERAL OFFICE SUP	500	0	.00	.00	.00	.00	.0%
80780000 562600 FUEL (GASOLINE/DIE	250,000	550,000	435,452.95	44,090.19	114,547.05	.00	100.0%
2022/10/001544 10/31/2022 API	44,090.19 VND	005545 PO 22000506	PURVIS BROTHERS INC	Fuel purchases @ Airport 10/19			5362047
80780000 570000 CAPITAL OUTLAY	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574000 EQUIPMENT, SOFTWARE	10,000	10,000	885.77	.00	.00	9,114.23	8.9%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	557,800	1,003,121	735,000.11	67,149.10	195,531.26	72,590.05	92.8%
TOTAL AIRPORT OPERATIONS	557,800	1,003,121	735,000.11	67,149.10	195,531.26	72,590.05	92.8%
TOTAL EXPENSES	557,800	1,003,121	735,000.11	67,149.10	195,531.26	72,590.05	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,800	1,003,121	735,000.11	67,149.10	195,531.26	72,590.05	92.8%

** END OF REPORT - Generated by EmyLee Noel Gussler **