

# NEW PHILADELPHIA AIRPORT COMMISSION MEETING MINUTES

February 9, 2016

Meeting called to order by Chairman John Zucal at 6:00 PM.

**Board Members Present:** Alan Welch, Chris Bower, Don Kennedy, Belle Everett, Kelly Ricklic, Brian Marsh II, Dean Holland.

**Absent Excused:** Dr. Richard Verratti.

**Guests:** Kevin Sigg (Michael Baker Jr., Inc.), Jeff Erb, Eric Hubbard.

Chairman Zucal opened the floor for nominations for the offices of Chairman, Vice Chairman and Secretary for the Airport Commission Board. Motion/Nomination Kennedy, Second Everett for John Zucal as Chairman, nominations were closed and Mr. Zucal was elected by acclamation. Motion/Nomination Everett, Second Kennedy, Alan Welch for Vice Chairman, nominations were closed and Mr. Welch was elected by acclamation. Motion/Nomination Kennedy, Second Everett, Dean Holland for Secretary through the month of April to be succeeded by Don Kennedy for remainder of calendar year. Nominations closed and all present in favor as stated.

**Airport Financial Report-**Jeff Erb advised the financial report was not available.

**Airport Restaurant Report** – Report presented by Jeff Erb. Erb presented the Restaurant Report for months of November and December 2015 and the January 2016 report. **Motion by Everett, Second by Kennedy to approve Restaurant Report as presented. Motion Approved 7-0.**

**Airport Finance/Operations Report-**The airport finance/operations report was presented by Eric Hubbard, Airport Manager, and issues noted on the ProAv Monthly Field Inspection Condition Record Report, 1) cracks in some areas of taxiways need filling; will be filled as soon as weather permits; 2) a tree in the flight path has been identified and as a result the PAPI system has been deactivated per the FAA; 3) there is a freeze/thaw issue that creates difficulty in opening and closing certain hangar doors. Was addressed at the Zeller/Bedard hangar and repaired; 4) auto accident damaged perimeter fencing, is not a hazard

to aircraft or auto traffic, will be repaired; 5) a software upgrade has been completed. Discussion concerning how accrued funds are spent. Reason for discussion was request for consideration to replace roof on hangar building by Kennedy. Discussion continued concerning the tree identified as #20 on Runway 14, Precision Approach Path Indicator (PAPI) Obstacle Clearance Surface (OCS) Obstruction Data Table by Michael Baker International. The General Services Director will be contacted and asked to trim tree #20 as necessary to prevent obstruction. Ricklic acknowledged that it appeared tree #20 was within the boundaries of a city owned water and sewer line right of way and that there should be no problem in removing the tree. Hubbard presented the Income Record 2016 Report. **Motion Zucal, Second Welch to remove tree identified as #20. Motion Approved 7-0.** It was further discussed to have City contact all land owners with trees located in the extended runway areas and develop an agreement for future tree trimming and removal efforts. **Motion by Welch to approve Financial/Operations Report as presented, Second by Ricklic. Motion Approved 7-0.**

**OLD BUSINESS:** Previous discussion by Airport Commission Board concerning request to place communications equipment on the existing airport beacon tower was reviewed and a follow-up with the Law Director will be conducted by Chairman Zucal to obtain direction for next steps to be taken. Ms. Gilland had previously advised that a current agreement existed with Kent State University Tuscarawas (Kent) for placement and use of the existing beacon tower and that Kent would necessarily need to authorize any additional equipment to be placed on the tower.

**Report from Michael Baker, Jr., Inc.** – Kevin Sigg reported 1) Review of Annual FAA Master Plan and requested comments on most current draft for next Airport Commission Meeting in March 2016. Mr. Sigg also advised the next Technical Advisory Committee (TAC) meeting will be in April 2016, date to be announced. Mr. Sigg pointed out that tree removal under FAA guidelines includes stump removal. Mr. Ricklic will provide a TAC report to the City Council. Discussion took place concerning a conference call between the FAA and city administration; to be coordinated by Michael Baker International. **Motion by Everett, Second by Kennedy, to approve the consultants update report as presented. Motion approved 7-0.**

**NEW BUSINESS:** A) Ms. Everett advised that she had received a call from Cindy Lillabridge, a neighbor of the airport, complaining about motor noise at the airport. Mr. Hubbard stated that extra efforts are taken to do run-ups on the West side of the airport. B) It was reported that Mr. Gary Little has been inquiring as to the need for five acres for a manufacturing facility needing space for a new 40,000 sq. ft. building and parking for 100 employees. The company is a manufacturer of light helicopter aircraft. This facility would be located at Harry Clever Field. Mr. Little is attempting to bring this new business/industry to New Philadelphia. C) Discussion concerning new hangar construction and a **Motion by Kennedy, Second by Everett, to contact Mayor Day to gain support for financing and construction of 12 new T-Hangars to be located at Harry Clever Field. Motion Approved 7-0.**

Having no Public Comment and no further business to discuss, **Motion by Welch to adjourn** at 7:13 PM.

**Minutes Recorded and Certified by E. Dean Holland**