

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for December 8, 2025**

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, Michael Kaper, Jon Kochis, John Smith, Bill Fagan, and Scott Richardson. Absent was Tom Brennan.

Also present were: Bart Hampson, Taylor Forquer, Ben Riggs, Ian Coil, Al Moyer, Craig Weaver, and Michael Baldwin.

Mr. Kochis introduced Ms. Forquer and Mr. Hampson. They are filling in for Ms. Knisley tonight.

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for November 10, 2025 Meeting

On motion of Michael Kaper and second of Jon Kochis the Fairfield County Airport Authority Board voted to approve the minutes from the November 10, 2025, meeting.

Mr. Fagan posed a question on last month's minutes related to security and safety. FAA will only pay for a wildlife fence NOT safety fence. No other additions or corrections.

Voting aye thereon: Kaper, Kochis, Burns, Fagan, Richardson, and Smith.

Absent was Tom Brennan.

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Baldwin reported Ford F150 snowplow truck needs to be worked on.

Mr. Kochis stated they can take it to be repaired.

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

a. Monthly Report

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

Mr. Coil reported that he viewed the gravel area that was not cleaned up. Mr. Kochis will bring the brush out to clear out the area.

Airport Improvement – Jon Kochis & Tom Brennan (absent)

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

Mr. Kochis reviewed the Engineer’s Summary report; see attached to minutes.

Mr. Kochis reported that there has been movement on the ACIP after the FAA teleconference. The environmental portion of the north side development has moved up to FY2026. Next will be the design phase.

Mr. Kochis reported that the ODOT supplemental grant is prepared and is in tonight’s packet. We are proceeding with the environmental consulting project with a Request for Proposals (RFP). Mr. Kochis requested assistance for consulting project. Mr. Kaper and Mr. Fagan agreed to help.

Mr. Kochis recommended that the ODOT Supplemental Grant for FY2026 be approved tonight. The grant is \$750,000 in state grant funds with a \$75,000 match from the Board of Commissioners. This grant would pay for us to build 2 box hangars adjacent to the O row hangars.

Approval of the FY2026 ODOT Supplemental Grant application and to give Board Member Jon Kochis to sign any future documents related to this grant.

On motion of Scott Richardson and second of Michael Kaper, the Fairfield County Airport Authority Board voted to Approval of the FY2026 ODOT Supplemental Grant application and to give Board Member Jon Kochis to sign and approve any future documents related to this grant. (See application attached to minutes)

Voting aye thereon: Richardson, Kaper, Burns, Fagan, Kochis, and Smith.

Absent was Tom Brennan.

Motion passed.

b. Storm Water

- MS4 2025 Annual Training/4th quarter of 2026 Education and Training for Local Municipal Staff and Supervisors

Mr. Kochis led the training on sediment and erosion control. The board reviewed and provided signed documents to Ms. Forquer. See attached for training material that was reviewed.

- Jetting out Stormwater south of new hangars

Mr. Kochis stated that the request for proposals (RFP) will go out tomorrow and if the cost exceeds \$2,500, the issue will be brought back to the next meeting.

c. Hangar Construction Update

Mr. Kochis stated that by end of week, there should be occupancy for the new T-Hangars. The Inspection dates are December 8th and 9th. Occupancy date is to be determined but it should be next week except for one hangar.

Community Relations – Michael Kaper

Mr. Kaper stated that there was nothing new to report.

Facilities and Grounds – Bill Fagan & Michael Kaper

Mr. Fagan stated that there was nothing new to report.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Mr. Richardson stated that the committee (Richardson, Kaper, Kochis) met with Sundowner Aviation (Ian Coil) to go over their proposal for the Airport Manager and Fixed Base Operation Agreement.

Mr. Richardson reported that we agreed on most issues but the fuel sales compensation.

Mr. Kochis recommended a total amount of \$115,200. Rather than paying for fuel sales, he came up with a total compensation amount based on expenses related to fuel and our profits on fuel.

Sundowner agreed to renegotiate fuel sales compensation once they have a better look but agreed to pass motion on agreement.

Mr. Kochis recommended that the Board budget to purchase a fuel truck in the next couple of years. The estimated cost for a new fuel truck is \$200,000. Discussed concerns with the truck (clutch, etc.). Discussed other options.

Sundowner is agrees with no changes on the leased property, no changes on the physical footprint other than new bathrooms (sundowner to take responsibility for care and maintenance), no duty changes, operating hours addressed in board policy (5pm-6pm weekends in the winter), proposal 3-year agreement with option of 2 additional 1-year periods. All in agreement.

On behalf of the scoring committee, Mr. Kochis recommended the contract for Sundowner Aviation. The amount of the contract is \$115,200 with a 3% annual increase.

Mr. Kochis stated that the proposed agreement has been approved to form by the Prosecutor's Office.

Approval of the Airport Manager and Fixed Base Operation (FBO) Agreement starting January 1, 2026 through December 31, 2028 with a mutual option to renew for two (2) additional one (1) year periods and to give Glenn Burns, Board President authority for signing.

On motion of John Smith and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the Airport Manager and Fixed Base Operation Agreement starting January 1, 2026 through December 31, 2028 with a mutual option to renew for two (2) additional one (1) year periods and to give Glenn Burns, Board President authority for signing; see attached to minutes.

Voting aye thereon: Smith, Kochis, Burns, Kaper, Richardson and Fagan.

Absent was Tom Brennan.

Motion passed.

Finance - Glenn Burns & Staci Knisley (absent)

Mr. Kochis reported that budget has been approved by the board previously.

a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

Motion to approve retroactively November payment of invoices totaling \$ 130,626.21

On motion of Kochis and second of Kaper the Fairfield County Airport Authority Board motioned to approve retroactively November invoices totaling \$130,626.21; see attached to minutes.

Voting aye thereon: Kochis, Kaper, Burns, Fagan, Richardson, and Smith.

Absent was Tom Brennan.

Motion passed.

Security & Safety – Jon Kochis & John Smith

Mr. Kochis reported that the camera system is in a better state but there will be some preventive maintenance soon.

Mr. Smith stated that there is a concrete dip between the hangar doors that needs to be grinded down.

Mr. Kochis stated that the board may have to sign off on something because that is per the design. If we do cut it back, there will be water in the hangar.

Mr. Coil is not that concerned about the water in Hangar.

Mr. Smith asked if there was any interest in repainting the taxi lanes on the east side of the airport terminal.

Mr. Kochis stated that as things get repaved or seal coated, they will be reviewed and it all depends on the budget.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports and other items:

- Rent Status Spreadsheet

Mr. Kochis reported that there were no issues with tenants.

- Hangar Waiting List

Mr. Coil reported that there are over 20 people on the waiting list. He will get the new hangars filled and anticipates that there will be more added to the list after that.

Web – Tom Brennan (not in attendance)

Mr. Brennan was not in attendance. There was no update.

Old Business

- a. AEP Ohio Baltimore Transmission Line Reconstruction

Mr. Kochis reported that he had a meeting on December 5th with AEP. It went well. ODOT Aviation came up with the idea of adding marker balls in between 3 towers on the top wire with lighted poles.

- b. Email related to stone/gravel on the ramp/taxiway

Mr. Kochis will bring the Facilities Brush equipment out.

New Business

- a. Legal Services with Fairfield County Prosecutor’s Office

Approval of legal services agreement with the Fairfield County Prosecutor’s Office

On motion of Jon Kochis and second of Michael Kaper the Fairfield County Airport Authority Board voted to approve the legal services agreement with the Fairfield County Prosecutor’s Office; see attached to minutes.

Voting aye thereon: Kochis, Kaper, Burns, Fagan, Richardson, and Smith.
Absent was Tom Brennan.
Motion passed.

Informational

None

Calendar of upcoming events and other important dates

The Board reviewed the calendar for upcoming events and other important dates; see attached to minutes.

Mr. Kaper reported that he has submitted the renewal application on the insurance for the Airport.

Adjournment

On motion of John Smith and second of Bill Fagan the Fairfield County Airport Authority Board voted to adjourn at 5:51p.m.

Next Regular Meeting is Monday, January 12, 2026 at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for December 8, 2025 meeting was approved on January 12, 2026.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Tom Brennan

Aye
Jon Kochis

Aye
Michael Kaper

Aye
John S. Smith

Aye
Scott Richardson

*Staci A. Krusley
Staci A. Krusley, Airport Clerk*

**Fairfield County Airport Authority
Board Meeting, December 8, 2025**

Engineer's Summary Report

1. Past Grant Summary
 - a. FY 21 FAA AIP – Master Plan - Closeout revisions to FAA, waiting final approval.
 - b. FY 23 FAA AIP Grant - Master Drainage Report – Closeout pending
 - c. FY 24 FAA AIP Grant – Runway 10/28 Crackseal - Closeout docs underway

2. OH FY 22 State grant – Obstruction Removal (East).
 - a. East End - Phase 2 – On hold, check up every few months. Should we close this grant out?

3. OH FY 24 State grant – Runway 28 RSA Clearing
 - a. Removal of Election House Road and RSA grading, project complete. Grant closeout drafted, review BlackCat status.
 - b. AGIS submission accepted and approved

4. FY 24 FAA AIP Grant – Apron and Taxiway Rehab/Hangar Development (County funded)
 - a. Anticipated December partial substantial completion on t-hangars.
 - b. Box hangars punchlist ongoing.

5. FY 26 FAA – Pending Project North side development environmental
 - a. CMT has submitted the financial plan for north apron and taxiway. FAA response has pushed environmental grant to FY26.
 - b. **FAA teleconference November 13, 2025 – proceed with consultant selection process.**

6. FY27 ODOT – Supplemental Program – Hangars
 - a. ODOT program announced Oct 31
 - b. Grant application documents drafted and ready for signatures and submittal.

7. Action Items:
 - a.



FCA Authority Board:

Glenn Burns, DDS
Bill Fagan
Michael J. Kaper, J.D.
Jon Kochis
Scott Richardson
Tom Brennan
John S. Smith

December 8, 2025

James Bryant, Administrator
Office of Aviation

Ohio Department of Transportation
2829 W. Dublin-Granville Road
Columbus, Ohio 43235-2786

RE: Application for funding from the Ohio Airport Improvement Program, Supplemental Direct Grant Application for General Aviation Airports

The Fairfield County Airport Authority hereby requests \$750,000 in State funds under the 2026 Ohio Airport Improvement Program Supplemental Direct grant for a project, Hangar Development to be performed at the Fairfield County Airport. This amount represents less than the required 90% of the total eligible project costs (construction, plus engineering design, bid & construction phase services).

We certify additional documents required under the application procedure have been uploaded to BlackCat.

Should you have any questions or need further information, please contact Mr. Jon Kochis, 3430 Old Columbus Rd NW, Carroll, OH 43112, jon.kochis@fairfieldcountyohio.gov, 740-438-5304.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jon Kochis", is written over the typed name.

Jon Kochis, Board Member

Fairfield County Airport Authority

Fairfield County Airport Authority
Staci A. Knisley, Clerk
3430 Old Columbus Rd NW, Carroll, Ohio 43112
740-652-7093 Airport Clerk
740-654-7001 Airport Terminal, email: fairfieldcountyairport@co.fairfield.oh.us
www.fairfieldcountyairport.com

RESOLUTION # 2025-12.08.a

A RESOLUTION AUTHORIZING THE FAIRFIELD COUNTY AIRPORT AUTHORITY TO MAKE AN APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION, OFFICE OF AVIATION, FOR AN OHIO AIRPORT IMPROVEMENT PROGRAM GRANT FOR STATE FISCAL YEAR 2026.

WHEREAS, the Ohio Department of Transportation, Office of Aviation is administrating funds to provide financial assistance to publicly owned airports in the State through the Ohio Airport Improvement Program, Supplemental Direct Grant; and

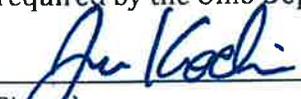
WHEREAS the Fairfield County Airport Authority is eligible for project funding for Hangar Development for \$750,000 at the Fairfield County Airport; and

NOW, THEREFORE, BE IT RESOLVED by the Fairfield County Airport Authority, Fairfield County, Ohio that:

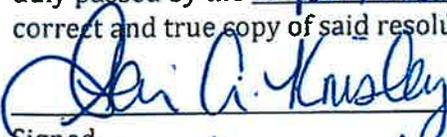
SECTION ONE: That Fairfield County Airport Authority shall commit the matching funds necessary for this grant.

SECTION TWO: That the board member of the Fairfield County Airport Authority is hereby authorized to make application for said grant in accordance with the procedures prescribed by the Ohio Department of Transportation, Office of Aviation and sign all related documents and assurances.

SECTION THREE: That the board member may enter into a Grant Contract with the Ohio Department of Transportation, Office of Aviation and may accept and execute any documents to manage said grant inclusive of amendments and submissions of applications for payment as required by the Ohio Department of Transportation, Office of Aviation.


Signed Jon Kochis 12/9/2025
Printed Name, Title, and Date

CERTIFICATION: Whereupon the resolution was declared adopted. I, Staci A. Knisley as CLERK of the Airport Board have compared the foregoing copy of the resolution with the original resolution now on file in this office which was duly passed by the Airport Authority Board on the 9th day of December 2025, and that the same is a correct and true copy of said resolution.


Signed Staci A. Knisley Airport Board Clerk 12/9/2025
Printed Name, Title, and Date

OHIO AIRPORT IMPROVEMENT PROGRAM
SUPPLEMENTAL DIRECT GRANT APPLICATION FOR GENERAL AVIATION AIRPORTS
STANDARD ASSURANCES

Upon execution of the Grant Contract, these Standard Assurances are incorporated into and become part of the Grant Contract. Pursuant to the Ohio Airport Grant Program, Direct Grant Application Procedure, the Applicant/Sponsor: Fairfield County Airport Authority hereby assures the Ohio Department of Transportation that:

1. ODOT Grant Funds will be used for the project described in the application.
2. The Airport for which Grant Funds are requested is not eligible to receive FAA Air Carrier Enplanement Funds or FAA Cargo Funds.
3. The Applicant will inform ODOT if any grants from non-ODOT sources (other than the Applicant) will be used to pay for any part of the project.
4. The Applicant will inform ODOT of any program income, that is, any income directly generated by a grant supported activity, or earned as a result of the grant agreement, during the grant period. An example would be income from the sale of trees that were cut as part of an obstruction removal project. ODOT grant funding will be reduced by 95% of the amount of any program income.
5. Grant Funds will be used for improvements on publicly owned property only. Applicant affirms that it is the owner of the property and/or facility associated with this project for which grant funds will be used. If Applicant does not own the property and/or facility associated with this project, an ODOT approved lease for the use of that property and/or facility has been obtained and submitted with the application. Said lease shall be for the useful life of the facilities developed or equipment acquired under the grant project, but in any event shall be for at least twenty (20) years from the date of the Grant Contract.
6. The Applicant will comply with all federal, state and local laws, rules and executive orders, as they apply to Airports and to the performance of the project.
7. The Applicant's Governing Body has passed a resolution authorizing the original Application.
8. The Applicant has sufficient funds available for that portion of the project costs which will not be paid by ODOT, and the required local funding for the project as described in the application has been appropriated.
9. The Applicant will perform the project in accordance with the Ohio Airport Improvement Program, Application Procedure for the relevant Fiscal Year.
10. The Applicant will return any Grant Funds not expended under the contract to ODOT no later than forty-five (45) days after notification by ODOT.

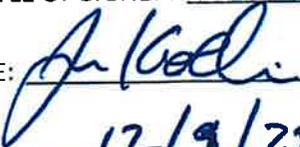
OHIO AIRPORT IMPROVEMENT PROGRAM
SUPPLEMENTAL DIRECT GRANT APPLICATION FOR GENERAL AVIATION AIRPORTS
STANDARD ASSURANCES

11. The public shall be afforded use of the Airport and of its facilities for aviation purposes as fully and equally as all other parties, in accordance with Ohio Revised Code 4561.11. If the facilities cease to be an airport within 20 years from the date of the Grant Contract, the Applicant agrees to return the full amount of the Grant Funds to the State or in the case of real property, the appraised fair market value at the time the facility ceases to be an airport.
12. Any infrastructure acquired or modified using ODOT grant funds will be operated for at least 20-years from Grant Contract completion unless, the Applicant receives written permission from the Director of Transportation to discontinue operating the improvements. Such written permission shall include instructions on how to dispose of any equipment acquired under his grant contract and what to do with the proceeds of any sale of the equipment etc... Equipment, with ODOT approval, may be transferred to any other publicly owned General Aviation airport in this state.
13. The Applicant agrees to maintain all Airport owned or controlled Part 77 surfaces free of obstructions that can feasibly be removed or provide a formal airspace review of the obstruction completed by the FAA. The Applicant has submitted an updated executed Ohio Airport Protection Act Compliance Form to the Office of Aviation
14. The Applicant will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved to/by ODOT for the project.
15. During the performance of the project the Applicant will comply with all applicable Ohio Environmental Protection Agency and U.S. Army Corps of Engineers regulations concerning streams, wetlands and water quality, and with all applicable provisions of the Endangered Species Act and state species protection rules.
18. Applicant agrees to comply with all applicable state and federal laws regarding drug-free workplace. Applicant shall make a good faith effort to ensure that all Applicant employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

APPLICANT/SPONSOR: Fairfield County Airport Authority

PRINTEDNAME OF SIGNER: Jon Kochis

PRINTEDTITLE OF SIGNER: Board Member

SIGNATURE: 

DATE: 12/9/28

1. Project eligibility
 - a. The Fairfield County Airport requires new box hangars to meet the growing demand for aircraft storage at the airport. In December 2025 10 t-hangar units and 4 box hangars were built with airport sponsor funds. All of these hangars are leased and the airport desires further storage.
 - b. The proposed box hangars will be publicly leased to any interested parties, served with the airport's standard annual lease agreement.

2. Demonstrated Need for Hangar Space
 - a. Current hangar capacity and occupancy rate.
 - b. Documentation of a waiting list for hangars, including the number and types of aircraft – submit N-number.

3. Economic Impact Analysis
 - a. Economic benefits to the airport range from increased rent income and increase fuel sales. No additional employees are anticipated to be related to the increased rent or fuel sales.
 - b. Construction of buildings on the airport has been typically been performed by local or regional prime building contractors familiar with the airport's needs and often can employ as many as 30 workers to complete. Both the general contractors and subcontractors hire local workers to complete the building process.
 - c. Description of aviation-related users or businesses expected to use the hangar (Individuals, FBOs, MROs, charter ops, flight schools, etc.).
 - d. Estimate of potential annual revenue tied to the hangar, including increase in fuel sales and lease revenue.

4. Airport Master Plan or ALP
 - a. Hangar N is shown on the existing approved ALP terminal area plan (attached).
 - b. This hangar is consistent with the airport's long-term vision, and fits within existing airport owned property.

5. Hangar Usage Type and Aircraft Compatibility
 - a. The hangar will be leased to interested parties to serve based aircraft at the airport. New commercial interests may be involved, but will utilize the airport's standard annual lease agreement.
 - b. Lease of hangars are accessible to general public and are available, as fair and equal, to all aviation users.
 - c. Hangar lease must be reviewed by ODOT and support aeronautical use only
 - i. Hangar lease must include rates for single engine, twin engine and turbine aircraft.
 - ii. Lease term 5-years maximum, including all renewals
 - iii. Lease must include use restrictions. Non-aeronautical use is prohibited.

- d. Any hangar sub-lease approved by the grantee shall comply with the usage and compatibility requirements above.

6. Project Readiness and Timeline

- a. Due to the recent completion of a t-hangar and dual box hangar construction at the airport, preliminary design phase efforts have already been completed. Planning of building location, preliminary stormwater and pavement design is underway as well.
- b. Stormwater detention has been coordinated with local soil and water conservation district.
- c. Building would be ready for bidding by March 1, 2026 and meet the deadline of April 1 for bid results to be submitted. Construction would be ready to begin early fall 2026, with optimistic completion before Spring 2027. Site work preparations would be started summer 2026, with building structures to be erected in fall/winter 2026.
- d. Very limited pavement construction would be necessary, with anticipated construction to be completed prior to building erection, fall 2026.
- e. No environmental concerns are present, area has been cleared federally with CatEx completion related to adjacent hangar construction in 2025. No additional permits are needed during design, with contractor to procure a building permit within 30 days of contract award.
- f. Existing electrical and sanitary utilities are immediately adjacent to the project site, no other utilities are anticipated.

7. Detailed Cost Estimate

- a. Detailed cost estimate is attached with grant application. All engineering phase services are included.
- b. No enabling projects are required.
- c. Anticipated State share (maximum of 90% of eligible costs) to be approximately 80% for the maximum of \$750,000.
- d. Local share (no ineligible costs) would be the remainder, approximately 20% around \$200,000.

8. Project Delivery Method

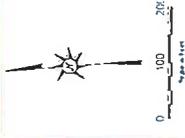
- a. Project delivery method will be design-bid-build. This will be accomplished through use of preliminary design efforts underway already. Bidding will be completed prior to deadline.

9. Letters of Commitment or Support

- a. No letters of commitment are available at this time.
- b. Letters from aircraft owners, flight schools, MROs, or tenants committing to use the hangar.
- c. The Fairfield County Board of Commissioners remain supportive of the airport's development plans, and strengthened this support during the recent County funded \$6 million hangar development project.
- d. Support from local government or economic development agencies

**Fairfield
 County
 Airport**

**Terminal
 Area
 Drawing**

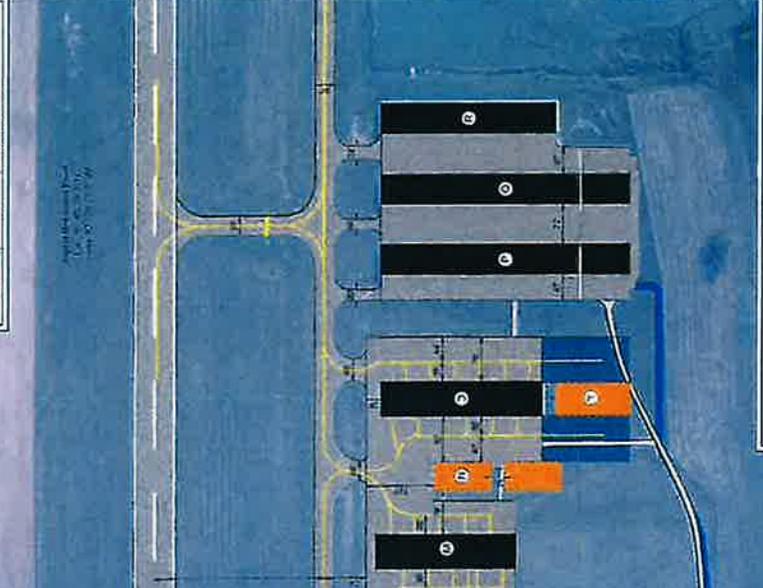


MapScale: One-Inch = 100 Feet
 Project No: FA-2019-001
 Drawing No: 100-001

REVISIONS

NO.	DATE	DESCRIPTION
1	08/15/2019	ISSUED FOR PERMIT
2	09/10/2019	REVISED PER COMMENTS
3	10/05/2019	REVISED PER COMMENTS
4	11/20/2019	REVISED PER COMMENTS
5	01/15/2020	REVISED PER COMMENTS
6	02/10/2020	REVISED PER COMMENTS
7	03/05/2020	REVISED PER COMMENTS
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100	12/01/2027	REVISED PER COMMENTS

Building Number	Description	Building Area (sq ft)	Notes
101	Terminal Building	1,200,000	See General Notes
102	Baggage Claim	150,000	See General Notes
103	Security Screening	300,000	See General Notes
104	Passenger Services	100,000	See General Notes
105	Concessions	100,000	See General Notes
106	Restrooms	50,000	See General Notes
107	Office	50,000	See General Notes
108	Warehouse	200,000	See General Notes
109	Hangar	500,000	See General Notes
110	Control Tower	100,000	See General Notes
111	Weather Station	50,000	See General Notes
112	Fire Station	50,000	See General Notes
113	Police Station	50,000	See General Notes
114	Garage	50,000	See General Notes
115	Storage	50,000	See General Notes
116	Workshop	50,000	See General Notes
117	Shop	50,000	See General Notes
118	Office	50,000	See General Notes
119	Warehouse	200,000	See General Notes
120	Hangar	500,000	See General Notes
121	Control Tower	100,000	See General Notes
122	Weather Station	50,000	See General Notes
123	Fire Station	50,000	See General Notes
124	Police Station	50,000	See General Notes
125	Garage	50,000	See General Notes
126	Storage	50,000	See General Notes
127	Workshop	50,000	See General Notes
128	Shop	50,000	See General Notes
129	Office	50,000	See General Notes
130	Warehouse	200,000	See General Notes
131	Hangar	500,000	See General Notes
132	Control Tower	100,000	See General Notes
133	Weather Station	50,000	See General Notes
134	Fire Station	50,000	See General Notes
135	Police Station	50,000	See General Notes
136	Garage	50,000	See General Notes
137	Storage	50,000	See General Notes
138	Workshop	50,000	See General Notes
139	Shop	50,000	See General Notes
140	Office	50,000	See General Notes
141	Warehouse	200,000	See General Notes
142	Hangar	500,000	See General Notes
143	Control Tower	100,000	See General Notes
144	Weather Station	50,000	See General Notes
145	Fire Station	50,000	See General Notes
146	Police Station	50,000	See General Notes
147	Garage	50,000	See General Notes
148	Storage	50,000	See General Notes
149	Workshop	50,000	See General Notes
150	Shop	50,000	See General Notes



General Notes

1. All buildings shown on this drawing are to be constructed in accordance with the International Building Code (IBC) 2015 Edition, unless otherwise noted.
2. All buildings shown on this drawing are to be constructed in accordance with the International Building Code (IBC) 2015 Edition, unless otherwise noted.
3. All buildings shown on this drawing are to be constructed in accordance with the International Building Code (IBC) 2015 Edition, unless otherwise noted.
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10. All buildings shown on this drawing are to be constructed in accordance with the International Building Code (IBC) 2015 Edition, unless otherwise noted.

LOCATION: FAIRFIELD COUNTY AIRPORT
PROJECT: 50x50 Box Hangars - Building N
PROJECT NO.:
DATE: 5-Dec-25



ENGINEER'S ESTIMATE OF PROBABLE COST

No.	Spec	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
HANGAR DEVELOPMENT						
GENERAL CONSTRUCTION ITEMS						
1	C-102	EROSION CONTROL/MOBILIZATION/SAFETY	LS	1	\$ 20,000.00	\$ 20,000.00
SITWORK						
2	P-101	REMOVAL OF EXISTING PAVEMENT	SYD	250	\$ 11.00	\$ 2,750.00
3	P-152	UNCLASSIFIED EXCAVATION/EMBANKMENT	CYD	1,000	\$ 40.00	\$ 40,000.00
4	P-403	NEW PAVEMENT/PAVMENT REPAIRS	SYD	500	\$ 100.00	\$ 50,000.00
TURFING						
4	T-901	SEEDING	ACRE	1.0	\$ 5,000.00	\$ 5,000.00
5	T-908	MULCHING	ACRE	1.0	\$ 5,000.00	\$ 5,000.00
BUILDING AND UTILITY CONSTRUCTION						
6	SP-1	DUAL 50x50 BOX HANGAR, COMPLETE	LS	1	\$ 750,000.00	\$ 750,000.00
ESTIMATED COST						\$ 822,750.00
Design Engineering						\$ 75,000.00
Construction Engineering						\$ 50,000.00
Estimated Probable Project Cost						\$ 947,750.00

79.1%	ODOT (\$750,000 max)	\$ 750,000.00
20.9%	Local Share	\$ 197,750.00
	Total	\$ 947,750.00

Steps for Storm Water Management

1. Develop a Storm Water Pollution Prevention Plan (SWP3) as part of the site design.
2. File a NOI (notice of intent) to receive coverage under the Ohio EPA general construction permit.
-Obtain the additional necessary permits from the local authorities in conjunction with the Ohio EPA general construction permit.
3. Install the appropriate storm water controls as specified in the plan.
4. Provide inspection and maintenance records of the controls during construction.
5. Practice “Good Housekeeping” on the site during construction.
6. Stabilize the site at the end of construction or areas that will remain dormant.
7. File a NOT (Notice of Termination) when the site is stabilized.



Special Conditions

Even if someone is building a new home or pole barn, regrading a lawn or clearing out brush for a new pool, they may be subject to local and state regulations for erosion and sediment control because of sediment laden discharge. Most projects that fall below the threshold of disturbance do not initially require a permit. There are standards based on total disturbance along with project specific standards depending on the community or watershed. The standards in the Ohio EPA storm water permit apply to the entire state.

If erosion controls are not maintained they can cause excessive amounts of sediment and debris to be carried into our storm water systems and cause hydroplaning on public roads or localized flooding.

Pollution generated from agriculture is covered under the Ohio Revised Code Section 940 and is the responsibility the Fairfield Soil and Water Conservation District.



Our Storm Water Pollution Solutions



Erosion & Sediment Control Training

2025

Why are we concerned about erosion and sediment control?

In the process of creating new development, there is the potential for erosion, sediment problems and water pollution. Runoff from rain, freeze/thaw conditions and traveling over bare soil on construction sites causes erosion and carries sediment to storm sewers, ditches, swales and streams. The sediment will clog the drainage system, which causes flooding, and will damage the stream and wetland habitat. Construction starts the moment land is cleared of trees, grasses and crop residue or at the installation of a temporary construction access drive.

The Ohio Environmental Protection Agency (EPA) is concerned that “receiving waters” or streams and wetlands under the authority of the State of Ohio are impaired, sediment makes it difficult or impossible for aquatic life to survive. Preventing or reducing pollution of storm water aids in improving downstream swimming, fishing and drinking water. Municipal Separate Storm Sewer System (MS4) communities are required to enforce and support the EPA regulations. This includes any construction activities that are disturbing one or more acres of total land or disturbs less than one acre of land but is part of a larger common plan of development, or sale of land (such as a subdivision) that will ultimately disturb one or more acres of land, and have the potential to discharge or are discharging sediment-laden water off-site.



File an EPA Notice of Intent (NOI)

Coverage is easy to receive. Most construction sites can be covered under the Ohio EPA General Construction Storm Water Permit. For coverage, a “Notice of Intent” must be filed with the Ohio EPA at least 21 days prior to commencement of construction activity by the owner/developer. Contractors on site must complete and file a Co-Permittee Notice of Intent application. The Director of the Ohio EPA will notify the owner/developer of conditions of coverage. Fees vary based on the project size.

The most important condition is compliance with the Storm Water Pollution Prevention Plan (SWP3). Erosion and sediment control structures require weekly inspection and maintenance to ensure proper function. The Ohio EPA requires that a copy of the SWP3 plan be kept on the site at all times and inspection and maintenance reports be maintained. If the Ohio EPA comes to the site for an inspection, they will request a copy of both the SWP3 plan and the inspection reports. Permittee's that do not comply with the permit could face fines from the State and or the local government. Stop work orders could be issued as well.

Once construction is completed, the site will need to be stabilized with sod, seed and mulch, landscaping or other permanent coverage. Once stable, the temporary storm water controls can be removed. Then the contractors will end their storm water permit coverage by filing the Notice of Termination (NOT) with the Ohio EPA.



Sediment and Erosion Control Training 2025

Alert your supervisor if you notice:

- Sediment entering a stream.
- Clumps of soil or sediment deposited on public road rights-of-way.
- Failed or “full” best management practices (BMP) including silt fence, straw wattles, ditch checks, construction entrances, curb inlets, catch basins and ponds.
- Storm pipes with sediment build up.
- Road ditches with heavy erosion patterns.
- Topsoil stripping with no erosion control BMPs or sediment basin in place.

Signature _____

Printed Name _____

Employer Name _____

Date _____

AIRPORT MANAGER AND FIXED BASE OPERATION AGREEMENT

THIS AGREEMENT is entered into this 8th day of December, 2025, effective as of January 1, 2026 (“Effective Date”) at Lancaster, Ohio, between Sundowner Aviation, LLC (“Manager”) and The Fairfield County Airport Authority Board (“Authority”) and the Fairfield County Board of Commissioners (“Commissioners”).

WHEREAS, the Fairfield County Board of Commissioners owns the Fairfield County Airport land and buildings.

WHEREAS, the Commissioners have entered into an agreement with the Fairfield County Airport Authority to operate the Fairfield County Airport, its facilities, appurtenances and certain airport equipment (“Airport”);

WHEREAS, the Authority desires that Manager provide airport management of the general aviation, commercial aviation and other activities at the Airport, as set forth herein;

WHEREAS, the Authority desires that fixed base operations be provided to general and commercial aviation at the Airport;

WHEREAS the Manager desires to and is willing to provide such airport management of the general aviation, commercial aviation and other activities at the Airport; and

WHEREAS, the Manager desires to and is willing to provide fixed base operations at the Airport, and to lease certain facilities, appurtenances, and airport equipment from the Authority.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Manager and the Authority agree to the following terms and conditions.

1) Term

This Agreement term shall commence on January 1, 2026 through December 31, 2028 with a mutual option to renew for two additional one year periods. The Authority and Manager reserve the right to renegotiate any and/or all parts of the agreement.

2) Leased Property

- a) The Authority leases to Manager:
 - i) The Administration Terminal building offices (1) minus a working space of one desk and filing cabinet.
 - ii) Four (4) T-Hangar Bays
- b) Unless otherwise agreed to in writing between Authority and Manager, all improvements made to the leased property by Manager shall revert to Authority upon termination of this Agreement.

3) Compensation

In consideration for the Manager’s compliance with its rights, duties and obligations set forth herein,

- A. Manager shall not be required to remit payment to the Authority for its use of the

Airport or any of its use of the leased property listed in 2a.

- B. Annual compensation of \$115,200 annual, payable per month (\$9,600) with a 3% annual increase at the beginning of 2027(\$118,656) and 2028(\$122,215).

4) Use of Airport Facilities

Manager shall be entitled, in common with others so authorized, to the use of all facilities and improvements of a public nature which now are or may be connected with or appurtenant to the Airport, including the use of landing areas, runways, taxiways, navigational aides, terminal facilities and aircraft parking areas designated by the Authority in compliance with the Minimum Standards for Aeronautical Activity at Fairfield County Airport.

5) Required Services of Airport Manager

Manager is granted by the Authority the exclusive privilege to serve, and Manager agrees to serve as Airport Manager of the Fairfield County Airport, providing full and complete management services at the Airport as follows:

- a. To negotiate with the direction of Authority's designee or of the Fairfield County Board of Commissioners, for goods and services required to conduct Authority or Fairfield County Board of Commissioners' activities specifically delegated to Manager by Authority, however, no contract shall be entered into on behalf of the Authority by Manager in excess of One Thousand (\$2,500.00) without the prior written or e-mailed approval of the Buildings and Grounds designee of the Authority, except for tenant and emergency repairs and services.
- b. To, on behalf of the Authority and during regular business hours, to be on site and act as Agent for the Authority for security related matters and tenant relations, to include the collection of executed leases to the Board Secretary within 24 hours of receipt. (see Exhibit D)
- c. To, on behalf of the Authority to act as a Fairfield County's Airport representative to any economic development opportunities. The Manager should display information from the county's economic development department and ask questions to learn about why clients are using our airport. When discussions with clients may be economic development leads, the Manager and staff should gather contact information and provide it to the Fairfield County economic development department. The Airport Manager or other personnel should convey professionalism with all clients to further the economic development of the Airport and the County.
- d. The Manager shall not be responsible for performing maintenance and/or repairs to Authority-owned hangars and grounds but shall receive requests for maintenance to such hangars and grounds during regular business hours. All requests shall be forwarded to the Managers Airport Authority liaison or a company or individual approved by the Authority to perform maintenance on such hangars if the cost is estimated less than \$2,500.
- e. The Manager shall be responsible for managing, monitoring and record keeping for the fuel pumps, fuel truck and fuel sales system, and for record keeping and reporting of fuel deliveries and sales to the Authority.

- f. The Manager shall be responsible for maintaining a monthly record of aircraft based at the airport. This record will include the FAA registry N-Number when applicable. The Manager shall submit the record monthly to the board secretary and report the total in the monthly board report.
- g. The Manager or duly authorized subordinate shall attend all meetings of the Fairfield County Airport Authority Board. The Manager shall provide the following information in writing at each regularly scheduled board meeting:
 - i. Hangar Occupancies
 - ii. Preceding month new lease/rental agreements
 - iii. Preceding month ramp fees & overnight/weekly, month to month hangar fees
 - iv. Fuel Sales (Jet and 100LL) for preceding month and calendar year to date
 - v. Number of operations for the preceding month (best estimate)
 - vi. Total number of based aircraft (per section 5f)
 - vii. Hangar maintenance issues for preceding month
 - viii. Tenant or public comments from preceding month
 - ix. Any incidents (e.g., violations reported to FAA, security breach, runway incursions, aircraft incidents on the airport)
 - x. Incident reports for any known person injury or property damage during preceding month (see Exhibit E) Person injury reports are to be forwarded to the Fairfield County Human Resource Department

Note: No Conflict of Interest shall exist between the Manager's role as the Airport Manager, Fixed Base Operator, and the tenant of the Airport.

6) Maintenance of Airport Facilities

- a. Manager, at Manager's cost and expense, shall keep the leased premises and grounds as defined in this agreement (Exhibit F) in a neat and orderly condition and shall be responsible for day to day maintenance of the interior of the Administration Building (including but not limited to janitorial services) window washing and general upkeep.
 - i. Restroom facilities in Hangar M
- b. Manager, using equipment and supplies provided by the Authority and at his own expense for labor, shall coordinate with other parties authorized by the Authority the mowing and landscaping upkeep of all improved areas within the confines of the leased property also known as the Terminal Area (Exhibit F). These areas shall be mowed by another party authorized by the Authority not fewer than weekly during the growing season and maintained in such a fashion as not to be a hazard to aviation and to discourage the habitation of such improved areas by wildlife which could be a hazard to aviation.
- c. Except as provided otherwise in this Agreement, Manager shall maintain, or cause to be maintained, the leased premises, as well as all public and common or joint use areas of the Airport, including the Air Operations Area, in good repair, and shall make such repairs, replacements or additions at the cost and expense of the Authority, as, in its opinion, are required and necessary for the safe and efficient day-to-day operations of the Airport, unless otherwise provided herein, and unless such maintenance, repairs, replacements or additions

are caused by or are in direct result of negligence by another tenant, its employees, agents or invitees. Any issues should immediately be reported to the Authority liaison.

- d. Manager shall immediately notify the Authority, in writing or by e-mail, of any defect or damage to the Leased Property as well as to all public and common or joint use areas of the Airport, including the Air Operations Area, which is not attributable to the day-to-day operation of the Airport. Manager shall immediately notify the Authority as soon as such condition appears. Authority agrees to effect necessary repairs and/or replacements and/or improvements as soon as possible to maintain said Leased Property as well as any kind and all public and common or joint use areas of the Airport, including the Air Operations Area, in a safe usable condition, and to maintain compliance with any and all requirements, orders, directives, and directions of the Federal Aviation Administration, Transportation Security Administration, Fire Marshall, Environmental Protection Administration, Federal Communications Commission or other federal, state, regional or county regulatory agency.
- e. Items of major maintenance to the Leased Property as well as to all public and common or joint use areas of the Airport, including the Air Operations Area shall be the responsibility of the Authority. All costs of maintenance to, and inspection and periodic calibration of navigational lighting, fuel delivery equipment, sewage and water treatment equipment, meteorological equipment and navigational aids shall be the responsibility of the Authority. If any issues are reported to the Manager, Manager shall report the same to the Authority immediately in accordance with section 5d.
- f. Manager shall notify Authority of the results, comments and recommendations of any and all inspections conducted by regulatory agencies.

Required Services of Fixed Base Operators

Manager is granted by the Authority the non-exclusive privilege to engage in, and Manager agrees to engage in the business of providing full and complete fixed base operation services at the Airport daily, except for Thanksgiving, Christmas and New Year's Day, during operational hours set by Authority policy, in compliance with the Minimum Standards for Aeronautical Activity at Fairfield County Airport. (see Exhibit C)

Such fixed base operation services shall, at a minimum, include:

- a. Ramp service including sale and self-service of aviation fuels, lubricants and other related aviation products;
- b. Apron servicing of aircraft, including itinerant parking and storage for both based and non-based aircraft upon or within the Leased Property;
- c. Customary accommodations and courtesies for the convenience of users, including pilot lounge area, informational services and direct telephone services;

- d. Equipment and trained personnel to remove or coordinate removal with a contractor, upon request, disabled aircraft from those portions of the Airport provided and made available by the Authority for aircraft and related operations, and shall include aircraft runways, taxiways, ramps, aprons and parking spaces, and directly associated areas which are not leased by Manager or any other tenant on the Airport (Airport Operations Area).

Manager shall have the right to enter into agreement(s) to employ or engage subcontractor(s) to provide some or all the services under Section 7 above, provided that such agreements shall comply with the Minimum Standards for Aeronautical Activity at Fairfield County Airport. The name, qualification and other pertinent data regarding any such subcontractor, along with a copy of any agreements between the Manager and subcontractor shall be submitted to Authority.

The selection, retention, assignment, direction and payment of Manager's employees shall be the sole responsibility of Manager, and Authority shall not attempt to exercise any control over the daily performance of duties by Manager's employees.

Manager shall comply with state and federal law regarding hiring employees and subcontractors, including but not limited to, FLSA, FMLA, Worker's Compensation, ADA, Title VII of the Civil Rights Act of 1964.

2) Compliance with Regulations

- a. Manager, in the conduct of its obligations under this Agreement, shall comply with all Federal, state and local laws, rules and regulations which may apply to the conduct of the business contemplated, including rules and regulations promulgated by the FAA, FCC, EPA and the Authority now or in the future, including but not limited to the Minimum Standards for Aeronautical Activity and FCAA Security Procedures Manual for the Fairfield County Airport with special emphasis on Section 5 and 6, and Manager shall keep in effect and post in a prominent place at the Airport, all necessary and/or required licenses or permits.
- b. Manager agrees that no person, on the grounds of race, gender, color, creed or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Airport facilities, in the construction of any improvements on, over or under such land and the furnishing of services. Manager shall comply with all other requirements imposed by or pursuant to Title 49, Code of Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation effectuation of Title VI of the Civil Rights Act of 1964, and as such regulations may be amended. In the event of the breach of any of the above non-discrimination covenants, Authority shall have the right to terminate this Agreement and to reenter and repossess the facilities and hold it.

3) Rules and Regulations Promulgated by the Board

Authority shall provide Manager with a complete and up-to-date copy of all rules and regulations promulgated by the Authority including but not limited to the Minimum Standards for Aeronautical Activity at Fairfield County Airport, a copy of which is attached hereto and incorporated herein by reference as Exhibit C and the FCAA Security Procedures Manual, a copy of which is attached hereto and incorporated herein by reference as Exhibit E. Manager shall serve as an advisor to the Authority or any rule making committee thereof in matters related to Airport operations. Manager shall post and maintain such rules and regulations promulgated by the Authority, in a prominent place at the Airport. Manager shall attend each Board meeting monthly to update the Authority on the status of current operations. Manager will include any unusual incidents to the board at the monthly meeting.

4) Non-Exclusive Right

The Authority reserves the right to grant others certain rights and privileges upon the Airport which are substantially like those granted to the Manager, in its capacity as a fixed based operator only, under this Agreement. If so granted, the Authority covenants and agrees that:

- a. It shall enforce all minimum operating standards or requirements for all aeronautical endeavors and activities conducted at the airport as set forth in the Minimum Standards for Aeronautical Activity at Fairfield County Airport and the FCAA Security Procedures Manual;
- b. It will not permit any other operator of aeronautical endeavors or activities to operate on the Airport under rates, terms or conditions which are more favorable than those set forth in this Agreement; and
- c. It will not permit the conduct of any commercial aeronautical endeavor or activity at the Airport except under an approved lease and operating agreement with the Authority.

The Authority reserves the right to have access to the conference room located in the Administration Building for its meetings at no charge. The public, upon reasonable notice to Manager, may be permitted access to the same conference room on a first-come-first-served basis at no charge for public meetings during normal posted hours of operation of the Airport. However, Manager shall have the right to deny access to the conference room to the public when such access shall interfere with the conduct of Manager's business activities or meetings of Authority.

Authority reserves the right to close the runway, taxiways, and other areas for maintenance, repair or replacement purposes, and agrees that reasonable notice will be given to Manager of its intent to close the same in other than emergency situations.

5) Authorized Services of Fixed Base Operator

In addition to the services required to be provided by Manager, the Manager is granted by the Authority the non-exclusive privilege to engage in the following services:

- a. Ramp services including loading and unloading of passengers, baggage, mail and freight; providing ramp equipment, aircraft cleaning and other services for air carriers and other persons or firms;
- b. Special flight services, including aerial sight-seeing, aerial advertising, and aerial photography;
- c. The sale of new and used aircraft;
- d. Federal Aviation Administration approved repair, examination and maintenance services of based and non-based aircraft;
- e. Federal Aviation Administration approved flight training services including ground school and testing;
- f. Aircraft rental and lease-back services;
- g. Aircraft charter operations and services, conducted by Manager or subcontractor of Manager under FAR Part 135; and
- h. Retail sale of food/beverages and aviation related merchandise.

6) Qualification of Airport Manager

The Manager may select and appoint a natural person as its agent who also may be the full-time manager of its fixed base operations at the Airport. Such appointment shall be submitted to Authority for approval, which will not be unreasonably withheld.

The Manager shall be experienced in the aviation industry and in business management, a minimum of 3 years' experience or education in the field is recommended. The Manager must be vested with full power and authority to act in the name of the fixed base operator with respect to the method, manner and conduct of the operation of the fixed base services to be provided under this Agreement.

The Manager shall be available at the Airport during regular business hours and, during Manager's absence, a duly authorized subordinate shall be in charge and available at the Airport. Emergency telephone numbers for the Airport Manager and his duly appointed subordinate shall be posted in the Administration Building in such a fashion as to be visible from outside said building.

All necessary trainings and certifications to perform the duties of this contract shall be the responsibility of the manager at his cost.

13) Oversight

Manager shall be empowered to oversee the use of all facilities and improvements of a public nature which now are or may be connected with or appurtenant to the Airport, including the use of landing areas, runways, taxiways, navigational aids, terminal facilities and aircraft parking areas designated by the Authority and shall be authorized to enforce compliance with Minimum Standards for Aeronautical Activity and the FCAA Security Procedures Manual for the Fairfield County Airport.

NO RIGHT OR PRIVILEGE HAS BEEN GRANTED TO THE MANAGER, AS MANAGER, WHICH WOULD OPERATE TO PREVENT ANY PERSON, FIRM OR CORPORATION OPERATING AIRCRAFT ON THE AIRPORT FROM PERFORMING SERVICE ON ITS OWN AIRCRAFT WITH ITS OWN REGULAR EMPLOYEES, INCLUDING MAINTENANCE AND REPAIR SERVICES UNLESS SUCH SERVICE IS NOT IN COMPLIANCE WITH STANDARDS FOR AERONAUTICAL ACTIVITY AT FAIRFIELD COUNTY AIRPORT.

14) Non-Competition

Except for those rights reserved by Authority herein, Authority shall not engage directly or indirectly, other than its capacity of landlord, in any of the activities granted to Manager herein.

15) Operating Standards

In providing any of the required or authorized services or activities, Manager shall operate for the use and benefit of the public and shall meet or exceed the following standards:

- a. Manager shall furnish service on a fair, reasonable and non-discriminatory basis to all users of the Airport;
- b. Manager shall furnish good, prompt, courteous and efficient service adequate to meet all reasonable demands for its services at the Airport;
- c. Manager shall charge fair, reasonable and non-discriminatory prices for each unit of sale or service, however, that Manager may be allowed to make reasonable and non-discriminatory discount rebates or other types of price reductions to volume purchasers or charitable causes;
- d. Manager shall provide, at its sole expense, a sufficient number of employees to provide the services required or authorized in this Agreement in an efficient and effective manner;
- e. Manager shall comply with all federal, state and local laws, rules and regulations which may apply to the conduct of the business contemplated, including rules and regulations promulgated by the Authority, including the Minimum Standards for Aeronautical Activity and the FCAA Security Procedures Manual for the Fairfield County Airport.

16) Suppliers

Manager shall have the sole right to choose its vendors and suppliers in providing required and authorized services and Authority shall not attempt to exercise any control or influence over the selection of its vendors and suppliers.

17) Independent Contractor Status

In conducting its business, Manager acts as an independent contractor. Manager is liable for all taxes and fees owed on or by his personal business or himself. Under no circumstances will Authority be liable for or required to pay taxes or fees owed by Manager. This includes, but is not limited to, taxes and fees for flight training, mechanical work, and other side business conducted by Manager on leased premises of the Authority.

18) Aerial Approaches

Authority reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent Manager from erecting, or permitting to be erected, any building or other structure on or adjacent to the Airport, which in the opinion of the Authority, would limit the usefulness of the Airport or constitute a hazard to aircraft.

19) Indemnification

Manager shall assume, defend, indemnify and hold harmless the Authority and the Fairfield County Commissioners, their officers, agents, employees, their successors and assigns, for and from any and all claims, loss, cost, damage, expense and liability from loss of life or damage or injury to person or property of any person, including but not limited to the agents, employees, invitees and licensees of either of the parties hereto and to the property of any of them arising out of or connected with or incidental to, either directly or indirectly, either the leasing, use occupancy or condition of the leased premises, the exercise of the Manager's rights hereunder, or the covenants and obligations of Manager under this Agreement, except to the extent caused by the negligent acts or omissions of the Authority, its employees or agents. Manager shall pay all costs, expenses, claims, fines, penalties, damages and attorneys' fees that may in any manner arise out of or be imposed because of Manager's failure to comply with this Agreement, whether assessed by any governmental body against the Authority as either property owner or as Airport operator. The provisions of this paragraph and the provisions of all other indemnity provisions contained in this Agreement shall survive the expiration or earlier termination of this Agreement.

20) Insurance

Manager shall secure, pay for and keep in full force and effect and supply evidence to the Authority of public liability insurance during the term of this Agreement. Said insurance policy shall contain minimum coverages of One Million Dollars (\$1,000,000) for any one accident.

Manager shall secure, pay for and keep in full force and effect and supply evidence to the Authority of such other casualty or liability insurance policies customary for the business activities contemplated. Manager shall maintain liability insurance that covers premises liability, product and completed operations, personal injury, advertising injury, fire, auto liability, independent contractor's liability, and mobile equipment.

All insurance policies under this Agreement and so maintained by Manager shall include the Authority and the Board of County Commissioners of Fairfield County, Ohio as additional insureds under the terms of the policy. Authority shall provide to Manager a certificate of insurance for Airport and facilities, upon request of Manager.

21) Utilities

The Authority agrees to pay the costs of all utilities necessary for the efficient operation of the Administration Building, Authority-owned hangars, exterior security lighting, sewage and water treatment equipment, navigational lighting, navigational aids now installed and to be installed in the future, and all-weather reporting equipment. Such weather reporting, navigational lighting and aids include, but are not limited to, the ASOS, runway lights, taxiway lights, strobe lights, beacon lights, ADF

system and localizer system. Authority will pay the cost of trash collections and terminal telephone services.

22) Early Termination

- f. This Agreement may be terminated by Manager upon the occurrence of any one of the following events:
 - i. The abandonment of the Airport as an airport or airfield of any type, class or category of airport.
 - ii. The default by Authority in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of Authority to remedy, or undertake to remedy, to Manager's satisfaction, such default for a period of thirty (30) days after receipt of written notice from Manager to remedy same;
 - iii. Damage to or destruction to all or a material part of the Airport facilities necessary to the operation of Manager's business if not repaired or replaced by Authority within a reasonable period;
 - iv. The lawful assumption by the United States, or any authorized agency, of the operation, control or use of any substantial part of the Airport in such manner as to substantially restrict Manager from conducting business operations for a period more than ninety (90) days.

- g. This Agreement may be terminated by Authority upon the occurrence of any one of the following events:
 - i. The default by Manager in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of Manager to remedy, or undertake to remedy such default for a period of thirty (30) days after receipt of written notice from Authority to remedy same;
 - ii. Manager is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Manager and such receivership is not vacated within ninety (90) days after the appointment of such receiver.

Exercise of the rights of termination set forth in sub-paragraphs 1 and 2 above shall be by written notice of the other party within thirty (30) days following the event giving rise to the termination. The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions shall not be taken to constitute a waiver of any such subsequent breach, violation or default in or with respect to that or any other covenant or condition.

23) Assignment

Manager shall not assign its rights, privileges and obligations under this Agreement without the expressed prior written approval of Authority. Manager shall provide at least thirty (30) days written notice to Authority of its intent to assign, and provide Authority with the name, address and telephone number of the intended assignee.

24) Miscellaneous

- a. This Agreement embodies the entire agreement between the parties and shall not be modified, changed or altered in any respect except as agreed to by Authority and Manager, in writing, and shall be binding and inure to the benefit of the parties and their respective successors and assigns.
- b. If any term, covenant or condition of this Agreement or its application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected and each term, covenant or condition of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- c. The validity, interpretation, and performance of this Agreement shall be governed in all respects by the laws of the State of Ohio, without giving effect to conflicts of law principles that would result in the application of the substantive laws of another jurisdiction. The Parties hereby agree that any action, proceeding or claim arising from or relating in any way to this Agreement shall be brought and enforced in the Fairfield County Court of Common Pleas or the United States District Court for the Southern District of Ohio Eastern Division, and Parties irrevocably submit to such jurisdiction, which jurisdiction shall be exclusive. The Parties hereby waive any objection to such exclusive jurisdiction and that such courts represent an inconvenient forum.
- d. The Parties to this Agreement hereby acknowledge and agree that they are the principals and have the power, right, and authority to enter into this Agreement.
- e. All notices required by this Agreement shall be sent by certified mail to the respective addresses listed below or to such other addresses as a party may designate by written notice:

FBO Manager: _____

Authority:

Fairfield County Airport Authority
c/o Staci Knisley
3430 Old Columbus Road, NW
Carroll, Ohio 43112

Fairfield County Commissioners:

210 East Main Street
Lancaster, OH 43130

d. This Agreement is to be construed in accordance with the laws of the State of Ohio.

25) Exhibits

The following documents attached hereto are hereby incorporated into and made part of this Agreement:

- a. Exhibit A – Plan of Premises
- b. Exhibit B – List of Equipment (as of January 1, 2025)
- c. Exhibit C – Minimum Standards for Aeronautical Activity at Fairfield County Airport
- d. Exhibit D – FCAA Security Procedures Manual (not for public dissemination)
- e. Exhibit E – Incident /Injury Report
- f. Exhibit F – Leased Premises

The parties signed this Agreement on December 16, 2025.

On behalf of: Fairfield County Airport Authority

[Signature]
Glenn R. Burns, President

STATE OF OHIO)
) SS:
COUNTY OF FAIRFIELD)

On this 16th day of December, 2025, before me personally appeared Glenn R. Burns to me known to be the person described herein, and who executed the foregoing instrument and acknowledged that he voluntarily executed the same as his own free act and deed and the voluntary act and deed of the Fairfield County Airport Authority.

[Signature]
NOTARY PUBLIC



STACI A. KNISLEY
Notary Public, State of Ohio
My Commission Expires 8/21/27

My commission expires 8/21/27.

On Behalf of: Sundowner Aviation, LLC

[Signature]

STATE OF OHIO)
) SS:
COUNTY OF FAIRFIELD)

On this 19th day of December, 2025, before me personally appeared Jan M. Coi to me known to be the person described herein, and who executed the foregoing instrument and acknowledged that he/she voluntarily executed the same as his own free act and deed and the voluntary act and deed of Sundowner Aviation, LLC.

[Signature]
NOTARY PUBLIC

STACI A. KNISLEY
Notary Public, State of Ohio
My Commission Expires 8/21/27

My commission expires 8/21/27.

The legal form and correctness of
The within document is hereby approved:

By: _____
Title: _____

The parties signed this Agreement on December 16, 2025.

On behalf of: Fairfield County Airport Authority

[Signature]
Glenn R. Burns, President

STATE OF OHIO)
) SS:
COUNTY OF FAIRFIELD)

On this 16th day of December, 2025, before me personally appeared Glenn R. Burns to me known to be the person described herein, and who executed the foregoing instrument and acknowledged that he voluntarily executed the same as his own free act and deed and the voluntary act and deed of the Fairfield County Airport Authority.

[Signature]
NOTARY PUBLIC



STACI A. KNISLEY
Notary Public, State of Ohio
My Commission Expires 8/21/27

My commission expires 8/21/27.

On Behalf of: Sundowner Aviation, LLC

[Signature]

STATE OF OHIO)
) SS:
COUNTY OF FAIRFIELD)

On this 18th day of December, 2025, before me personally appeared Ian M. Coi to me known to be the person described herein, and who executed the foregoing instrument and acknowledged that he/she voluntarily executed the same as his own free act and deed and the voluntary act and deed of Sundowner Aviation, LLC.

[Signature]
NOTARY PUBLIC



STACI A. KNISLEY
Notary Public, State of Ohio
My Commission Expires 8/21/27

My commission expires 8/21/27.

The legal form and correctness of
The within document is hereby approved:

[Signature]
By: Steven Darnell
Title: Assistant Prosecuting Attorney
Fairfield County Prosecutor's Office

Exhibit C – Minimum Standards for Aeronautical Activity at Fairfield County Airport

Exhibit C – Most current version found on the website: <https://www.fairfieldcountyairport.com/>

Exhibit D – FCAA Security Procedures Manual (not for public dissemination)

Exhibit D will be shared in print form with the FBO

Exhibit E – Incident/Injury Report



INCIDENT / INJURY REPORT (Non-Employee)

Name _____ Male _____ Female _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Date of Incident/Injury _____ Time _____ AM _____ PM _____
 Reason for visit to facility _____

Location of incident: _____
 Description: (cause of injury, body part injured, type of injury) _____

 Did you report injury? Yes _____ No _____ if no, why not? _____
 First Aid Required? Yes _____ No _____ Professional Medical Attention Required? Yes _____ No _____
 Injured Transported? No _____ Hospital _____ Home _____ Other _____

Witnesses: (Name & Phone Number)
 (A) _____
 (B) _____
 Staff Members: (On Duty)
 (A) _____
 (B) _____

Additional Comments:

Prepared By: _____ Title _____
 (Print) _____
 _____ Date _____
 (Signature)

Exhibit F Terminal Area

Exhibit F - Terminal Area



October 15, 2018

Roads

- Unaccepted Built Roads
- Unaccepted Roads
- Private



Map HERE, OpenStax, © OpenStax contributors, and/or OER user community

Jim Hecht



FAIRFIELD COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

JOURNAL DETAIL 2025 11 TO 2025 11

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP.	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 554000 ADVERTISING	2,000	2,000	.00	.00	900.00	1,100.00	45.0%
80780000 558000 TRAVEL REIMBURSEME	200	200	53.90	.00	96.10	50.00	75.0%
80780000 560000 MATERIALS & SUPPLI	25,000	35,906	20,854.53	1,170.70	11,644.01	3,407.91	90.5%
2025/11/000306 11/10/2025 API	1,077.08 VND	001511 PO 11					
2025/11/000306 11/10/2025 API	46.87 VND	013347 PO 25005880					
2025/11/000714 11/17/2025 API	46.75 VND	017160 PO 99					
80780000 561000 GENERAL OFFICE SUP	500	500	8.01	.00	91.99	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	600,000	634,369	509,526.29	80,026.35	124,842.46	.00	100.0%
2025/11/000008 11/03/2025 API	36,950.08 VND	005545 PO 25001262					
2025/11/000009 11/03/2025 API	22,461.42 VND	005545 PO 25001262					
2025/11/001277 11/24/2025 API	20,614.85 VND	005545 PO 25001262					
80780000 574000 EQUIPMENT, SOFTWAR	15,000	15,000	.00	.00	14,400.00	600.00	96.0%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	1,839.00	.00	.00	1,161.00	61.3%
TOTAL AIRPORT OPERATIONS	927,800	1,007,420	793,013.93	130,626.21	192,992.56	21,413.63	97.9%
TOTAL AIRPORT OPERATIONS	927,800	1,007,420	793,013.93	130,626.21	192,992.56	21,413.63	97.9%
TOTAL EXPENSES	927,800	1,007,420	793,013.93	130,626.21	192,992.56	21,413.63	

An Administrative Approval to approve the execution of an agreement for legal services between the Fairfield County Commissioners, Fairfield County Prosecuting Attorney and the Fairfield County Airport Authority Board

WHEREAS, Pursuant to R.C. 309.09(J), the Prosecuting Attorney and Board of County Commissioners jointly may contract with regional airport authority board for the prosecuting attorney to provide legal services to the regional airport authority; and

WHEREAS, the Prosecuting Attorney and the Board of the Fairfield County Regional Airport Authority have negotiated an agreement for the provision of legal services by the Prosecuting Attorney to the Regional Airport Authority as attached hereto and incorporated herein.

WHEREAS, the Board of the Fairfield County Regional Airport Authority approved the agreement at their December 8, 2025 Board Meeting; and

WHEREAS, Fairfield County Prosecutor Kyle Whitt signed the agreement on November 21, 2025.

NOW THEREFORE, BE IT APPROVED BY THE COUNTY ADMINISTRATOR, COUNTY OF FAIRFIELD, AND STATE OF OHIO:

Section 1. That the County Administrator on behalf of the Board of County Commissioners hereby approves the attached agreement for legal services.

AGREEMENT FOR LEGAL SERVICES

This Agreement is made as of the last date indicated below by and between the Board of Fairfield County Commissioners ("County Commissioners") jointly with the Fairfield County Prosecuting Attorney ("the Prosecutor") and the Fairfield County Regional Airport Authority ("the Airport").

WHEREAS, the Airport is a regional airport authority duly organized under Ohio Revised Code Chapter 308; and

WHEREAS, pursuant to R.C. 309.09(I), a prosecuting attorney and a board of county commissioners jointly may contract with a regional airport authority for the prosecuting attorney to provide legal services to the regional airport authority; and

WHEREAS, the Airport desires to contract with the Prosecutor for legal services, and the Prosecutor is willing to provide said services in accordance with this agreement;

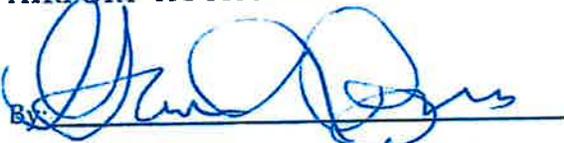
NOW, THEREFORE, the parties agree as follows:

1. The Prosecutor shall serve as the legal advisor and general counsel to the Airport ("Legal Services") and shall control the scope and provision of legal services to the Airport. Legal services shall include representation of and advice to the Airport officers and employees acting within their official capacities, but *do not* include representation of officers or employees acting in their individual capacity and/or for actions exceeding the scope of their authority as officers or employees of the Airport.
2. The parties acknowledge that the Airport will not be required to pay a fee into the Prosecuting Attorney's Legal Services Fund for services rendered by the Prosecutor as legal advisor and general counsel during the term of this Agreement. The legal services provided for in this agreement shall be funded by the County Commissioners through the standard budgeting process for the Prosecutor's Office.
3. In the performance of the duties of legal advisor and general counsel, the Prosecutor, in his sole judgment may decline to provide services if there exists a conflict of interest or the subject matter of the services or litigation is beyond the expertise of the Prosecutor. Examples of conflicts include, but are not limited to, annexation proceedings in which the county is a fact finder or disputes with other governmental entities which the Prosecutor is obligated by statute to serve as legal counsel. Examples of services which may be beyond the Prosecutor's expertise includes such matters as, but may not be limited to, providing opinions on the issuance of regulated securities, patent law and other similar specialties.

4. The term of this Agreement shall be from January 1, 2026, through December 31, 2028. The term notwithstanding, either the Prosecutor or the Airport may terminate this Agreement by providing sixty (60) days written notice to the other. This Agreement shall be governed by the laws of the State of Ohio.
5. This Agreement constitutes the entire written understanding of the parties. It may not be contradicted by any oral representations not set forth herein. This Agreement may be modified only in writing, by mutual agreement of the parties.

In consideration whereof, the parties have affixed their signatures hereto with intent to be fully bound as of the dates indicated.

THE FAIRFIELD COUNTY REGIONAL
AIRPORT AUTHORITY

By: 
Title: PRESIDENT
Date: 12/8/2025

THE FAIRFIELD COUNTY
PROSECUTING ATTORNEY


R. Kyle Witt, Prosecuting Attorney
Date: 11/21/25

THE FAIRFIELD COUNTY BOARD OF
COUNTY COMMISSIONERS

By: 
Title: County Administrator
Date: December 9, 2025

Signature Page

Administrative Approval No. AA.12.09-2025.d

An Administrative Approval to approve the execution of an agreement for legal services between the Fairfield County Commissioners, Fairfield County Prosecuting Attorney and the Fairfield County Airport Authority Board

(Fairfield County Commissioners)

Approved on 12/9/2025 4:46:04 PM by Aundrea Cordle, pursuant to Ohio Revised Code 305.30 and sections 1-3 of Resolution 2023.10.10.a and all other sections of resolution 2021-11.23.b.



Aundrea Cordle
Board of County Commissioners
Fairfield County, Ohio

Calendar of Dates; including expiration, due, and events

Description	Other Notes	Expiration/Due Date
Legal services agreement with County Prosecutor	on for 12/8 agenda	1/31/2025
Commissioners Holiday Get Together	1130-1pm 3rd floor of Courthouse	12/9/2025
MS4 training of Board and FBO	Training on 12/8	12/31/2025
Insurance Agreement	Michael working on	12/31/2025
FBO Agreement	Committee to present on 12/8	12/31/2025
ODOT Airport Improvement FY2026 Grant		3/15/2026
OAA Annual Conference		4/6-4/8/2026
Petroleum Underground Tank	UST Certificate of Coverage	6/30/2026
OTTER/UST		6/30/2026
Storm Water Pollution Plan Review		7/1/2026
2027 Appropriation & Revenue Budget Approved for Budget Commission	Due in August annually	8/1/2026
ODOT inspection		9/10/2026
Blue Lightning Initiative (BLI)		9/30/2026
HAS mowing and snow removal contract		9/30/2026
QTpod subscription	auto renews annually unless cancel before due date	11/1/2026
Hangar J Lease		12/31/2026
Jon Kochis, John Smith, and Michael Kaper		12/31/2026
EAA lease renewal with the Board of Commissioners		12/31/2026
Lease agreement with Board of Commissioners to operate facilities		10/25/2027
Noxious Vegetation Control, LLC - Agreement for annual spraying		12/31/2027
Glenn Burns board appointment		12/31/2027
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2028
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Co-sponsor agreement with the Board of Commissioners		5/13/2044
SAS land lease agreement		6/30/2049