

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, Scott Richardson, Bill Fagan, Jon Kochis, Bill McNeer, and Michael Kaper. Board Member Tom Brennan was absent.

Also present were Staci Knisley, Patrick Rooney, Commissioner Dave Levacy, Ben Riggs, and Ben Cooley.

Board of Commissioners Presentation to Board Member Bill McNeer

Commissioner Levacy presented a certificate of recognition to Bill McNeer for his 25 years of service to the Airport Board. He congratulated and thanked Mr. McNeer on behalf of the Board of Commissioners.

Tonight is the last Board Meeting Mr. McNeer will attend. His term expires on December 31, 2023.

Mr. McNeer stated that the Board of Commissioners lead the Airport Board in the right direction by focusing on Economic Development. He thanked Mr. Levacy for presenting the certificate.

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for the November 13, 2023, Meeting

On motion of Jon Kochis and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the minutes from the November 13, 2023, meeting.

Voting aye thereon: Kochis, McNeer, Burns, Fagan, Richardson, and Kaper

Absent was Tom Brennan.

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Rooney reported that Al Moyer with HAS had a procedure done Tuesday. He is doing well. He should be back by the next Board meeting.

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

- a. Monthly Report

Mr. Rooney presented the FBO Monthly report; see attached to minutes.

Standing Committee Updates:

Airport Improvement – Jon Kochis & Tom Brennan

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

Mr. Cooley reviewed the CMT report; see attached to minutes.

Mr. Cooley reported that a displaced threshold will be issued rather than closing the runway during the grading of the Election House Roadbed project. The runway will be reduced about 1,000 feet during the displaced threshold.

Mr. Kochis recommended that the Runway 10/28 crack seal project and the grading project for Election House roadbed be done together to avoid disruptions.

Mr. Kochis worked with the Board of Commissioners related to the new hangars. The Airport Board will be the lessor on all the new hangar lease agreements.

Mr. Kochis stated that he is working on the Request for Proposals (RFP). He requested a small workgroup to help finalize the RFP by January or February.

Dr. Burns and Mr. Fagan stated that they were interested.

- b. Storm Water System Repair

Mr. Kochis reported that Kull Excavating’s work is still in process. Water is not moving in the area, north to south looks good for now.

- c. Obstruction Removal Project
Nothing new to report.

- d. Master Plan Hangar Build

Mr. Kochis is meeting this week with the Engineer’s Office about the retention area. We anticipate costs only being for maintaining the retention area.

- e. Access Road

Mr. Kochis reported he worked with Mid-Ohio Regional Planning Commission (MORPC) and Rick Szabrak with Economic Development to develop capital budget requests with the State of Ohio. We have found that the capital budget requests do not cover access roads, however they do grant the requests for job growth. We are still working on different ideas for grants for easements.

Approval 2024 ODOT Matching Grant Application

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve the 2024 ODOT matching grant application; see attached minutes.

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

Community Relations – Michael Kaper

Nothing new to report.

Facilities and Grounds – Bill Fagan & Michael Kaper

a. Estimate for Wild Land Tree Care, LLC

Mr. Kochis reviewed the estimate to get our property across Route 33 ready to maintain with mowers. This is the area we just cleared out the trees This is not our property; it is an Air easement. The Air easement gives us authority to take down trees at a certain height.

Mr. Rooney reported that Eversole repaired the hangar leaks in Hangars Q17 & G1. They also repaired the eave line of the south side in the G row.

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing new to report.

Finance - Glenn Burns & Staci Knisley

a. Financial Reports

The Board reviewed the following financial reports:

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

b. Payment of Bills

Motion to approve retroactively November payment of invoices totaling \$117,118.44

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for December 11, 2023**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board motioned to approve retroactively November invoices totaling \$117,118.44; see attached to minutes.

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

Absent was Tom Brennan.

Motion passed.

Ohio Aviation Association (OAA) Dues for 2024

Ms. Knisley reported that dues for 2023 were \$880.

Mr. McNeer recommended that a board member take interest in their next conference. He always received good information and had good networking at their conferences.

Approval of Ohio Aviation Association 2024 Dues invoice in the amount of \$924

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board motioned to approve the Ohio Aviation Association (OAA) 2024 dues in the amount of \$924; see attached to minutes.

Voting aye thereon: McNeer, Fagan, Burns, Richardson, Kochis, and Kaper

Absent was: Tom Brennan

Motion passed.

Security & Safety – Jon Kochis & Bill McNeer

Mr. McNeer reviewed the email he sent to the Board Members related to an Allen County Airport incident. He asked that the email be forwarded to the hangar tenants for awareness.

Ms. Knisley will forward the email to the hangar tenants tomorrow.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet
- Hangar Waiting List

Web – Bill McNeer & Tom Brennan (absent)

Nothing new to report.

Old Business

- a. Potential Air Show hosted by Steve Clapper
Nothing new to report.

New Business

Mr. Kochis reported that the Board of Commissioners are opening the airport board application process soon and likely will appoint in February.

Mr. McNeer recommends a general aviation pilot be appointed and to keep seven (7) board members.

Informational

- Holiday Card from Auditor Carri Brown received.

Calendar of upcoming events and other important dates

The Board reviewed the following calendar of dates:

- a. EAA lease renewal with the Board of Commissioners – expiration date of 2/28/24
- b. ODOT/OAA FY2024 grant – winning bidder selected by 3/15/2024
- c. OTTER/UST renewal expires 6/30/24
- d. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/24
- e. CMT Master agreement expires 9/9/2024
- f. Blue Lightning Initiative – report due annually within 30 days of 9/30/24
- g. HAS mowing and snow removal contract expires on 9/30/2024
- h. FBO Agreement expires 12/31/2024
- i. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/24
 - No written notice to terminate, automatically renewed
- j. Insurance Agreement expires 12/31/2025
Mr. Kaper reported that he filled out the annual paperwork due. The information is just an update.
- k. Legal services agreement with County Prosecutor – expires 12/31/2025
- l. Hangar J Lease agreement expires 12/31/26
- m. Lease agreement with Board of Commissioners to operate facilities – 10/25/2027
- n. Hangar A Lease expires 4/30/2032 with an option to renew
- o. FAA lease for space expires 9/30/2032

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 5:42 p.m.

Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for December 11, 2023

Next Regular Meeting is Monday, January 8, 2024, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for December 11, 2023 was approved on January 8, 2024.

Aye
Glenn Burns

Aye
Bill Fagan

Absent
Tom Brennan

Aye
Jon Kochis

Aye
Michael Kaper

N/A
open position

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, December 11, 2023**

Engineer's Summary Report

1. FY 21 FAA AIP Grants
Master Plan – Nearing completion. All documents and ALP submitted to FAA for review. Pending further FAA comments or direction prior to closeout. **FAA noted we should have comments before end of 2023.**

2. FY 22 FAA AIP Grant
Rehab Taxiway B - Construction
Additional construction funds will be requested from FAA at closeout.
Grant closeout by end of 2023.

Improve Airfield Drainage – Construction. Rock River Construction work is completed, project is substantially closed out.
Project complete, seed establishment concerns were expressed by FCSWCD, and will be corrected this fall or next spring. Grant closeout by end of 2023.

3. FY 23 FAA AIP Grant
Master Drainage Report
Survey of existing pipe structures and pipes completed. **Draft report submission anticipated to RPC, and Co Engineer.**

4. OH FY 22 State grant application – Obstruction Removal (East).
 - a. East End - Phase 1 Plans 100% complete –Removal from FAA obstruction database completed.
 - b. East End - Phase 2 – Work is still pending, further efforts delayed until favorable response to removal or trimming of trees. **No updates.**

5. OH FY 23 State grant application – West Obstruction Removal.
 - a. Approach update and PAPI mitigation approved. **March 2024 publication of the latest information will be the soonest possible release. FAA database was updated and approved. Flight check anticipated Dec 2023.**

6. OH FY 24 State grant application – Runway 28 RSA Clearing
 - a. ODOT grant application drafted for the removal of Election House Road roadbed and general grading around the east Runway Safety Area which is a penetration to 20:1 surface. **Latest plans have been submitted to Airport for review and to County utilities and AT&T.**

7. FAA FY24 – Planning Meeting
 - a. **Meeting with FAA completed.** Projects anticipated for FY24 include Runway 10/28 crackseal and the pavement expansion/rehab associated with the new box hangars and t-hangar. Preapplication documents submitted to FAA.
 - b. **ACIP** submitted at the end of November.

8. Other discussion items:

9. Action Items: none

A resolution to approve to proceed with the application for the FY2024 Ohio Airport Matching Grant Program from the Office of Aviation/Ohio Department of Transportation (ODOT)

WHEREAS, the Fairfield County Airport Authority Board was awarded \$175,000 from the Federal Aviation Administration (FAA) Fiscal Year (FY) 2023; and

WHEREAS, local match of \$8,750 was approved by the Fairfield County Board of Commissioners; and

WHEREAS, local match from the ODOT Matching Grant FY2024 of \$8,750 is requested by an application letter requesting the funds; and

WHEREAS, this resolution gives the Board Member Jon Kochis authorization to sign any documents that are included with the FY2024 ODOT Matching grant.

NOW THEREFORE, BE IT RESOLVED BY THE AIRPORT AUTHORITY BOARD, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Airport Authority Board approves to proceed with the application for the FY2024 Ohio Airport/ODOT Matching grant authorization to sign any documents that are included with the FY2024 ODOT Matching grant.

Motion by: Michael Kaper

Seconded by: Bill McNeer

Ayes: Kaper, McNeer, Burns, Fagan, Richardson, and Kochis

Nays: None

Abstentions: None

Absent: Tom Brennan

Resolution passed on December 11, 2023



Staci A. Knisley, Airport Clerk

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7800 AIRPORT OPERATIONS							
80780000 AIRPORT OPERATIONS							
80780000 530000 CONTRACTUAL SERVIC	175,000	188,482	162,592.01	13,160.77	25,805.86	84.00	100.0%
2023/11/000135 11/06/2023 API	2,500.00	005552	PO 23000001	HISTORICAL AIRCRAFT	snow plowing/mowing 11/2023		5387423
2023/11/000135 11/06/2023 API	8,333.33	007099	PO 23000372	SUNDOWNER AVIATION L	Airport manager/FBO services 1		5387430
2023/11/000135 11/06/2023 API	65.00	016659	PO 23000234	SUNRUSH WATER	drinking water/services 10/18/		5387476
2023/11/000690 11/13/2023 API	413.82	003668	PO 23000168	LOCAL WASTE SERVICE	trash disposal for Airport 11/		5387945
2023/11/000690 11/13/2023 API	71.00	016659	PO 23000234	SUNRUSH WATER	drinking water/services 5/31/2		5388088
2023/11/000690 11/13/2023 API	9.95	016659	PO 23000334	SUNRUSH WATER	drinking water/services 5/31/2		5388088
2023/11/000690 11/13/2023 API	21.00	016659	PO 23000234	SUNRUSH WATER	drinking water/services 6/22/2		5388088
2023/11/000691 11/13/2023 API	9.95	016659	PO 23000234	SUNRUSH WATER	drinking water/services 11/202		5388088
2023/11/000691 11/13/2023 API	1,736.72	005790	PO 23000186	OHIO DEPT OF TAXATIO	sales tax for fuel sales 10/1-		5387982
80780000 541001 ELECTRIC/UTILITES	25,000	28,275	20,192.07	1,350.78	8,082.60	.00	100.0%
2023/11/001146 11/20/2023 API	101.10	023650	PO 23000469	FAIRFIELD CO UTILITI	3430 OLD COLUMBUS - 9/29-10/31		5388769
2023/11/001146 11/20/2023 API	101.10	023650	PO 23000469	FAIRFIELD CO UTILITI	3383 OLD COLUMBUS RD 09/29-10/		5388770
2023/11/001205 11/20/2023 API	221.38	001373	PO 23000309	SOUTH CENTRAL POWER	TERMINAL 2 10/6-11/6		5388525
2023/11/001205 11/20/2023 API	359.53	001373	PO 23000309	SOUTH CENTRAL POWER	RUNWAY LIGHTS 10/6-11		5388526
2023/11/001205 11/20/2023 API	135.96	001373	PO 23000309	SOUTH CENTRAL POWER	HANGER Q 10/6-11/6		5388527
2023/11/001205 11/20/2023 API	123.84	001373	PO 23000309	SOUTH CENTRAL POWER	HANGER P 10/6-11/6		5388528
2023/11/001205 11/20/2023 API	65.02	001373	PO 23000309	SOUTH CENTRAL POWER	HANGER O 10/6-11/6		5388529
2023/11/001205 11/20/2023 API	57.71	001373	PO 23000309	SOUTH CENTRAL POWER	HANGER G 10/6-11/6		5388530
2023/11/001205 11/20/2023 API	55.24	001373	PO 23000309	SOUTH CENTRAL POWER	HANGER F 10/6-11/6		5388531
2023/11/001205 11/20/2023 API	129.90	001373	PO 23000309	SOUTH CENTRAL POWER	CONS MOPED 10/6-11/6		5388532
80780000 543000 REPAIR AND MAINTEN	65,000	100,400	78,146.00	59,917.57	22,161.14	92.86	99.9%
2023/11/000746 11/13/2023 API	6,250.00	017436	PO 23007353	WYMER, JONATHAN	clearing trees on West end		5388094
2023/11/001205 11/20/2023 API	4,500.57	003483	PO 23000339	PYATT, WILLIAM ROSS	fuel pumps - service filters a		5388551
2023/11/001205 11/20/2023 API	48,867.00	016709	PO 23003978	RUSSELL, SCOTT	hangar row P - painting		5388685
2023/11/001496 11/27/2023 API	300.00	079580	PO 23007585	PROLINE ELECTRIC INC	Hangar P17 - repair fixture		5389120
80780000 553000 COMMUNICATIONS/TEL	2,100	2,278	1,796.04	192.60	481.68	.00	100.0%
2023/11/000135 11/06/2023 API	192.60	074480	PO 23000495	A T & T INC	monthly phone services 9/20-10		5387501
80780000 554000 ADVERTISING	2,000	2,000	604.18	.00	900.00	495.82	75.2%
80780000 558000 TRAVEL REIMBURSEME	200	206	70.33	.00	85.80	50.00	75.7%

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

JOURNAL DETAIL 2023 11 TO 2023 11

FOR 2023 11

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 560000 MATERIALS & SUPPLI	25,000	25,000	12,086.83	352.91	9,695.01	3,218.16	87.1%
2023/11/001146 11/20/2023 API	32.91 VND 017160 PO 23007104 CEC TURF & TRACTOR materials & supplies for Airpo						5388696
2023/11/001205 11/20/2023 API	320.00 VND 007388 PO 23007002 DANITE HOLDINGS LTD Airport wall signs						5388594
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	400,000	560,000	432,804.91	42,143.81	127,195.09	.00	100.0%
2023/11/001496 11/27/2023 API	42,143.81 VND 005545 PO 23000358 PURVIS BROTHERS INC fuel purchases - jet and LL fu						5389054
80780000 574000 EQUIPMENT, SOFTWAR	10,000	26,000	24,829.35	.00	.00	1,170.65	95.5%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	679.00	.00	.00	2,321.00	22.6%
TOTAL AIRPORT OPERATIONS	712,800	941,140	733,800.72	117,118.44	194,507.18	12,832.49	98.6%
TOTAL AIRPORT OPERATIONS	712,800	941,140	733,800.72	117,118.44	194,507.18	12,832.49	98.6%
TOTAL EXPENSES	712,800	941,140	733,800.72	117,118.44	194,507.18	12,832.49	

INVOICE 5748

Ohio Aviation Association
65 E. State Street, Suite 1800
Columbus, Ohio 43215



Fairfield County Airport Authority
3430 Old Columbus Road, NW
Carroll, OH 43112

Invoice # 5748
Invoice Date 12/01/2023
Invoice Due 12/31/2023

Amount Due	\$ 924.00
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Transactions

Description	Amount
Membership Renewal - Airport Member - Fairfield County Airport Authority - GAA 1 (GA airports with more than 80 based aircraft) (through December 31, 2024) Glenn Burns Bill Fagan Michael Kaper Staci Knisley Jon Kochis William McNeer <i>new member</i> Scott Richardson Rick Szabrak	\$ 924.00

1/1/2024 - 12/31/2024

Total Amount	\$ 924.00
Amount Paid	-\$ 0.00
Amount Due	\$ 924.00

If your accounting requires a revised w-9, please find it at our website, www.ohioaviation.org, under the Exchange Overview tab. Should you have any questions, please do not hesitate to contact us at oaa@ohioaviation.org.

OAA's Federal Tax ID is #31-1766270.

Membership dues are non-refundable. Payment of dues or other contributions to the Ohio Aviation Association are not tax deductible as charitable contributions for income tax purposes. They may, however, be tax deductible as ordinary and necessary expenses to the extent not allocated to lobbying expenses. The OAA estimates that the non-deductible portion of your dues is 15%.