

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, Michael Kaper, Scott Richardson, and Bill Fagan. Absent was Jon Kochis, Tom Brennan, and John Smith.

Also present were Staci Knisley and Ben Riggs.

Opportunity for the Public to Address the Board

Mr. Riggs commented on the lack of water out in the field. The hose does not work anymore.

Mr. Richardson stated Mr. Kochis is working with a contractor to correct the issue.

Approval of the Minutes for the May 13, 2024, Meeting

On motion of Michael Kaper and second of Scott Richardson, the Fairfield County Airport Authority Board voted to approve the minutes from the May 13, 2024, meeting.

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

Absent were Jon Kochis, John Smith, and Tom Brennan.

Motion passed.

Historical Aircraft Squadron (HAS) update

Mr. Riggs reported that HAS bought a used air compressor for the Airport's equipment building.

Mr. Fagan asked if spraying along the fences had started.

Mr. Riggs responded he has not seen anyone spraying yet.

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

a. Monthly Report

Mr. Coil delivered the FBO Monthly report to the board; see attached to minutes. He had no comments and had to deal with management issues.

Airport Improvement – Jon Kochis (absent) & Tom Brennan (absent)

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

The Engineer’s Summary report was in the packet for the board to review; see attached to minutes. No comments were made.

Ms. Knisley reported that the bid for the Commissioners’ Hangar project came in at \$5,642,667. This was \$833,000 above the Commissioners budget. They voted to approve the award of bid and the additional monies. Setterlin Building Company was awarded the bid. CMT submitted a proposed engineering agreement for the project in the amount of \$204,710. The Board of Commissioners also approved the additional funding for the engineering agreement and should be approving both agreements in the next few weeks.

b. Storm Water System Repair
Nothing new to report.

c. Obstruction Removal Project
Nothing new to report.

d. Master Plan Hangar Build
Nothing new to report.

Community Relations – Michael Kaper

Nothing new to report.

Facilities and Grounds – Bill Fagan & Michael Kaper

a. Hangar painting update

Mr. Fagan reported that Integrity Painting will start painting the hangars Row O in about a month.

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

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3430 Old Columbus Road, NW, Carroll, Ohio 43112
Minutes for June 10, 2024

- Smart Card fuel report
- Utility cost report

b. Payment of Bills

Jess Howard Electric Invoice \$3,440

Ms. Knisley reported that Mr. Moyer with HAS said that the invoice was okay to process. She also reported that Mr. Kochis said there was more work to come in the future.

Approval to pay the invoice for Jess Howard Electric in the amount of \$3,440

On motion of Bill Fagan and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve to pay the invoice for Jess Howard Electric in the amount of \$3,440; see attached to minutes.

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

Absent were: Jon Kochis, John Smith, and Tom Brennan.

Motion passed.

Motion to approve retroactively May payment of invoices totaling \$50,085.14

On motion of Scott Richardson and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively April invoices totaling \$50,085.14; see attached to minutes.

May SAK

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

Absent were Jon Kochis, John Smith, and Tom Brennan.

Motion passed.

Security & Safety – Jon Kochis (absent) & John Smith (absent)

Mr. Richardson noticed the fence area has a gap in it. He asked if the fence was going to be closed.

Mr. Riggs stated that he was told that the fence would remain open until the hangars are completed.

Tenant Relations – Glenn Burns & Bill Fagan

The board reviewed the following reports:

- Rent Status Spreadsheet

Ms. Knisley reported that there were a few tenants that were late on their rent. She and Emylee Gussler followed up with tenants last week by email.

- Hangar Waiting List

Ms. Knisley reported that she will follow-up with Mr. Coil to make sure the hangar waiting list is current.

Mr. Riggs asked the Board to separate the hangar waiting list by end hangars.

Web – Tom Brennan (absent)

Nothing new to report.

Old Business

- Estimates for paving HAS lot
Nothing new to report.
- Leases for new hangar project
Nothing new to report.
- SAS Aviation potential land lease

Ms. Knisley reported that the land lease agreement has been sent to the Prosecutor's Office for review. The Airport Board gave Jon Kochis to move forward with the agreement and authority to approve the agreement once the Prosecutor's approved it. The agreement has not been approved yet. Ms. Knisley will attach the approved agreement in the May minutes once completed.

New Business

None.

Informational

- CMT client satisfaction survey results received.

Calendar of upcoming events and other important dates

The Board reviewed the following calendar of dates:

- a. CMT Master agreement expires 9/9/2024
- b. Blue Lightning Initiative – report due annually within 30 days of 9/30/24

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Minutes for June 10, 2024**

- c. HAS mowing and snow removal contract expires on 9/30/2024
- d. FBO Agreement expires 12/31/2024
- e. Noxious Vegetation Control, Inc. agreement – expires 12/31/24
- f. Noxious Weed Control Agreement with Douglas Majors – expires 12/31/24
- g. OTTER/UST renewal expires 6/30/25
- h. Petroleum Underground Tank – UST Certificate of Coverage – expires 6/30/25
- i. Insurance Agreement expires 12/31/2025
- j. Legal services agreement with County Prosecutor – expires 12/31/2025
- k. Hangar J Lease agreement expires 12/31/26
- l. EAA lease renewal with the Board of Commissioners – expiration date of 12/31/26
- m. Lease agreement with Board of Commissioners to operate facilities – 10/25/2027
- n. Hangar A Lease expires 4/30/2032 with an option to renew
- o. FAA lease for space expires 9/30/2032
- p. Co-sponsor agreement with the Board of Commissioners 5/13/2044

Adjournment

On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board voted to adjourn at 5:14 p.m.

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

Meeting minutes for June 10, 2024 meeting were approved on July 8, 2024.

Aye
Glenn Burns

Aye
Bill Fagan

Aye
Tom Brennan

Aye
Jon Kochis

Aye
Michael Kaper

Aye
John S. Smith

Aye
Scott Richardson

Staci A. Knisley
Staci A. Knisley, Airport Clerk

**Fairfield County Airport Authority
Board Meeting, June 10, 2024**

Engineer's Summary Report

1. FY 21 FAA AIP Grants
Master Plan –Comments received 3/20 from FAA, CMT working to revise and update. **Final submission coming in June.**
2. FY 23 FAA AIP Grant - Master Drainage Report
CMT to proceed with grant closeout. Next step is LOMA efforts to proceed north side development.
3. OH FY 22 State grant – Obstruction Removal (East).
 - a. East End - Phase 2 – On hold, check up every few months.
4. OH FY 23 State grant – West Obstruction Removal.
 - a. March 21, 2024 publication of the updated approach with night operations restored. Working to closeout grant.
5. OH FY 24 State grant – Runway 28 RSA Clearing
 - a. Removal of Election House Road and RSA grading. **Utility relocations are ongoing. Coordination with contractor to be ready when all lines are moved.**
 - b. **Contractor working to finalize prices for displaced runway threshold and subcontracting with Treton for hydrovac work adjacent to electrical lines.**
6. FY 24 FAA AIP Grant – Runway 10/28 Crackseal
 - a. Grant application submitted, revised documents based on FAA review. Pending grant agreement to proceed with work.
7. FY 24 FAA AIP Grant – Apron and Taxilane Rehab/Hangar Development (County funded)
 - a. Bid award pending, draft Setterlin contract under review.
 - b. Project to proceed with all buildings to be constructed.
 - c. **BIL-AIG grant application documents being finalized this week. Approval for signatures needed.**
8. OH FY 25 State grant
 - a. No grant application submitted
9. Action Items:
 - a. Approval for BIL-AIG grant signatures and submission next week.



JESS HOWARD ELECTRIC COMPANY

ENGINEERING & CONTRACTING

6630 TAYLOR RD. - BLACKLICK, OHIO 43004
PHONE (614) 861-1300 - FAX (614) 861-1830
www.jesshoward.com

INVOICE NO.
169486

REMIT PAYMENT TO :
6630 TAYLOR ROAD
BLACKLICK, OH 43004

TO FAIRFIELD COUNTY AIRPORT AUTHORITY
3430 OLD COLUMBUS ROAD
CARROLL, OH 43112

Job Address **Job Number: 30-24-713**
FAIRFIELD COUNTY AIR
3430 OLD COLUMBUS RD
CARROLL, OH 43112

Project Manager	Customer No	Customer PO	Terms	Invoice Date	Payment Due	Date Complete
CORDA BOWEN	38917	AL	Net 30	5/17/2024	6/16/2024	
Item	Description	Quantity	Unit	Unit Price	Amount	
AL	FURNISH MATERIAL, LABOR AND EQUIPMENT TO TROUBLESHOOT AND REPAIR INOPERATIVE WINDSOCK, FOUND FEED TO WINDSOCK HAD BEEN DAMAGED DURING INSTALL OF SEWER PIPE, FOUND THE DAMAGE AND RESPLICED WIRES TO GET WINDSOCK OPERATIVE AS REQUESTED					
1	LABOR				3,160.00	
2	UTILITY TRUCK				200.00	
3	FUEL SURCHARGE				60.00	
4	MATERIAL				20.00	
TOTAL AMOUNT DUE THIS INVOICE					3,440.00	
PLEASE RETURN ONE COPY OF INVOICE WITH YOUR PAYMENT						
Thank You For Your Business						

*Per AL
- disjy @ airport
interrupted the services*

IF NOT PAID, LIENS WILL AUTOMATICALLY BE FILED 50 DAYS AFTER COMPLETION DATE.

TERMS: NET 30 DAYS. If not paid within 30 days, a Finance Charge of 2% per month, which is an annual percentage rate of 24% will be added. Drug Free Workplace and an Equal Opportunity Employer.

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

JOURNAL DETAIL 2024 5 TO 2024 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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80780000 AIRPORT OPERATIONS

80780000 530000	CONTRACTUAL SERVIC	175,000	177,915	83,507.27	14,394.56	92,385.76	2,021.92	98.9%
2024/05/000150	05/06/2024 API	200.00	VND 001281	PO 24000328	PORTA KLEEN	rental for portabl	toilet 4/2	5400055
2024/05/000151	05/06/2024 API	187.71	VND 074480	PO 24000527	A T & T INC	monthly phone ser	vices 3/20-4/	5400160
2024/05/000547	05/13/2024 API	442.09	VND 003668	PO 24000338	LOCAL WASTE SERVICE	trash disposal	for airport 5/2	5400662
2024/05/000548	05/13/2024 API	35.00	VND 016659	PO 24000385	SUNRUSH WATER	drinking water	services 5/1/24	5400764
2024/05/000549	05/13/2024 API	85.95	VND 016659	PO 24000385	SUNRUSH WATER	drinking water	services 5/2024	5400765
2024/05/000928	05/20/2024 API	1,560.48	VND 005790	PO 24000345	OHIO DEPT OF TAXATIO	sales tax for fuel	sales 4/1-4	5400684
2024/05/001374	05/28/2024 API	2,500.00	VND 005552	PO 24000342	PETROLEUM UNDERGROUN	app for certificate	of coverage	5401235
2024/05/001374	05/28/2024 API	8,333.33	VND 007099	PO 24000354	HISTORICAL AIRCRAFT	snow plowing/mow	ing 6/2024	5401731
					FBO/Airport management	service		5401739

80780000 541001 ELECTRIC/UTILITIES

2024/05/000927	05/20/2024 API	104.13	VND 023650	PO 24000516	FAIRFIELD CO UTILITTI	3430 OLD COLUMBUS	RD 3/29-4/30	5401362
2024/05/000927	05/20/2024 API	104.13	VND 023650	PO 24000516	FAIRFIELD CO UTILITTI	3383 OLD COLUMBUS	3/29-4/30/24	5401363
2024/05/000927	05/20/2024 API	128.84	VND 001373	PO 24000469	SOUTH CENTRAL POWER	MOPED ASOS	4/8-5/7/24	5401240
2024/05/000927	05/20/2024 API	198.80	VND 001373	PO 24000469	SOUTH CENTRAL POWER	TERMINAL RUNWAY	LIGHTS 4/8-5/7	5401241
2024/05/000927	05/20/2024 API	345.69	VND 001373	PO 24000469	SOUTH CENTRAL POWER	3383 COLUMBUS	LANCASTER RD 4/8	5401243
2024/05/000927	05/20/2024 API	49.29	VND 001373	PO 24000469	SOUTH CENTRAL POWER	HANGAR G	4/8-5/7/	5401244
2024/05/000927	05/20/2024 API	87.48	VND 001373	PO 24000469	SOUTH CENTRAL POWER	HANGAR P	- 4/8-5/7/	5401245
2024/05/000927	05/20/2024 API	107.06	VND 001373	PO 24000469	SOUTH CENTRAL POWER	HANGAR Q	4/8-5/7/	5401246
2024/05/000927	05/20/2024 API	154.10	VND 001373	PO 24000469	SOUTH CENTRAL POWER	HANGAR F	4/8-5/7/	5401247
2024/05/000927	05/20/2024 API	73.82	VND 001373	PO 24000469	SOUTH CENTRAL POWER	HANGAR O	4/8-5/7/	5401248
2024/05/000927	05/20/2024 API	108.47	VND 001373	PO 24000469	SOUTH CENTRAL POWER	HANGAR O	4/8-5/7/	5401248

80780000 543000 REPAIR AND MAINTEN

2024/05/000609	05/09/2024 GEN	100,000		113,909	15,249.87	-3,070.00	41,188.98	57,470.35	49.5%
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80780000 553000 COMMUNICATIONS/TEL

2024/05/000609	05/09/2024 GEN	-3,070.00	REF EXPADJ			was80780000shb12303424			
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80780000 554000 ADVERTISING

80780000 554000	ADVERTISING	2,100		2,288	187.84	.00	.00	2,100.00	8.2%
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80780000 558000 TRAVEL REIMBURSEME

80780000 558000	TRAVEL REIMBURSEME	2,000		2,000	769.60	.00	630.40	600.00	70.0%
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80780000 560000 MATERIALS & SUPPLI

80780000 560000	MATERIALS & SUPPLI	25,000		24,967	915.10	.00	14,317.58	9,734.61	61.0%
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Grant approved 2024

FAIRFIELD COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

JOURNAL DETAIL 2024 5 TO 2024 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCLUMBRANCES	AVAILABLE BUDGET	PCT USED
7800 AIRPORT OPERATIONS							
80780000 561000 GENERAL OFFICE SUP	500	500	.00	.00	100.00	400.00	20.0%
80780000 562600 FUEL (GASOLINE/DIE	525,000	525,000	177,653.90	37,298.77	222,346.10	125,000.00	76.2%
2024/05/000548 05/13/2024 API							
80780000 574000 EQUIPMENT, SOFTWARE	10,000	10,000	.00	.00	.00	10,000.00	.0%
80780000 574300 FURNITURE & FIXTUR	5,000	5,000	.00	.00	.00	5,000.00	.0%
80780000 590310 REFUNDS OF HANGAR	3,000	3,000	225.00	.00	.00	2,775.00	7.5%
TOTAL AIRPORT OPERATIONS	877,800	896,793	287,854.40	50,085.14	388,186.92	220,751.88	75.4%
TOTAL AIRPORT OPERATIONS	877,800	896,793	287,854.40	50,085.14	388,186.92	220,751.88	75.4%
TOTAL EXPENSES	877,800	896,793	287,854.40	50,085.14	388,186.92	220,751.88	