

## Union County Airport Authority Agenda

5-12-20 Meeting @ 4:00PM

*This meeting will be conducted via video conferencing, persons interested in participating must direct their request to [Tyler.Bicknell@woolpert.com](mailto:Tyler.Bicknell@woolpert.com)*

- Call to order -4:00PM
- Minutes of the March meeting.
- Treasures Report, Invoices presented for payment,
- Pres. Report
- Committee reports
- Consultant's report;
- SkyVista / AP manager report
- Old Business
- New business, FAA CARES Program
- Next meeting 6-9-2020
- Adjourn

UNION COUNTY AIRPORT AUTHORITY

MINUTES

MAY 12, 2020

Due to the Covid 19 virus and the self-distancing orders, the Union County Airport Authority Board met via teleconference. Tyler Bricknell set up the meeting using Microsoft Teams Meeting. Notices were placed on our website and posted at the airport and the County Office Building instructing anyone interested to contact Mr. Bricknell for instructions on how to join. Those joining the meeting were members Mr. John Popio, Mr. Bruce Rausch, Mr. Bob Chapman, Mr. Ken Denman, Mr. Shaun Bailey, and Mr. Phillip LaPointe. Guests that joined were Mr. Bricknell and Mr. Dave Wall of Woolpert, Mr. Thayne Gray, Union County Prosecutor's office, and Mr. Steve Stolte of the Union County Commissioners Office.

Mr. Chapman motioned to accept the minutes and reports from the April Meeting. Mr. LaPointe second. Motion Passed. Mr. Denman motioned to pay the attached list of bills with 2 exceptions. We will hold the two bills from Woolpert until further notice and the Performance Health bill will be held until further information can be obtained as to what it is for. Mr. Bailey second. Motion passed.

Mr. Popio reported that news on the grants pending from ODOT is not good. He has had conference calls with ODOT several times and because of the virus and the affect of the economy there has been massive budget cuts to the state's budget and the future of our grants is in peril. It is hoped that the taxiway rehab will still be funded but the lighting project will most likely be postponed until next year. At a later call he was advised that all grants are at risk and all may be postponed or pulled. Mr. Popio advised ODOT that we have already bid the rehab project and expenses have resulted that would hurt us financially if not reimbursed. On the good news side, the airport qualified for \$69,000 in CARES programming. The board then discussed how to apply. There are three categories to access this grant. One is for operational expenses, two is developmental and three is a combination of the first two. Operational expenses would be a piece meal reimbursement and would take time to apply and qualify expenses and not sure how much we could draw from this. The board could use the development resource to rehab the ramp and that would be a one time draw which would be the easiest to do but getting that reimbursement may take longer. The ramp project was bid as an alternate to the larger taxiway project and it is not known at this time if the contractor would honor their bid if the larger project is not awarded. There are many other things to consider as well as the lowest bidder for the larger project was not necessarily the lowest bidder for the alternate. Mr. Rausch motioned to apply for the CARES money for development (ramp rehab) and to authorize Mr. Popio to accept and execute any paperwork involved in applying and accepting this grant money. Mr. Denman second. Motion passed. Mr. Gray will also assist in making sure the bids are handled correctly and if the project will need to be bid again.

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Mr. Popio also reported that he has contacted Jordan Concrete to follow up on sealing and cleaning up the area around the new cement pads. They will be out to do this work as soon as the weather co-operates, and we get several dry days in a row. They are to give notice when they plan to do this work. Mt. Vernon Door came out and repaired several hangar doors, they still need to come back for a few more. Hopefully, those issues will be taken care of soon. He stated that he has also kept in contact with Skyvista on operating issues. Mr. Rausch reported that the grass runway was rolled, and that Mr. Kilfin will come out and re-seed bare sections. The board is still waiting on inspection of that runway. The brush the board is hoping to obtain from OSU airport will not be available until January of 2021. Mowing of the newly purchased lots has been done.

Mr. Bricknell reported from Woolpert. (See Attached) Mr. Popio reminded him that when the board transitioned from Stantec it was agreed that the two agencies would work together to make that transition smooth and would work together to get the Master Plan finished. Mr. Popio also stated that he had asked Stantec to keep the Airport files and not purge them until this plan is completed. He encouraged Mr. Bricknell to contact Brian Crosier from Stantec for any information and plans that may be needed to complete this project.

Mr. Holden reported from Skyvista. He stated that things are slow at the airport. The shop is open and that is about all. Fuel sales are down. They will be opening the lobby on May 21<sup>st</sup> and will have signs up as to the max amount of people to be in the lobby at any one time. Someone will have to manage that and make sure those numbers are maintained. District 7 has been called to address the leaks in the roof. He stated that they have suspended reimbursing the airport for the fuel. They feel the fuel that is in the ground now is worth more than what is owed to the board and with no contract in place, they aren't sure what will happen if they can't make a go and leave the airport. Mr. Popio advised Skyvista that he purchased 2 types of LED bulbs to replace hangar bulbs as they need to be replaced. He would like to get feed back as to which type seems to work best and in the future all bulbs will be replaced with LEDs.

Mr. Bailey stated that he feels the airport should do something to give back to the airport community somehow, with lowering rents, forgiving rents, lowering fuel rates or something. He feels that especially if the board receives the \$69,000 in grant money the board should try to promote the airport community. Several ideas were discussed. Mr. Popio felt the boards main duty is to keep the airport in good shape and the rent money is the basic source of revenue to do that. More discussion on this matter will happen in the future when more information is gathered.

Mr. Stolte reported that the county is losing about four million in revenue and sales tax is 3 months behind. The full extent of losses will not be known until January. There could be small business grant program for up to \$5,000 but details are unknown at this time.

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Mr. Popio thanked Mr. Gray for all his help in getting the land acquisition completed. The transaction is complete, and the deed is being recorded.

Mr. Denman motioned to adjourn the meeting at 5:57, Mr. Rausch second. Motion passed. The next meeting will be June 9, 2020. More information will follow as to time and place.

Respectfully Submitted

Linda K Thrush

Board Secretary

May Bills 2020

	Marysville City	\$	70.32	total \$600.99
		\$	77.84	
		\$	44.22	
		\$	408.61	
**	Woolpert	\$	3,600.00	Lighting
		\$	1,500.00	Taxiway
	DP&L	\$	341.25	
		\$	126.81	total \$862.61
		\$	217.67	
		\$	176.88	
	Nationwide Insurance	\$	100.00	Secretary Bond
	Petroleum Underground	\$	1,100.00	tank Ins
	Copy Source	\$	235.00	stationery/Envelopes
	SkyVista	\$	1,558.00	
	Columbia Gas	\$	159.51	
	Custom Staffing	\$	338.88	5/1/2020
		\$	338.88	5/15/2020
		\$	338.88	5/30/2020
	Postage	\$	55.00	
	Rausch Enterprises	\$	1,372.50	
	Linda Thrush	\$	76.16	Ink Cartridges reimb
	Land Acquisition	\$	211,312.00	
	Spectrum	\$	49.99	
	AnyAWOS	\$	125.00	
	ValTech	\$	68.18	
***	Performance Health	\$	999.52	???

\*\* The Board voted to hold these bills to Woolpert until funding is sorted out with the grants

\*\*\* After further review this is not an invoice for the airport and was sent in error. It will not be paid.

# WOOLPERT PROGRESS REPORT

*Nov 12, 2020*

The following is a summary of items/tasks we worked on during the past month:

1. Attended meeting with Alex Erskine, FAA, regarding the FAA CARES Act funding and eligibility. Alex highly suggested using the funds for operation and maintenance. This will allow the funds to be accessible to the airport much quicker.
2. Attended meeting with John Stains, ODOT, regarding status of ODOT Grants. John S. was able to provide grant contract for Grant 20-13.
  - Submitted signed grant contract on 5/11/20 to BlackCat for ODOT Grant 20-13 – Rehabilitate Taxiways B1 and B2. Monitoring situation with ODOT Funding.
3. ODOT Matching Grant for Master Plan Update. All documentation has been submitted to BlackCat. Requisition Request uploaded 5/12. Still waiting on Purchase Order to be completed.
4. Master Plan update has continued. inventory and environmental overview phase continued.
  - Current needs:
    - List of tenants/people to invite for public meeting when things open back up or possibly hold meetings electronically.
    - Any environmental studies
    - Any NEPA environmental documents (i.e. CATEX, Environmental Assessments)
    - Any wetland information, including delineations or past permitting documents
    - Wildlife Management Plan
    - Any reports of wildlife strikes
    - Number of acres of airport property that is currently farmed
    - Any information regarding any environmental conditions at the airport