

Union County Airport Authority Agenda 12-11-2018

- Call to order -4:00PM Popio
- Minutes of the Nov. meeting - Thrush

Treasures Report, Invoices presented for payment

Presidents Report,

- FAA or ODOT on our reconsideration requests remains listed as “pending”. FYI - The two houses with lights have not yet been issued occupancy permits from the County Building Dept
 - 2019 County GRF budget
 - FY 19, FAA- ADO planning meeting 11- 20-18: ACIP revision needed, See new business
 - No Parking “Aircraft Movement Area” signs received
 - The turf runway is on the “Chart Supplement”
- Officers / Committee Reports
 - Sky Vista report
 - Woolpert: See report attached.
 - Stantec – ALP Update status. See attached emails from STANTEC
 - IT upgrades –
 - Other
- Unfinished Business,
 - Silco, fire suppression system repairs (planned for 12-14-18 ZYGLO crack check assistance?)
- New Business:
 - Airport Capital Improvement Plan (ACIP) revision needed to add Masterplan Update.
 - Potential land lease presentation, Al Hughes, (deferred to a future date, Jan. or special?)
- Adjourn, next meeting 1-~~9~~⁸-19, 4:00P

UNION COUNTY AIRPORT AUTHORITY

MINUTES

December 11, 2018

The Union County Airport Authority held its regular monthly meeting on Tuesday, December 11, 2018. The meeting was held at the Union County Airport, 760 Clymer Road, Marysville, Ohio and was called to order at 4:00 PM. The following members were present: Mr. John Popio, Mr. Bob Chapman, Mr. Ken Denman, Mr. Jim Mitchell, and Mr. Phillip LaPointe. Mr. Bruce Rausch attended via teleconference and Mr. Shaun Bailey was excused. Mr. Dave Holden was the guest present.

Mr. LaPointe motioned to accept the minutes as presented, Mr. Denman second. Motion passed. Mr. Mitchell motioned to pay the attached list of bills, Mr. Denman second. Discussion was had regarding the Designer's Choice bill that included a charge for fixing the drain in the maintenance hangar, pulling a plane out of the mud and the 11 tons of Urea that was used at the airport in November. The board decided that the repairs to the drain and the plane towing are not the responsibility of the airport and will be deducted from the bill. The board discussed the amount of urea used for this one month and is very concerned that the airport cannot sustain this amount or the use of this much product. The board approved payment of this bill but will talk to Mr. Poland to see if something can be done to reduce the amount used and the cost for the remainder of the year. Other ideas were discussed to help with this problem and it was suggested that the board look into purchasing a brush to be used on the runways to clear the ice. Mr. Rausch will also speak with Mr. Matt Clifford of Scotts to see if they would be willing to help with this purchase as they are the ones who would benefit the most. Mr. Holden and Mr. Mitchell will also research alternative products that may be more cost effective and work just as well or better. The contract for snow removal will be up after this year and these things must be discussed in the future with the new contract.

Mr. Popio reported that our reconsideration requests remains listed as "pending" with the FAA and ODOT. The two houses with lights have not yet been issued occupancy permits from the County Building Department. The new signs for marking parking areas at the airport have been received and will be put up shortly. The turf runway is on the Chart Supplement now. Because of this the board discussed whether the markers should go back out. It was decided that they should and Mr. Holden will get that done. Mr. Popio also asked that language be put on the AWOS system regarding the turf runway to warn pilots that simultaneous landings and take offs are not allowed and that seasonal conditions must be considered too.

The board then discussed the ACIP and Master Plan updates. Mr. Popio advised the board that no work can really even be started on the runway extension until it is added to the Master plan. Mr. Mitchell proposed questions regarding the extension stating that he feels it would be much cheaper and more efficient to put a tunnel on Weaver Road than to do the roundabout the city proposed. He stated he feels the county, city and the airport authority need to be on the same page regarding how to proceed with this project. Mr. Popio stated that the addition to the Master Plan would look at all of these questions but that the update still needs to be done as soon as possible. Mr. Denman motioned to authorize Woolpert to update the Master Plan to include the runway extension and the purchase of

Union County Airport Authority

December 11, 2018

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a brush for the runway. Mr. Mitchell second. Motion passed. Mr. Popio will also ask Woolpert for a time line for completion of the updates as the board wants to get started on this as soon as possible.

Mr. Holden reported from Skyvista. Repairs to the fire suppression system in Hangar II will be done on Friday. Mr. Rausch reported that he has ordered an \$800 solar light for the flag pole in the circle from Eubanks who will install. Mr. Holden will also contact Eubanks about fixing all the exterior lights that are not working at this time and get those repaired as well. The status of the flight school was discussed. Mr. Holden stated that Mr. Spenser has the contract for the flight school and due to some issues with the plane used for the school the students have been moved to Delaware. There doesn't seem to be interest in moving them back to Union County at this time due to lack of interest and the difficulty in keeping flight instructors. It has not been easy to build this business but they are working on it and have some ideas on how to do this.

No one from Woolpert attended the meeting but they did send a report (see attached). Mr. LaPointe reported on the IT work. He stated that the laptop, TV monitor and mounting equipment have been received and he and Linda Thrush will meet with Wade Branstiter from the County IT department tomorrow to get the laptop set up and discuss plans for the monitor and the desk top that is still on back order. The board discussed internet access and Mr. Chapman motioned to authorize Spectrum to install an internet line for \$99 and then \$64.98 for the first year and then \$88.98 thereafter with no contract. Mr. Mitchell second. Motion passed.

Mr. Mitchell motioned to adjourn the meeting at 5:15 PM. Mr. Chapman second. Motion passed. The next meeting will be held on Tuesday, January 8, 2019 beginning at 4:00 PM and will be held at the Union County Airport.

Respectfully submitted

Linda K Thrush

Secretary

WOOLPERT PROGRESS REPORT

December 11, 2018

The following is a summary of items/task we worked on during the past month.

1. On Nov. 20th, we participated in the FY19 CIP Planning Meeting with the FAA. Britton Smith and Alex Erskine from the FAA participated as did John Popio from the Board and Greg Shuttleworth from Woolpert. The need for a Risk Assessment was discussed and Alex was going to send John the form to be completed by Dec. 1st. The 2018 Non-Primary Entitlements (NPE) worth \$150,000 were carried over so in 2019 there is \$300,000 worth of NPE's available. There is one grant still open and it includes the land acquisition/ALP update. Land acquisition is complete, and the ALP Update has been submitted to the FAA but not reviewed yet. There were several questions on the ALP Update including the designation for the turf runway (listed as 8-26 on the chart and 10-28 on the ALP). Also, how did the turf runway get on the charts already. There was a lengthy discussion on the railroad tracks penetration of the 20:1 Approach Surface potential impact on the runway length and it was noted that a runway extension could not be shown on the ALP Update. Since a shortened runway (to meet the railroad clearance criteria) is not a viable option, the FAA strongly recommended a Master Plan Update. That project could address the railroad clearance issue and include a runway extension based on the need of the current/project aircraft. That study would also look at alternatives for the road relocation, property needs etc.
2. We developed a draft CIP and submitted it to John for review/consideration. That document needs to be finalized before the end of year and submitted to the FAA/ODOT. The current draft has the Master Plan Update listed as and FY19 project with the environmental study, design and construction of the runway extension listed in the following years. It presents a very aggressive schedule for the work but what we felt was necessary given the potential impacts to the airfield.
3. We have also started developing a scope for the Master Plan Update. We are developing it based on streamlined approach to get it completed as soon as possible. We want to re-use as much data from the ALP Update as possible and expedite the public involvement component. We should have a draft of the scope completed and ready for Board review before the end of the year.

Emails from STANTEC re: ALP **ALP Follow up**
Inbox

John Popio <johnpopio@gmail.com>

Dec 5, 2018,
1:03 PM (6
days ago)

to Jeff, Union, bcc: Greg.Shuttleworth

Please accept this in follow up to my phone call. We had our "conference call with the FAA" recently. During the call the FAA folks were referring to drawings and related materials that I do not think we have yet been provided. It was not a big problem during the call but it is important that the board remain apprised of the project status throughout it's completion. Over the last several months we have talked about an electronic means to share project drawings with board members , perhaps I have missed that?

As you know it is important, to continue to work collaboratively throughout the full APL project and "closeout". As I prepare the agenda for our up coming meeting please let me know if you plan to attend or provide a project summary or update so that it can be included.

I hope all is well with you.

Kramer, Jeff

Dec 5, 2018,
1:35 PM (6
days ago)

to Brian, me

John –

I just checked and discovered that nobody here sent you the PDF file for the ALP that Brian said that your requested. I have attached it.

Regarding the call with the FAA, we know that they have been having "Planning" calls to discuss 2019 projects and the ACIPs for the next 10 years. I know that they mention open projects, but detailed discussions about those open projects has never been the intent of their calls. If the FAA and the Airport Authority wish to discuss the ALP, I believe it would be best to have a separate conference call with them that includes one of us here. We have not heard anything from them since we submitted two sets of prints to them at the beginning of October. Normally, they will contact us and the sponsor and review the plans, or they will send a list of comments regarding additions and changes to the various plan sheets.

We intend to work with you and the FAA to complete the ALP Update project.

Jeff

From: John Popio <johnpopio@gmail.com>
Sent: Wednesday, December 05, 2018 1:03 PM
To: Kramer, Jeff <Jeff.Kramer@stantec.com>

Cc: Union County Airport Archive <airarchive@co.union.oh.us>

Subject: ALP Follow up

Attachments area

John Popio <johnpopio@gmail.com>

Dec 5, 2018,
1:55 PM (6
days ago)

to Jeff

Please send it two pages at a time? The file is too large to save or send. Will Stantec be providing a status report for our meeting?

Kramer, Jeff

Dec 5, 2018,
1:58 PM (6
days ago)

to me

John -

I will send you a hard copy of the ALP, or we can open an FTP site so you can download. Let me know. Please use my email I sent as our status report for your meeting.

Jeff

From: John Popio <johnpopio@gmail.com>

Sent: Wednesday, December 05, 2018 1:56 PM

To: Kramer, Jeff <Jeff.Kramer@stantec.com>

Subject: Re: ALP Follow up

Marysville - Union Co

Account #

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2019 to FY-2028

Project Name	Green Lake Park	Project Start	September 19 2017
Project No.	1000000000	Project End	September 19 2017
Project Description	Play Area	Project Status	Completed
Project Location	Green Lake Park	Project Cost	\$1,000,000
Project Manager	John Doe	Project Date	September 19 2017

Year	Project	Estimate	Actual	Balance	Encumbrance	Balance	Encumbrance	Balance	Encumbrance	Balance	Encumbrance
2019	Green Lake Park	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2020	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2021	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2022	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2023	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2024	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2025	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2026	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2027	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2028	Green Lake Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	Green Lake Park	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0