

## Union County Airport Authority Agenda 5-14-2019

Reminder the UCAA will be meeting with the County Commissioners at 3:00PM 5-14-19. 233 W. Sixth St. See attached discussion points. Our regular meeting will follow (they have agreed to provide space at the W. Sixth St. site.)

- Call to order -4:00PM Popio, Linda Thrush will be unable to attend, a volunteer Sec. will be needed
- Minutes of the April. meeting
- Treasures Report, Invoices presented for payment
- Presidents Report,
  - AED – Has been delivered Sky Vista to install
  - We have formally notified ODOT of our position relative to the two structures which have been identified as obstructions”.
  - Turf Runway Markers installed, Thanks Bruce and Jim??
  - Report on Meijers / New Beginnings obstruction removal / Trees have been topped before and after photos taken and sent to Woolpert.
  - Roof repair Jim Smith Roofing
  - Repair kit ordered for Fuel Master fueling dispenser, Went inop. 5-13 aprox. parts cost up to \$2,500, appears to be the surge protector board. SV will attempt to replace the surge unit. If that does not correct the situation. Ed Music will have a technician herein a week to 10 days.
  - REIL / Jess Howard Elect. repair completed, four LED circuit boards were replaced. NOTAM removed
  - State auditor raised some questions regarding our fee structure for the SV hangar tenants, we may need to revisit the SV Hangar rates.

Woolpert, Greg Shuttleworth,

- IT upgrades
- Unfinished Business,
- New Business:
- Adjourn, next meeting 6-~~11~~-19, 4:00PM

UNION COUNTY AIRPORT AUTHORITY

MINUTES

MAY 14, 2019 (Rev1)

The Union County Airport Authority held its regular monthly meeting on Tuesday, May 14, 2019. This meeting was held at the Union County Commissioners Room located at 233 W. Sixth St. and began at 4:00 pm, with the following members present: Mr. John Popio, Mr. Bruce Rausch, Mr. Bob Chapman, Mr. Jim Mitchel, Mr. Ken Denman, Mr. Shaun Bailey, and Mr. Philip LaPointe. Mr. Greg Shuttleworth and Mr. Nate Fischer of Woolpert were also present.

Philip LaPointe was the acting secretary for the meeting.

Mr. Rausch motioned to approve the April board meeting minutes. Mr. Mitchel second. Motion passed. Budget sent out and the new format was appreciated. Mr. Denman motioned to accept the attached list of bills, Mr. Mitchel second. Motion passed. Mr. Popio reported that AEDs have been delivered to Sky Vista and will be installed in the airport lobby within 1 week. AED device registration and service is included with the purchase of the product. Mr. Popio reported there are 2 structures built at Keystone Crossing and a letter was sent to ODOT stating the structures are obstructions and should not be permitted for occupancy. Mr. Popio requested volunteers to attend a meeting on May 29<sup>th</sup> in the afternoon at 2:00 PM. Union County Engineering will be invited to the meeting

Mr. Popio reported on the turf runway and gave a thank you to Mr. Rausch for installation of the runway markers and for Mr. Denman for rolling and fertilizing the field. The turf runway looks good.

Mr. Popio reported the trees which were a problem as they penetrated the W27 PAPI Obstacle Clearance Surface have been topped.

Mr. Popio reported that roof repairs on the Single Volume Hanger (SVH) are needed. He is in the process of finding contractors for the repairs and roof experts stated not to recoat.

Mr. Popio reported our fuel master dispenser inoperative and was repaired on May 13<sup>th</sup>. The fault was isolated to a surge suppressant board. Fuel dispenser is now working again. Cost is approximately \$2500.

Mr. Popio reported ReILS were out, 4 boards were on order for 2 months, ReILS are now working and the NOTAM is lifted.

Mr. Popio reported that after an audit, there is a need to investigate a revised fee schedule for the single volume hanger by end of year.

Mr. Popio reported an Airport Manager position is being investigated.

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Mr. LaPointe reported the IT upgrades status. Country IT support is backlogged due to staff resignation. Microsoft OneDrive is the current direction for file storage and management.

Mr. Shuttleworth submitted and reviewed his Woolpert Report. Master plan needs to look at all viable alternatives for runways. Apron rehabilitation is a very important item which needs to be completed in 2019. The obstacles have been removed (20:1 area), and were able to reestablish the night time approach for the PAPI.

Mr. Popio reminded us the next meeting is June 11.

Other items:

Mr. Mitchel motioned to send a letter to the owner of a trailer parked in no parking area on airport property. Mr. LaPointe second. Motion passed.

Mr. Mitchel motioned to adjourn at 4:45 pm. Mr. LaPointe second. Motion passed. The next meeting will be held on June 11, 2019 at the Union County Airport beginning at 4:00 pm.

Respectfully Submitted

Philip LaPointe

Board Member

May Bills

Fulfab	\$	121.08	
Roto Roter	\$	491.00	
AWOS	\$	125.00	April
<del>AWOS</del>	\$	125.00	May
Valtech	\$	69.23	
Marysville City	\$	350.24	
	\$	70.32	
	\$	77.84	
	\$	44.22	542.62 total
DP&L	\$	218.48	
	\$	395.70	
	\$	231.10	
	\$	278.62	1123.90 total
Nationwide Ins	\$	100.00	
Petroleum Underground	\$	1,100.00	
Waugh's Landscaping	\$	3,600.00	
	\$	880.00	
Columbia Gas	\$	184.08	
Rausch Mowing	\$	1,770.00	
	\$	10,231.91	

## WOOLPERT PROGRESS REPORT

July 14, 2019

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

1. Submitted draft scope of work for the Master Plan Update to FAA on 5/2. FAA currently reviewing
2. Prepared documents for FY20 ODOT Grants. Included requests for four (4) projects: 1) Reimbursement for Tree Topping in R/W 27 Approach, 2) Apron Rehabilitation for repairing distressed areas around fueling facility, 3) Taxiway Rehabilitation (B1 and B2) which was submitted previously and not funded, and 4) Taxiway Lighting for new lights along the parallel taxiway which was also submitted previously and not funded. FAA to notify Owners by July 15<sup>th</sup> if the project(s) are approved.
3. Now that trees are topped in the R/W 27 Approach, started preparing paperwork to request re-instatement of the nighttime approaches.

Dept	Org	Object cd	Description	2019 Revised	2019 Actual	2019Enc	2019 Available	2019 Percent
402	70140208	510100	Airport Salary	\$ 60,000.00	\$ 2,475.00		\$ 57,525.00	\$ 4.13
402	70140208	501205	Airport OPER\$	\$ 8,400.00	\$ 346.50		\$ 8,053.50	\$ 4.03
402	70140208	510225	Airport Medicare	\$ 870.00			\$ 870.00	
402	70140208	510225	Airport Workers Comp	\$ 200.00	\$ 27.28		\$ 172.72	\$ 13.64
402	70140208	520100	Airport Supplies	\$ 4,175.00	\$ 90.45		\$ 4,084.55	\$ 2.17
402	70140208	520165	Airport Fues	\$ -				
402	70140208	530100	Contract Services	\$ 136,967.83	\$ 72,195.76	\$ 49,816.05	\$ 14,956.02	\$ 89.08
402	70140208	530700	Advertising	\$ 1,000.00			\$ 1,000.00	
402	70140208	540100	Equipment	\$ 2,000.00	\$ 794.63		\$ 1,205.37	\$ 39.73
402	70140208	550100	Travel & Expenses	\$ 1,500.00			\$ 1,500.00	
402	70140208	568001	Transfer out	\$ -				
				\$ 215,112.83	\$ 73,454.62	\$ 49,816.05	\$ 89,367.16	
			Cash Balance					
		701		\$ 123,572.08				
		702		\$ 385,098.93				
		703		\$ 61,577.46				
		705		\$ 17,494.01				