CITY OF DELAWARE
AIRPORT COMMISSION
PUBLIC WORKS DEPARTMENT
TRAINING ROOM
440 E. WILLIAM ST.

AGENDA

JULY 21, 2016

1. ROLL CALL
2. MOTION TO EXCUSE
3. APPROVAL of the Motion Summary of the meeting of the AIRPORT COMMISSION held April 21, 2016, as recorded and transcribed
4. ELECTION of Chairperson and Vice-Chairperson
5. PUBLIC COMMENTS
6. DISCUSSION of Strategic Plan for Delaware Municipal Airport (R Thomas Homan, City Manager)
7. DISCUSSION of Airport Pavement Management
8. DISCUSSION T-Hangar Rental Rates
9. UPDATE OF AIP PROJECTS/GRANTS
10. AIRPORT OPERATIONS SUPERVISOR and STAFF COMMENTS
11. MEMBER COMMENTS
12. ADJOURNMENT

ITEM 3

AIRPORT COMMISSION
MOTION SUMMARY
April 21, 2016

ITEM 1. Roll Call

Vice-Chairwoman McIntire called the Airport Commission meeting to order at 7:03 p.m.

Members Present: Charlton Amidon, Walt Gaub, Councilmember Kyle Rohrer, Vice-Chairwoman Janie McIntire

Members Absent: John Lewis, Greg Mellon, Jan Simonis

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

ITEM 2. MOTION TO EXCUSE

Motion to Excuse: Councilman Rohrer moved to excuse Mr. Lewis, Mr. Mellon, and Ms. Simonis, seconded by Mr. Gaub. Motion approved by a 4-0 vote.

ITEM 3. APPROVAL of the Motion Summary for the meeting Airport Commission meeting held January 21, 2016, as recorded and transcribed.

Motion: Mr. Gaub moved to approve the Motion Summary of the meeting of the Airport Commission held January 21, 2016, as recorded and transcribed, seconded by Councilman Rohrer. Motion approved by a 4-0 vote.

ITEM 4. INTRODUCTION of New City Council Representative

Mr. Rohrer was introduced.

ITEM 5. INTRODUCTION of New Commission Member

Mr. Amidon was introduced as the newest member

ITEM 6. ELECTION of Chairperson and Vice-Chairperson

Motion: Mr. Gaub moved to table the election of Chairperson and Vice-Chairperson, seconded by Councilman Rohrer. Motion approved by a 4-0 vote.

ITEM 7. PUBLIC COMMENTS

PUBLIC COMMENTS
Mary Lou Wilgus
2781 Airport Rd
Delaware, Ohio

Ms. Wilgus discussed current road conditions on Airport Road.

ITEM 8. UPDATE OF AIP PROJECTS/GRANTS

Mr. Bullis reviewed the May 1, 2016 due date for the ODOT grant application. Mr. Bullis provided information regarding the runway extension contractor and progress on the project. A presentation compiled of photographs of the different stages of the project was provided. Information was provided to the Commission regarding the improvements to the drainage and the construction schedule.

ITEM 9. CONSIDERATION of Resolution for Grant Application Submission

Motion: Councilman Rohrer moved to recommend approving the resolution of the Airport Grant Project Funding application and presenting to Council, seconded by Mr. Amidon. Motion approved by a 4-0 vote.

ITEM 10. DISCUSSION T-Hangar Rental Rates

Mr. Bullis discussed the revenue and expenditures for 2015 and 2016. A discussion was held on if future funds from the increase in rates can be set aside for maintenance of T-Hangars. Mr. Piatt reviewed current rental rates. . Ms. Mathews recommended that the Commission discuss rental rates at a future meeting to allow for absent members to be present. The Commission was in agreement to discuss the rates at the next meeting.

ITEM 11. AIRPORT OPERATIONS SUPERVISOR and STAFF COMMENTS

Information provided regarding ODOT insurance registration requirements. Mr. Bullis discussed the new procedure to electronically sign the lease agreement documentation.

ITEM 12. MEMBER COMMENTS

Mr. Gaub stated that he met with Mr. Piatt to inspect the city owned T-Hangars and discussed the concern regarding the insulation in the T-Hangars. Mr. Gaub recommends that during roof repairs to replace panels with felt backing to alleviate condensation and insulation problems. Vice-Chairwoman McIntire recommended that staff determine the materials that are being used with Ohio State University Airport.

Mr. Piatt provided an update to Vice-Chairwoman McIntire regarding the use of the new sweeper.

Vice-Chairwoman McIntire discussed if the business on Pittsburgh Drive that is expanding had completed the necessary F.A.A. paperwork. Mr. Bullis stated that he has been in contact with the City Engineering Department regarding this.

Vice-Chairwoman McIntire requested any information regarding problems with drones. Mr. Bullis discussed the requirements by the F.A.A. that drones are licensed and registered.

Councilman Rohrer indicated that Mr. Homan was unable to attend the meeting, but is planning to attend in the future.

Information was provided regarding the Pancake Breakfast.

ITEM 13. ADJOURNMENT

Motion: Councilman Rohrer moved to adjourn the meeting, seconded by Mr. Gaub. The Airport Commission meeting adjourned at 8:13 p.m.

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Chairman or Vice-Chairman

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Elaine McCloskey, Clerk

ITEM 7

Airport Pavement Management

Draft 7/7/16

	Total SF	Grant Eligible SF	Non Grant Eligible	PCI Rating 5/30/2013	Pavement Life Cycle	Funding ODOT 95%	FAA 90%	Local	Total	Annual
Public Parking										
Main Parking Lot Area 1	30,985	1,243	29,742	60	25			$61,970	$61,970	$2,478
Main Parking Area 2	7,538	0	7,538		25			$15,076	$15,076	$603
North Access Drive	26,933	0	26,933		25			$53,866	$53,866	$2,154
Sub Total Area	**65,456**	**1,243**	**64,213**					**$130,912**	**$130,912**	**$5,235**
Hangars A, B, C										
Area 1	7,500	6,500	1,000	60	25	$12,350		$2,650	$15,000	$106
Area 2	7,500	7,100	400	60	25	$13,490		$1,510	$15,000	$60
Area 3	7,500	6,780	720	60	25	$12,882		$2,118	$15,000	$85
Area 4	7,500	6,860	640	60	25	$13,034		$1,966	$15,000	$79
Area 5	6,540	6,540	0	79	25	$12,426		$654	$13,080	$26
Area 6 (Approaches)	16,000	0	16,000		25	$0		$32,000	$32,000	$1,280
Sub Total Area	**52,540**	**33,780**	**18,760**			**$64,182**		**$40,898**	**$105,080**	**$1,636**
Hangars D, E, F										
Area 1 (Approaches)	6,757	0	6,757		25	$0		$13,514	$13,514	$541
Area 2	18,450	4,920	13,530	74	25	$9,348		$28,044	$37,392	$1,122
Area 3	18,450	4,920	13,530	74	25	$9,348		$28,044	$37,392	$1,122
Area 4	11,316	4,920	6,396	74	25	$9,348		$13,776	$23,124	$551
Area 5	10,320	10,320	0	79	25	$19,608		$2,064	$21,672	$83
Sub Total Area	**65,293**	**25,080**	**40,213**			**$47,652**		**$85,442**	**$133,094**	**$3,418**
Hangar G, H, I										
Area 1	12,819	1,634	11,185	88	25	$3,105		$22,533	$25,638	$901
Area 2	17,320	9,620	7,700	88	25	$18,278		$16,362	$34,640	$654
Area 3	31,729	31,729	0	88	25	$60,285		$3,173	$63,458	$127
Area 4	13,859	13,859	0	88	25	$26,332		$1,386	$27,718	$55
Area 5 (Approaches)	13,859	0	13,859		25	$0		$27,718	$27,718	$1,109
Sub Total Area	**89,586**	**56,842**	**32,744**			$108,000		$71,172	**$179,172**	**$2,847**
Sub-Totals	**272,875**	**116,945**	**155,930**	**0**		**$219,834**		**$328,424**	**$548,258**	**$13,135**
Runway & Taxiways										
Runway 28	580,000	580,000	0		15		$1,305,000	$145,000	$1,450,000	$9,667
Taxiway A	258,400	258,400	0		15		$581,400	$64,600	$646,000	$4,307
Taxiway B	13,200	13,200	0		15		$29,700	$3,300	$33,000	$220
Taxiway C	13,200	13,200	0		15		$29,700	$3,300	$33,000	$220
Ramp - Main	138,200	138,200	0		20		$310,950	$34,550	$345,500	$1,728
Ramp - North	74,150	74,150	0		20		$166,838	$18,538	$185,375	$927
Sub-Totals	**1,077,150**	**1,077,150**	**0**				**$2,423,588**	**$269,288**	**$2,692,875**	**$17,068**