

**AIRPORT COMMISSION
MOTION SUMMARY
August 25, 2016**

ITEM 1. Roll Call

Vice-Chairwoman McIntire called the Airport Commission meeting to order at 7:00 p.m.

Members Present: Charlton Amidon, John Lewis, Greg Mellon (exited at 7:48 p.m.), Jan Simonis (exited at 8:37 p.m.), Councilmember Kyle Rohrer and Chairwoman Janie McIntire

Members Absent: Walt Gaub

Staff Present: Joe Bullis, Public Works Superintendent, Kevin Piatt, Airport Operations Supervisor, Linda Mathews, Customer Service Liaison, Dean Stelzer, Finance Director, Tom Homan, City Manager

Motion to Excuse: Mr. Lewis moved to excuse Mr. Gaub, seconded by Ms. Simonis. Motion approved by a 6-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the meeting of the AIRPORT COMMISSION held April 21, 2016, as recorded and transcribed.

Motion: Ms. Simonis moved to approve the Motion Summary of the meeting of the Airport Commission held April 21, 2016, as recorded and transcribed, seconded by Mr. Lewis. Motion approved by a 6-0 vote.

ITEM 3. PUBLIC COMMENTS

ITEM 4. DISCUSSION of Strategic Business Plan for Delaware Municipal Airport (R Thomas Homan, City Manager)

Mr. Homan discussed the need for the community to be aware of the planning process of the airport and to promote it for economic development. Mr. Homan discussed the need to market the airport with the new runway and services that it can provide.

Discussion was held on the current waiting list for availability in a T-Hangar. Staff discussed their follow-up procedures to those that have expressed an interest in space.

Mr. Homan discussed and reviewed the Airport Layout Plan. Discussion was held on potential development for additional T-Hangars.

PUBLIC PARTICIPATION:

John Schoettmer
691 Old Pond Lane
Powell, Ohio

Mr. Schoettmer discussed with the Commission the rental space to be expected to be available in T-Hangar Number 3.

Mr. Homan discussed the possibility of using an Airport Marketing Specialist to help promote the amenities of the airport. Mr. Stelzer discussed the existing debt service and expected date for bonds to be paid off. Discussion held on refinancing the debt and T-Hangar rental rates. Mr. Bullis provided a comparison of rates from surrounding airports

Motion: Mr. Mellon moved that the Commission recommends that the City Manager provide an outline and formulate a strategic plan, seconded by Councilman Rohrer. Motion approved by a 6-0 vote.

Mr. Mellon exited the meeting at 7:48 p.m.

ITEM 5. DISCUSSION T-Hangar Rental Rates

Mr. Stelzer reviewed the 2015 Year End Report for the Airport Fund. Mr. Stelzer provided potential financial scenario for a 5% rental increase and projected ending balance.

Vice-Chairwoman McIntire recommended that current renters are provided information on the necessary rental increase. Discussion held on the need to provide at least 60 days notice to renters on changes.

Motion: Ms. Simonis moved to recommend to Council a 5% T-Hangar rent increase, seconded for further discussion by Mr. Lewis.

Discussion held on proposing new increasing at the beginning of next year and potential two step rate increase.

Motion: Ms. Simonis moved to recommend to Council a 5% T-Hangar rent increase with a study to determine a time frame and amount for future increases, seconded by Councilman Rohrer. Motion approved by a 5-0 vote.

Ms. Simonis exited the meeting at 8:37 p.m.

ITEM 6. MEMBER COMMENTS

Mr. Bullis provided an update on ODOT and FAA projects.

Mr. Piatt provided information on the recent purchase of a refurbished fuel truck.

Vice-Chairwoman McIntire questioned if there were any upcoming plans for a future open house. Staff informed the Commission that there were no current plans.

Councilman Rohrer provided an update on the recent tour he completed at the airport.

ITEM 7. ADJOURNMENT

Motion: Councilman Rohrer moved to adjourn the meeting, seconded by Mr. Lewis. The Airport Commission Meeting adjourned at 8:45 p.m.



Chairperson



Elaine McCloskey, Clerk