

NEW PHILADELPHIA AIRPORT COMMISSION MEETING

MINUTES

APRIL 11, 2017

Meeting called to order by Chairman John Zucal at 6:00PM in airport conference meeting room.

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

Guests: Airport Manager Eric Hubbard and Jeff Erb

Minutes of the March 14, 2017 Meeting were presented and reviewed. **Motion** by Joe Sciarretti, seconded by Brian Marsh to approve minutes as presented. Motion carried 6-0.

Airport Restaurant Report: Jeff Erb presented the airport restaurant report and noted that Hootie Bear Ltd was current with their rent payment of \$1,090.60 (including small balance owed from previous month). Jeff Erb also presented the Airport Funds March 2017 report from auditor Beth Gundy. \$678.57 was spent out of Maintenance of Facilities account 3502 to Wood electric \$218.74, ProAv \$172.82 and Genesis Lamp Corp \$287.01. Airport Capital Improvement Account stands at \$93,888.69 **Motion** by Don Kennedy, seconded by Alan Welch to approve Airport Restaurant and Airport Funds Report. Motion carried 6-0.

Airport Manager/FBO Report: Eric Hubbard of ProAv Aviation presented the Monthly Income Report for March 2017. Last year comparison was down substantially (2,400 gallons). The committee questioned reasons for such a drop in fuel sales and Mr. Hubbard explained we will see that continually in 2017 due to loss of MedFlight and corporate aircraft refueling. Mr. Kennedy questioned if this was mainly Jet A fuel drop sales or 100LL drop sales. Mr. Hubbard stated it was mostly Jet A. Mr. Kennedy asked if it would be possible in the future for Mr. Hubbard to differentiate the two fuel sales monthly for a better comparison going forward. Mr. Hubbard said that is possible and will amend his report going forward for both Jet A and 100LL to be shown separately. Checks were presented to the City of New Philadelphia for the city Income of 41,681.97 for hangar rents and fuel sales along with Maintenance Fees of \$850.00 and ProAv rent of \$1,000.00. MONTHLY FIELD INSPECTION report was reviewed with committee. 14PAPI's still out of service. A new check valve with rubber O-Rings were installed in the 100LL System. Mr. Hubbard is not sure this will correct the vacuum problem as he has a full tank of 100LL and the problem seems to be when the tank is less full. Time will tell but so far so good on operation of 100LL Fuel station. Discussion entailed about the recent meeting between the City, ProAv and Bob Smith representing Smith Ambulance who owned the Med Flight modular. Mr. Smith has accepted responsibility of replacing the asphalt pad where the modular pad was placed previously and removed. Mr. Smith is NOT in agreement with replacing an 8ft high fence as he states there was NO fence there when MedFlight moved in. Considerable discussion as to what was there previously and no one has pictures to prove what was or wasn't there. Regardless, Chairman Zucal stated that the current Concrete barriers is unacceptable as a barrier or deterrent from entering the airport and something needs to be done as soon as possible to secure this area. **Motion** by Kennedy, seconded by Holland to have the City of New Philadelphia install a fence connecting the present fence along East High Avenue

with the corner of the Main Hangar building once the asphalt has been replaced where the modular was located. Funds to come out of Maintenance of Facilities account 3502. Motion passed 6-0.

Motion to approve the Airport Managers Report/FBO report was made by Don Kennedy, seconded by Alan Welch. Motion passed 6-0.

OLD BUSINESS:

Monthly Revenue Update: Jeff Erb reported that Auditor Beth Gundy is still unsure what we are requesting when it comes to where she is taking \$\$\$ from the appropriated accounts. In March Auditor Gundy took \$660.60 out of Airport Hangar Maintenance and the committee felt it should have come out of Maintenance of Facilities 3502. It is still not quite clear to the committee how the Hangar Maintenance (improvement) funds are being allocated. Mr. Kennedy will schedule a meeting with auditor Gundy to review.

MICHAEL BAKER & ASSOCIATES REPORT: Kevin Sigg was unable to attend tonight's meeting but forwarded his report. Item #1 was to determine when the final TAC meeting was to be presented. It was decided to have the TAC meeting prior to next month's airport committee meeting at approximately 5:00-5:15 pm to be determined by Mr. Sigg as to how much time he will need. Mr. Sigg will notify TAC members.

Item #2 – Task Order #7 Runway Rehabilitation Design. It was noted that the service director will have the leased land surveyed by the end of April so ODOT can complete their work and turn leased land over to city as previously discussed. Plans and specifications are 90% completed. MB is planning on 4" mill with 2 -2" lifts of asphalt to be placed on runway. The Committee agreed this would be a satisfactory application and instructed Jeff Erb to notify MB of such as requested. It is anticipated that the Month of September will be the runway rehabilitation project. Item #3 Request has been made to FAA for a GPS approach for runway 32. As of 4/10/17 no response from FAA as to this request. Item #4 Obstructions Although it appears that the obstructions have been removed to return the PAPI's to service, there is still a slight risk of performing the free flight check. Mr. Erb is still working on these obstructions and it was discussed that trimming the trees that could pose a question can be accomplished by city crews. The Evergreens along Delaware Drive are the concerning trees and Mr. Erb will be checking with property owners for permission to trim Evergreens. HANGAR LEGISLATION UPDATE: Mr. Zucal reported that the legislation has had its first reading for hangar construction. A letter from Councilwoman Cheryl Ramos was read at council meeting last Monday objecting to this construction project and financing by city of this project. Ms. Ramos was not in attendance. The city is exploring alternate fixed rate financing rather than the 5 year fixed and variable rate thereafter. Legislation will continue with a second and third reading by council.

MOTION by Kennedy, seconded by Sciaretti to approve OLD BUSINESS AND MICHAEL BAKER Report. Motion carried 6-0.

Mr. Sciarretti was excused to attend another meeting.

NEW BUSINESS: Dr. Varrati obtained a quote to install security cameras at the main Hangar and the Fuel Farm. Quote of \$3,987.00 was submitted by Dr. Varrati from Staley Communications. Quote Assumes that the city will provide and run all CAT5/6 wiring to cameras. Dr. Varrati thought maybe this could be a project by Buckeye Career center electrical students. Dr. Varrati also stated that QDA could provide the computer which would save \$1,585.00 from the quote bringing the quote down to around \$2,400.00. The airport committed took this under advisement with no action taken at this time.

Having no further business to discuss, **Motion to adjourn** at 7:03 was made by Mr. Holland.

Respectfully submitted; Don Kennedy - secretary