CITY OF DELAWARE
AIRPORT COMMISSION
CITY COUNCIL CHAMBERS
CITY HALL
1 SOUTH SANDUSKY STREET
AGENDA

JANUARY 19, 2017

1. ROLL CALL

2. ELECTION of Chair and Vice-Chair

3. APPROVAL of the Motion Summary for the Airport Commission held August 25, 2016, as recorded and transcribed.

4. PUBLIC COMMENTS

5. PRESENTATION of Proposed New Business-Rotorcraft Training Center, LLC by Dale Bauer

6. DISCUSSION of ACIP Update

7. DISCUSSION of Long Range Maintenance and Fee Increase Plan for Delaware Municipal Airport

8. DISCUSSION of Strategic Business Plan for Delaware Municipal Airport

9. STAFF COMMENTS

10. MEMBER COMMENTS

11. ADJOURNMENT

AIRPORT COMMISSION
August 25, 2016
MOTION SUMMARY

ITEM 1. Roll Call

Vice-Chairwoman McIntire called the special 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, Thomas 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.

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Chairperson

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Elaine McCloskey, Clerk

Attachment "A"

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2018 to FY-2027

Airport Name: Delaware Municipal Airport		Date prepared:	December 16, 2016
Associated City Delaware, Ohio		Prepared By:	City of Delaware & CHA Consulting
Sponsor: City of Delaware		Telephone No.:	(740) 203-1803
Airport Three Letter ID: DLZ	Congressional District: 12th		

Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment	Discretionary	ODOT Grant	Sponsor Match	ODOT Match	Other/Local	Remarks/Item Justification
1	Phase 3 Taxiway 'A' Rehabilitation - Construction	2017	$ 440,687	$ 243,065	$ 198,996			$ 22,034	$ 22,034		Low PCI/Pavement Preservation
	Subtotal 2017		**$ 440,687**	**$ 243,065**	**$ 198,996**			**$ 22,034**	**$ 22,034**		
2	T/H A, B, C Rehabilitation	2018	$ 105,080	$ -			$ 64,182	$ 40,898			Low PCI/Pavement Preservation
	Subtotal 2018		**$ 105,080**	**$ -**			**$ 64,182**	**$ 40,898**	**$ -**		
3	Carry Over NPE	2019	$ -	$ -	$ -			$ -	$ -		Bank Non-Primary Entitlements
	Subtotal 2019		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
4	T/H D, E, F Rehabilitation	2020	$ 133,094	$ -	$ -		$ 47,652	$ 85,442	$ -		Low PCI/Pavement Preservation
5	Apron Expansion - Design & Construction		$ 705,000	$ 450,000	$ 184,500		$ 35,250	$ 35,250			Aircraft Parking Issues
	Subtotal 2020		**$ 838,094**	**$ 450,000**	**$ 184,500**	**$ -**	**$ 82,902**	**$ 120,692**	**$ -**	**$ -**	
6	Parking Lot & Main Driveway Rehabilitation	2021	$ 115,836				$ -	$ 115,836		$ -	Low PCI/Pavement Preservation
	Subtotal 2021		**$ 115,836**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 115,836**	**$ -**	**$ -**	
7	T/H C2 Rehabilitation	2022	$ 400,000				$ 380,000	$ 20,000			Low PCI/Pavement Preservation
8	Apron B Rehabilitation	2022	$ 450,000	$ 300,000	$ 105,000			$ 22,500	$ 22,500		Low PCI/Pavement Preservation
	Subtotal 2022		**$ 850,000**	**$ 300,000**	**$ 105,000**	**$ -**	**$ 380,000**	**$ 42,500**	**$ 22,500**	**$ -**	
9	Carry Over NPE	2023	$ -	$ -	$ -			$ -	$ -		Bank NPE
	Subtotal 2023		**$ -**	**$ -**	**$ -**			**$ -**	$ -		
10	Terminal Building Improvements	2024	$ 500,000	$ 345,000				$ 25,000	$ 25,000	$ 105,000	Terminal Building Upgrades
	Subtotal 2024		**$ 500,000**	**$ 345,000**	**$ -**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**	**$ 105,000**	
11	Master Plan Update	2025	$ 166,667	$ 150,000				$ 8,333	$ 8,333		Update Master Plan & ALP
	Subtotal 2025		**$ 166,667**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ 8,333**	**$ 8,333**	**$ -**	
12	Carry Over NPE	2026	$ -	$ -	$ -	$ -	$ -	$ -	$ -		Bank Non-Primary Entitlements
	Subtotal 2026										
13	Apron A Rehabilitation	2027	$ 500,000	$ 300,000	$ 150,000	$ -	$ -	$ 25,000	$ 25,000		Pavement Preservation
	Subtotal 2027		**$ 500,000**	**$ 300,000**	**$ 150,000**	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**	$ -	

ODOT/OA Contact: Dave Dennis 614-387-2352
FAA Contact: Brian Tenkhoff 734-229-2933