

**CITY OF DELAWARE  
AIRPORT COMMISSION  
CITY COUNCIL CHAMBERS CITY HALL  
1 S. SANDUSKY ST  
7:00 P.M.**

**AGENDA**

ARPIL 21, 2016

1. ROLL CALL
2. MOTION TO EXCUSE
3. APPROVAL of the Motion Summary of the meeting of the AIRPORT COMMISSION held January 21, 2016, as recorded and transcribed
4. INTRODUCTION of New City Council Representative
5. INTRODUCTION of New Commission Member
6. ELECTION of Chairperson and Vice-Chairperson
7. PUBLIC COMMENTS
8. UPDATE OF AIP PROJECTS/GRANTS
9. CONSIDERATION of Resolution for Grant Application Submission
10. DISCUSSION T-Hangar Rental Rates
11. AIRPORT OPERATIONS SUPERVISOR and STAFF COMMENTS
12. MEMBER COMMENTS
13. ADJOURNMENT

# *ITEM 3*

**AIRPORT COMMISSION**  
**January 26, 2016**  
**MOTION SUMMARY**

ITEM 1. Roll Call

Linda Mathews called the Airport Commission meeting to order at 7:00 p.m.

Members Present: Walt Gaub, John Lewis, Greg Mellon, and Jan Simonis

Members Absent: Councilmember Kyle Rohrer and Chairwoman Janie McIntire

Staff Present: Joe Bullis, Public Works Superintendent, Kevin Piatt, Airport Operations Supervisor, and Linda Mathews, Customer Service Liaison

**Motion to Excuse:** Mr. Lewis moved to excuse Mr. Rohrer and Chairwoman McIntire, seconded by Mr. Gaub. Motion approved by a 4-0 vote.

ITEM 2. INTRODUCTION of New City Council Representative

ITEM 3. ELECTION of Chairperson and Vice-Chairperson

ITEM 4. APPROVAL of the Motion Summary of the meeting of the AIRPORT COMMISSION held October 15, 2015, as recorded and transcribed.

**Motion:** Ms. Simonis moved to approve the Motion Summary of the meeting of the Airport Commission held October 15, 2015, as recorded and transcribed, seconded by Mr. Gaub. Motion approved by a 4-0 vote.

ITEM 5. PUBLIC COMMENTS

ITEM 6. UPDATE OF AIP PROJECTS/GRANTS

Mr. Bullis discussed the runway extension project and reviewed the contract and timeline of the project. Mr. Bullis informed the Commission of state concerns regarding 5 telephone poles.

ITEM 7. DISCUSSION T-Hangar Rental Rates

Mr. Bullis reviewed the T-Hangar rental rates and compared the rates to surrounding airports. Mr. Bullis reviewed the occupancy rate of the T-Hangars.

Mr. Mellon voiced concerns that a rate increase could create vacancies, as tenants leave for cheaper options. Mr. Mellon recommended that potential rate

increases are used for upkeep and maintenance and not for rent.

ITEM 8. AIRPORT OPERATIONS SUPERVISOR and STAFF COMMENTS

Mr. Bullis provided an update regarding an incident with an extended crane at Advanced Auto. Mr. Bullis informed the Commission that the crane was brought down and that necessary procedures were reviewed to operate the crane.

Mr. Piatt provided an update on the use of the snow broom equipment during inclement weather.

ITEM 9. MEMBER COMMENTS

Mr. Gaub informed the Commission that he planned to schedule a meeting with Mr. Piatt to inspect the city owned T-Hangars.

ITEM 10. ADJOURNMENT

**Motion:** Chairwoman McIntire moved to adjourn the meeting. The Airport Commission Meeting adjourned at 7:38 p.m.

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Brian Kennedy, Chairman

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Elaine McCloskey, Clerk

# *ITEM 9*

**DRAFT**

RESOLUTION NO. 16-XX

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION, DIVISION OF AVIATION FOR OHIO AIRPORT GRANT PROJECTS FUNDING

WHEREAS, the City of Delaware is responsible for operating and maintaining the Delaware Municipal Airport, and

WHEREAS, the Ohio Department of Transportation provides the City with bi-annual evaluations of the pavement condition of the ramp, runway and taxiway surfaces, and

WHEREAS, it has been determined that the condition of Taxiway 'A' has fallen below recommended minimum pavement conditions and is in need of reconstruction, and

WHEREAS, the City is eligible to apply for and receive Ohio Department of Transportation, Division of Aviation, Airport Grant Program funds.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DELAWARE, OHIO THAT:

SECTION 1. That the City Manager is hereby authorized to make application for said program and grant in accordance with the procedures prescribed by the Ohio Department of Transportation, Division of Aviation.

SECTION 2. That the City Manager is hereby authorized to enter into necessary agreements associated with the grant and be bound by all terms and conditions contained within the application for funding.

SECTION 3. That this resolution shall be in force and effect immediately upon its passage.

PASSED: \_\_\_\_\_, 2016

YEAS\_\_\_ NAYS\_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**DELAWARE CITY COUNCIL FACT SHEET**

**ITEM NO.:**

**DATE:** 4/25/16

**PUBLIC HEARING:** NO

**READING:** FIRST

**ORDINANCE NO.:**

**RESOLUTION NO.:** 16-XX

**DESCRIPTION:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION, DIVISION OF AVIATION FOR OHIO AIRPORT GRANT PROJECTS FUNDING

**DEPARTMENT AFFECTED:**  
Public Works Department

**GROUP AFFECTED:**

**FINANCIAL INFORMATION**

**COST:**  
\$394,468

**FUND SOURCES:**  
Grant/Local

**BUDGETED:**  
NO

**RECOMMENDATIONS**

**COMMITTEE:**  
Airport Commission

**RECOMMENDATION:**  
Approval

**VOTE:**

**MEETING DATE:** 4/21/16

**STAFF RECOMMENDATION:**  
Approval

**PRESENTER:**  
Bill Ferrigno, Public Works Director/City Engineer

**SUMMARY OF ITEM:**

The City of Delaware is requesting \$394,468 in state funds under the FY 2017 Ohio Airport Grant Program for a project that includes the reconstruction of the taxiway connector (Taxiway 'C') linking the terminal apron to Taxiway 'A' and Runway 10/28 at Delaware Municipal Airport (see Appendix F for exhibit). This amount represents 95% of the total eligible project costs (construction). This project is Phase 2 of the Taxiway 'A' Rehabilitation. Phase 1 is being constructed now utilizing an FAA FY 2015 grant, Phase 2 is the reconstruction of the taxiway connector from the terminal apron to Runway 10/28 (this request), and Phase 3 will be a mill/fill overlay of the final 2,900' of Taxiway 'A'. We plan to submit a FY 2018 ODOT grant for Phase 3.

**ATTACHMENTS:**

**COUNCIL NOTES:**

# *ITEM 10*

- 1) When will the bond be satisfied for T-Hangars D-E-F? December 2031
- 2) What is the amount that is still outstanding on the bond? Principal outstanding at 12/31/15 = \$895,000
- 3) How much was the final amount that was transferred from the General Fund for the airport in 2015?
  - 2015 Operations - \$18,890
  - FAA Grants - \$494,644
  - Equipment - \$ 0
  
  - 2016 Operations - \$18,890
  - FAA Grants - \$83,449
  - Equipment - \$115,000
- 4) The amount of revenue verse the expenditures for 2015. You can share with them the actual amounts from 2015 Actual amounts made a part of the 2016 line item budget document. The operating budget does not include costs for some equipment, grant match amounts, and any overhead allocation for PW staff time or many other typical overhead costs.