

**AIRPORT COMMISSION  
APRIL 19, 2018  
MOTION SUMMARY**

ITEM 1. Roll Call

Chairman Lewis called the Airport Commission meeting to order at 7:00 p.m.

Members Present: Charlton Amidon, Walt Gaub, Janie McIntire, Timothy Smith and Chairman John Lewis

Members Absent: Christopher Acker and Councilmember Kyle Rohrer

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

**Motion to Excuse:** Chairman Lewis moved to excuse Mr. Acker and Councilmember Rohrer, seconded by Ms. McIntire. Motion approved by a 5-0 vote.

Chairman Lewis introduced Timothy Smith as the newly appointed member of the Airport Commission.

ITEM 2. APPROVAL of the Motion Summary of the meeting of the AIRPORT COMMISSION held July 20, 2017, as recorded and transcribed.

**Motion:** Chairman Lewis moved to approve the Motion Summary of the meeting of the Airport Commission held July 20, 2017, as recorded and transcribed, seconded by Mr. Amidon. Motion approved by a 5-0 vote.

ITEM 3. PUBLIC COMMENTS

ITEM 4. PRESENTATION of EAA (Experimental Aircraft Association) – Ford Tri Motor Fly-In event in August 2018

**PRESENTOR:**

Bernie Rifkin  
EAA Vice-President  
364 Whitaker Avenue S.  
Powell, Ohio

Mr. Rifkin discussed to significant of the historic airplane and that the EAA will host an information session on May 9, 2018 at the Ohio National Guard to the public.

ITEM 5. UPDATE on the contracting of airport consulting services with CHA Consultants, Inc.

Mr. Bullis reviewed the F.A.A. guidelines for needing RFP's for consultants. Mr. Bullis discussed the decision to use CHA Consultants, Inc. for a five year contract and the past experiences with working with them.

ITEM 6. UPDATE on the contracting of professional consultant services with Crawford, Murphy, & Tilley (CMT) for the development of Strategic Business Planning recommendations services for airport consulting CHA Consultants, Inc.

Mr. Homan discussed the recommendation for the Strategic Business Plan and discussed the need to look at the business side of the airport and how to make it more attractive as the region continues to grow. He discussed the proposal by CMT and the need to look forward to the next 10 years of operating the airport. He discussed the need to look at how comparable the airport is to other airports and look at the market rate for land rental, fuel charges, maintenance cost and make the airport more sustainable. Mr. Homan discussed the need to have members from the Commission be part of a working group and discussed the scope of work.

ITEM 7. DISCUSSION of the proposed preparation of the Request for Proposals for the services of a general aviation maintenance and repair provider

Mr. Homan discussed notification to the Shamrock Hangar on the request for RFP's. Mr. Homan discussed using the consultants to assist with what should be included and evaluated in the RFP. He discussed having the Strategic Business Plan set the criteria and guidelines for a future RFP.

ITEM 8. UPDATE on the 5-Year Airport Capital Improvement Plan (ACIP)

ITEM 9. STAFF COMMENTS

Mr. Bullis discussed the positive impact that the airport has on the surrounding area.

ITEM 10. MEMBER COMMENTS

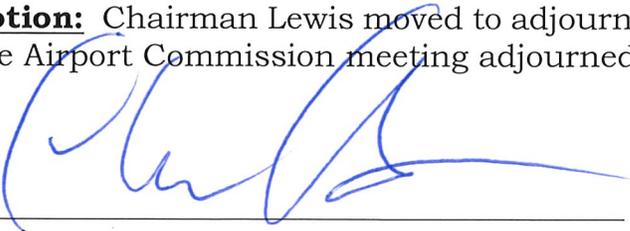
Mr. Smith thanked staff for the tour of the airport.

Ms. McIntire discussed looking at potential future aviation business and development.

Mr. Lewis requested an update regarding the helicopter training. Mr. Piatt provided information on the continued program. Mr. Bullis provided an update on the cost to install Wi-Fi throughout the airport.

ITEM 11. ADJOURNMENT

**Motion:** Chairman Lewis moved to adjourn the meeting, seconded by Mr. Gaub.  
The Airport Commission meeting adjourned at 8:27 p.m.



Chairperson



Elaine McCloskey, Clerk