

**Fairfield County Airport Authority Board Meeting
3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for January 13, 2025**

Regular Meeting to order

Glenn Burns called the Regular Meeting to order at 5:00 p.m. with the Pledge of Allegiance. The meeting was held with the following Board Members present: Glenn Burns, Tom Brennan, Michael Kaper, Jon Kochis, Scott Richardson, John Smith, and Bill Fagan.

Also present were Staci Knisley, Ian Coil, and Craig Weaver.

Opportunity for the Public to Address the Board

None.

Approval of the Minutes for the December 9, 2024, Meeting

On motion of John Smith and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the minutes from the December 9, 2024, meeting.

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

Election of Officers

Dr. Burns asked for nominations are open for the Board.

Mr. Kochis made a motion to nominate and Dr. Glenn Burns as President for the Airport Authority Board. Mr. Brennan seconded the motion.

Discussion:

Dr. Burns stated that he would accept the nomination.

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

Mr. Kochis made a motion to nominate and Michael Kaper as Vice President for the Airport Authority Board. Mr. Fagan seconded the motion.

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

Historical Aircraft Squadron (HAS) update

Mr. Kochis reported that he had a conversation with Al Moyer with HAS related to fuel storage. RD Holder has a container they will offer us for gasoline storage as long as we stayed purchasing from them. In the spring we will move and install the gasoline and diesel tanks in the SWAT garage and the Equipment Storage building.

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

a. Monthly Report

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

Mr. Coil stated that the equipment for the plowing could use some improvement. Any equipment or attachments to the equipment you can give to the Airport would be helpful.

Mr. Kochis stated he will be working on the transfer of a snowplow truck to the Airport from Facilities soon.

Airport Improvement – Jon Kochis & Tom Brennan

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

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

Mr. Kochis reported that the north side development will be discussed with the FAA for years to come. The FAA wants the Airport to provide proof that larger hangar tenants are interested in leasing.

b. Storm Water

- Quarterly Stormwater Visual Inspection Report

Mr. Kochis reviewed the quarterly report with the Board; see attached to minutes.

Mr. Coil reported that he will get a trash can with a lid this week per the report and all other items have been removed.

c. Master Plan/Hangar Build

Mr. Kochis reported that there was a stumbling block that the county got passed with site preparation and foundation work. The county does expect a change order for the electrical service and a small deduction change order. The Airport funds could possibly cover this.

Community Relations – Michael Kaper

Nothing new to report.

Facilities and Grounds – Bill Fagan & Michael Kaper

Nothing new to report.

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
- Utility cost report

b. Payment of Bills

- Purvis invoices for \$10,044.58 & \$775

Mr. Coil reviewed the invoices with the Board. The hoses have a 10-year shelf life and needed replaced. The 17-hour labor seems correct. The technician was here about 3 days.

Approval of payment to Purvis for the invoices of \$10,044.58 & \$775.

On motion of Jon Kochis and seconded by Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment to Purvis for the invoices of \$10,044.58 and \$775; see attached to minutes.

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

Motion passed.

- **Motion to approve retroactively December payment of invoices totaling \$6,293.06**

On motion of Jon Kochis and second of Tom Brennan, the Fairfield County Airport Authority Board motioned to approve retroactively December invoices totaling \$6,293.06; see attached to minutes.

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

Motion passed.

Security & Safety – Jon Kochis & John Smith

Mr. Kochis stated that he reported an incident to Mr. Coil and Mr. Moyer. It was related to a vehicle that was abandoned at the end of the old Columbus Road. A first amendment auditor alerted the Board of Commissioners that there was an abandoned vehicle that needed removed. The vehicle has been removed. He is working with the prosecutor's office on verbiage for signage for trespassing. The Sheriff's office recommends we vacate the rest of the road.

Mr. Kochis does not think the recommendation is good because of limiting access to the HAS museum. It could also impact Hangar A.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports and other items:

- Rent Status Spreadsheet
- Hangar Waiting List

Web – Tom Brennan

Nothing new to report.

Old Business

- Obstruction Removal Area/Dip
 - *Waiting on alternatives from CMT for grading.*
- CMT Agreement for North Development Letter of Map Revision (LOMR) project - \$77,000
 - *Waiting on for more north apron progress; local monies needed if approved.*
- Precision Pipeline estimate
 - *Nothing new to report.*
- New leases for tenants prior to September 13, 2021
 - *Administrative staff still working on collecting updated leases from tenants.*
- New hangars
 - Tenants
 - Lease
 - Sub-Committee for all hangar rates
 - Scott Richardson, Tom Brennan & John Smith will be on this subcommittee.

The full Airport Board discussed options for hangar rates.

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Dr. Burns recommended the subcommittee meet in the next month and present a recommendation to the Board in a few months.

New Business

- Tenant Letter

Mr. Smith recommended a letter be sent to the tenants to see who purchases the fuel here at the Airport. He thinks the price of fuel affects the traffic here. The prices are higher here than the Ross County Airport and other counties.

Mr. Coil reported that Pickaway County charges fuel for what they purchase it for.

Mr. Brennan recommends that when sending out a letter or survey to the tenants, we offer something to get their response.

Mr. Kochis has access to an electronic survey through survey monkey when Mr. Smith gets a letter drafted, he or Ms. Knisley can send it out.

Mr. Smith reported that only 20% of the fuel sales are for tenants and transient aircraft. The flight school purchases 80% of the fuel out here.

- Snow Equipment discussion continued

Mr. Coil will do some research on snow plowing brushes and equipment.

Informational

None.

Calendar of upcoming events and other important dates

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

Adjournment

On motion of Tom Brennan and second of Michael Kaper, the Fairfield County Airport Authority Board voted to adjourn at 6:05 p.m.

Next Regular Meeting is Monday, February 10, 2025, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112

Meeting minutes for January 13, 2025, meeting was approved on February 10, 2025.

Fairfield County Airport Authority Board Meeting
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Minutes for January 13, 2025

Aye
Glenn Burns

Absent
Bill Fagan

Aye
Tom Brennan

Aye
Jon Kochis

Absent
Michael Kaper

Aye
John S. Smith

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

Fairfield County Airport Authority
Board Meeting, January 13, 2025

Engineer's Summary Report

1. FY 21 FAA AIP Grants
Master Plan – Documents, complete. Grant closeout underway.
2. FY 23 FAA AIP Grant - Master Drainage Report
CMT and County working on grant closeout. LOMR scope and fee prepared for review.
3. OH FY 22 State grant – Obstruction Removal (East).
 - a. East End - Phase 2 – On hold, check up every few months.
4. OH FY 24 State grant – Runway 28 RSA Clearing
 - a. Removal of Election House Road and RSA grading, project complete. **Grant closeout underway. CMT to provide alternative for additional grading options for mowing concerns in the Spring.**
5. FY 24 FAA AIP Grant – Runway 10/28 Crackseal
 - a. Work completed.
 - b. Final inspection and aerial survey to be completed when pavement is clear.
 - c. Closeout to be completed in the next few months.
6. FY 24 FAA AIP Grant – Apron and Taxiway Rehab/Hangar Development (County funded)
 - a. Setterlin has begun work on Box Hangars.
7. FY 25 FAA Planning Meeting
 - a. Meeting with FAA on October 21. **Preapplication documents drafted and ready for submission if priorities remain the same.**
8. Action Items:
 - a. North side development project status and demand justification. Other priorities?

FAIRFIELD COUNTY AIRPORT AUTHORITY
QUARTERLY STORMWATER VISUAL INSPECTION

LOCATION & SITE CONTACTS

Name: Fairfield County Airport Authority		Address: 3430 Old Columbus Road NW Carroll, Ohio 43112	
Telephone: 740-654-7001		Primary Facility Contact Information: Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		Security: Fairfield County Sheriff 740-652-7900	
SIC Code 9999	EHS 0	County	Fairfield
Total Impervious Surface Acres: Appx 35		Municipality	Carroll
Total Facility Acres: 235.746			
Storm Water Discharge to Greenfield Creek with 100 year flood diversion toward Claypool Run (NW)			
Name(s) of water(s) that receive storm water from this facility: Hocking River			
Hocking River Watershed			

Date: 12-30-24 **Time Storm Event Began:** NA

Estimated Total Rainfall for Storm Event: NA

OUTFALL MONITORING (the outfall from the Water Quality Basin):

Monitoring Point #1	Time:		
Color			
Odor			
Clarity			
Floating Solids			
Settled Solids			
Suspended Solids			
Foam			
Oil Sheen			
Characteristics to Monitor:			
Color: yellow, brown, green, gray, etc. and degree of color: none, slightly, very, etc.			
Odor: petroleum, chemical, sulfur, algae, sewage, etc. and degree of odor none, slight, strong, etc.			
Clarity: clear, slightly cloudy, very cloudy			
Floating Solids: yes/ no			
Settled Solids (allow to sit for 5 minutes): yes/no			
Suspended Solids (hold a white piece of paper behind jar to see): yes/no			
Foam: yes/no			
Oil Sheen: yes/no			

Were all samples collected within the first 30 minutes of discharge? Yes/no

If no, when were the samples collected? _____

SITE INSPECTION:

Issue Being Evaluated	Yes	No	N/A	Comments (stains, odors, leaks, trash, etc)
Are stored materials exposed to storm water contact?	x			
Are oily parts and/or drums exposed to storm water contact?	x			Building J (east side) on asphalt.
Are the loading and unloading areas clean?	x			
Are areas around containers clean?	x			No increased staining observed.
Is the area around the covered salt storage area free of significant salt?			x	
Is the area around the fuel island and nearest catch basin clean and free of grease, oil, fuel, etc.?	x			No increased staining observed.
Is there a buildup of oil and grease in the parking lots or equipment storage areas?		x		
Are there leaks or stains around drums or aboveground storage tanks?	x			
Is the drainage swale in the south central part of the facility and catch basins clean of debris?	x			Storm system #2 -prioritize clearing of easement and sediment removal at end of pipe.
Are trash cans and dumpsters kept covered?		x		Black barrel and blue at fuel farm left uncovered, trash and water mixed.
Is a stocked spill kit available at the fuel island?	x			
Are spill containment materials and stocked cleanup kits readily available?	x			Yellow can at the fuel farm still has a hole about a foot from the bottom. Materials are exposed to rain and are now damaged.
Is there evidence of soil erosion?	x			Hangar construction is underway. Temporary straw bale sediment traps were removed at the time of the visit just west of buildings F and G.
OTHER OBSERVATIONS:				

Inspected By: Jonathan Ferbrache -Fairfield SWCD

FACILITY INSPECTION PHOTOS



Fuel Island. Barrels uncovered mixed with trash and water.

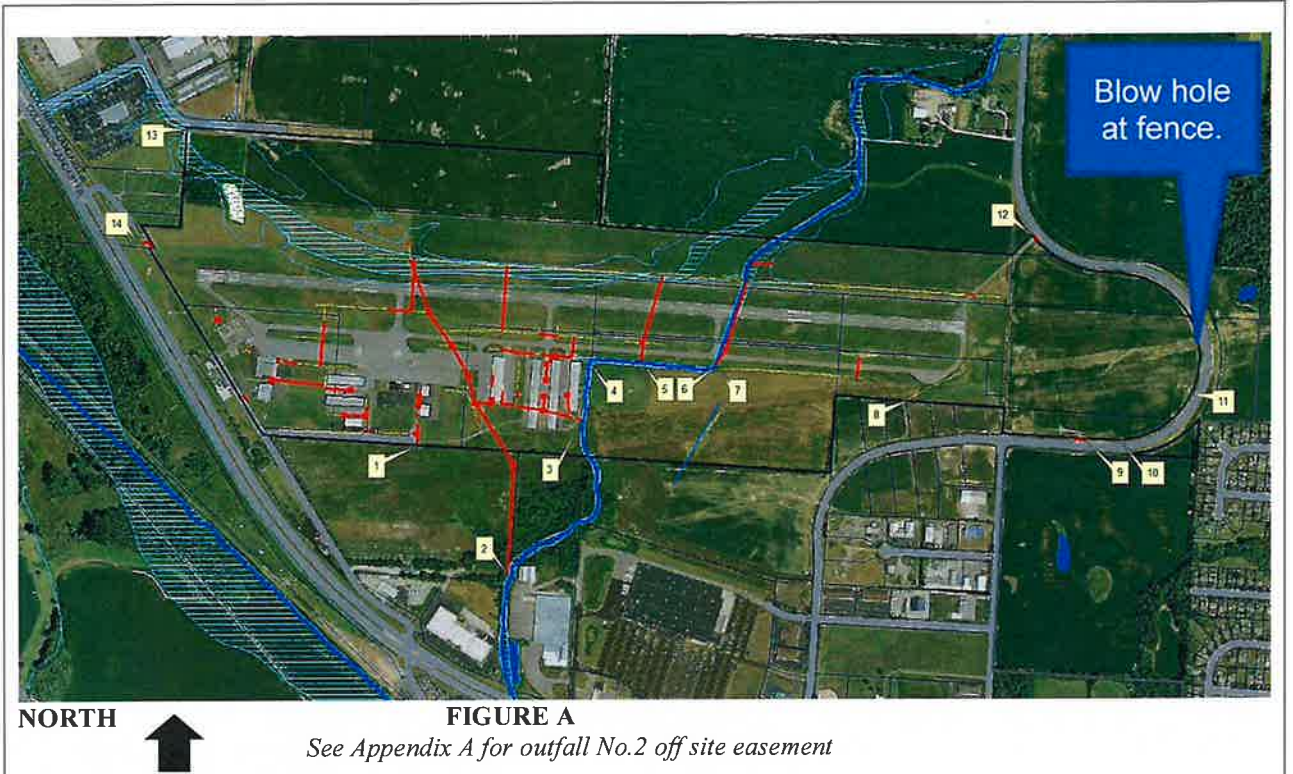


Fuel Island. Yellow barrel absorbent material damaged.



Temporary removal of sediment barrier at hangar construction site.

FACILITY MAPS



YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

JOURNAL DETAIL 2024 12 TO 2024 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80780000 AIRPORT OPERATIONS							
80780000 530000 CONTRACTUAL SERVIC	175,000	195,965	171,929.62	1,985.09	7,461.80	16,573.53	91.5%
2024/12/000368 12/09/2024 API	41.00 VND 016659	PO 24000385	SUNRUSH WATER				5416269
2024/12/000368 12/09/2024 API	924.00 VND 001671	PO 24000329	OHIO AVIATION ASSN				5416136
2024/12/001166 12/13/2024 API	442.09 VND 003668	PO 24000338	LOCAL WASTE SERVICE				5416928
2024/12/001166 12/13/2024 API	35.00 VND 016659	PO 24000385	SUNRUSH WATER				5417030
2024/12/001167 12/13/2024 API	543.00 VND 005790	PO 24000345	OHIO DEPT OF TAXATIO				5416962
80780000 AIRPORT OPERATIONS							
80780000 541001 ELECTRIC/UTILITIES	30,000	32,001	21,398.65	1,661.04	5,002.43	5,600.00	82.5%
2024/12/000505 12/09/2024 API	64.88 VND 003823	PO 24000481	NORTHEAST OHIO NATUR				5416166
2024/12/000505 12/09/2024 API	77.25 VND 003823	PO 24000481	NORTHEAST OHIO NATUR				5416166
2024/12/001166 12/13/2024 API	104.13 VND 023650	PO 24000516	FAIRFIELD CO UTILITI				5417054
2024/12/001166 12/13/2024 API	104.13 VND 023650	PO 24000516	FAIRFIELD CO UTILITI				5417054
2024/12/001180 12/13/2024 API	72.19 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416892
2024/12/001180 12/13/2024 API	94.01 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416893
2024/12/001180 12/13/2024 API	285.66 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416894
2024/12/001180 12/13/2024 API	261.50 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416895
2024/12/001180 12/13/2024 API	148.11 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416896
2024/12/001180 12/13/2024 API	130.30 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416897
2024/12/001180 12/13/2024 API	66.62 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416898
2024/12/001180 12/13/2024 API	139.21 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416899
2024/12/001180 12/13/2024 API	113.05 VND 001373	PO 24000469	SOUTH CENTRAL POWER				5416900
80780000 543000 REPAIR AND MAINTEN							
80780000 543000 REPAIR AND MAINTEN	100,000	93,576	58,079.32	.00	11,179.53	24,317.35	74.0%
80780000 553000 COMMUNICATIONS/TEL							
80780000 553000 COMMUNICATIONS/TEL	2,100	2,621	2,256.53	198.27	364.31	.00	100.0%
2024/12/000505 12/09/2024 API	198.27 VND 074480	PO 24006680	A T & T INC				5416317
80780000 554000 ADVERTISING							
80780000 554000 ADVERTISING	2,000	2,000	1,131.45	.00	268.55	600.00	70.0%
80780000 558000 TRAVEL REIMBURSEME							
80780000 558000 TRAVEL REIMBURSEME	200	213	87.48	41.81	75.36	50.00	76.5%
2024/12/001166 12/13/2024 API	41.81 VND 080643	PO 24000616	KNISLEY, STACI A				1588190
80780000 560000 MATERIALS & SUPPLI							
80780000 560000 MATERIALS & SUPPLI	25,000	24,967	6,124.86	2,406.85	18,593.34	249.09	99.0%
2024/12/000368 12/09/2024 API	2,351.04 VND 013347	PO 24003539	ADB SAFEGATE AMERICA				5416251
2024/12/000505 12/09/2024 API	55.81 VND 018606	PO 24007930	QT PETROLEUM ON DEMA				5416284

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

JOURNAL DETAIL 2024 12 TO 2024 12

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	525,000	625,000	511,807.60	.00	113,192.40	.00	100.0%
80780000 574000 EQUIPMENT, SOFTWARE	10,000	18,000	.00	.00	.00	18,000.00	.0%
80780000 574300 FURNITURE & FIXTUR	5,000	0	.00	.00	.00	.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	633.00	.00	.00	2,367.00	21.1%
TOTAL AIRPORT OPERATIONS	877,800	997,843	773,448.51	6,293.06	156,237.72	68,156.97	93.2%
TOTAL AIRPORT OPERATIONS	877,800	997,843	773,448.51	6,293.06	156,237.72	68,156.97	93.2%
TOTAL EXPENSES	877,800	997,843	773,448.51	6,293.06	156,237.72	68,156.97	



PURVIS BROTHERS, INC.
 P.O. BOX 957
 MARS, PA 16046-0957
 (724) 625-1566

INVOICE
 A590035

DATE 11/22/2024

YOUR ORDER #
 TERMS NET 10 DAYS

===== SOLD TO ===== SHIP TO =====

FAIRFIELD COUNTY COMMISSIONERS 3430 OLD COLUMBUS ROAD
 ATTN: STACI KNISLEY
 210 E MAIN STREET, ROOM 301 CARROLL
 LANCASTER OH 43130 OH 43112

TWA WO# 2024-LHQ-1

CUST NO	DOC TYPE	TAX	SHIP FROM	SALES REP.	OPR
00 3863	CHARGE	76	00 MARS	40 HARASEVIAT	LAG

CODE	QUANTITY	PACKAGE	DESCRIPTION	UNITS	PRICE	AMOUNT
500945	3	EACH	VEL COALESCER I633MM	3	371.09	1,113.27
501916	1	EACH	VEL SEPARATOR SO436V	1	381.00	381.00
501820	2	EACH	GAMMON DP GAUGE ELEM	2	21.25	42.50
507005	1	EACH	LID GASKET G0591	1	62.30	62.30
500000	2	EACH	MISCELLANEOUS	2	75.00	150.00
TWA FILTER VESSEL HARDWARE KIT						
501175	1	EACH	VEL FILTER FO512PL1/	1	140.6250	140.63
507025	4	EACH	LID GASKET G0986	4	15.00	60.00
506014	1	EACH	EAGLEFLIGHT 1-1/2"X7	1	1104.00	1,104.00
506007	1	EACH	EAGLEFLIGHT 1-1/2"X5	1	846.00	846.00
506013	1	EACH	EAGLEFLIGHT 1-1/4"X5	1	655.50	655.50
506008	1	EACH	EAGLEFLIGHT 1"X75'HO	1	737.90	737.90
500000	4	EACH	MISCELLANEOUS	4	75.00	300.00
TWA NOZZLE & HOSE HARDWARE KIT						
500000	2	EACH	MISCELLANEOUS	2	125.00	250.00
TWA DISPOSAL KITS						
501140	3	EACH	VEL AQUACON ACO51201	3	260.30	780.90
500975	1	EACH	VEL COAL 3-HI O-8428	1	566.3250	566.33
501912	1	EACH	VEL SEP 3-HI SO432V5	1	479.25	479.25
509021	8	HOUR	TECHNICIAN TRAVEL	8	95.00	760.00
509020	17	HOUR	LABOR CHARGE	17	95.00	1,615.00

PAYMENT \$ _____ / _ CASH / _ CHECK # _____ / _ CR CARD SUB-TOTAL 10,044.58
 SALES TAX 0.00
 TOTAL >>> 10,044.58

0021 00000.0

CUSTOMER COPY



PURVIS BROTHERS, INC.
 P.O. BOX 957
 MARS, PA 16046-0957
 (724) 625-1566

INVOICE
 A590068

DATE 11/25/2024
 YOUR ORDER #
 TERMS NET 30 DAYS

===== SOLD TO ===== SHIP TO =====

FAIRFIELD COUNTY COMMISSIONERS 3430 OLD COLUMBUS ROAD
 ATTN: STACI KNISLEY
 210 E MAIN STREET, ROOM 301 CARROLL
 LANCASTER OH 43130 OH 43112

TWA WO#

CUST NO	DOC TYPE	TAX	SHIP FROM	SALES REP.	OPR
00 3863	CHARGE	76	00 MARS	40 HARASEVIAT	LAG

CODE	QUANTITY	PACKAGE	DESCRIPTION	UNITS	PRICE	AMOUNT
500000	1	EACH	MISCELLANEOUS TWA METER CALIBRATION SERVICE	1	775.00	775.00

PAYMENT \$ _____ /_ CASH/_ CHECK # _____ /_ CR CARD SUB-TOTAL 775.00
 SALES TAX 0.00
 TOTAL >>> 775.00

0000 00000.0

CUSTOMER COPY

Calendar of upcoming events and other dates:

Description	Other Notes	Expiration or Due Date
Noxious Vegetation Control, Inc. - Doug majors		12/31/2024
Noxious Weed Control Agreement		12/31/2024
OTTER/UST		6/30/2025
Petroleum Underground Tank	UST Certificate of Coverage	6/30/2025
Storm Water Pollution Plan		7/1/2025
Blue Lightning Initiative		9/30/2025
QTpod subscription		10/29/2025
MS4 training of Board and FBO		12/31/2025
Bill Fagan, Tom Brennan, Scott Richardson board appointments		12/31/2025
Insurance Agreement		12/31/2025
Legal services agreement with County Prosecutor		12/31/2025
FBO Agreement		12/31/2025
HAS mowing and snow removal contract		9/30/2026
Hangar J Lease		12/31/2026
Jon Kochis, John Smith, and Michael Kaper		12/31/2026
EAA lease renewal with the Board of Commissioners		12/31/2026
Lease agreement with Board of Commissioners to operate facilities		10/25/2027
Glenn Burns board appointment		12/31/2027
CMT Master agreement		11/11/2029
Hangar A Lease		4/30/2032
FAA lease for space		9/30/2032
Co-sponsor agreement with the Board of Commissioners		5/13/2044
SAS land lease agreement		6/30/2049