

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Rd NW
Carroll Ohio 43112
Minutes for December 8, 2014 Meeting**

Meeting to order

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Glenn Burns, Lonnie Rush, Kurt Lape, Bill Fagan, Bill McNeer, and Michael Kaper. Dave Roebuck was absent.

Also in attendance were Greg Heaton, Jon Kochis, Branson Rutherford, Thomas Palmer, Lonnie Watts, Bruce hall, Pat Rooney, and Staci Knisley

Opportunity for the Public to Address the Board

No members of the public addressed the board.

Approval of minutes for the November 10, 2014 Meeting

On motion of Lonnie Rush and second of Kurt Lape, the Fairfield County Airport Authority Board voted to approve the minutes for the November 10, 2014 meeting.

*Voting aye thereon: Rush, Lape, Fagan, Kaper
Burns and McNeer abstained. Motion passed.*

Standing Committee Updates

• **Airport Improvement – Kurt Lape**

Dr. Burns asked the Greg Heaton with Crawford Murphy Tilly (CMT) update the Board.

Mr. Heaton reviewed the CMT Engineer report with the Board, see attached.

Mr. McNeer will join Mr. Heaton on the FAA telephone call on Thursday, December 11th. Discussion will be about Airport Capital Improvement Projects (ACIP), closeouts, and introduction of the new FAA representative.

Mr. Heaton reported that the FAA may suggest the ACIP be updated. Since completed in 2005, regulations have changed. Possible changes and priorities suggested by the FAA might be overlay to the runway and to fix the west end of the runway. Future acquisition of land will be reimbursed from the FAA after acquired.

Mr. Heaton reported that the pre-application for the FY2015 FAA grant can be modified before the final application is due in fall of 2015.

EMA Storage Facility update (old business)

Jon Kochis, Fairfield County Emergency Management Director reported that he met with Greg Heaton with CMT and Ms. Knisley to discuss other sites. Another location at the end of Old Columbus Road (see attached drawing) has been identified for possible building of the EMA Storage Facility. The area is out of the HAS hangar area. Utilities still need to be worked out. This site works with EMA's request.

Mr. Heaton reported that the area would work better with FAA and Airport future projects. The height dimensions work with the taxiway and future approach ability. Parking would be in front of the building.

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Mr. Heaton recommended that in the future if grants were available that EMA build a parking lot and pave adjacent to HAS. That would help HAS with their parking situation.

Mr. Heaton reported that the site to be encumbered would be 5,000 square feet plus the drive/apron.

Dr. Burns asked HAS to look at recommended proposal and make comments.

Dr. Burns talked with Dan Bolger and suggested using Thangars for a temporary fix. The FAA might approve a 3-5 arrangement for the temporary fix. Dr. Burns stated that Mr. Bolger has contacts with FAA, EMA Statewide, and Congress. He is willing to facilitate the process if it is feasible.

Mr. Kochis reported that his funding source is time limited. A lease would not be acceptable. A lease is hard to do in a fiscal cycle, this is one main reason that EMA wants to build so that it could be paid within one fiscal year. There is no immediate need in the short-term. The vehicles and equipment are being stored temporarily. If the Board wants to lease a hangar, the Board of Commissioners will have to approve the lease and funding.

Mr. Kochis reported that the apron needed will be 20 foot with current access. This will give a total of 35 foot of apron.

Mr. Kochis stated that he is not sold on any location suggested. If the Board suggests another area, he is willing to see if it works. Mr. Kochis also suggested the area near Dolson Court might work. This property is not currently being used.

Mr. McNeer reported that the Airport Authority Board has a contract with Sundowner Aviation that states if hangars reach 85% and above occupancy, they will receive bonuses. About 12-13 hangars would reach the 85% occupancy. This would bump into their contract.

Mr. Rush asked about the sewer facilities. Mr. Kochis reported that restroom facilities will be a bid spec that is optional. It might be a phase approach depending on funding and accessibility.

Mr. Kochis reported that if the Old Columbus Road location is approved, EMA will not be parking at all on HAS parking lot. EMA would like to build a lot and pave to HAS if funding is available.

Mr. Heaton stated that both the Old Columbus Rd and Dolson Court location could work. He also agrees with short term fix for storage in a hangar. In the future if EMA decides to leave, it would be a good storage building for the Airport. Mr. Heaton reported that it would take approximately 90 days for the FAA to approve the site.

Mr. Kochis stated that he hopes that he adds a benefit to the Airport by building on their land.

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Dr. Burns stated that allowing EMA to build out to the Airport is a good partnership and is worth looking into temporarily using the hangars as storage for EMA.

Dr. Burns suggested that HAS be given 3 days to review the proposal of the Old Columbus Road location.

Approval of search for a suitable location for the EMA storage site with top priority being spot # 1 (Old Columbus Road location) and if that does not work, we will find a suitable location.

On motion of Kurt Lape and second of Michael Kaper, the Fairfield County Airport Authority Board approved the search for a suitable location for the EMA storage site with top priority being spot# 1 (Old Columbus Road location) and if that does not work, we will find a suitable location.

Discussion: Dr. Burns stated that this implies following the Airport's Minimum Standards. Mr. Heaton reported that he will prepare a design criteria which will include the Minimum Standards. Mr. Heaton reported that he does not feel there is a conflict with working with the Commissioners, EMA and the Airport. Mr. McNeer stated that he feels uncomfortable about the Old Columbus Road location. Mr. Lape reported that Dolson Court should be updated on the master plan.

Voting aye thereon: Lape, Kaper, Burns, Rush, and Fagan.

Voting no: McNeer. Motion passed.

Historical Aircraft Squadron (HAS update)

Mr. Rutherford reported that HAS cleared slush at the Airport one time. The equipment is working good. The snowplow will need new brake lines next year. The snowblower is working ok. The real test is when we get snow. They replaced the blades with steel on the snowblower.

Airport Manager Update with Sundowner Aviation

Mr. Watts reported that everything is good.

- **Community Relations – Michael Kaper**

Mr. Kaper reported that he responded by email to Councilman Fracassa. He gave him general information regarding local flights and gave him a contact with the Army National Guard for further information regarding flights that are happening not affiliated with the Fairfield County Airport.

- **Facilities and Grounds – Lonnie Rush**

- **Hawker Jet disposition/Abandoned Aircraft**

Mr. Rush reviewed email from Sinclair Community College. They are acquiring the jet and are going to settle up the fees that are due and are removing the jet. Mr. Rush received this

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information from Randy Long. Mr. Rush stated that if the jet situation is not taken care of, he will visit with Assistant Prosecuting Attorney Jason Dolin to discuss next steps.

- **Finance - Glenn Burns**

- **Review of Financial Reports**

Ms. Knisley asked the Board to review the following financial reports.

- a. 2014 Income & Expenses (All funds)
- b. 2014/2015 Projected Cash Carryover for Operating Fund

Ms. Knisley asked the Board to review the 2014/2015 projected cash carryover report. She suggested that the Board use the cash carryover for future capital projects such as paving. The Board of Commissioners could reduce the yearly allocation if cash carryover is not spent down.

Mr. Rush asked for an update for the pipeline capital project money. Ms. Knisley reported that the balance is \$430,000 which includes the \$200,000 borrowed from the Board of Commissioners. The payback is reduced by your allocation for the next 4 years. She has built the reduction into your Airport Operations fund projections. Ms. Knisley recommended that if the project for Hangar K stays on hold next year, the Board of Commissioners would likely like the loan paid off in full.

- c. 2014 Detail Expense (Operating fund only)
- d. 2014 Open Purchase Orders
- e. Smart Card balances (in-house fuel purchases)

Approval of Payment of bills

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the payment of bills. (See below)

Vendor	Amount	Description
CMT	\$1,118.20	professional services for rehabilitation of apron B & C1 and rehabilitation of T/H G
Pyatt's Petroleum	\$272.00	calibrate Jet A truck with county weights & measures
Sundowner Aviation	\$528.26	\$10. per gallon (5,282.57 gallons) for November fuel sold
Sundowner Aviation	\$746.50	10% of hangar rent collected in November (\$7,465)
Total	\$2,664.96	

Discussion: Ms. Knisley stated that the bills will be paid in 2015.

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

- **Security/Other – Bill McNeer**

- i. Minimum Standards update

Mr. McNeer suggested that the paragraph VI g. page 10 of the Minimum Standards be amended to: *Operator is responsible for the safety of the customers they allow inside the airport perimeter fence. The Operator will develop and implement a plan to insure that customer's vehicle or*

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person remain on the access roads and within the immediate vicinity of the operator's business. A customer needing access to ramps, aprons, or unpaved and grass areas within the Airport Operating Area (AOA) shall be escorted by the Operator. This plan will also insure that the Operator's customers and their vehicles never enter the airport Aircraft Movement Area (The Aircraft Movement Area includes runway 10/28, the parallel taxiway to runway 10/28 and the connecting taxiways between runway 10/28 and the parallel taxiway.)

Mr. McNeer recommended that this be approved and signed by President Glenn Burns, and posted on the County Website. If Brian Tenkhoff with the FAA reviews again and wants changes, we can do that then.

Approval of amendment to KLHQ Minimum Standards for Aeronautical Activities

On motion of Bill McNeer and second of Lonnie Rush, the Fairfield County Airport Authority Board voted to approve the amendment to the KLHQ Minimum Standards for Aeronautical Activities.

Discussion: Mr. McNeer stated that the approved Minimum Standards from June 11th, 2014 will be amended to the above and dated December 8, 2014.

Voting aye thereon: McNeer, Rush, Burns, Lape, Fagan, and Kaper. Motion passed.

Ms. Knisley will make the changes and post on the website.

• **Tenant Relations – Glenn Burns**

Ms. Knisley reported that phone calls and emails have been made to keep tenants current. There were some payments that were sent to the Treasurer by mistake. That is cleared up.

• **Fixed Based Operator (FBO) Liaison – Dave Roebuck (absent)**

Dr. Burns reported that there is no further business to discuss.

Old Business

a. **Note Renewal Note for 2006 & 2008 Hangars**

Ms. Knisley recommended that the \$50,000 principle be paid for the renewal note. The Treasurer thinks the loan rate will be approximately 1%, it is not final yet. Ms. Knisley reviewed the cost projection for the hangar debt fund.

Approval of principle of \$50,000 to be paid on the 2006 & 2008 Hangars renewal note with the County Treasurer

On motion of Lonnie Rush and second of Kurt Lape, the Fairfield County Airport Authority Board approved the principle of \$50,000 to be paid down on the 2006 & 2008 Hangars renewal note with the County Treasurer.

Voting aye thereon: Rush, Lape, Burns, Fagan, Kaper, and McNeer. Motion passed.

b. **Hangar K replacement – project on hold**

c. **Terminal Renovations**

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Mr. Rush reported that Mr. Lape met with SOCIL for handicapped accessible needs for the terminal. Mr. Heaton will draw up a projected plan to make those renovations with possibly being completed by January.

Mr. Lape reported that a new ADA sign in the parking lot is needed and a landing on the ramp needs replaced. Approximately \$1-2,000 would be the costs.

Ms. Knisley recommended that the existing operating funds be used for this project.

New Business

- a. Letter from FAA, CIP's are due to State 12/15/14
- b. Letter from ODOT/Office of Aviation, CIPs are due 12/15/14
- c. Election of Officers – Ms. Knisley will have this on the agenda in January

Informational

- a. Airport Board Appointments
 - Board of Commissioners reappointed Michael Kaper & Bill McNeer, expiring December 31, 2017.
 - Board of Commissioners appointed Jon Kochis filing Kurt Lape's seat, effective January 1, 2015, expiring December 31, 2017.

Calendar Reminder

- a. LHQ Teleconference with FAA – Thursday, December 11th at 1:00 p.m., Bill McNeer will join teleconference
- b. HAS Christmas Party - Saturday, December 13 at 6:00 p.m.

Executive Session to discuss Personnel

Approval to enter into Executive Session to discuss personnel

On motion of Kurt Lape and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to enter into Executive Session to discuss personnel at 7:18 p.m.

Ms. Knisley called the roll call, voting aye thereon: Lape, Kaper, Burns, McNeer, Fagan, and Rush. Motion passed.

The Fairfield County Airport Authority Board went out of Executive Session, back into Regular Session at 7:25 p.m.

Approval to accept the compensation from the Board of Commissioners to pay Clerk Staci Knisley directly out of General Fund monies

On motion of Glenn Burns and second of Michael Kaper, the Fairfield County Airport Authority Board approved to accept the compensation from the Board of Commissioners, to pay Staci Knisley directly from General Fund monies.

Discussion: Ms. Knisley reported that the change will take effect December 13th which is the start of 2015 payroll. The Airport Board will have one more invoice to pay for Ms. Knisley in 2015.

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Adjournment

On motion of Bill McNeer, the Fairfield County Airport Authority Board voted to adjourn at 7:26 p.m.

Next meeting is scheduled for Monday, January 12, 2015 at 6:00 p.m.

Meeting minutes for the December 8, 2014 meeting were approved on January 12, 2015.

Aye

Glenn Burns

Aye

Bill Fagan

Aye

Lonnie Rush

Abstain

Jon Kochis

Aye

Michael Kaper

Aye

William McNeer

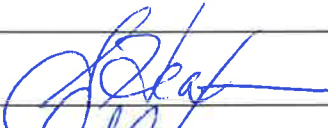






Absent

David Roebuck

Staci A. Knisley

Staci A. Knisley, Airport Clerk

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Sign in Sheet

Print Name	Sign Name
GREG HEATON CMT	
Jon Rochis	
BRANSON RUTHERFORD	
THOMAS J. PALMER	
LONNIE WATTS	
Bruce Hall	
PAT ROONEY	

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Engineer's Summary Report

1. Previous FAA grants

- 2111 FAA has not completed close-out package review.
- 2212 FAA still reviewing

2. FY 2013 Projects –

Project work completed, FAA grant Close-out underway.

3. FY 2014 Projects:

1. Rehab T/H G & Rehab Apron B and C1

FAA Grant received, work to be scheduled in Spring 2015.

Other: EMA Building Proposal (see sketch in packet)
FY 2015 Pre-App Considerations (see attached draft summary sheet)
ACIP Update (see attached draft summary sheet)

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2016 to FY-2025									
Airport Name:		Fairfield County Airport			Date prepared:			December 15, 2014	
Associated City:		Lancaster, OH			Prepared By:			Crawford, Murphy & Tilly, Inc	
Sponsor:		Fairfield County Airport Authority			NPIAS No. 39-0044			Telephone No.:	
Airport Three Letter ID:		LHQ			Congressional District:			Ohio 7th District	
					Due date			December 16, 2013	
Item #	Description	Fiscal Year	Total Cost	Entitlement	Appropriation	Discretionary	State Non-FAA	Local	Remarks/Item Justification
1	Master Plan Update w/EX A and Wildlife Assessment	15	\$185,000	\$186,500	\$0			\$18,500	
	Rollover NPE Funds	16							
2	Rehabilitate Runway 10/28 (design only)	17	\$115,000	\$103,500	\$0			\$11,500	
3	Rehabilitate Runway 10/28 (const. only)	18	\$850,000	\$283,500	\$481,500			\$65,000	
4	Reimburse land Acq. (west RPZ)	19	\$250,000	\$150,000	\$75,000			\$25,000	
5	Roll over NPE funds	20	\$0	\$0	\$0			\$0	
6	Rehabilitate Taxiway D (design only)	21	\$50,000	\$45,000	\$0			\$5,000	
7	Rehabilitate Taxiway D (construct only)	22	\$660,000	\$255,000	\$339,000			\$66,000	
8	Rehabilitate Txyw B (crack seal)	23	\$50,000	\$46,000	\$0			\$6,000	
9	Roll over NPE funds	24	\$0						
10	Taxiway Rehabilitation - Design Only	25	\$45,000	\$40,500	\$0			\$4,500	

From: **Michael Kaper** michaelkaper7590@gmail.com
Subject: Airport Traffic Pattern Response
Date: November 13, 2014 at 7:49 PM
To: mfracassa@hotmail.com

Councilman Fracassa:

I am Michael Kaper and I am a member of the Fairfield County Airport Board. I wanted to thank you for using our Feedback Form and give you a little general information regarding your concerns. Please feel free to respond back to this e-mail address with any additional questions that might arise. If I do not have an answer I will forward it on to either the other members of the Board or our Airport Manager.

I will start with the types of aircraft that use the airport facility. The Airport is a public use facility, with the majority of traffic being smaller general aviation aircraft. The airport provides an instrument approach capability to those pilots specially licensed to fly by instruments, as opposed to flying by visual reference.

There are no regularly scheduled passenger flights into our out of the facility. Each month there are a few flights made into the airport by small private jet, but my understanding is that those generally average less than 5 flights per month.

Flight training, both fixed wing aircraft and helicopter, is provided from the airport on a fee schedule basis. We also have one tenant who runs a Skydiving business from the airport.

In regards to military maneuvers at the airport, there are no military aircraft based at the Fairfield County Airport. However, we are aware that some Army National Guard helicopters use the facilities at the airport to practice approaches. As with any other members of the flying public, so long as they follow Federal Aviation Administration Guidelines there is little we can do to restrict access. If you would like to contact the Army National Guard Aviation wing that flies out of Rickenbacker, the contact person is Major Chadwick, whose number is 614-336-7068. I called and asked for a contact person regarding flight maneuver questions and was given Major Chadwick's name and number. I did not contact Major

Chadwick.

I hope some of this information is helpful. As I mentioned above, if you have more specific questions please feel free to respond to this e-mail address, and I will see that they are directed to the proper individuals.

On a final note, please feel free to attend an Airport Board meeting. These meetings are held the second Monday of each month and start at 6:00 pm. The members of board as well as the Airport Manager are usually in attendance.

Sincerely,

Michael Kaper.



COLUMBUS ST

OLD COLUMBUS ST

GRANT ST

DOLSEN ST

3430 Old C-10

GREENFIELD TWP