

Regular Meeting to order

Dr. Burns called the Regular Meeting to order at 6:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Rick Szabrak, Michael Kaper, Bill McNeer, Bill Fagan, Jon Kochis, and Scott Richardson. Also present were Staci Knisley, Al Moyer, Don Kuhn, Jim Smith, and Greg Simons.

Opportunity for the Public to Address the Board

Mr. Jim Smith of 2580 Long Bow Avenue in River Valley Highlands, the development beside the Airport, addressed the Board. He came to the meeting to discuss the helicopter traffic that is flying low directly in line with Long Bow Avenue. He assumes this time of year is probably the time for training because there are several passes. He played some audio recordings of helicopter passes.

Mr. Kuhn reported that the helicopters that are doing these passes are not affiliated with the Fairfield County Airport. These are military and medical helicopters.

Mr. Smith proceeded to play his voice recordings. The first recording was Thursday, December 9th. There were 3 passes during Thursday that evening within a 9-minute period. Some of these are done after dark. He is concerned with the late-night noise as a nuisance.

Dr. Burns stated that the military does a lot of night maneuvers at our airport; they are based out of the Rickenbacker Airport.

Mr. Kochis researched the radar at UTC time (Zulu time) for flights in the area last Thursday.

Mr. Smith played a few more recordings for the Board. One was as current as today as 1:40 p.m.

Mr. Kuhn reported that today there was a Highway State Patrol out of the West Virginia State Police for a test. You can go to flight aware online; it will tell you who the aircraft or helicopter belongs to.

Mr. Greg Simons, who also lives on Long Bow Avenue, stated that some helicopters have flown so low that they have rattled pictures off his walls.

Mr. Kochis reported that the military Blackhawk helicopters will do a lot of touch and go landings and it will rattle things in your house. The FAA will refer you to the National Guard if you have any concerns. He doesn't think the medical helicopters are the problem but they could be in a holding pattern they could be up there for 20 minutes or longer. He will give Mr. Smith his card and do some further research for him. Your recourse going forward, the FAA is the contact to concern your complaint. The first thing they will ask for is the tail number. Flight aware can help you identify the helicopter, also.

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for December 13, 2021**

Mr. Smith asked why they fly so low.

Dr. Burns stated that it is required training, called Nap of the Earth. They also may be practicing instrument approaches. Fairfield County has unique approaches. He realizes that it is very annoying. If you have a chance to report, contact the National Guard at Rickenbacker Airport.

Mr. Simons stated that Long Bow Avenue lines directly up with the runway. He was told that aircrafts are not supposed to line up with our road. The planes barely clear the trees.

Mr. Kochis reported that there is a designated approach that is not perfectly lined up with Long Bow Avenue, but it is very close. Mr. Kochis used to live at 2329 Long Bow Avenue. It is hard to tell the depth of how low they are, but if they are too low, they will crash and not make the runway. The pattern was changed about 2 years ago to alleviate some of the problems of flying over the neighborhood. The southern end of our airport was changed it to the northern part for the landing pattern. We have tried to do as much as we can to alleviate some problems and we moved Election House Road.

Dr. Burns stated that we made the approach change for safety reasons and now you might hear things differently. There were court proceedings 1990's to try related to the neighborhood moving north or a different area. The only thing we could get out of the court proceedings was a clause was added to the purchase contracts stating they are in a flight path of an airport.

Mr. Moyer speaking as a pilot stated that they do not use the streets at all for the approach.

Mr. Kochis recommended that if there are aircrafts not operating safely, you can call into the main number and report it to Airport Management. They can review flight aware and do other research.

Approval of the Minutes for the November 8, 2021 Meeting

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the November 8, 2021 meeting.

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

Historical Aircraft Squadron (HAS) update

Mr. Moyer reported that all equipment is ready for snow removal. All the snowplows are working well. He thanked Mr. Kochis for organizing the Engineer's Office to repair the hydraulics system. We have purchased 3 more battery tenders.

Mr. Kochis reported that the Engineer's Office gave us another snowplow truck and we returned the older snow plow truck to the them. We are in hopes that we can do this again in 2022.

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

a. Monthly Report

Mr. Kuhn reported that fuel sales and activity went well in November. There was no handout this month.

Standing Committee Updates:

Airport Improvement – Jon Kochis

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

Mr. Kochis asked the Board to review the Engineer summary report.

No questions were posed.

Mr. Kochis reported that he met with the City Parks Board. The city parks would like to take us up on our offer to clear the trees at the end of the runway on the city property.

Mr. Kaper reported that they are going to put a park in that Area.

Mr. Kochis reported that the city has 19 acres. We will clear about 9 acres. The city will remove the stumps. In 2022, we will approve the contracts and fund the project with state grant monies.

b. **Storm Water System Rehab/Culvert Repair**

Mr. Kochis reported that he and Soil & Water is still trying to coordinate with pipelines to come up with a plan that everyone agrees on.

Community Relations – Michael Kaper & Rick Szabrak

Mr. Kaper reported that there are still emails coming through addressed to the Airport Board that are spam. We have gotten about 9 or 10 in the same format.

Mr. Szabrak reported that he talked to a member of the City Council related to helicopter passes.

Mr. Kochis asked if there was any chance that it was Haven's Aviation, the business on the Airport.

Mr. Kuhn stated that he did not think it was Haven's Aviation.

Facilities and Grounds – Michael Kaper & Bill Fagan

a. Hangar Painting update – Review of Contract

Mr. Kochis recommended the Board approve the contract for painting. The Prosecutor's Office reviewed the contract to form.

Mr. Fagan reviewed the contract with the Board. They are to be completed by June 30, 2022.

Approval of contract with Integrity Painting, LLC for painting of Hangars G and J in the amount of \$40,430

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the contract with Integrity Painting, LLC. in the amount of \$40,430. (See attached to minutes)

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

Fixed Base Operator (FBO) Liaison – Scott Richardson

Nothing new to report.

Finance - Glenn Burns

a. Financial Reports

The Board reviewed the following financial reports:

- 2021 Budget YTD/2021 Budget Projection
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

There were no discussions or questions from the board.

b. Financial Resolutions

Ms. Knisley recommended the 2022 Appropriation Budget and Financial Resolution to extend the CARES Act repayment be approved. The 2022 Tax Budget was approved in May or June. The only change is adding \$40,000 to contractual services to pay for the painting of hangars. The repayment for the CARES Act will be paid by March 2022. Final CARES Act expenses were final this week. A reimbursement from the FAA will be requested by the end of December.

Approval of 2022 Appropriation Budget by Major Expenditure Object Category totaling \$557,800

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the 2022 Appropriation Budget by Major Expenditure Object Category totaling \$557,800. (See attached to minutes)

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

Approval to extend the cash advance repayment for the FAA CARES Act Fund# 7802 to March 15, 2022

On motion of Michael Kaper and second of Bill McNeer, the Fairfield County Airport Authority Board voted to extend the cash advance repayment for the FAA CARES Act Fund# 7802 to March 15, 2022. (See attached to minutes)

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

c. Payment of Bills

• **Approval for payment of bills totaling \$ 4,340.26**

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$4,340.26 (See invoice summary attached to minutes)

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

• **Motion to approve retroactively November payment of invoices totaling \$96,510.54**

On motion of Jon Kochis and second of Scott Richardson, the Fairfield County Airport Authority Board motioned to approve retroactively November invoices totaling \$96,510.54 (See attached to minutes)

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

Security & Safety – Jon Kochis & Bill McNeer

a. Security Plan

Motion to approve an Executive Session related to security

On the motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to enter into Executive Session to discuss security at 6:42 p.m.

Discussion: Mr. McNeer stated that the following people be included in the executive session: Airport Board members, Al Moyer, Don Kuhn, and Staci Knisley

Roll call on the motion as follows:

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

On the motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to exit Executive Session at 6:43 p.m.

Roll call on the motion as follows:

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

Approval of the Security Procedures Manual

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the Security Procedures Manual.

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

b. Emergency Plan

Mr. Kochis reviewed the Emergency Plan with the Board. Once approved this will be on the website and here at the Terminal.

Approval of the Emergency Plan

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the Emergency Plan. (See attached to minutes)

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

Tenant Relations – Glenn Burns & Bill Fagan

a. Rent Status Spreadsheet

The board reviewed the spreadsheet and summary.

b. P20 tenant – eviction process

Mr. Kochis will follow up with Josh Horacek, Assistant County Prosecutor.

Web – Bill McNeer & Rick Szabrak

Mr. McNeer asked for the Invitation to Bid for the SRE building project to be removed from the Airport webpage.

Ms. Knisley will take care of removing the notice.

Old Business

a. Snow Removal Equipment (SRE) Facility

Mr. Kochis reviewed with the Board the project that was awarded by the Board of Commissioners. There is one suggestion from the vendor. Included in the bid was 4 garage doors at 16 feet. The vendor recommended 14 feet would be easier and structurally sound. CMT agreed on that. That gave the Board of Commissioners a credit which they threw in 2 garage openers. They suggest adding 2 more garage openers which will increase the project about \$5,000.

Mr. Kochis recommends the \$5,000 change. It is up to the Board of Commissioners to accept.

Mr. Kochis stated that the doors 14 foot high and 14 foot wide.

Mr. Moyer reported that the biggest equipment is 12 foot high. That gives a foot on each side to work with.

The Board accepted the bid and will be paying for the out of the General Fund. The Airport Board will not be transferring any airport operation funds.

b. HAS equipment storage

Mr. Moyer reported that HAS has started categorizing equipment in G6 and G7.

Mr. Kochis asked Mr. Moyer to be thinking about shelving needs.

Mr. Szabrak gave a thanks to Mr. Kochis for his good insight and communication with the Board of Commissioners on behalf of the Airport Board.

New Business

- Legal Services Agreement with the Fairfield County Prosecutor

Mr. Kochis reviewed the agreement with the Board. There are no changes from the prior agreement. No charge for services again.

Approval of Agreement for Legal Services with the Fairfield County Prosecutor

On motion of Jon Kochis and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to approve the agreement for legal services with the Fairfield County Prosecutor. (See attached to minutes)

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

Informational

Ms. Knisley reported that Emylee Gussler will be filling in as Airport Clerk for the January 10, 2022 meeting due to other duties Ms. Knisley will be taken on short term in January.

Mr. Szabrak recommended any discussions for the master plan can be added to the agenda rather than calling a special meeting.

Approval for all Regular Board Meetings to be in on the 2nd Monday of the Month at 5:00 p.m.

On motion of Rick Szabrak and second of Bill Fagan, the Fairfield County Airport Authority Board voted for all Regular Board Meetings to be on the 2nd Monday of the Month at 5:00 p.m.

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for December 13, 2021**

Discussion:

Mr. Kuhn stated that he likes the idea of having an earlier meeting but there will be traffic coming in and out until 6:00 p.m.

Dr. Burns stated that the Board can deal with the traffic during their meetings.

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

Other Information/Discussions

Mr. Kochis mentioned that he would be interested in working with Rickenbacker Airport for their 2023 Air Show. It is possible we could have off-site activities if they are interested.

Mr. Kaper reported that he gets lots of comments and emails inquiring about Air Shows.

Mr. McNeer stated that due to unknown restrictions relative to COVID, 2022 is not a good year to celebrate Armed Force Services. Day.

Mr. Moyer stated that HAS is having discussions to have their dance in 2022. He asked if there were any objections from the Board.

Mr. Kaper reported that he filed the application for insurance. Rates are locked in until 2022.

Calendar of upcoming events and other important dates

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

- a. Legal Services agreement with County Prosecutor expires 12/31/2021
- b. FAA lease for space expires 9/30/2022
- c. HAS mowing and snow removal contract expires on 9/30/2022
- d. Lease with Board of Commissioners to operate facilities expires on 11/16/2022
- e. CMT Master agreement expires 9/9/2022 (option to extend 2 one-year extensions)
- f. Hangar J Lease agreement expires 12/31/22
- g. Insurance Coverage lock in rates expire 12/31/22
- h. FBO Agreement expires 12/31/2022
- i. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/23

Other
None.

Adjournment

On motion of Bill McNeer and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 6:58 p.m.

Next Regular Meeting is Monday, January 10, 2022, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for the December 13 2021, meeting was approved on January 10, 2022.

Absent
Glenn Burns

Aye
Bill Fagan

Aye
Rick Szabrak

Absent
Jon Kochis

ABSENT
Michael Kaper

Aye
William McNeer

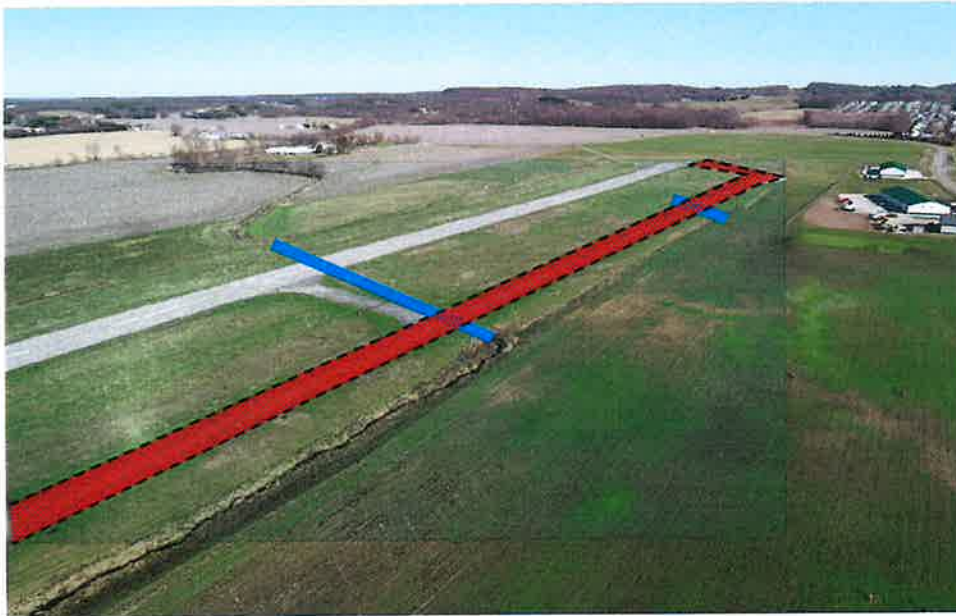
Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

Fairfield County Airport Authority
Board Meeting, December 13, 2021

Engineer's Summary Report

1. FY 19 FAA AIP – Taxiway D Construction
Grant Closeout Report finalized, submitted in February. Final ODOT matching grant reimbursement will follow closeout. Still awaiting FAA.
2. FY 21 FAA AIP Grant Application
Master Plan – Underway, Inventory and Forecasts submitted to FAA for review. Alternatives being documented.



Rehab Taxiway B and Improve Airfield Drainage – Design only included in FY21 grant application. Txwy B design and drainage approx. 90%, to be submitted to FAA for review by Dec 31st.

3. SRE Storage Bldg – Bids received Nov 5th. Low bidder, Eversole - \$162,808 - \$45.22/SF
4. OH FY 22 State grant application – Obstruction Removal.
 - a. Plans 80-90% complete – to be submitted for ODOT review week of Dec 20. Gola is City property clearing in March, remained in Fall of 2022.
5. Action Items:
 - a. None

Fairfield County Airport Authority 2022 Appropriation Budget by Major Expenditure Object Category

Approved at the December 13, 2021 Board Meeting

Organization/General Ledger# 80780000 - Operating Fund

CONTRACTUAL SERVICES	\$269,300
MATERIALS & SUPPLIES	\$265,500
CAPITAL OUTLAY	\$20,000
OTHER	\$3,000

Total Tax Budget by Major Expenditure Object Category

\$557,800

Integrity Painting

PO Box 285
Kirkersville, OH 43033
+1 6148349612
contactus@intpainting.com



Estimate

ADDRESS
Fairfield County Airport Authority
ATTN - Bill Fagan
3430 Old Columbus Road NW
Carroll, Ohio 43112

ESTIMATE 1035
DATE 10/28/2021
EXPIRATION DATE 12/28/2021

ACTIVITY	DESCRIPTION	AMOUNT
Application Surface(s)	Paint Hanger J (Maintenance) -Paint all exposed metal siding, including the overhead doors -Paint the exterior of the man doors and exposed trim. -Paint the white metal trim	13,615.00
	Replace -Two man doors, one on the west side of the building, one on the south side of the building -Base trim on the west side of the building. Only the trim that has deteriorated.	
Application Surface(s)	Paint Hanger G (all blue) -Paint doors white -Reletter the doors with vinyl lettering	24,315.00
	Replace -One entry door (only entry door without lettering)	
Application Surface(s)	Paint Hanger G's trim white to match the surrounding buildings (This line would be in addition to line 2)	2,500.00
Jobsite Prep - Exterior	Our exterior jobsite preparation process: • Power wash to remove the dirt, mildew, and oxidation. (Water (electric required too if heated power washer is required) source is to be provided by client.) • Mask and cover to protect the windows, landscaping and surrounding areas. • Hand tool to remove paint scale back to a solid edge. • Clean up and remove trash and debris • Remove and reinstall signs on the buildings • Remove awnings above entry doors to paint behind them Your exterior jobsite preparation process: • Move any delicate plants or flowerbed decorations • Move any objects leaning on the house (such as wood, trash cans, etc.)	
Paint/Coatings	Apply two coats of direct to metal paint from Fairfield Paints. - Colors will be set to match existing white and blue. Final paint color selection needed at least 1 month prior to project start date.	
TOTAL		\$40,430.00

Accepted By

FR2021-12.13.n

A resolution to extend the advance of cash for the FAA CARES Act Fund# 7802–Fairfield County Airport Authority Board

WHEREAS, an advance of cash of \$20,000 was approved on June 8, 2020 (FR2020-06.08.f); and

WHEREAS, repayment of the advance to fund# 7800 is due on December 31, 2021; and

WHEREAS, the final request for reimbursement of the FAA CARES Act Fund will be in January 2022; and

WHEREAS, a request to extend it to March 15, 2022 is necessary to close out the grant; and

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 the extension of the repayment of the advance per FR2020-06.08.f to be repaid by March 15, 2022.

Motion by: Michael Kaper

Seconded by: Bill McNeer

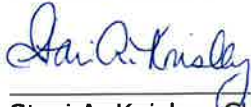
Ayes: Kaper, McNeer, Burns, Kochis, Richardson, Szabrak, and Fagan

Nays:

Abstentions: None

Absent: None

Resolution passed on December 13, 2021



Staci A. Knisley, Clerk/Secretary

Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$1,836.57	n/a	November fuel fees & Aug adjustment	8/1 adj & 11/1-11/31
Sundowner Aviation	\$1,910.65	n/a	November rent fees	10/1-10/31/21
Pyatt's Petroleum	\$350.22	11598	service call to replace filter on Avgas	11/19/2021
Sundowner Aviation	\$242.82	n/a	supplies	10/25-11/10/21
Total Invoices for 12.13.21 Board Meeting	\$4,340.26			

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

JOURNAL DETAIL 2021 11 TO 2021 11

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
7800 AIRPORT OPERATIONS	APPROP	BUDGET				BUDGET	USED

80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVIC	157,500	168,024	141,548.52	20,434.27	21,379.47	5,096.00	97.0%
2021/11/000016 11/01/2021 API	163.00	VND 001281	PO 21000616	PORTA KLEEN	10/15-11/11/21	rental for port	5340648
2021/11/000016 11/01/2021 API	2,000.00	VND 005552	PO 21000718	HISTORICAL AIRCRAFT	11/2021	snow plowing and mowin	5340686
2021/11/000016 11/01/2021 API	4,281.00	VND 007099	PO 21000747	SUNDOWNER AVIATION L	11/2021	airport manager	5340694
2021/11/000677 11/10/2021 GEN	-2,300.00	REF EXPADJ					
2021/11/000753 11/15/2021 API	318.06	VND 003668	PO 21000680	LOCAL WASTE SERVICE	11/1-11/3	Local waste services	5341584
2021/11/000753 11/15/2021 API	1,545.43	VND 005790	PO 21000720	OHIO DEPT OF TAXATIO	10/7-11/8/	Sales tax for fuel	5341606
2021/11/000753 11/15/2021 API	3,660.78	VND 007099	PO 21000924	SUNDOWNER AVIATION L	10% of hanger rent & fuel sale		5341640
2021/11/000753 11/15/2021 API	80.00	VND 007099	PO 21000748	SUNDOWNER AVIATION L	IGNITION REPAIR	9/14/21	5341640
2021/11/001082 11/22/2021 API	2,000.00	VND 005552	PO 21000718	HISTORICAL AIRCRAFT	12/2021	snow plowing and mowing	5342090
2021/11/001082 11/22/2021 API	4,281.00	VND 007099	PO 21000747	SUNDOWNER AVIATION L	12/2021	airport manager	5342108
2021/11/001399 11/29/2021 API	183.00	VND 001281	PO 21000616	PORTA KLEEN	rental for portable toilet	11/1	5342480
2021/11/001399 11/29/2021 API	3,542.00	VND 012226	PO 21007060	ARTHUR J GALLAGHER C	liability insurance	1/1/22-12/	5342562
2021/11/001399 11/29/2021 API	880.00	VND 001671	PO 21000636	OHIO AVIATION ASSN	Membership fees-	conference re	5342490

80780000 541001 ELECTRIC/UTILITIES	15,000	14,100	3,724.72	365.58	10,375.28	.00	100.0%
2021/11/001021 11/22/2021 API	57.14	VND 003823	PO 21000687	NORTHEAST OHIO NATUR	3383	OLD COLUMBUS -	5342079
2021/11/001021 11/22/2021 API	106.24	VND 003823	PO 21000687	NORTHEAST OHIO NATUR	3430	OLD COLUMBUS -	5342079
2021/11/001021 11/22/2021 API	101.10	VND 023650	PO 21000842	FAIRFIELD CO UTILITI	3430	OLD COLUMBUS -	5342190
2021/11/001021 11/22/2021 API	101.10	VND 023650	PO 21000842	FAIRFIELD CO UTILITI	3383	OLD COLUMBUS -	5342191

80780000 543000 REPAIR AND MAINTEN	10,000	64,103	54,314.54	9,643.33	7,297.20	2,491.61	96.1%
2021/11/000016 11/01/2021 API	99.00	VND 015835	PO 21006476	KESSLER HEATING & CO	10/6/21	Airport - reseal furna	5340751
2021/11/000753 11/15/2021 API	1,419.33	VND 002460	PO 21006749	FAIRFIELD SOIL AND W		spraying for 2021	5341571
2021/11/001399 11/29/2021 API	8,125.00	VND 002204	PO 21006084	ACE FENCE AND DECK		fence repair due to aircraft a	5342498

80780000 553000 COMMUNICATIONS/TEL	2,100	3,000	2,291.04	175.68	708.96	.00	100.0%
2021/11/000753 11/15/2021 API	175.68	VND 074480	PO 21000863	A T & T INC	9/20-10/19	Monthly phone servi	5341804

80780000 554000 ADVERTISING	2,000	2,000	281.48	.00	1,518.52	200.00	90.0%
80780000 558000 TRAVEL REIMBURSEME	200	200	83.78	.00	116.22	.00	100.0%

80780000 560000 MATERIALS & SUPPLI	15,000	20,059	7,114.28	468.10	8,080.77	4,864.05	75.8%
2021/11/000753 11/15/2021 API	364.20	VND 007099	PO 21000749	SUNDOWNER AVIATION L		reimb for WINDSOCK & ANTIFREEZ	5341640
2021/11/001490 11/29/2021 API	103.90	VND 015933	PO 21007098	LIFELINK LLC		Adult pads for AED @ Terminal	5342584

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

JOURNAL DETAIL 2021 11 TO 2021 11

ACCOUNTS FOR: 7800 AIRPORT OPERATIONS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	250,000	325,000	311,505.03	65,423.58	13,494.97	.00	100.0%
2021/11/000753 11/15/2021 API			38,823.12 VND	005545 PO 21000717 PURVIS BROTHERS INC	Fuel purchases for airport- 11/		5341603
2021/11/000753 11/15/2021 API			26,600.46 VND	005545 PO 21000717 PURVIS BROTHERS INC	10/29/21 Fuel purchases for at		5341603
80780000 570000 CAPITAL OUTLAY	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574000 EQUIPMENT, SOFTWARE	1,000	16,086	15,086.00	.00	.00	1,000.00	93.8%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL AIRPORT OPERATIONS	466,300	626,072	535,949.39	96,510.54	63,071.39	27,051.66	95.7%
TOTAL AIRPORT OPERATIONS	466,300	626,072	535,949.39	96,510.54	63,071.39	27,051.66	95.7%
TOTAL EXPENSES	466,300	626,072	535,949.39	96,510.54	63,071.39	27,051.66	

Airport Emergency Plan

Fairfield County Airport – KLHQ



Lancaster, Ohio

Prepared By:
KLHQ Airport

Publication Date:
August 13, 2012

Revision Date:
October 14, 2021

Fairfield County Commissioner's Resolution

2017-11.16.b

A resolution authorizing the Agreement for the Operation of Airport Facilities with the Fairfield County Regional Airport Authority – Fairfield County Commissioners

WHEREAS, the Board of Commissioners desires to enter into an agreement for the Operation of Airport Facilities with the Fairfield County Regional Airport Authority, also known as Fairfield County Airport Authority Board; and

WHEREAS, Assistant Prosecutor Joshua Horacek has approved the agreement to form; and

WHEREAS, the Fairfield County Airport Authority Board approved the agreement in their November 13, 2017 meeting; and

WHEREAS, agreement will expire on November 16, 2022; and

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

Section 1. That the Fairfield County Board of County Commissioners approves the attached agreement for the Operation of Airport Facilities.

Emergency Contact List

Below is the emergency contact list for agencies and individuals that may need notified in the event of an emergency.

Emergency Contact List	Contact #
Local Agencies	
Airport Manager	740-654-7001
Sundowner Aviation	740-603-5128
Greenfield Fire Department (primary)	740-756-4644
Fairfield County Sheriff's Office (primary)	740-652-7911 740-652-7253
Lancaster Police Department	740-687-6681
Ohio State Highway Patrol - Lancaster	740-654-1523
Fairfield County Emergency Management	740-654-4357
NationAir Aviation Insurance	800-456-0236
John Glenn International Airport	614-239-4000
State Agencies	
State of Ohio Aviation Administrator	614-387-2341
ODOT Office of Aviation	614-387-2356
Civil Air Patrol	614-338-8198
Ohio Emergency Management Agency Watch Office	614-799-6500
Ohio Environmental Protection Agency	800-282-9378 614-224-0946
Federal Agencies	
National Transportation Safety Board (NTSB) – Central	303-373-3500
Federal Aviation Administration (FAA) – Great Lakes Region	847-294-7272
FAA Flight Standards District Office - Columbus	614-255-3120
FAA Safety & Standards Branch	847-294-7272
Transportation Security Agency	614-239-3015
Federal Security Director Command Center	614-239-3233
TSA Airport Watch Hotline	866-427-3287 (866-GA-SECUR)
Federal Bureau of Investigation – Columbus	614-224-1183
Occupational Safety & Health Administration (OSHA)	614-469-5582 800-321-OSHA
Hospitals	
Fairfield Medical Center	740-687-8000
Diley Ridge Medical Center	614-838-7911

Airport Emergency Plan Revision Log

Page	Revision Date	Revision Changes
All	8/13/2012	Document created.
All	10/14/2021	Format and content updated.

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Document Usage

- Airport Staff
- Airport Board Member
- Law Enforcement
- Fire Departments
- Fairfield County Emergency Management Agency
- Hangar Tenants

Executive Summary

The Fairfield County Airport (KLHQ) is providing the Airport Emergency Plan (AEP). This plan is to be used to plan for, mitigate, and respond to potential emergencies at the airport and is considered an all-hazards plan. Each situation brings unique challenges, therefore, content in the AEP can be expanded to any emergency but is flexible enough to handle the characteristics of individual scenarios.

The airport is managed by the Fairfield County Airport Authority under the authorization of the Fairfield County Commissioners, Resolution 2017-11.16-b. The authority for day-to-day operations is contractually delegated to the Fixed Base Operator (FBO) – Sowndowner Aviation

Base Plan

The Base Plan of the AEP summarizes the airport's overall plan and briefly identifies KLHQ Airport's strategy to respond to emergencies and incidents to minimize the possibility and extent of personal injury and property damage. The following is an outline of the sections covered in the plan. The purpose is followed by:

- situations and assumptions such as particular hazards the AEP addresses
- operational plan or details to the airport's overall approach to an emergency (*i.e.*, what should happen, when, and at whose direction)
- organization and assignment of responsibilities such as organizations that could be involved in the Emergency Plan and their responsibilities in an emergency
- administration and logistics such as the availability of services and support for all types of emergencies, general policies for managing resources, and mutual aid agreements
- plan development and maintenance identifying who is responsible for maintaining the AEP and how often it will be maintained
- authorities and references highlighting any laws, statutes, ordinances, regulations, and formal agreements regarding emergency response

Purpose

The purpose of this plan is to ensure the safe and efficient handling of emergency situations that may arise at the Fairfield County (KLHQ) Airport located in Lancaster, Ohio. The plan is intended to assist emergency responders, the Airport Manager, and FBO in the response coordination.

The KLHQ AEP was developed according to Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-31C, *Airport Emergency Plan*, and Title 14, Code of Federal Regulations (CFR) Part 139.325 to provide a plan for prompt response to all emergencies to minimize the possibility and extent of personal and property damage on the airport.

The airport has developed this plan to provide emergency response for aircraft sizes up to, and including, a multi-engine (turbojet).

This plan considers coordination with local agencies responsible for emergency response and offers guidance and direction to those personnel required to perform under emergency conditions. It defines the responsibilities the airport and any mutual aid agencies have in assisting under the provisions of this AEP.

The Airport Manager has the overall responsibility for carrying out the requirements and coordinating the activities prescribed by this AEP. It is recognized that all emergency situations cannot be foreseen; therefore, the Airport Manager provides the control, guidance, and assistance deemed necessary in situations that are not specifically covered by this plan to minimize loss of life and property and to restore normal airport operations.

The type of incident shall define the command structure, as follows:

Type of Emergency	Incident Commander
Aircraft Accidents and Incidents (Crashes/Fire)	Fire Officer in Charge
Terrorism	Police Officer in Charge
Bomb Incidents	Police Officer in Charge
Non-structural/Vehicle Fire	Fire Officer in Charge
Fires at Fuel Farms/Storage Areas	Fire Officer in Charge
Structural Fire Incidents	Fire Officer in Charge
Natural Disasters	Airport Manager
Hazardous Materials/Fuel Spills	Fire Officer in Charge
Power Failure	Airport Manager
Water Rescue Situations (if applicable)	Fire Officer in Charge
Crowd Control/Evacuation	Police Officer in Charge
Sabotage/Hijack/Interference of Operations	Police Officer in Charge

Situation & Assumptions

The airport is not capable of handling all emergencies that occur on the property beyond minor aircraft incidents and accidents. More complex incidents and accidents, acts of terrorism, fires, natural disasters, hazmat, and medical incidents are handled by first responders.

Functional Sections

As many of the functions are repetitive between various incidents, each function is not split out separately. The functions are absorbed in the Base Plan with attention drawn to differences.

Hazard Specific Sections

Like functional sections, hazard-specific sections pose redundancy between incidents. Attention is drawn to differences between responses.

Authority for Emergency Operations

During emergencies, Fairfield County Airport follows the Incident Command System (ICS) structure under the National Incident Management System (NIMS).

The development of the Airport Emergency Plan (AEP) was conducted by a team consisting of individuals/organizations having a potential role in the airport's emergency response program. Apart from the requirements established by the Federal Aviation Administration in 14 CFR Part 139 and the Advisory Circular (AC) 150/5200-31C, the AEP Planning team reviewed additional documents addressing other applicable regulations, standards, and guidance related to emergency preparedness.

The plan layout is designed in accordance with the appropriate AC referring to all the documents above, and the necessary elements from these documents have been incorporated into this model. For further clarification and additional references, please refer to Advisory Circular (AC) 150/5200-31C.

Operational Plan

The Airport Manager is responsible for the control of the airport during an emergency and determines if the airport needs to be closed due to the nature of the emergency. If the airport is closed, the Manager, or designee, ensures that yellow X's for runway closure are placed as appropriate.

The Airport Manager is responsible for issuing a Notice to Airmen (NOTAM) for airport conditions and closures as well as any required coordination with air traffic control facilities. The Airport Manager makes the appropriate notifications to all airport tenants through phone calls, or any other appropriate means based on the scenario.

If the airport is closed due to an emergency, do not re-open until the following occur and are completed:

- Aircraft operating areas are safe and secure
- Aircraft movement areas to be reopened have been inspected and cleared
- Adequate aircraft rescue and firefighting protection is available (if applicable)
- Public safety is assured

Notification

Notifications are crucial for responding agencies and to keep the public safe. Notifications can be a means to summon assistance or mutual aid or to warn people to stay out of harm's way.

Means of Notification

Initial notification of an emergency typically occurs when an airport employee reports an incident directly to 9-1-1, law enforcement officer, or firefighter.

Emergency Telephone Numbers

Emergency phone numbers can be found in Appendix C. This list includes local, state, and federal partners. Emergency situations should be started by calling 9-1-1 first.

Communications Network

The airport uses radio channels, landline phones, email, and cellular phones to communicate with tenants, authorities, and the public. These methods are used to communicate hazards and safety notices. Multiple communication methods are used for redundancy in the event one system goes down.

Alert Notifications

The Airport Manager, airport operators, or the public may start the initial alert. The Airport Manager coordinates with Incident Commander (IC) to notify the appropriate aviation agencies. The IC is responsible for ensuring that notifications are made to protect the public. Depending on the situation, the IC may be a lead emergency responder, Ohio State Highway Patrol (OSHP), FAA, NTSB, or law enforcement official. There may also be a Unified Command (UC) with leaders from different sectors leading together.

The Airport Manager notifies the Fairfield County Airport Authority (FCAA) (president, vice president, or a board member) of the emergency or incident as soon as practical. When appropriate, the FCAA notifies the Fairfield County Commissioners.

Emergency Incidents to Report

There are several types of emergencies that should be reported to FCAA and other authorities. The nature of reporting varies with the size and scope of the incident. Reporting guidelines are to be followed as written by statute or authority.

Examples of situations that are reportable include:

- Aircraft emergencies and fires
- Fires (structural and non-structural)
- Fires involving fuel or fuel farms
- Bomb threats
- Hijackings/threats of terrorism/hostage-takings
- Fuel spills
- Vehicle fires and accidents
- Medical emergencies
- Hazardous materials incidents (also known as HAZMAT)
- Floods and other natural disasters
- Unusual odors or conditions
- Suspicious behavior
- Suspicious packages

Preservation of Aircraft Wreckage, Mail, Cargo & Records

The operator of an aircraft is responsible for preserving to the extent possible all aircraft wreckage, cargo, and mail aboard the aircraft and all records, including those of flight recorders, pertaining to the operation and maintenance of the aircraft, and to airmen involved in an accident or incident for which notification must be given until the NTSB or its authorized representative takes custody.

Where it is necessary to disturb or move aircraft wreckage, mail, or cargo; sketches, descriptive notes, and photographs shall be made, if possible, of the accident locale, including original position and condition of the wreckage and any significant impact marks.

Prior to the time the NTSB or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, and cargo may be disturbed or moved only to the extent necessary:

- To remove persons injured or trapped,
- To protect the wreckage from further damage, or
- To protect the public from injury.

The Incident Commander should ensure the preservation of wreckage until otherwise authorized by NTSB/FAA or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangements to remove the damaged aircraft and is invoiced for all costs incurred for the recovery and removal of aircraft from the operational areas of the airport. The Airport Manager inspects the runway/taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic. If the runway is closed, X's should be placed at each end.

Custody of the Aircraft

The Flight Standards District Office (FSDO), when delegated, may take custody of the aircraft and its contents from the time the accident occurs until their full investigation is completed, or a release is given. After the initial investigation, the NTSB or FSDO authorizes the removal of the damaged aircraft to a selected place for further investigation. Custody of the aircraft is still retained by the two agencies. It is important that any secondary damage (damage experienced during recovery) be recorded by the

operator for investigation purposes. Following its full investigation, or at any given time determined by the NTSB, the NTSB issues a "release" of the aircraft to the operator, freeing the operator to move the aircraft or arrange for its removal.

Aircraft Removal

Once cleared by the FAA/NTSB, if applicable, the tenant, operator, or pilot of an aircraft involved in any accident is responsible for the prompt removal of the damaged aircraft. In the event of failure to comply, such damaged or disabled aircraft and parts may be removed by direction of the Airport Manager at the operator's expense and without liability for damage that may result during such removal. Aircraft recovery/removal is coordinated with the Airport Manager.

Aircraft Bomb Threat

Upon receiving news about a bomb threat, the following organizations should be notified:

- Aircraft Owner/Operator (in case of an Aircraft Bomb Threat)
- Air Traffic Control
- Fairfield County Sheriff's Office
- Greenfield Fire Department
- Fairfield County Emergency Management Agency (EMA)
- Transportation Security Administration (TSA)
- Federal Bureau of Investigation (FBI)

Missing Aircraft

The Airport Manager may be notified by the FAA or the public in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not cancelled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, and so notification to all responding agencies may not be required. In this situation, the Airport Manager is responsible to:

- Search airport facilities and check with tenants for missing or overdue aircraft
- Alert local response agencies as appropriate for possible search and rescue operations
- Obtain information regarding missing or overdue aircraft
- Coordinate with the FAA

Press & Media Support

Media briefings are coordinated by the Incident Commander. NTSB and/or FAA shall provide information concerning any aviation accident/incident investigation.

Response

- Fairfield County Sheriff's Office Dispatch Center begins prompt notifications to all necessary agencies for the emergency by radio or telephone.
- The first on-scene responder assesses the situation and determines any additional mutual aid that required.
- Airport Operations responds and determines which AMA need to be closed to ensure aircraft safety and to establish an access route for emergency responders.
- The responding fire departments begin firefighting and rescue operations, as required.

- The responding fire department's Officer in Charge (OIC) assumes the role of Incident Commander and establish an Incident Command Post (ICP).
- Airport Manager initiates notification to airport staff, government agencies, and airport tenants, as required.
- Responding law enforcement assist with access control and provide escorts to the ICP.
- Airport employees and tenants are on stand-by and assist as needed.

Recovery

- Airport Manager/FBO conduct a damage assessment and Foreign Object Debris (FOD) sweep.
- Upon release of wreckage from appropriate the agency, the Airport Manager coordinates removal operations with the aircraft owner.

Return to Normal Operations

- Airport Manager/FBO conducts a final safety inspection.
- Closed areas of the airport are re-opened (cancel NOTAMS).

Assignment of Responsibilities

The following are roles and responsibilities for agencies that are likely involved in an emergency response at the airport. Some of these agencies are involved regardless of the situation while others may be called only if elements of the emergency exist that requires their participation. The list is started by an overall response followed by broad agency categories.

All Tasked Individuals/Organizations

- Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
- Analyze need and determine specific communications resource requirements.
- Identify potential sources of additional equipment and supplies.
- Provide for continuity of operations by acting to:
 - Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
 - Protect emergency response staff by:
 - ✓ Provide appropriate protective clothing and respiratory devices
 - ✓ Ensure adequate training on equipment and procedures
 - ✓ Provide security
 - ✓ Rotate staff or schedule time off to prevent burnout
 - ✓ Make stress counseling available
 - ✓ Ensure the functioning of communication and other essential equipment

Administration

- Provide budgeting, payment, and cost recovery support and authorization.
- Provide personnel services.
- Form a policy group for the overall administration of the event, to include approval of airport media releases, when appropriate.

- Provide procurement services.
- Participate in EOC operations.

Aircraft Operator(s)/Tenants

Airport tenants and their employees should be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If utilized, on a voluntary basis only, it is imperative that these individuals be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

- Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
- Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
- Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
- Perform duties in accordance with air carrier's Aviation Disaster Family Act plan.
- Make necessary notifications, to include the FAA and NTSB.
- Arrange for appropriate passenger services, to include:
 - The transportation of uninjured passengers/crew members
 - Adequate holding facilities for uninjured passengers/crew members
 - Commissary items, telephone facilities, clothing, and additional medical services, as needed
 - Facilities for friends and families of victims/passengers
 - Passenger/crew accountability and tracking
 - Hotel and/or other alternative travel arrangements for passengers
- The tenant/FBO company must have a basic recovery plan ready to meet emergencies such as removal of aircraft.
- The tenant designates one official with the capacity and authority to make all decisions, technical and financial.
- The company recovery official coordinates with Airport Management for the implementation of the airline's plan for prompt removal of the aircraft.
- The prompt removal of the aircraft and all costs associated with the recovery, including contractor charges, airline rental, service company equipment charges, and airport property damage, etc., is the responsibility of the airline involved.
- Report to Airport Manager, or designee.
- Provide Airport Manager a complete list of passengers and crews as well as a complete cargo manifest noting the presence of any hazardous materials on board.
- Coordinate the use of available equipment and supplies.
- Provide knowledge of the airport, aircraft, and other technical knowledge.
- If appropriate, airport operators should brief air carrier representatives and other tenants on the action's airport security takes to deal with anticipated demonstration. The briefing should specify the actions that the airport operator, other agencies, and tenants should take to insure both the safety of the public and continued operation of the airport.
- If an aircraft is directly involved in the incident, the aircraft operator or designated representative should do the following:
 - Provide on-scene support, as requested by the IC.

- Participate in EOC operations.
- Provide for timely news releases.
- Aid on a voluntary basis or in accordance with established agreements.
- Provide specialized tools, equipment, and knowledge of building contents as needed.
- Issue appropriate NOTAM(s) if conditions warrant and permit.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Prepare for, and accomplish, return to normal operations.
- Ensure airport response personnel have received appropriate training.
- Notify any affected airport tenants or the public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with the IC.
- If the incident is on an aircraft, upon landing, direct the pilot to the location directed by the IC.
- Coordinate and implement protective actions for the public and employees, when necessary.
- Work with affected building owners to clean up and document actions taken.
- After consultation with the local Police, make decision whether or not to evacuate and search all or portion of building and so notify agencies above.
- Advise law enforcement when evacuation and search is complete.
- Tenant/FBO receiving a bomb threat should first complete as much of the Bomb Threat Checklist (in Appendix D) as possible.
- Stand by with the equipment and personnel ready for response to requests from the TSA and the FBI.

Air Traffic Control

- Contact Airport Manager regarding aircraft incidents/accidents and providing them information relevant to the emergency.
- Provide Airport Manager information regarding the last known position of the accident aircraft, the best estimate of the accident.
- Provide necessary air and ground traffic control support for emergency response activities.
- Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/ operator.
- If involved in a fire emergency, inspect FAA owned/operated/maintained facilities for damage and operability.
- Provide information and directions to aircraft operators, as appropriate.
- Issue appropriate NOTAM if requested by authorized airport personnel.

Airport/Management

- Gather initial threat information and communicate threats and alerts to appropriate parties. (Emergency contact list is in Appendix C).
- Assist in overall response and recovery operations once life, property, and safety matters have been mitigated.
- Be the IC until the Fire Chief or designee arrive and take over. Activate EOC if needed.
- Establish, promulgate, coordinate, maintain, and implement the AEP, including the assignment of responsibilities.
- Establish an isolation zone on the airport and clear it of all unauthorized personnel

- Coordinate the closing of the airport, runways, or affected surfaces when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).
- Ensure continuation of safe airfield operations. The airport, or portions of the airport, that are closed during the emergency, will not be reopened until all provisions.
- Initiate proper notification and directs all responding agencies to ensure appropriate response in accordance with established plans and procedures.
- Establish adequate records of the emergency.
- Coordinate overall planning, response and recovery efforts with hospitals, EMS, fire and police departments, ARC, airport management, and others to ensure efficiency and effectiveness.
- In the event of mass casualties, consider providing airport terminal, Hangar B (HAS), as locations that may be utilized for the victims, emergency responders, and family/friends of the victims. Facilities for victims' families and friends should be secure, easily accessible and are removed from areas involved with the emergency response or designated for the media.
- Ensure adequate and appropriate communications systems are in place. Designate a Communications Coordinator to report to the EOC when required.
- Identifies individuals who have the specific responsibility and authority to initiate manually activated alert and warning systems.
- Ensure preparation of contingency plans to provide alert and warning if the established system fails to work.
- Locate the aircraft owner/operator if the pilots or passengers are unable to communicate.
- Check the terminal, appropriate hangar, or airport location for any parties that might have been waiting for or associated with the aircraft.
- Complete airfield inspections and documentation.
- Designate hangars or other key buildings on the airport or in the communities it serves that will be used to accommodate uninjured, injured, and deceased persons.
- Ensure all appropriate notifications have been made, including:
 - Local first responders
 - NTSB
 - FAA
 - Airport response personnel
 - FEMA, FBI, Military Services, etc.
 - Tenants
- Arrange for escorts or transportation of passengers and crew if required.
- Airport Management determines if the disabled aircraft, due to its location, is jeopardizing safety of flight operations and closes all or any part of the airport where hazardous conditions prevail to ensure continued safety.
- In aircraft bomb threat situations, passengers should leave baggage and cargo on the aircraft, and all persons should be detained until cleared by the designated law enforcement personnel
- In power outage situations:
 - Notify the responsible utility company of any power failure
 - Ensure that power generator and circuit resistance tests are being conducted.
 - Issue NOTAM for incident or power outage, if required.
 - Notify the appropriate FAA air traffic control facility regarding a failure that may affect the safety of flight.

- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations.
- Returns airport to normal operations once cleared through the IC

American Red Cross (ARC)

- Coordinate and provide support services to victims, their families, and to emergency responders.
- ARC is at the regional level and are not stationed locally.

Animal Care/Control

- Removal and care of wildlife involved in collision with aircraft.

Communications Services

- Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the airport's communications capabilities. This may be the county Public Information Officer (PIO).
- Coordinate and establish communications protocols, including frequency utilization, for use during emergency conditions.

Coroner

- Coordinate and provide body identification and other investigative activities.

Emergency Management Agency (EMA)

- Coordinate local Emergency Operations Plans (EOP) with the AEP.
- Support airport and Incident Command in response phases.

State or Local Environmental Agency

- Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.

Federal Aviation Administration (FAA)

- Certify and uphold the practices and procedures of the aviation industry.
- Provide investigation service in support of improving safety and enforcement of the regulations, as necessary.

Federal Bureau of Investigation (FBI)

- Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).
- Assumes command in response to certain hijack and other criminal situations.

Fire Department/Emergency Medical Services (EMS)

- When notified of an emergency, responds to the incident scene with appropriate personnel and firefighting/rescue equipment in accordance with standard operating procedures.
- Assume lead in Incident/Unified Command System for initial fire and rescue operations in accordance with established policies and procedures.

- Greenfield Township Fire Department coordinates appropriate response and recovery operations including any mutual aid needed. Fire department personnel assumes IC role for all fire suppression.
- If the Greenfield Township Fire Department responds from their facility, they will probably enter via the ARFF gate on the Northeast. However, they may respond from another location and enter via other ingress points.
- Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, American Red Cross (ARC), Airport Operator, etc.
- Provide assistance for aircraft evacuation and search of explosives
- If bomb detonation occurs, assume role of Incident Commander and be responsible for fire suppression and rescue procedures.
- If a bomb detonation results, assume role as Incident Commander.
- For anticipated large crowds, an airport should set up extra first aid, medical booths, and have ambulances standing by.
- If assistance is required, ensure that the law enforcement or FBI have secured the area prior to responding to the location.
- Respond to fuel spills and other hazardous materials incidents in accordance with established policies and level of training.
- Determine need for, and initiate as needed, local Hazardous Materials Response Team.
- Assist in alert and warning process in the event a protective action is required.
- Provide on-scene emergency medical services in accordance with established plans and procedures to include the following:
 - Collect, triage, and treat casualties
 - Maintain a list of casualties and respective treatment destinations
 - Transport to, and coordinate with, appropriate medical care facilities
 - Provide for the deceased
 - Restock of medical supplies, as needed
 - Initiate Critical Incident Stress Management (CISM) and/or Post Traumatic Stress Disorder (PTSD) debriefing support, as needed
- Check for petroleum leaks and other potential hazardous materials problems.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

Hazardous Material Response Team (HAZMAT)

- Provide response and recovery support for hazardous material emergencies as defined by statute.

Hospital(s)

- Coordinate the hospital disaster plan with the airport and community EOP.

Law Enforcement

- Identifies an initial Incident Commander and establishes an ICP, if appropriate; assigns appropriate personnel to command staff functions.
- Manage law enforcement resources, directing traffic control, crowd control, and law enforcement operations, including those required by 49 CFR part 1542, Airport Security.
- Fairfield County Sheriff's Office coordinates multijurisdictional law enforcement response and any required mutual aid.

- Law enforcement agencies assume IC for situations involving bomb threats or terrorism and coordinate with the IC for all other emergencies.
- Assist with/provide airport operation area (AOA) access control and escort.
- Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- Provide liaison for the airline or tenant
- Call assistance for explosive technicians and dog team
- Provide escort and communication support to airport Tenant/FBO
- Consider the rights of individuals and the protection of private property.
- Provide assistant to federal agency representatives.
- Assist in alert and warning process in the event a protective action is required.
- Dispatch bomb technicians and explosives-detecting canines. (Only bomb technicians and bomb K-9 handlers/K-9s will operate in the "hot zone" of a suspected explosive device.)
- Evacuation perimeters and explosives-rendered-safe procedures will be at the direction of the law enforcement OIC.
- Notify FBI and TSA.
- If a bomb detonation occurs, comply with structural fire procedures under the direction of the fire department
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Review personnel requirements and adjust accordingly.
- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

Maintenance

- Assist/provide critical services, including utility support (activation/cut-off), as needed.
- Provide safety inspections, as needed.
- Assist in facility restoration.
- Provide sanitation support services.
- Assist in the provision of required resources.
- Participate in EOC operations, including IC/UC with pre-established protocols.

Mental Health Agencies

- Provide coordinated programs for survivors, relatives, eyewitnesses, and emergency response personnel for dealing with the possible long-term effects of the emergency.

National Weather Service

- Provide related technical support information in support of emergency response and recovery operations.
- Assist with alert and warning processes, particularly with weather related emergencies.

National Transportation Safety Board (NTSB)

- Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories, and possessions.

Ohio State Highway Patrol (OSHP)

- Investigation of aircraft crashes outside municipalities and in accordance with ORC 4561.13

- Initiate investigation of aircraft crashes inside municipalities only if local police refuse or request assistance
- Notify FAA and take necessary safety and security precautions at site of aircraft crash
- Record time and person contacted on CAD Incident
- Secure crash scene to prevent pilferage and moving pieces of wreckage until owner or FAA arrive at the scene
- If wreckage involves military aircraft, notify National Guard and FAA, and establish a 300-yard perimeter only allowing military and EMS personnel upwind of the crash
- Complete HP-3A and related forms according to SOP

Public Information/Media

- Gather, coordinate, and release factual information in a timely manner to the general public, stakeholders, and community elected officials (CEOs) where appropriate.
- Interface with media regarding the emergency.
- Manage the communications section in the EOC and supervises all personnel assigned to it.
- Supports media center communications, as needed. Work with the PIO if activated.
- Maintains a chronological event log.
- Establishes a secondary communications center.
- Provide news releases relative to the airport's responsibilities and activities.
- Participate in EOC operations.
- Assist with the interface with other airport tenants.

Public Works/Engineering

- Manage public works resources and direct public works operations such as road maintenance, debris/trash removal, etc.
- Coordinate with private sector utilities (e.g., power and gas) on shutdown and service restoration.
- Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

Search and Rescue

- Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies.

Administration, Finance & Logistics

Finance/Administration

All receipts and supporting documentation are kept for the response. This information is required if costs can be recovered later through disaster declarations or other supportive means. Examples of documentation to be kept include number of man hours, equipment rental, supply costs, services through MOUs and MAAs, food receipts for responders and volunteers, etc.

Each department is responsible for tracking its own resources. Financial reporting and recording functions are conducted by the Finance and Administration Department. All financial records, invoices, and purchase requests shall be forwarded to the Finance/Administration Department for recording and tracking purposes.

Logistics

Each department is responsible for managing its own resources.

Local resources are exhausted first before requests are made to regional, state, and federal levels. Requests for resources are given to the Logistics Chief who then searches to fill the request. If resources are needed outside the local region, the request is sent to Fairfield County EMA who sends the request up to the Ohio Emergency Management Agency (OEMA).

During an emergency, the airport may elect to augment staff with airport tenant employees for functions in which they are trained and/or qualified to perform. Volunteer organizations such as ARC or Civil Air Patrol may be used at the discretion of the Airport Manager or IC.

Copies of requests for personnel support, equipment, and supplies must be retained through the Airport Manager, Logistics Chief, or Planning Chief if activated.

Plan Development & Maintenance

General

The AEP is reviewed annually for updates and changes to processes. Contact information changes may take place more frequently which requires more frequent updates. The list below provides suggested timeframes on elements for review.

- Annual Review
 - Plan review and updates – or as policies and procedures change
 - Resources updated – may vary based on types of resources
 - Personnel responsibilities
 - MAAs or MOUs
- Quarterly Review
 - Contact Information
- Monthly Review
 - Test radios and frequencies

Trainings, Drills & Exercises

Pre-incident introductory, recurrent, and specialized training on the plan is provided through classroom sessions, tabletop exercises, and drills for those who have a role in the plan. Airport tenants receive training on how to report emergencies during routine training presentations provided by the airport. Tenants are also invited to participate in all table-top exercises and live emergency drills.

The airport conducts periodic emergency exercises that involve all airport tenants and mutual aid organizations. Participants are encouraged to provide input in the exercise.

Post-incident events, drills and exercises are evaluated and critiqued to realize successes and areas needing improvement. Information received from the critiques is used to validate the effectiveness of the plan and to highlight necessary improvements and recommended changes.

Authorities & References

Authorities and references can be found in Appendix A.

Appendix A – Authorities & References

1. Federal Emergency Management Administration(www.fema.gov)
 - National Incident Management System (NIMS)
 - National Response Framework (NRF)
 - SLG (101), *Guide for All-Hazard Emergency Operations Planning*
2. National Fire Protection Association (NFPA) 424, *Airport/Community Emergency Planning*
3. 49 CFR part 1542, *Airport Security* (formerly 14 CFR part 107)
4. 49 CFR part 1544, *Aircraft Operator Security* (formerly 14 CFR part 108)
5. 49 CFR part 1546, *Foreign Air Carrier Security*
6. 49 CFR part 1548, *Indirect Air Carrier Security* (formerly 14 CFR part 109)
7. State and Local Regulations
8. ICAO Technical Instructions
9. International Air Transportation Association, *Dangerous Goods Regulations Manual*
10. Department of Transportation, *The Public Transportation System Security and Emergency Preparedness Planning Guide*
11. National Response Team (NRT-1), *Hazardous Materials Emergency Planning Guide*
12. Airport Joint Use Agreements with the Department of Defense
13. *U.S. Coast Guard Addendum to the National SAR supplement* (CGADD)
14. FAA Order 7210.3, *Facility Operation and Administration*¹
15. U.S. Department of Transportation, Federal Aviation Administration, Advisory Circular (AC) 150/5200-31C, *Airport Emergency Plan*, June 19, 2009
16. ORC Section 4561.13 for Ohio State Highway Patrol

Plan template from New Hampshire DOT Bureau of Aeronautics – 2015.

Appendix B - Abbreviations

Acronym	Definition	Acronym	Definition
AC	Advisory Circular	ICAO	International Civil Aviation Organization
AEP	Airport Emergency Plan	ICP	Incident Command Post
AOA	Airport Operating Area	ICS	Incident Command System
ARC	American Red Cross	ID	Identification
ARFF	Aircraft Rescue & Firefighting	K-9	Canine
ATC	Air Traffic Control	KLHQ/LHQ	Fairfield Airport Identification
ATCT	Air Traffic Control Tower	LO	Logistics Officer
CEO	Community Elected Official	MAA	Mutual Aid Agreement
CFR	Code of Federal Regulations	MOU	Memorandum of Understanding
CISM	Critical Incident Stress Management	NFPA	National Fire Protection Association
DOT	Department of Transportation	NIMS	National Incident Management System
EMA	Emergency Management Agency	NOTAM	Notice to Airmen
EMS	Emergency Medical Services	NRT	National Response Team
EOC	Emergency Operations Center	NTSB	
EOP	Emergency Operations Plan	ODOT	Ohio Department of Transportation
ETA	Estimated Time of Arrival	OEMA	Ohio Emergency Management Agency
FAA	Federal Aviation Administration	OIC	Officer in Charge
FBI	Federal Bureau of Investigation	PIO	Public Information Officer
FBO	Fixed-Base Operator	PTSD	Post-Traumatic Stress Disorder
FCAA	Fairfield County Airport Authority	SLG	State & Local Guide
FEMA	Federal Emergency Management Agency	SOP	Standard Operating Procedure
FSDO	Flight Standards District Office	TSA	Transportation Security Administration
FOD	Foreign Object Debris	UC	Unified Command
HAZMAT	Hazardous Material	VIP	Very Important Person
IC	Incident Command		

Appendix C – Emergency Contact List

Emergency Contact List	Contact #
Local Agencies	
Airport Manager	740-654-7001
Sundowner Aviation	740-603-5128
Greenfield Fire Department (primary)	740-756-4644
Fairfield County Sheriff's Office (primary)	740-652-7911 740-652-7253
Lancaster Police Department	740-687-6681
Ohio State Highway Patrol - Lancaster	740-654-1523
Fairfield County Emergency Management	740-654-4357
NationAir Aviation Insurance	800-456-0236
John Glenn International Airport	614-239-4000
State Agencies	
State of Ohio Aviation Administrator	614-387-2341
ODOT Office of Aviation	614-387-2356
Civil Air Patrol	614-338-8198
Ohio Emergency Management Agency Watch Office	614-799-6500
Ohio Environmental Protection Agency	800-282-9378 614-224-0946
Federal Agencies	
National Transportation Safety Board (NTSB) – Central	303-373-3500
Federal Aviation Administration (FAA) – Great Lakes Region	847-294-7272
FAA Flight Standards District Office - Columbus	614-255-3120
FAA Safety & Standards Branch	847-294-7272
Transportation Security Agency	614-239-3015
Federal Security Director Command Center	614-239-3233
TSA Airport Watch Hotline	866-427-3287 (866-GA-SECUR)
Federal Bureau of Investigation – Columbus	614-224-1183
Occupational Safety & Health Administration (OSHA)	614-469-5582 800-321-OSHA
Hospitals	
Fairfield Medical Center	740-687-8000
Diley Ridge Medical Center	614-838-7911

Appendix D – Bomb Threat Questions Checklist

Below are questions to ask the caller with a bomb threat. Pay attention to background noise, approximate age, and characteristics of the caller.

***REMEMBER KEEP CALM - DON'T HANG UP*
KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE**

1. When is the bomb going to explode? _____
2. Where did you put the bomb? _____
3. When did you put it there? _____
4. What does the bomb look like? _____
5. What kind of bomb is it? _____
6. What will make the bomb explode? _____
7. Did you place the bomb? (circle) **YES / NO**
8. Why did you place the bomb? _____
9. What is your name? _____
10. Where are you? _____
11. What is your address? _____
12. Check caller ID for phone number. _____

EXACT WORDING OF THREAT:

Time of Call: _____ AM/PM Number Called: _____

Did the caller ask for anyone specific? **NO / YES**, Who? _____

Background Sounds

- Office Machinery
- Factory Machinery
- Street Noises
- Animal Noises
- Static
- Voices in Background
- Music in Background
- Local Call
- Long-distance Call
- Cellular Phone
- Aircraft

Caller's Voice

- Male
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Normal
- Slurred
- Disguised
- Calm
- Clearing Throat
- Deep Breathing
- Cracking Voice
- Laughing Voice
- Female
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Crying
- Accent
- Familiar
- Distinct
- Nasal

Threat Language

- Well Spoken (Educated)
- Message Read Off
- Foul Language
- Irrational Language
- Taped Message
- Incoherent Message
- Abusive

Estimated Age: _____

Where is the caller located? (background/level of noise): _____

Was the caller familiar with the area? _____

Is the voice familiar? If so, who does it sound like? _____

Other Information:

Recipient of the Call

Name (print): _____

Telephone number: _____

Signature: _____

Appendix E – Airport Building Assignments



The map above signifies the letters assigned to the airport buildings. The letters are used for identification purposes to streamline communication.

2021-12.14.00

A resolution 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 Board of the Fairfield County Regional Airport Authority desires to contract with the Prosecuting Attorney for legal services, and the Prosecuting Attorney is willing to provide said services;

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.

NOW THEREFORE, BE IT APPROVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Board of County Commissioners hereby approves the attached agreement for legal services and authorizes the Board President to execute said agreement on behalf of the Board.

Prepared by: Joshua Horacek
cc: Prosecuting Attorney

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:

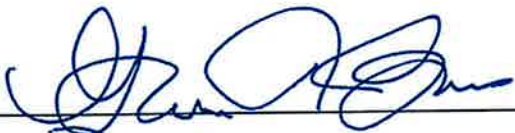
1. The Prosecutor shall serve as the legal advisor and general counsel to the Airport ("Legal Services") and shall control the scope and provision of legal services to the Airport. Legal services shall include representation of and advice to the Airport officers and employees acting within their official 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, 2022, through January 31, 2025. 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: 12-13-21

THE FAIRFIELD COUNTY
PROSECUTING ATTORNEY

R. Kyle Witt, Prosecuting Attorney
Date: _____

THE FAIRFIELD COUNTY BOARD OF
COUNTY COMMISSIONERS

By: 
Title: President
Date: 12-14-21

Prosecutor's Approval Page

Resolution No.

A resolution 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 Prosecutor)

Approved as to form on 12/8/2021 3:27:03 PM by Joshua Horacek,

A handwritten signature in black ink, appearing to read "J. Horacek", is positioned above the typed name.

Joshua Horacek
Prosecutor's Office
Fairfield County, Ohio

Resolution No. 2021-12.14.00

A resolution 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 Prosecutor)

Upon the motion of Commissioner David L. Levacy, seconded by Commissioner Steven A. Davis, this resolution has been Adopted:

Voting:

David L. Levacy, President	Aye
Jeffrey M. Fix, Vice President	Aye
Steven A. Davis	Aye

Board of County Commissioners
Fairfield County, Ohio

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.



Rachel Elsea
Board of County Commissioners
Fairfield County, Ohio