

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll Ohio 43112**  
**Minutes for July 14, 2014**

**Meeting to order**

Glenn Burns called the meeting to order at 6:03 p.m. with the Pledge of Allegiance. Board Members present at this meeting were Glenn Burns, Dave Roebuck, Bill Fagan, and Bill McNeer. Martin Lohne, Kurt Lape and Lonnie Rush were absent.

Also in attendance were: Lonnie Watts, Greg Heaton, Pat Rooney, Branson Rutherford and Pat Ferguson.

**Historical Aircraft Squadron (HAS) update on Airport grounds**

Pat Ferguson with HAS reported that they sprayed weed killer for two days on the cracks on the runway that was just repaired.

Greg Heaton with Crawford Murphy Tilly (CMT) stated that herbicide was not included in the FAA grant that paid for the repairs to runway.

Branson Rutherford with HAS that he and John Carr with HAS were the ones who sprayed the weeds. They spent about 40 hours last week spraying the runway, taxi lights and parking lot. They are mowing three days a week out to the Airport.

Mr. Ferguson repairs that the Airport purchase paint to clean up the fence and posts.  
Dr. Burns asked HAS to proceed.

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

No one from the public addressed the board.

**Approval of minutes for the June 9, 2014 Meeting**

*On motion of Bill Fagan and second of David Roebuck, the Fairfield County Airport Board voted to approve the minutes for the June 9, 2014 meeting.*

*Voting aye thereon: Fagan, Roebuck, and Burns.  
Abstaining was Bill McNeer. Motion passed.*

**Approval of minutes for the June 11, 2014 Special Meeting**

*On motion of Bill Fagan and second of David Roebuck, the Fairfield County Airport Board voted to approve the minutes for the June 11, 2014 special meeting.*

*Discussion: Mr. McNeer asked for clarification for the porta pot discussion. \$1,400 has been paid so far this year, about 1% of budget. In his opinion he feels like the airport is subsidizing for R1 tenant's business operation. Dr.*

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*Burns stated that the intention of moving the porta pot closer to R1 was to benefit all tenants. Mr. McNeer asked that it be reconsidered in the future, next year.*

*Mr. McNeer reported that the Minimum Standards wording needs corrected. Add "left open" and delete "will not be open". Also, he made spelling corrections and changed the date to June 11, 2014 in the Minimum Standards. Dr. Burns stated that the Minimum Standards Operations plan is now updated and ready for Assistant Prosecutor Jason Dolin to review.*

*Voting aye thereon: Fagan, Roebuck, and Burns  
Abstaining was Bill McNeer. Motion passed.*

**Airport Manager Update with Sundowner Aviation**

Mr. Rooney reported that they have been working with Kip Kelsey on the parking plan. The signs and painting on sidewalk are completed. The Ohio Skydiving Center is aggressively trying to get the parking plan done. Things are working out real good.

Mr. McNeer reported that at the back of the east side of Row R is becoming mud lanes. If someone were to come along and ask for gravel to be put back there, he wondered who should pay for it.

Mr. Watts reported that Transportation Security Administration (TSA) came in and did a yearly inspection. During that time TSA saw a vehicle on the tarmac. The vehicle had no lights on. TSA asked that signs be put up at all entrances saying that vehicles should be aviation associated and that lights/blinkers have to be on. Other than that the TSA agent liked the operation of the airport. Mr. Watts will order the signs.

Mr. Watts reported that fuel sales were doing well. Fuel will need to be purchased soon.

Mr. Watts also reported that the power steering needs repaired on the fuel truck. There will be an expenditure made to make the repair.

Mr. Rooney reported that the skydive rules are taken care of.

Mr. Rooney reported that he left a message for Mr. O'Conner regarding switching the electric bill to his name for Hangar R2. Mr. O'Conner never returned his call. Mr. Rooney contacted South Central Power to change the billing to Mr. O'Conner.

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Mr. McNeer asked that if Brian Tenkoff, FAA representative is satisfied with the skydive rules. Mr. Rooney reported that the skydive rules have been withdrawn and Brian is aware.

Dr. Burns reported that Mr. Tenkoff and others with the FAA are still working on the complaint made by Chris Chapman. He recommended that Mr. Tenkoff be notified after the Assistant Prosecutor Jason Dolin has reviewed that additions to the Minimum Standards Operation plan. Mr. McNeer also added that it will be posted on the web.

**Standing Committee Updates**

**a. Airport Improvement - update by Greg Heaton with Crawford Murphy Tilly, Inc. (CMT)**

Mr. Heaton reported that grants are still being closed out. Hangar K design is complete. Advertisement started Friday, will be advertised for 2 weeks. Bid sets will be available here at the terminal and at CMT's office. Pre bid meeting will be July 22. Bids will be collected on July 29<sup>th</sup>. Crack-sealing work in the FY2014 application, application will take about 6 weeks to review and approve. Hangar K construction should be completed by the end of the year if bids come in according to the estimate.

**b. Community Relations – Martin Lohne (absent)**

Nothing to report.

**c. Facilities and Grounds – Lonnie Rush (absent)**

Nothing further to report.

**d. Finance - Glenn Burns**

Dr. Burns asked the Board to review the financial reports.

**Approval of Payment of bills**

*On motion of Bill Fagan and second of David Roebuck, the Fairfield County Airport Board voted to approve the payment of bills. (See below)*

Vendor	Amount	Description
CMT	\$170.00	engineering for rehabilitation of Apron B & C1 of the T/H G 5/3-5/3/14
CMT	\$630.00	engineering services for construct of terminal apron 5/3-5/30/14
CMT	\$3,111.00	engineering services for hangar K development 5/3-5/31/14
Sundowner Aviation	\$1,012.53	\$.10 (10 cents) per gallon of fuel sold @ Airport for the month of June
Sundowner Aviation	\$1,301.70	10% of hangar rent collected for the month of June
Total	\$6,225.23	

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*Voting aye thereon: Fagan, Roebuck, Burns, and McNeer. Motion passed.*

**e. Security, Web info & New Leases – Bill McNeer**

- New leases : Ms. Knisley is still working on. Letters and emails have been sent.
- Master Gates: Mr. McNeer asked that codes be changed. Mr. Watts will proceed.
- Month to Month hangar leases: Mr. Rooney asked that if new hangar leases can be modified for short term stays, as a month to month. He has informed the tenants that they will not get a discount. Dr. Burns stated that due to the amount of vacancies that there are, this is a good thing. If there becomes a waiting list that this would not work. Mr. McNeer encourages that an increase in rent should be implemented to those who do not sign a year lease.

**Approval of amending hangar lease agreements for tenants who wish to lease from month to month**

*On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Authority voted to approve amending hangar lease agreements for tenants who wish to lease from month to month.*

*Discussion: Mr. Rooney stated that the tenant will be charged 10% more than the normal rate and will still be charged with a security deposit*

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

- Sunshine Law training: Mr. McNeer reported that he went to a sunshine law training. He presented the book that was given and suggested that the board should pay attention to page 90 & 91. He will leave the book at the terminal.

**f. Tenant Relations – Glenn Burns**

**i. Rent Status**

- P13, – June not paid
- P16, George Carrico vacated hangar in June (Mr. Carrico's email stated he sent letter to Airport and talked with Lonnie, FBO does not have letter???)

**j. Fixed Based Operator (FBO) Liaison – Dave Roebuck**

Nothing further to the FBO's report.

**Old Business**

- a.** Strawser Construction Inc., invoice for \$9,261, rehab of Taxiway A, not approved in June meeting due to unsatisfactory completion : Mr. Heaton with CMT recommends payment for Strawser Construction Inc. They are aware that the Board is not very happy with their

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job. They gave proposal for 2014 project, CMT will be there while the work is being completed.

**Approval of payment of \$9,261 to Strawser Construction, Inc.**

*On motion of Bill Fagan and second of Bill McNeer, the Fairfield County Airport Authority voted to approve the payment of \$9,261 to Strawser Construction, Inc.*

*Voting aye thereon: Fagan, McNeer, Burns, and Roebuck. Motion passed.*

- b. Email from Dan Bolger, notification of intent to exercise the option to extend his lease for another 5 years: Mr. McNeer reported that the increase on the lease will be based on the Consumer Price Index (CPI), which will not be available until November.
- c. Abandoned Aircrafts - no new information to report
  - Cessna Cardinal – prosecutor sent to LS. Love (no response yet)
  - 5/27 Hawker Jet – Prosecutor mailed letter to Africa, letter was returned (undeliverable)
- d. F8, Life Air – Vacant as of Jan 1, final bill \$821.70
- e. Dr. Lohne not renewing his Board appointment  
The Board of Commissioners have a resolution on for Tuesday, July 15<sup>th</sup> to appoint Michael Kaper, effective Wednesday, July 15<sup>th</sup>. Dr. Lohne has been notified.

**New Business**

- a. Lape & McNeer term expires 12/31/14 – wish to be reappointed: No decision has been made.

**Informational**

The Board reviewed the following informational items:

- a. South Central 1993 Capital Credit of \$598.07 received and deposited into the county general fund
- b. FAA memo dated 4.22.14, subject: Guidance for the Use of “EST” with “FICON” NOTAMs
- c. FAA memo dated 5.6.14, subject: Contaminated Runways and the Utilization of the Notice to Airmen (NOTAM) system
- d. Card from Board of Commissioners, congratulations on 45<sup>th</sup> anniversary
- e. FAA/USDOT letter, accepting amendment of \$32,403 for FY2010 FAA grant
- f. Phillips 66 Quarterly Newsletter, June 2014
- g. Purvis Brothers, Inc. letter offering excess liability insurance

**Adjournment**

On motion of Bill McNeer and second of Dave Roebuck, the Fairfield County Airport Authority Board voted to adjourn at 6:45 p.m.

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Next meeting is scheduled for Monday, August 11, 2014 at 6:00 p.m.

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Meeting minutes for the July 14, 2014, were approved on August 11, 2014.

Aye  
Glenn Burns

Aye  
Bill Fagan

Abstain  
Lonnie Rush

Abstain  
Kurt Lape

Abstain  
Michael Kaper

Aye  
William McNeer

Aye  
David Roebuck

Staci A. Knisley  
Staci A. Knisley, Airport Clerk