

# NEW PHILADELPHIA AIRPORT COMMISSION MEETING

## MINUTES

**MARCH 14, 2017**

Meeting called to order at 6:00p.m. in airport conference center by acting Vice Chair Alan Welch

**Board Members Present:** Vice Chair Alan Welch, Brian Marsh II, Secretary Don Kennedy, Dr. Richard Varrati and Joe Sciarretti. Excused were John Zucal, Dean Holland and Kelly Ricklic.

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

**Minutes** of the January 10, 2017 meeting were presented and reviewed. **Motion by** Marsh to approve the minutes as presented, seconded by Varrati. Motion approved 5-0.

**Airport Restaurant Report:** Jeff Erb presented the airport restaurant report and noted that Hootie Bear Ltd is current with their rent. Rents for both January \$1,195.60 and February \$952.00 were received by the city. Hootie Bear Ltd was short .54 which will be requested from them to be added to March rent.

**Motion by** Kennedy to approve Airport Restaurant Report, seconded by Welch. Motion passed 5-0  
Jeff Erb presented the Airport Funds report for both January and February. \$660.60 in expenses from Wayne Garage Door (\$129.50), Holdsworth Industries(\$165.00) and Wayne Garage Door (\$366.10) were paid by the auditor out of Airport Hangar Maintenance 475-7500-3501 Mr. Kennedy questioned Mr. Hubbard what these repairs were for. These were normal maintenance items for city owned property and Mr. Kennedy felt these should be taken from 101-2100-3502 Maintenance of Facilities, not the Airport Hangar Maintenance fund set up for the pilot's assessments. Mr. Erb was to check with Beth Gundy on this. **Motion by** Varrati to approve Airport Funds report, seconded by Marsh. Motion passed 5-0.

**Airport Managers Report:** Eric Hubbard presented the Airport Manager report for both January and February. Mr. Hubbard reported fuel sales of \$911.30(Jan) and \$1,680.80(Feb) and hangar rents of \$4,180.00(Jan) and \$3,000.00(Feb). City Income of \$2,117.34(Jan) and \$1,550.42(Feb) along with ProAv rent of \$1,000.00(Jan) and \$1,000.00(Feb) were presented to the city and received by the auditor. Their Monthly Field Inspection was presented with Monthly Runway MIEL completed as scheduled. The 14 Papi's are still out of service. Mr. Erb stated that Service Director McAbier and Street Supt Ray Grewell have been working on the tree removals for obstructions. Mr. Erb stated that the city will be sending the property owner's letters advising of obstructions and advising if they do not accept the city offer for tree removal at this time and legal proceedings are necessary that the property owner will be responsible for the cost of removal. Discussion ensued about authority of the city to enforce this as ORC states the responsibility for airspace rests with the county commissioners. Mayor Day has contacted the county commissioners who are working on establishing a committee to enforce any issued going forward. Mr. Sciarretti stated the commissioners are working on this project.

Mr. Hubbard stated that Main Hangar door cables were repaired as they were becoming frayed and one door on the Delaware T hangars was repaired. Mr. Hubbard also stated he has been in contact with a

company who is scheduled for Thursday to look into the prime issues with the 100LL cabinet. Multiple vendors have been contacted with no success. Mr. Hubbard is reluctant that the Thursday visit will totally fix the problem but needs to start somewhere.

**Motion by** Kennedy to approve Airport Managers report, seconded by Welch. Motion passed 5-0.

**Airport Consultant's Report:** Kevin Sigg of Michael Baker Jr. presented his report. Task Order #5 – Master Plan update. One more meeting planned before the May Airport Commission report. Task Order #7 – Runway Rehabilitation Design. State of Ohio DAS has received historical society approval to turn over jurisdiction to ODOT, pending an archeological review. ODOT can then transfer land to city. Leased area will need to be surveyed and a legal description drafted along with a plat plan. This to be sent to DA who will work to split the lot and turn the leased area over to ODOT. Preliminary design work has begun for the runway project. Preliminary plans brought to meeting tonight. DBE plan is required since anticipating an award >\$250K. Draft brought to meeting and coordinating with the city on a couple of remaining items. Financial Plan Draft brought to meeting. Once comments received and incorporated, will be sent to FAA. Pre-Application brought to tonight's meeting to be reviewed and signed by City. TASK Order #8 2017 Grant Administration with board approval, Michael Baker can submit a request to FAA for a GPS Approach for Runway 32. **MOTION BY** Kennedy to approve application to FAA for a GPS 32 approach by Michael Baker International of up to \$500 in expense, seconded by Varrati. Motion Approved 5-0.

Obstructions: Online FAA AGIS system has been updated to reflect what trees have been removed. Michael Baker has re-analyzed all remaining obstructions relative to the PAPI obstacle clearance surface (OCS). All obstruction height was current as of the fall of 2015. **There are 2 groups of obstructions with elevations within 10' of the runway 14 PAPI OCS elevation, and one group of obstructions with elevations within 10' of the Runway 32 PAPI OCS elevation.** These groups and the OCS limits can be seen on the included figures. While based on our data, **the PAPI OCS's are clear**, there is a slight risk in requesting the flight check at this time due to potential surveying discrepancies, tree growth, etc.

DISCUSSION: Mr. Erb stated that the city is in the process of contacting the property owners where there may be possible trees in the OCS. Problems have arisen as to responsibility for implementing any legal actions should the property owners refuse. This is being worked out with the county commissioners who have ORC authorization due to multiple jurisdictions at airport. Trees either to be removed or trimmed at least 10' below OCS. **MOTION by** Kennedy to approve Michael Baker Int. report, seconded by Welch. Motion approve 5-0.

Allen Welch was excused at 6:48P.M. to attend another function.

**New Business:** Tom Farbizo was in attendance and wished to discuss the ongoing window project between the city of NP and Quaker Digital Academy. Mr. Farbizo stated that 10 windows in the main hangar have been installed by Miceli glass with 1 more to be completed soon. All window advertising has been sold for the 10 windows and Mr. Farbizo stated that the 11<sup>th</sup> window will more than likely be sold to KSU. We are at the three year renewal term for the windows and QDA and Kennedy Insurance have committed to renewing presently with others being contacted. One window may not be renewed which is the Med Flight window and Mr. Farbizo is working on renewing that window with another advertiser. Mr. Farbizo mentioned that due to the removal of the Med Flight trailer, there are 7 windows on the east side of the maintenance hangar that he would like to replace with the same energy efficient windows that have been placed on the Main Hangar East High avenue side. Due to their location they are not suitable for advertisers but Mr. Farbizo would like to approach the city about

letting him replace those windows with the city share of revenue received under this agreement presently in force between QDA and the city. **Motion by** Kennedy, seconded by Varrati to have Mr. Farbizo contact the city administration about the idea of using the city proceeds from this project to pay for the window installation on the east side of the maintenance hangar with the cities portion of revenue until all seven windows are replaced. Motion passed 4-0

Eric Hubbard had an item for discussion. Apparently someone has stolen some inspection plates off of one of the Planes hangered in the main hangar within the last 6 months with other reports of stolen fuel on two occasions from airplanes on the ramp. He wanted to inquire about the installation of security cameras in the main hangar and the ramp side of the Main Hangar and the fuel farm which can be wireless and hooked to a computer for recording. Mr. Varrati mentioned he did this at his office at QDA and that wireless cameras are inexpensive and can be hooked to a computer that QDA may be able to provide us.

Mr. Varrati is to check with his IT department and report back to the airport commission on the cost of installation of this type of system.

Mr. Kennedy had one request from Joe Turrin in the East High Avenue hangars for the installation of a full pad in his hangar. Mr. Turrins plane will start being flown soon and would like this improvement to his hangar. Mr. Kennedy will arrange this hangar improvement within the next two months.

Having no further business to discuss, motion to adjourn by Kennedy at 7:00PM

Respectfully submitted;

Don Kennedy - Secretary

**Airport Managers Report:** Eric Hubbard presented his Airport Managers Report for both January and February.