

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for December 11, 2017**

**Meeting to order**

Glenn Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Bill McNeer, Jon Kochis, Pat Ferguson, Michael Kaper, Rick Szabrak and, Bill Fagan. Also present were Staci Knisley, Pat Rooney, Al Moyer, Lonnie Rush, and Lori Leach.

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

Mr. Lonnie Rush, Tenant in Q1 informed the Board that there was an excess of dog feces in grass near his hangar.

Mr. Moyer stated that there has been an aggressive dog near the hangars.

Dr. Burns asked that Mr. Moyer, Mr. Ferguson, and Mr. Rooney look into Mr. Rush's concern.

**Approval of Minutes for the November 13, 2017**

*On motion of Pat Ferguson and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the November 13, 2017 meeting.*

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

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer informed the Board that HAS have addressed several grounds issues. They have repaired and replaced boundary lights with LED's. Howard Electric installed lights on top of the windsock. Taxi lights have been replaced and the battery in the snow plow truck has been replaced.

**Airport Manager Update**

Mr. Rooney reviewed the Airport Manager Monthly report, see attached to minutes. He reported that operations are down about 20% and fuel sales are slightly down. Hangar occupancy is about 88%. He is waiting on a call from Mary Jagiello with the FAA regarding the right-hand pattern near the proposed area of the new school.

Mr. Kochis stated that he would follow up with Ms. Jagiello.

Mr. Rooney reported that the parachute is off the chart map but still in the directory. He also reported that airport traffic is up lately.

Mr. Ferguson reported that he talked with Precision Overhead Door. They will do the yearly maintenance on the hangars in the spring.

**Standing Committee Updates:**

1. **Airport Improvement – Jon Kochis**

a. **Crawford Murphy Tilly (CMT) Engineer’s Summary Report**

Mr. Kochis reviewed the Engineer’s Summary Report with the Board, see attached to the minutes.

i. **ODOT/FAA Grants**

Mr. Kochis stated that the Airport will carry over 2 years of the FAA apportionment for the design of Taxiway Delta. The bidding for the light project will be done after Christmas.

ii. **Airport Capital Improvement Plan (ACIP)**

Mr. Kochis reported that he had a conference call with the FAA today regarding the Board’s ACIP plan. The FAA recommended that changes are made. Mr. Kochis reviewed the changes with the Board.

Dr. Burns recommended no changes be made to the ACIP.

Mr. Kochis asked the Board to approve the authorization of the final ACIP. He will work with CMT on the completion of the ACIP.

**Approval of the final ACIP and authorizing the signature of President Glenn Burns**

*On motion of Jon Kochis and second Michael Kaper, the Fairfield County Airport Authority Board approved the final ACIP and authorizing the signature of President Glenn Burns (See ACIP attached to the minutes).*

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

b. **Tax Assessments/Parcels**

Mr. Kochis reported that the Board will have to pay real estate taxes on the Eversole farming area due to the \$28 annual payment. All leased hangar buildings will now have their own parcels. Mr. Kaper is going to work with the Eversole’s to amend their lease with the Commissioners. This will take some time. If the lease is amended, then we can apply for a tax exemption. Part of the parcel is zoned as commercial and may have to be reassessed. All leased hangars will have their own parcel soon. That will produce separate tax bills.

c. Capital Improvement Projects

i. Storm Water System Rehabilitation/Tree Clearing

Mr. Kochis reported that Kull Excavating will start soon. There is sever drainage problems that need fixed.

Mr. Ferguson reported that there is undergrowth of trees on the old Medflight property.

ii. Roof Repair – Maintenance Hangar

Mr. Kochis reported that the work will not be done until the spring due to the weather.

2. Community Relations – Michael Kaper & Rick Szabrak

There was nothing new to report.

3. Facilities and Grounds – Michael Kaper & Bill Fagan

a. Farm Leases

Mr. Kaper reported that Doug Majors is willing to have an obnoxious weed control agreement with the Board for the additional 25 acres. He will seed it in April as well as the current acreage. Mr. Kaper reviewed the draft agreement with the Board. There will be no revenue collected but added that the Airport will pay Mr. Majors \$50 per year.

Mr. Kaper will follow up with the Prosecutor’s Office for their review of the agreement.

Mr. Kaper reported that Mr. Majors also farms part of Eversole’s property. He rotates crop and keeps hay production here.

4. FBO Liaison – Pat Ferguson

Mr. Ferguson reported he followed up with Agrosrapes. They will still be the back-up snow removal contractor.

5. Finance - Glenn Burns

a. Financial Reports

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

b. Payment of Bills

**Approval for payment of bills totaling \$5,510.40**

*On motion of Pat Ferguson and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$5,510.40. (See invoice summary attached to minutes)*

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

**6. Security – Jon Kochis & Bill McNeer**

Mr. McNeer reported that he visited Jon Kochis’ office to view security camera monitoring.

**7. Tenant Relations – Glenn Burns & Bill Fagan**

Ms. Knisley reported that she will follow up with Mr. Gonzales on his past due rent.

**8. Web – Bill McNeer & Rick Szabrak**

a. Website Update

Mr. McNeer stated that Mr. Szabrak did a good job on the Airport’s webpage.

Mr. Szabrak asked that the Board review policies as part of the updated webpage and he asked to get a map of the hangars.

**Old Business**

a. Columbia Pipeline

Mr. Szabrak reported that Columbia Pipeline has stated that they will work with the Airport Board. They asked that the Airport give the depth needed for the runway to go over it.

Mr. Kochis stated that it is up to Columbia Pipeline to determine the depth allowed on their pipeline according to the CMT and FAA.

Mr. Szabrak stated that Columbia Pipeline is willing to move the pipeline if the Airport purchases the property and build a runway if we can’t agree on a depth.

**New Business**

a. 50-year Anniversary Celebration on June 18, 2019

Mr. McNeer stated that the Airport’s 50-year anniversary is on June 18, 2019. He would like 2-3 Board members work on a celebration.

b. Airport management commencing January 1, 2019

**Fairfield County Airport Authority Board Meeting**  
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**Carroll, Ohio 43112**  
**Minutes for December 11, 2017**

Mr. McNeer recommended that the Board look at options for Airport management as Sundowner Aviation steps out of their contract.

**Informational Items**

Dr. Burns announced that the past President of the Board, David Scheffler is now the City of Lancaster's Mayor.

**Calendar of upcoming events and other important dates**

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

- a. Pville farming lease expires 12/31/17
- b. Doug Majors farming lease expires 12/31/17
- c. HAS authorization for use of 3 unoccupied hangars expires 12/31/17
- d. Oath of Office 01/08/2018
- e. Storm Water Plan – Review and Approve annually - February 2018
- f. OAA Annual Conference – April 10-11, 2018
- g. Insurance expires 12/15/18
- h. FBO contract expires 12/31/2018
- i. HAS lease agreement w/Commissioners expires on 12/31/19
- j. Eversole lease with Commissioners expires on 10/26/2020
- k. FAA lease for space expires 9/30/2022
- l. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

**Adjournment**

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 7:05 p.m.

**Next meeting is scheduled for January 8, 2018 at 6:00 p.m.**

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*Meeting minutes for the December 11, 2017 meeting were approved on January 8, 2018.*

Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
William McNeer

Aye  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk

# MONTHLY BOARD REPORT *for November*

DECEMBER 2017 *12/11/17*

<b>ITEM</b>	<b>QUANTITY</b>	<b>REMARKS</b>
<b>T HANGAR OCCUPANCY</b>	<b>63/72</b>	
<b>R HANGAR OCCUPANCY</b>	<b>6/6</b>	
<b>NEW LEASES</b>	<b>1</b>	
<b>OVERNIGHT/WEEKLY HANGR</b>	<b>5 WEEKS</b>	
<b>FUEL SALES 100LL</b>	<b>2846.32</b>	
<b>FUEL SALES JET</b>	<b>1190.4</b>	
<b>NUMBER OF OPERATIONS</b>	<b>2080</b>	
<b>HANGAR MAINTENANCE ISSUES</b>	<b>NONE</b>	
<b>PUBLIC COMMENTS</b>	<b>none</b>	
<b>INCIDENTS REPORTED TO FAA</b>	<b>RIGHT HAND PATTERN NO RESPONSE</b>	

**Fairfield County Airport Authority  
Board Meeting, December 11, 2017**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Application  
State grant program results released. Rehabilitate Taxiway B Edge Lights selected. Design expected to start late 2017 with early 2018 bidding.  
Project Estimated Cost: \$408,460  
ODOT Share: \$388,037
  
2. FY18 ACIP and FAA grant pre-application teleconference completed this afternoon.  
Existing FY 18-27 version and updated draft FY 19-28 version attached for review and discussion.
  
3. Action Items:
  - a. none



FCA Authority Board:

Glenn Burns, DDS  
William McNeer, CPP  
Bill Fagan  
Michael J. Kaper, J.D.  
Jon Kochis  
A. B. "Pat" Ferguson  
Rick Szabrak

January 4, 2018

Capt. James Bryant  
ODOT Office of Aviation  
Attn: ACIP Updates  
2829 W Dublin-Granville RD  
Columbus, OH 43235

**RE: 2019-2028 CIP Updates  
Fairfield County Airport  
Lancaster, OH**

Dear Captain Bryant;

Enclosed is the CIP Update for the Fiscal Years 2019-2028 for the Fairfield County Airport in Lancaster, Ohio. The Fairfield County Airport Authority has prepared these forms with the assistance of our consulting engineer, Crawford, Murphy & Tilly, Inc (CMT). Please review and consider these important programming requests at your earliest convenience and incorporate this information into your programming efforts for the State and FAA.

Please do not hesitate to contact me at 740-653-8671 or Greg Heaton of CMT at 614-468-1200 if you have any questions or require any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glenn Burns", is written over a large, stylized blue circular graphic element.

Dr. Glenn Burns, DDS  
President, Fairfield County Airport Authority

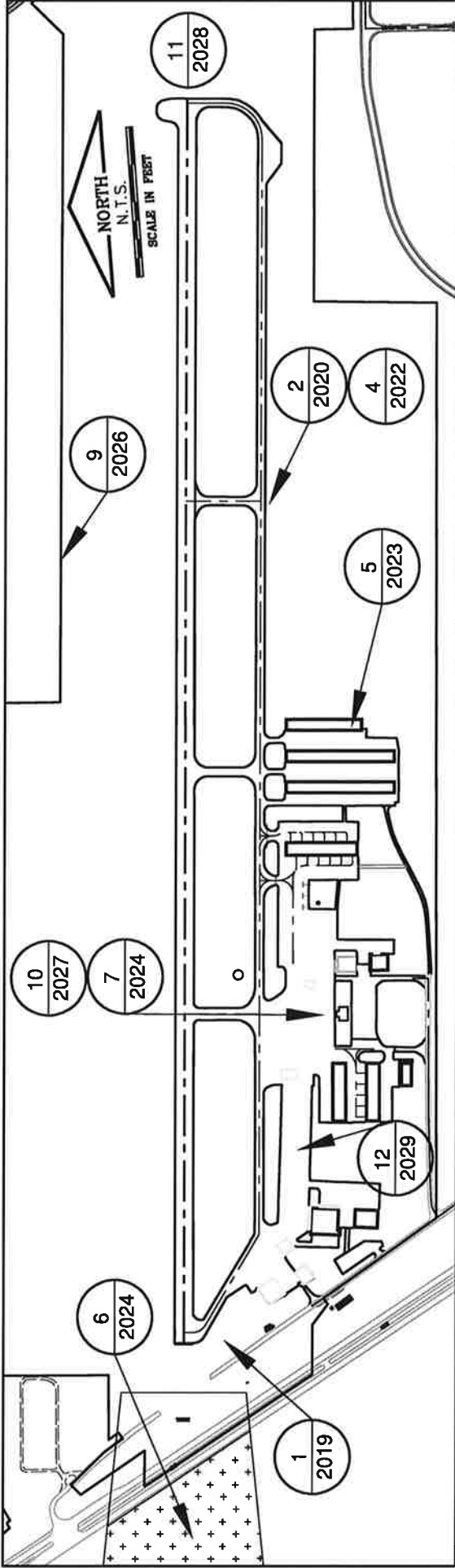
Enclosures: CIP Update

Copy: M. Jagiello, FAA  
G. Heaton, CMT (without enclosures)

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](mailto:fairfieldcountyairport@co.fairfield.oh.us)  
[www.fairfieldcountyairport.com](http://www.fairfieldcountyairport.com)







10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2019 TO FY-2029

ITEM NUMBER	FISCAL YEAR	DESCRIPTION
1	2019	RECONSTRUCT TAXIWAY D - CONSTRUCTION
2	2020	REHABILITATE TAXIWAY B - DESIGN
3	2021	ROLLOVER NPE FUNDS
4	2022	REHABILITATE TAXIWAY B - CONSTRUCTION
5	2023	REHABILITATE EAST T/H TAXIWAYS - DESIGN AND CONSTRUCTION
6	2024	LAND ACQUISITION REIMBURSEMENT, EXHIBIT A UPDATE
7	2024	REHABILITATE TAXIWAY A, B2, C, F - DESIGN
8	2025	ROLLOVER NPE FUNDS
9	2026	PARTIAL PERIMETER FENCING
10	2027	REHABILITATE TAXIWAY A, B2, C, F - CONSTRUCTION
11	2028	OBSTRUCTION REMOVAL
12	2029	REHABILITATE APRON A, C2, D, I1

DATE: DEC 1, 2017  
 JOB No: 166XX-XX  
 SHEET: 1 OF 1



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**FAIRFIELD COUNTY AIRPORT  
 LANCASTER, OH**

**10 YEAR CAPITAL IMPROVEMENT  
 PROGRAM  
 FY-2019 TO FY-2029**



**FAA**  
**Detroit Airports District Office**

### Capital Improvement Plan Checklist

**Directions - Complete a CIP checklist for each project that the airport is proposing to fund for FY 2019, FY 2020, and FY 2021.**

Airport Name: Fairfield County Airport

Location: Lancaster, Ohio

Project Description: Reconstruct Taxiway D - Construction

ALP Approval Date: May 2008

Project Point of Contact:

Airport Sponsor: Fairfield County Airport Authority and Fairfield County Commissioners

Project Consultant: Crawford, Murphy & Tilly, Inc.

Total Cost of the project and anticipated funding sources

Total Cost: \$400,000

Funding Sources/Breakdown:

Entitlements	State Apportionment	Discretionary	State (non-FAA)	Local	Other
\$360,000	\$0	\$0	\$20,000	\$20,000	\$0

Financial Plan Required?  YES  NO

Project on approved ALP?  YES  NO

Airport Design Standards

Status of RSA's as it relates to the project/Meets Standards?  YES  NO

Status of RPZ as it relates to the project/Meets Standards?  YES  NO

Modification of design standards/Any requested?  YES  NO

Complete and attach the following:

Preliminary environmental checklist for CIP Projects  YES  NO

Project Justification/Narrative  YES  NO

Sketch (please label project)  YES  NO

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Airport Sponsor Signature and Date



**FAA**  
**Detroit Airports District Office**

## Preliminary NEPA Checklist for CIP Projects

**Directions - Complete this checklist as a part of the CIP Package. This checklist is not a Categorical Exclusion or environmental clearance to do the project. It is a planning tool to assist the airport in determining the appropriate level of documentation needed for each project. The checklist must be filled out for each proposed project for FY 2019, FY 2020, and FY 2021.**

FAA Order 1050.1F and 5050.4B and PPM 5050.20 should be consulted for specific project types and a list of extraordinary circumstances that need to be reviewed. If extraordinary circumstances are present, contact your ADO representative for further guidance.

Airport Name: Fairfield County Airport

Project Description: Reconstruct Taxiway D - Construction

Is the project one of the following?

- |   |  |
|---|--|
| <input type="checkbox"/> Planning/Environmental Documentation | <input type="checkbox"/> Equipment Acquisition   |
| <input type="checkbox"/> NEM/NCP preparation                  | <input type="checkbox"/> Instrumentation/NAVAIDs |

Reference: FAA Order 1050.1F

If you checked one of the projects above then **STOP**. The FAA-Detroit ADO will complete a Categorical Exclusion memo per Policy and Procedures Memorandum 5050.20.

Is the project one of the following?

- |  |
|--|
| <input type="checkbox"/> Land Acquisition  |
| <input checked="" type="checkbox"/> Repair, replacement, maintenance, upgrading of grounds, infrastructure, buildings, structures, or facilities |

Reference: FAA Order 1050.1F

If you checked one of the projects above, then you will need to prepare a CATEX Long Form as provided in PPM 5050.20. It is due to the FAA-Detroit ADO by December 1 of the fiscal year requesting funding. All documentation, agency coordination, any required Federal or state environmental or other permits, and full compliance with all applicable Federal and state laws, regulations, and policies must be adhered to.



FY2019 - 2028 CIP Update

**FAA  
Detroit Airports District Office**

**Capital Improvement Plan Project Justification**

**Directions – Complete a programming work item sheet for each project that the airport is proposing to fund for FY 2019, FY 2020, and FY 2021.**

Project Description: Reconstruct Taxiway D - Construction

Total Cost of the project and anticipated funding sources

Total Cost: \$400,000

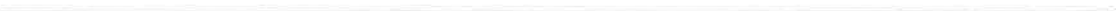
Funding Sources/Breakdown:

Entitlements	State Apportionment	Discretionary	State (non-FAA)	Local	Other
\$360,000	\$0	\$0	\$20,000	\$20,000	\$0

Justification:

List all reasons/needs for this project and include a detailed project description of existing conditions. Use extra pages if needed. If project is pavement rehab include age, thickness, distresses, PCI's, or any other factor that would affect the life of the pavement. For snow removal equipment provide a detailed analysis (existing and required) per AC 150/5220-20A.

Taxiway D currently does not meet FAA standards for Taxiway/Runway intersection angles. The pavement was last inspected in 2015 and was only a PCI value of 58. The taxiway will be constructed with a revised alignment to meet current FAA design criteria.





**FAA**  
**Detroit Airports District Office**

### Capital Improvement Plan Checklist

**Directions - Complete a CIP checklist for each project that the airport is proposing to fund for FY 2019, FY 2020, and FY 2021.**

Airport Name: Fairfield County Airport

Location: Lancaster, Ohio

Project Description: Rehabilitate Taxiway B - Design

ALP Approval Date: May 2008

Project Point of Contact:

Airport Sponsor: Fairfield County Airport Authority and Fairfield County Commissioners

Project Consultant: Crawford, Murphy & Tilly, Inc.

Total Cost of the project and anticipated funding sources

Total Cost: \$45,000

Funding Sources/Breakdown:

Entitlements	State Apportionment	Discretionary	State (non-FAA)	Local	Other
\$40,500	\$0	\$0	\$2,250	\$2,250	\$0

Financial Plan Required?  YES  NO

Project on approved ALP?  YES  NO

Airport Design Standards

Status of RSA's as it relates to the project/Meets Standards?  YES  NO

Status of RPZ as it relates to the project/Meets Standards?  YES  NO

Modification of design standards/Any requested?  YES  NO

Complete and attach the following:

Preliminary environmental checklist for CIP Projects  YES  NO

Project Justification/Narrative  YES  NO

Sketch (please label project)  YES  NO

---

Airport Sponsor Signature and Date



**FAA**  
**Detroit Airports District Office**

## Preliminary NEPA Checklist for CIP Projects

**Directions - Complete this checklist as a part of the CIP Package. This checklist is not a Categorical Exclusion or environmental clearance to do the project. It is a planning tool to assist the airport in determining the appropriate level of documentation needed for each project. The checklist must be filled out for each proposed project for FY 2019, FY 2020, and FY 2021.**

FAA Order 1050.1F and 5050.4B and PPM 5050.20 should be consulted for specific project types and a list of extraordinary circumstances that need to be reviewed. If extraordinary circumstances are present, contact your ADO representative for further guidance.

Airport Name: Fairfield County Airport

Project Description: Rehabilitate Taxiway B - Design

Is the project one of the following?

- |   |  |
|---|--|
| <input type="checkbox"/> Planning/Environmental Documentation | <input type="checkbox"/> Equipment Acquisition   |
| <input type="checkbox"/> NEM/NCP preparation                  | <input type="checkbox"/> Instrumentation/NAVAIDs |

Reference: FAA Order 1050.1F

If you checked one of the projects above then **STOP**. The FAA-Detroit ADO will complete a Categorical Exclusion memo per Policy and Procedures Memorandum 5050.20.

Is the project one of the following?

- Land Acquisition
- Repair, replacement, maintenance, upgrading of grounds, infrastructure, buildings, structures, or facilities

Reference: FAA Order 1050.1F

If you checked one of the projects above, then you will need to prepare a CATEX Long Form as provided in PPM 5050.20. It is due to the FAA-Detroit ADO by December 1 of the fiscal year requesting funding. All documentation, agency coordination, any required Federal or state environmental or other permits, and full compliance with all applicable Federal and state laws, regulations, and policies must be adhered to.



**FAA**  
**Detroit Airports District Office**

**FY2019 - 2028 CIP Update**

## **Capital Improvement Plan Project Justification**

**Directions – Complete a programming work item sheet for each project that the airport is proposing to fund for FY 2019, FY 2020, and FY 2021.**

Project Description: Rehabilitate Taxiway B - Design

Total Cost of the project and anticipated funding sources

Total Cost: \$45,000

Funding Sources/Breakdown:

Entitlements	State Apportionment	Discretionary	State (non-FAA)	Local	Other
\$40,500	\$0	\$0	\$2,250	\$2,250	\$0

**Justification:**

List all reasons/needs for this project and include a detailed project description of existing conditions. Use extra pages if needed. If project is pavement rehab include age, thickness, distresses, PCI's, or any other factor that would affect the life of the pavement. For snow removal equipment provide a detailed analysis (existing and required) per AC 150/5220-20A.

Based on the last ODOT inspection in 2015, the existing PCI for taxiway B is 64. Pavement rehabilitation will increase the useful life of the pavement and reduce FOD.

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## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$693.31	n/a	fees paid for November for fuel sold	11/1-11/30/17
Sundowner Aviation	\$1,598.50	n/a	10% fees paid for November hangar rent	11/1-11/30/17
CMT	\$2,234.37	116156	AGIS Data Collection, survey and submission, engineering services for rehabilitate runway 10/28 lighting	9/29-10/27/17
Jess Howard Electric	\$748.25	146618	replace GFCI outlet, install weatherproof cover and replaced all incandescent lamps in the windsock with LED lamps	11.2.17
NAPA/Central Auto Parts	\$235.97	615243	parts for snow plow truck	11.29.17
Total Invoices for 12.11.17 Board Meeting				
	\$5,510.40			