



City of Delaware, Ohio
Municipal Airport
1075 Pittsburgh Dr.
Delaware, OH 43015

Airport Commission Meeting
Thursday, January 19, 2012
7:00 p.m.
City Council Chambers

1. **Roll Call**
2. **Approval** of Minutes Summary for November 17, 2011 Meeting
3. **Introduction** of New City Council Representative to Commission
4. **Election** of Chair and Vice Chair
5. **Presentation** of Letters, Petitions and Public Comment
6. **Update** of AIP Project/Grant Applications
7. **Old Business**-Discussion of Future Meeting Sites (Tabled from November)
8. **Comments** by Airport Operations Supervisor
9. **Comments** by Airport Commission Members
10. **Adjournment**

Next meeting: March 15, 2012

ITEM 2

Airport Commission Meeting
Thursday, November 17, 2011
7:00 p.m.
City Council Chambers
Minutes Summary

Staff members present included Public Works Director Tim Browning, Public Works Superintendent Joe Bullis, Airport Operations Supervisor Kevin Piatt and Customer Service Liaison Linda Mathews.

Meeting called to order at 7:02 p.m. by Chairman Michael Robinson.

1. **Roll Call**-*At roll call members present included Rodger Collom, Walt Gaub, Chris Jones and Michael Robinson.*

Absent members included Brain Lewer, Janie McIntire (in Florida) and Greg Mellen (having furnace issues at office). A motion to excuse the absent members was made by Walt Gaub, seconded by Chris Jones and approved by a 4-0 vote.

Members reviewed agenda and no changes were made to presented agenda.

A quorum of members is present to conduct business.

2. **Approval of Minutes Summary for July 21, 2011 Meeting**-*A motion to approve the minutes summary as printed was made by Rodger Collom, seconded by Mr. Gaub and approved by a 4-0 vote.*
3. **Presentation of Letters, Petitions and Public Comment**-*There was nothing presented for this item.*
4. **Discussion of Submitted 2012 Budget and CIP/Financial Plan**-*Public Works Director Tim Browning advised the commission members that city departmental budgets had been submitted the previous Friday and the review process was underway. The overall budget, to include the one for the airport, is stagnant in nature from that which was approved for the current year.*

The 2011 operations have been encouraging. There was a projected deficit of \$68,000 which has now been revised and is now projected to be \$41,000, so that is "a step in the right direction". Mr. Browning provided some additional insight into the budget and its preparation and submission for Council's consideration.

The Financial Plan included in the packet has been submitted to the FAA and staff is waiting to conduct a conference call with FAA representative with regard to the plan

itself. Once the presented plan has been accepted by the FAA, the City will submit their application to receive grant funding to perform the Environmental Assessment and Aeronautical Survey in 2012.

One factor to note is that with the acceptance by the FAA, neither party is committed to performing activities contained within the plan if circumstances change that would render either party unable to move forward with the plan.

Mr. Jones inquired about the GF payback in the CIP and Mr. Browning explained what this was and how it works. He further discussed the TIFF and that once the debt is paid off the TIFF funds can be utilized as the City's matching funds for grants to make airfield or surrounding area improvements that will benefit the airfield itself.

Mr. Collom inquired if the airport operations are self supporting. Mr. Browning indicated that is difficult to achieve, but that is the desire of both the City and the FAA and staff strives to achieve this every year.

5. **Discussion** of Location of January 2012 Meeting-Mr. Browning advised that this is on the agenda following a meeting that the City had with Air Space Place representatives. They offered the use of their facility to allow airport users the opportunity to see what their facility has to offer and to highlight the airfield itself.

Greg Mellen arrived at 7:18 p.m.

After much discussion, and based on the contents of the discussion, Mr. Mellen made a motion to table this topic until the January meeting. The motion was seconded by Mr. Gaub and approved by a 5-0 vote.

6. **Comments** by Airport Operations Supervisor-Kevin Piatt advised that the EAA shelter was re-roofed with the assistance of Public Works Street Maintenance labor. The materials were provided by the EAA.

Mr. Piatt advised that the newly introduced Airport Technician Blaine Rayburn has been on the job approximately 6 months and is doing well. His hiring and mechanical background has been beneficial with the making repairs on some of the equipment without the need to take to garage for repairs.

Public Works Superintendent mentioned that he had recently met with Jeg Coughlin and they will be having their own pro stock team next year which will increase their flight time from the airport. We are fortunate to have them based at our facility.

Mr. Jones inquired if there was issues since the "Jim Moore" name was added to the airfield. Staff is unaware of any issues since the renaming.

Michael Robinson inquired about adding the "Jim Moore Field" portion of the name to the AWOS approach information. Mr. Piatt had researched this with respect to how other surrounding airfields deal with this type of information. Most do not add the extra information. Mr. Browning indicated that he wanted to mirror the other airfields and it appears that is what we are doing.

7. **Comments** by Airport Commission Members-*No member had any additional comments.*
8. **Adjournment**-*Mr. Jones made a motion to adjourn, seconded by Mr. Collom and the meeting was adjourned at 7:32 p.m.*

Linda Mathews, Clerk

Commission Chairperson

ITEM 6



Delaware Municipal Airport
Delaware, Ohio
AIP No. 3-39-0032-1812
Pre-Application Grant Summary

No.	Item	Cost
1	Environmental Assessment	\$ 150,000
2	Aeronautical Survey	\$ 150,000
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 300,000
FUNDING SUMMARY		
	FAA Share (Available Funds)	\$ 285,000
	Local Share (5% match for FAA Grant)	\$ 15,000
	TOTAL	\$ 300,000



Delaware Municipal Airport
Delaware, Ohio
AIP No. 3-39-0032-1812
Pre-Application Grant Summary

No.	Item	Cost
1	Environmental Assessment	\$ 100,000
2	Aeronautical Survey	\$ 150,000
3	Final Design - Apron Rehabilitation	\$ 105,000
		\$ -
		\$ -
	TOTAL	\$ 355,000
FUNDING SUMMARY		
	FAA Share (Available Funds)	\$ 337,250
	Local Share (5% match for FAA Grant)	\$ 17,750
	TOTAL	\$ 355,000