

NEW PHILADELPHIA AIRPORT COMMISSION MEETING

MINUTES

JANUARY 10, 2017

Meeting called to order at 6:02p.m. in Airport Conference meeting room.

Board Members Present: Chairman John Zucal, Brian Marsh II, Secretary Don Kennedy, Dr. Richard Varrati, Dean Holland and Kelly Ricklic. Excused absence was Alan Welch.

Guests: Airport Manager Eric Hubbard, Jeff Erb and Kevin Sigg

Election of Officers: Motion by Chairman Zucal, seconded by Ricklic to appoint Don Kennedy as secretary for 2017. No other nominations presented. Motion approved 6-0

Motion by Chairman Zucal, seconded by Varrati to appoint Alan Welch as Vice Chairman. No other nomination presented. Motion approved 6-0.

Motion by Ricklic, seconded by Holland to appoint John Zucal as chairman. No Other nominations presented. Motion approved. 6-0.

Member Chris Bower arrived at 6:06 P.M.

Chairman Zucal stated that Mayor Day has reappointed Don Kennedy and Brian Marsh II to the airport commission for another two year term. The appointment needs ratification from city council within the next 60 days.

Minutes of the November 8th, 2016 meeting were presented for review. **Motion** by Varrati, seconded by Marsh to approve minutes. Motion passed 7-0.

Airport Restaurant Report: Jeff Erb presented the airport restaurant report and noted that Hootie Bear Ltd is current with their rent. Rent for October 2016 in the amount of \$1,145.36 was received as was November rent of \$982.67. **Motion** by Marsh, seconded by Holland to approve Airport Restaurant report. Motion approved 7-0.

Airport Manager/FBO report: Eric Hubbard of ProAv Aviation presented the monthly cash flow report. Checks were received by the City of New Phila for both November and December in the amounts of \$3,996.34 and \$1,000.00 and \$2,219.11 and \$1,000.00 respectively. It was noted by Mr. Hubbard that although fuel quantity was down over 1,100 gallons from previous year due to loss of jet fuel usage from Medflight, the cities income increased this year due to revision of his contract for operation of the airport. Coupled with the change in rent percentage, Mr. Hubbard stated the management company is struggling to make a profit and provide services required. The Monthly Inspection Report was also presented and it was noted that ODOT did a recent PCI on our pavement at the airport. The 14 PAPI's are still out of service. This will be discussed in Michael Baker Jr's report. The motor was repaired on the Beacon and reinstalled 12-12-16. The new LED lights on the Ramp are working great.

Randy Holdsworth repaired the Main Hangar Door. It was noted by Mr. Hubbard that the keypad batter fails in cold weather and a quote to hardwire the keypad was received by Wayne Garage Door in excess of \$2,400.00 Mr. Kennedy questioned why this was so expensive to do and apparently they have to cut a line thru the asphalt driveway. This still seemed excessive to the membership and Mr. Hubbard will contact Wayne Door to see if there are less expensive alternatives to this problem. Mr. Kennedy suggested replacing a new battery at the beginning of the bad weather and possibly replacing the battery the first of each month might be a solution. A solar charging unit was also mentioned as an alternative. Mr. Hubbard will investigate and report back.

It was then discussed the problems with the Fuel Farm system losing prime and not picking up which is causing frustration with pilots. Mr. Hubbard states this has been an ongoing problem since the installation of the fuel farm and the installation company is no longer in business. This problem is contributing to the loss of fuel sales at our airport and frustration with pilots. Mr. Kennedy suggested that we get quotes to replace the cabinet which seems to be the problem with the loss of prime. Mr. Ricklic asked if an inexpensive solution would be possible by placing a loop back into the tank but after discussion this was thought to be an inconvenience to both the airport manager and not a correction to the problem. Mr. Kennedy asked that Mr. Hubbard obtain quotes from a reputable company to replace the fuel cabinet and fix this problem once and for all and report back to the airport commission. Mr. Sigg will assist in this endeavor with Mr. Hubbard. **Motion** by Kennedy, seconded by Holland to approve the airport Managers/FBO report as presented. Motion passed 7-0.

At 6:30 P.M. Mr. Varrati was excused for another meeting commitment.

Monthly Revenue Update: Mr. Erb presented both the November and December reports on airport funds. Mr. Erb commented that he is struggling at times to reconcile his Purchase Orders with the correct accounts shown due to the auditor's ability to transfer funds between accounts. Mr. Ricklic mentioned that the auditor has discretion with certain account line items and can do so at her discretion and can sympathize with Mr. Erb on this matter and suggest that he contact the Auditor to see if there is a better way to communicate between them on this concern. It was noted by Mr. Kennedy that this is the first year he can remember that we actually spent all monies allocated to the airport from city council and all members agreed this was a good step forward to improving our airport. Considerable improvement were made in 2016 and needs exist for continuing in the improvement to facilities. **Motion** by Kennedy and seconded by Ricklic to approve the monthly revenue update as presented. Motion passed 6-0.

At 6:38 Mr. Holland was excused for another commitment.

Kevin Sigg of Michael Baker Jr presented his report. TAC mtg #4 is scheduled for 1/25/17 with the official invitation going out next week. Next milestone will be working paper #4 which will be the final draft report and update Airport layout plan. Michael Baker is also scoped to present the findings to City

Council at the conclusion of the Master Plan update with time and date to be announced. Master Plan is on schedule to be submitted in April 2017 to the FAA. A Property Map was brought to tonight's meeting by Mr. Sigg to see if there were any properties located by the airport that should be included in our ACIP for future purchase other than what was previously discussed(Kamban Property) Mr. Zucal mentioned the Ohio Historical Society vacated offices owned by ODOT and Mr. Kennedy mentioned the property owned by the Educational Service Center as possible properties to be included in the ACIP. If they are not shown on the ACIP then they would be harder to acquire with FAA approval. Mr. Ricklic mentioned that all properties on East High Avenue side of the airport should possibly be included since there would be no downside to listing them all.

Runway Rehabilitation Design has hit a snag. The FAA is standing firm on their request for a 20 year lease minimum on any land (runway End of 32) being utilized with FAA funds. This has caused a delay in the rehabilitation of our runway as the State of Ohio will not go beyond a 15 year lease. Mr. Sigg is working with all parties involved to bring this to a conclusion that is amicable to all parties. Mr. Sigg will report back on his progress at next month's meeting. Considerable discussion by members of how to approach this and Mr. Sigg seems to have a handle on what is expected and the timeframe to get a resolution to this snag. Mr. Sigg mentioned that Michael Baker Jr. is submitting their final invoice for Grant administration to city administration for work outside any specific task orders. He mentioned that they have spent less than \$3,000 of the \$14,000 appropriated for this work. Mr. Zucal noted that Michael Baker Jr has done an excellent job for our airport and we are satisfied with their work. Next discussion centered on the obstructions and getting the 14 PAPI's back in service. Mr. Kennedy asked Mr. Hubbard if they were back in service as he thought they were functional one night a few weeks ago when he came in at night. They are supposed to be OFF, but may have been turned on my mistake when work was done. Mr. Hubbard will check this out to see that they are OFF. Mr. Sigg is working with Mr. Erb to determine which trees have been removed so we can get the flight inspection done and get the 14 PAPI's turned back on and functional. ODOT grants for 2018 will also be eligible for design work but the program is not released yet. Application deadline is May 2017. The OAA conference is scheduled for April 18-19th in Columbus and Mr. Kennedy plans on attending. Registration is NOT open yet.

Motion by Ricklic, seconded by Zucal to approve the Michael Baker Jr. Report. Motion passed 5-0.

NEW BUSINESS: Mr. Zucal would like to have a sub-committee to discuss the proposal for a John Glenn statue at our airport. Mr. Kennedy expressed interest in working with Mr. Zucal on this project and they will meet with the proposer of this who plans on coming to an airport committee meeting in the future. Mr. Ricklic questioned why the flag was not flying and Mr. Hubbard stated that the cord to lift the flag had rotted and Mr. Hubbard want to replace it with a cable and weather has not permitted its replacement. Mr. Hubbard also will be having Joe the handyman replace the light bulbs in the lighted airport sign, hopefully tomorrow.

Having no further business to discuss, **Motion** by Kennedy to adjourn at 7:15P.M.

Respectfully submitted: Don Kennedy - Secretary