

**CITY OF DELAWARE
AIRPORT COMMISSION
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
7:00 P.M.**

AGENDA

July 19, 2018

1. ROLL CALL
2. ELECTION OF OFFICERS
 - A. Chairperson
 - B. Vice-Chairperson
3. APPROVAL of the Motion Summary for the Airport Commission held April 19, 2018, as recorded and transcribed.
4. PUBLIC COMMENTS
5. LETTER regarding Shamrocks Departure
6. DISCUSSION of Desired Qualifications for New Aircraft Maintenance Service Provider
7. DISCUSSION of ODOT/FAA Grant Applications for T-Hangar A-F Resurfacing Project
8. UPDATE of Business Plan
 - A. Building Rental, Fuel and Ground Lease Rates
 - B. RFP Language for Maintenance Fixed Based Operator
9. UPCOMING EVENTS
 - A. EAA (Experimental Aircraft Association) – Ford Tri Motor Fly-In Event August 9-12
10. STAFF COMMENTS
11. MEMBER COMMENTS
12. ADJOURNMENT

**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



July 11, 2018

Dear Delaware Airport Tenant:

As some of you may be aware, Shamrock Air Services has provided the City with notice that they will be relocating their business to another location in Central Ohio before the end of this year. Shamrock will be permitted to continue to provide Delaware Airport tenants with maintenance services while the City advertises for a replacement aircraft maintenance provider to locate at DLZ. The City is in process of preparing a request for proposals for aircraft maintenance services, and as part of this process we would like to hear from you. If there are specific service needs, requests, skills, or expectations of a maintenance service provider that you have as aircraft owner, and that you would like to see included as part of the overall proposal evaluation process, please feel free to provide those by email or letter as soon as possible for consideration. Our goal is to have a new aircraft maintenance service provider in place within six months.

Please feel free to contact me with any questions you may have regarding this matter. I can be reached by telephone at (740)203-1702 or by email at bferrigno@delawareohio.net.

Sincerely,

A handwritten signature in black ink that reads "Wm Ferrigno".

William L. Ferrigno, P.E.,

Director of Public Works/City Engineer
City of Delaware

10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2018 to FY-2028

Airport Name: Delaware Municipal Airport	Date prepared: November 27, 2017
Associated City Delaware, Ohio	Prepared By: City of Delaware
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	Carry Over NPE	2018		\$ -			\$ -	\$ -		\$ -	Bank NPE
	Subtotal 2018		\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	
2	Taxiway Rehabilitation (T/H A) - Design & Construction	2019	\$ 408,481	\$ 300,000				\$ 20,424	\$ 20,424	\$ 67,633	Low PCI/Pavement Preservation
3	Taxiway Rehabilitation (T/H B) - Design & Construction	2019	\$ 452,927	\$ -	\$ -	\$ -	\$ 430,281	\$ 22,646	\$ -		Low PCI/Pavement Preservation
	Subtotal 2019		\$ 861,408	\$ 300,000	\$ -	\$ -	\$ 430,281	\$ 43,070	\$ 20,424	\$ 67,633	
4	Apron Area B Rehabilitation - Design & Construction	2020	\$ 370,000	\$ -	\$ -		\$ 351,500	\$ 18,500	\$ -		Low PCI/Pavement Preservation
	Subtotal 2020		\$ 370,000	\$ -	\$ -	\$ -	\$ 351,500	\$ 18,500	\$ -	\$ -	
5	Apron A Expansion - Design & Construction	2021	\$ 705,000	\$ 300,000	\$ 369,750			\$ 35,250	\$ 35,250	\$ -	Aircraft Parking Issues
	Subtotal 2021		\$ 705,000	\$ 300,000	\$ 369,750	\$ -	\$ -	\$ 35,250	\$ 35,250	\$ -	
6	Carry Over NPE	2022	\$ -				\$ -	\$ -			Bank NPE
	Subtotal 2022		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	T/H C1 & C2 Rehabilitation - Design & Construction	2023	\$ 400,000	\$ 300,000				\$ 15,000	\$ 15,000	\$ 70,000	Low PCI/Pavement Preservation
	Subtotal 2023		\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 70,000	
8	Carry Over NPE	2024	\$ -		\$ -			\$ -	\$ -		
	Subtotal 2024		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Master Plan Update/Terminal Area Plan	2025	\$ 100,000	\$ 90,000				\$ 5,000	\$ 5,000	\$ -	Master Plan 20 years old / Terminal Area Plan
	Subtotal 2025		\$ 100,000	\$ 90,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	
10	Terminal Building Upgrades	2026	\$ 400,000	\$ 360,000				\$ 20,000	\$ 20,000		Terminal Building Upgrades
	Subtotal 2026		\$ 400,000	\$ 360,000	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	
11	Carry Over NPE	2027	\$ -		\$ -			\$ -	\$ -		Bank NPE
	Subtotal 2027		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Apron A Rehabilitation	2028	\$ 750,000	\$ 300,000	\$ 375,000	\$ -	\$ -	\$ 37,500	\$ 37,500		Pavement Preservation
	Subtotal 2028		\$ 750,000	\$ 300,000	\$ 375,000	\$ -	\$ -	\$ 37,500	\$ 37,500	\$ -	

ODOT/OA Contact: Dave Dennis 614-387-2352

FAA Contact: Evonne McBurrows 734-229-2945

fly on the **Ford**

EXPERIENCE THE GOLDEN AGE OF AVIATION

FORD TRI-MOTOR PROPERTY OF



**Delaware Municipal Airport
August 9-12, 2018
Hosted by EAA Chapter 1600**

ADVANCE ONLINE PRICING: ADULT: \$70 • CHILD (17 & UNDER): \$50
WALK UP PRICING: \$75 • **RIDES:** THURS 2-5PM • FRI-SUN 9AM-5PM

FOR MORE INFO: FLYTHEFORD.ORG



OR CALL: 1-877-952-5395