

**Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for December 9, 2024**

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

Also present were Staci Knisley, Al Moyer, Steve Griffin, and Ian Coil.

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

None.

**Approval of the Minutes for the November 11, 2024, Meeting**

On motion of Jon Kochis and second of John Smith, the Fairfield County Airport Authority Board voted to approve the minutes from the November 11, 2024, meeting.

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

Absent was Tom Brennan and Scott Richardson.

Motion passed.

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer asked Mr. Kochis for an update on a new plow truck for the airport.

Mr. Kochis reported that he is working on getting a new truck for Facilities. He hopes to have it purchased at the beginning of the year. Once Facilities gets the new truck, they will transfer one of their older trucks to the Airport.

Mr. Moyer reported that he took the 5100 tractor/mower to JD Equipment for repairs. The estimated costs are to be \$1,600.

Mr. Moyer announced that HAS will host their annual Christmas party this weekend. He invited the board to attend.

**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 reported that the new fuel software is up and running.

Mr. Kochis suggested Ms. Knisley and Ms. Gussler with the Commissioners Office get trained soon.

Mr. Coil stated that he will check into getting Ms. Knisley and Ms. Gussler set up as users.

**Airport Improvement – Jon Kochis & Tom Brennan**

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

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

**Approval of application for FY25 ODOT matching grant and authorization for Board Member Jon Kochis to approve and sign all related documents.**

On motion of Michael Kaper and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the application for FY25 ODOT matching grant and authorization for Board Member Jon Kochis to approve and sign all related documents; see attached to minutes.

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

Absent was Tom Brennan and Scott Richardson.

Motion passed.

Mr. Kochis reported that ODOT has announced that starting FY2026, they will not be matching the 5% portion of FAA grants. The FAA is picking up the other 5%, with a total of 95%. No additional monies are needed locally.

Mr. Kochis reported that the Ohio Aviation Association is working on collecting information from other airports related to fuel sales tax paid to the state. Part of the taxes paid to the state are supposed to be used for aviation grants.

Ms. Knisley reported that we are charged fuel excise tax by Purvis when we purchase our fuel. It is possible that the excise tax could be used for aviation grants.

Mr. Kochis is going to gather more information.

b. Storm Water

- Annual MS4 training

Mr. Kochis led the annual MS4 training; see the signed trainings in the StormWater Plan book filed in the Airport Manager’s office at the Terminal.

c. Master Plan/Hangar Build

**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 (absent)**

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 stated that he reached out to Mark at Purvis to review. Purvis was here for a few days changing filters and hoses and other things for about 2 ½ days.

Ms. Knisley reported that she budgets around \$5,000 with Pyatt Petroleum for filters, hoses, and calibrations of the fuel pumps.

Mr. Coil reported that Pyatt Petroleum used to be the subcontractor with Purvis. Pyatt Petroleum is no longer an active business so Purvis did not subcontract this out this year.

Ms. Knisley will add the invoices back on the agenda for January.

- **Motion to approve retroactively November payment of invoices totaling \$79,257.73.**

On motion of Jon Kochis and second of Michael Kaper, the Fairfield County Airport Authority Board motioned to approve retroactively November invoices totaling \$79,257.73; see attached to minutes.

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

**Security & Safety – Jon Kochis & John Smith**

Mr. Kochis reviewed the security camera access with the Board. There is still one camera down which is located at Runway West. County IT is working on the resolution.

Mr. Smith reported that he viewed the dip on the takeoff today. It is a steep burn that aircrafts could hit that dip hard. He sees it as a problem.

Mr. Kochis stated that the FAA approves the area for takeoff. We could put in an area that slows vehicles/aircrafts down, but it would be costly, possibly millions of dollars to update that area any further.

Mr. Smith agrees that it would be costly, but the Board does need to look at options.

Mr. Kochis reviewed the area with the Board; see detail of obstruction removal area attached to minutes.

Mr. Kochis will have CMT look at other options.

**Tenant Relations – Glenn Burns & Bill Fagan**

The board reviewed the following reports and other items:

- Rent Status Spreadsheet
- Hangar Waiting List
  
- Tenants
  - F4 Greg Fisher

Ms. Knisley reported that Mr. Fisher wants to sign a month-to-month lease rather than yearly.

Mr. Coil stated that he wants a bigger plane and possibly to lease a community hangar.

Dr. Burns recommended that he sign the new lease for F4. He stated for the record, that the Board would waive any termination fees if Mr. Fisher decided to terminate his lease for F4 early in lieu of signing a lease for one of the new hangars.

- Q7 Dewalt

**Fairfield County Airport Authority Board Meeting**  
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**Minutes for December 9, 2024**

Ms. Knisley reported that Dr. Dewalt has been sending checks with insufficient funds and is now past due since November.

The Board recommended to follow the delinquent payment policy and send out a possible termination letter.

**Web – Tom Brennan (absent)**

Nothing new to report.

**Old Business**

- **Approval of option to renew the FBO Agreement with Sundowner Aviation, LLC.**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to approve the option to renew the FBO agreement with Sundowner Aviation, LLC.; see attached to minutes.

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

Absent was Tom Brennan and Scott Richardson.

Motion passed.

- CMT Agreement for North Development Letter of Map Revision (LOMR) project - \$77,000

- Precision Pipeline estimate

- New leases for tenants prior to September 13, 2021

- New hangars

- Tenants
- Lease
- Rates

- Dr. Burns stated that there will be a subcommittee in January to discuss.
- Mr. Kochis will continue to talk to the Board of Commissioners about the rates and new leases.

**New Business**

None.

**Informational**

Mr. Kochis reported that the Fairfield County SWAT has ongoing training at the EAA house. They have coordinated this with EAA.

**Calendar of upcoming events and other important dates**

Fairfield County Airport Authority Board Meeting  
3430 Old Columbus Road, NW, Carroll, Ohio 43112  
Minutes for December 9, 2024

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

**Adjournment**

On motion of Bill Fagan and second of John Smith, the Fairfield County Airport Authority Board voted to adjourn at 5:55 p.m.

**Next Regular Meeting is Monday, January 13, 2025, at 5:00 p.m. @ the Airport Terminal, 3430 Old Columbus Road, NW, Carroll, Ohio 43112**

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*Meeting minutes for December 9, 2024, meeting was approved on January 13, 2025.*

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, December 9, 2024**

**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.**
5. FY 24 FAA AIP Grant – Runway 10/28 Crackseal
  - a. **Work completed, final pay request approval needed.**
6. FY 24 FAA AIP Grant – Apron and Taxilane Rehab/Hangar Development (County funded)
  - a. Contract with Setterlin complete. **Submittal reviews completed, partial permit received.**
  - b. **Schedule for work start based on weather.**
7. FY 25 FAA Planning Meeting
  - a. Meeting with FAA on October 21. Follow up meeting last week on 11/6 to discuss the potential to start environmental efforts on the north side development. **Discussion needed if north side development continues to be denied is there another priority? 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



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 11 TO 2024 11

ACCOUNTS FOR: ORIGINAL APPROP BUDGET YTD EXPENDED MTD EXPENDED ENCLUMBRANCES AVAILABLE BUDGET PCT USED

### 80780000 AIRPORT OPERATIONS

80780000 530000 CONTRACTUAL SERVIC 175,000 195,965 169,944.53 15,326.41 11,021.89 14,998.53 92.3%

2024/11/000382 11/12/2024 API 2,500.00 VND 005552 PO 24000342 HISTORICAL AIRCRAFT snow plowing/mowing 11/2024 5413956  
 2024/11/000382 11/12/2024 API 45.00 VND 016659 PO 24000385 SUNRUSH WATER drinking water services 10/21/ 5414048  
 2024/11/000383 11/12/2024 API 1,296.00 VND 005790 PO 24000345 OHIO DEPT OF TAXATIO sales tax for fuel sales 10/1/ 5413958  
 2024/11/000427 11/12/2024 API 442.09 VND 003668 PO 24000338 LOCAL WASTE SERVICE trash disposal for airport 11/ 5413924  
 2024/11/001550 11/25/2024 API 200.00 VND 001281 PO 24000328 PORTA KLEEN rental for portable toilet 11/ 5415461  
 2024/11/001550 11/25/2024 API 9.95 VND 016659 PO 24000385 SUNRUSH WATER drinking water services 11/202 5415385  
 2024/11/001551 11/25/2024 API 2,500.00 VND 005552 PO 24000342 HISTORICAL AIRCRAFT snow plowing/mowing 12/2024 5415274  
 2024/11/001551 11/25/2024 API 8,333.37 VND 007099 PO 24000354 SUNDOWNER AVIATION L Fbo/Airport management service 5415285

80780000 541001 ELECTRIC/UTILITIES 30,000 32,001 19,737.61 1,372.17 6,663.47 5,600.00 82.5%

2024/11/000882 11/18/2024 API 278.64 VND 001373 PO 24000469 SOUTH CENTRAL POWER 3430 OLD COLUMBUS RD 10/8-11/7 5414524  
 2024/11/000882 11/18/2024 API 138.33 VND 001373 PO 24000469 SOUTH CENTRAL POWER HANGAR Q 10/8-11/7 5414525  
 2024/11/000882 11/18/2024 API 114.01 VND 001373 PO 24000469 SOUTH CENTRAL POWER HANGAR P - 10/8-11/7 5414526  
 2024/11/000882 11/18/2024 API 101.52 VND 001373 PO 24000469 SOUTH CENTRAL POWER HANGAR O 10/8-11/7 5414527  
 2024/11/000882 11/18/2024 API 76.13 VND 001373 PO 24000469 SOUTH CENTRAL POWER HANGAR G 10/8-11/7 5414528  
 2024/11/000882 11/18/2024 API 71.22 VND 001373 PO 24000469 SOUTH CENTRAL POWER HANGAR F 10/8-11/7 5414529  
 2024/11/000882 11/18/2024 API 44.54 VND 001373 PO 24000469 SOUTH CENTRAL POWER 3383 COLUMBUS LANCASTER 10/8-1 5414530  
 2024/11/000882 11/18/2024 API 191.09 VND 001373 PO 24000469 SOUTH CENTRAL POWER TERMINAL 2 10/8-11/7 5414531  
 2024/11/000882 11/18/2024 API 148.43 VND 001373 PO 24000469 SOUTH CENTRAL POWER MOREP ASOS 10/8-11/7 5414532  
 2024/11/000882 11/18/2024 API 104.13 VND 023650 PO 24000516 FAIRFIELD CO UTILITI 3383 OLD COLUMBUS RD - 9/30-10 5414703  
 2024/11/000882 11/18/2024 API 104.13 VND 023650 PO 24000516 FAIRFIELD CO UTILITI 3430 OLD COLUMBUS RD 9/30-10/3 5414704

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 2,100 2,621 2,058.26 186.31 562.58 .00 100.0%

2024/11/000382 11/12/2024 API 186.31 VND 074480 PO 24006680 A T & T INC telephone service for airport 5414108

80780000 554000 ADVERTISING 2,000 2,000 1,131.45 .00 268.55 600.00 70.0%

80780000 558000 TRAVEL REIMBURSEME 200 213 45.67 .00 117.17 50.00 76.5%

80780000 560000 MATERIALS & SUPPLI 25,000 24,967 3,718.01 .00 11,570.48 9,678.80 61.2%

# FAIRFIELD COUNTY

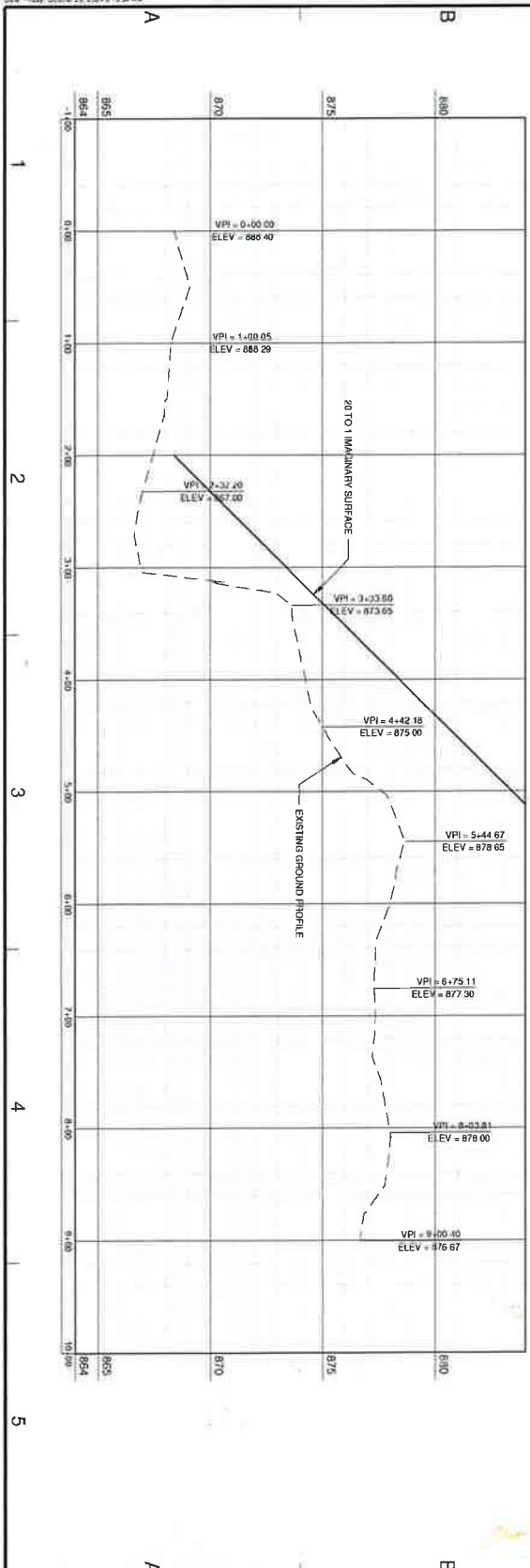
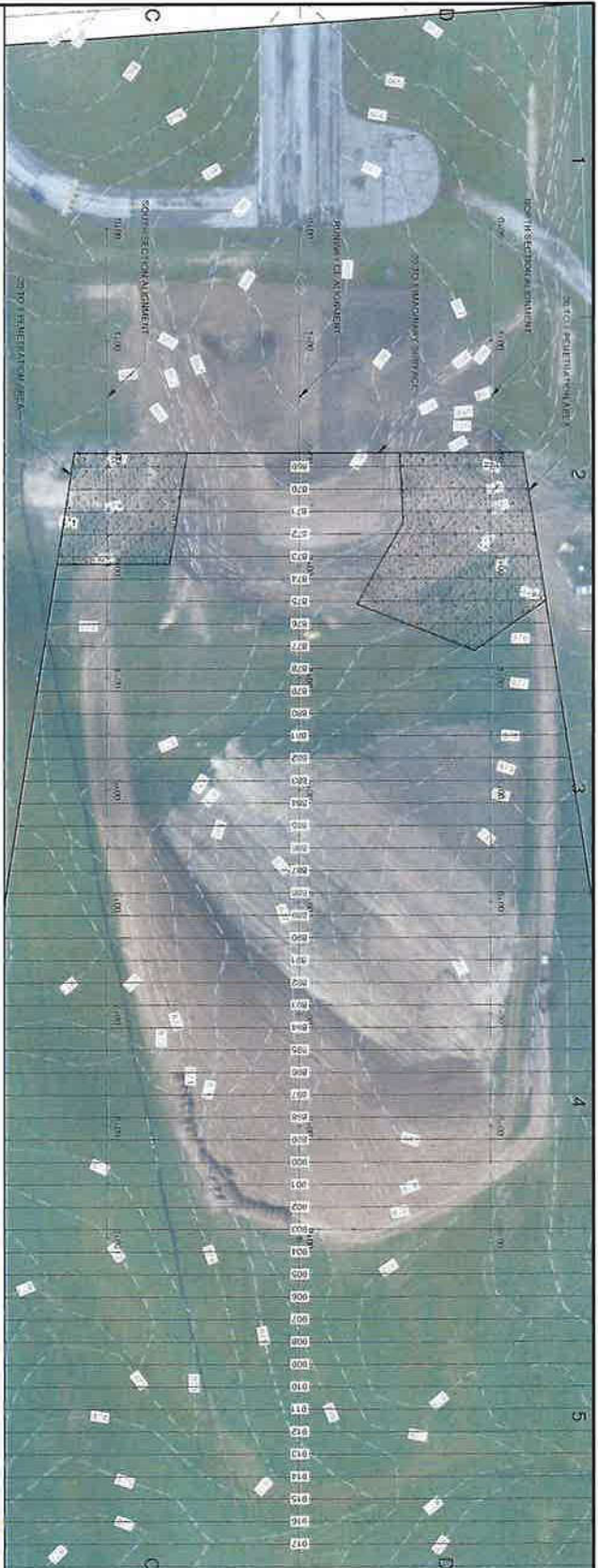


## YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

JOURNAL DETAIL 2024 11 TO 2024 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 2024/11/000382 11/12/2024 API 2024/11/001550 11/25/2024 API	525,000	625,000	511,807.60	62,372.84	113,192.40	.00	100.0%
							5413955 5415273
80780000 574000 EQUIPMENT, SOFTWAR	10,000	18,000	.00	.00	18,000.00	.00	100.0%
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	767,155.45	79,257.73	172,676.07	58,011.68	94.2%
TOTAL AIRPORT OPERATIONS	877,800	997,843	767,155.45	79,257.73	172,676.07	58,011.68	94.2%
TOTAL EXPENSES	877,800	997,843	767,155.45	79,257.73	172,676.07	58,011.68	



EXTENDED RW CL PROFILE



10/24/2024  
 10/24/2024

EXHIBIT  
 10/24/2024

OBSTRUCTION REMOVAL-  
 ELECTION HOUSE ROAD

OWNER

FAIRFIELD COUNTY AIRPORT  
 AUTHORITY  
 FAIRFIELD COUNTY AIRPORT  
 CARROLL, OHIO

NO.	DATE	DESCRIPTION
1	10/16/2024	10/16/2024 EARTHWORK PROGRESS

10/16/2024  
 10/16/2024  
 EARTHWORK  
 PROGRESS

EXHIBIT 1 OF 2





**OPTION TO RENEW**

The Undersigned Parties entered into an Airport Manager and Fixed Based Operation (FBO) Agreement effective January 1, 2023 (“the Agreement”). The Agreement provided that term of said agreement would be from January 1, 2023, through December 31, 2024 with a mutual option to renew for one additional year. The Undersigned parties now jointly agree to exercise the option to renew.

Therefore, the Parties hereto agree that the term of the Agreement shall run through December 31, 2025.

All other terms of the original Agreement not expressly modified herein shall remain unchanged and in full force throughout the duration of the Agreement.

In consideration whereof, the parties have affixed their signatures hereto with intent to be fully bound as of the dates indicated.

SUNDOWNER AVIATION, LLC:

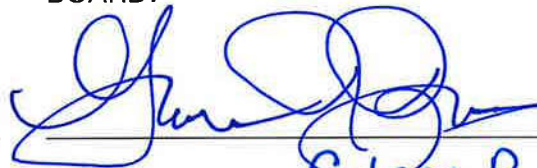


Printed Name: IAN M COILE

Title: MEMBER

Date: 12-9-24

THE FAIRFIELD COUNTY AIRPORT AUTHORITY  
BOARD:



Printed Name: Glenn R. Burns

Title: President of Board

Date: 12/9/24

**Calendar of upcoming events and other dates:**

<u>Description</u>	<u>Other Notes</u>	<u>Expiration or Due Date</u>
CMT Master agreement		9/9/2024
FBO Agreement	(1 year option to renew)	12/31/2024
SFY2025 Ohio Airport Improvement Program		12/31/2024
Noxious Vegetation Control, Inc.		12/31/2024
Noxious Weed Control Agreement		12/31/2024
MS4 training of Board and FBO		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
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
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
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