

NEW PHILADELPHIA AIRPORT COMMISSION

MINUTES

July 11, 2017

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

It was noted there was not a quorum present in June so no minutes were presented

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

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

Minutes of the May9th, 2017 airport commission meeting were presented for review. **Motion** by Ricklic, seconded by Holland to approve the minutes as presented. Motion approved 9-0.

Airport Restaurant Report: Jeff Erb presented the airport restaurant report and noted that Hootie Bear Ltd was current with their rent payment of \$1,152.62 with check #5811 received for \$1,152.09(.53 short) Airport Funds for May, 2017 were presented and due to software issue no report was submitted for June 2017. Airport Capital Improvement Fund 475 cash position as of 5-31-17 is \$94,080.66

Airport Manager/FBO report: Eric Hubbard presented the monthly revenue update. Fuel Flow fees of \$111.24 and hangar rents of \$1,813.50 for a total of \$1,899.81 and Maintenance Hangar Fees of \$900.00 and ProAv rent of \$1,000.00 were presented to Mr. Erb from Mr. Hubbard. Courtesy Car uses this month were 10 uses. Mr. Hubbard then presented the Monthly Field Inspection Report. Mr. Hubbard noted that the Bird Blocker strips have been installed on the furthest Green Hangar and should alleviate the problem with birds entering this building. Mr. Kennedy mentioned that one additional hangar of the silver Tee's has had concrete installed in it. Mr. Hubbard noted Item #32 which is the fuel farm monitoring system for leaks from tanks. There is a Veeder Root Problem which is the alarm system in case a tank starts to leak. Tank #1 monitoring system probe is inoperative and apparently the control panel needs a part replaced. Discussion ensued in regards to repairs of the control panel and Dr. Varrati motioned with Mr. Ricklic seconded to have Mr. Hubbard proceed with the repairs to the Veeder Root problem at a cost not to exceed \$2,500 out of account 3501, maintenance of equipment. Motion Approved 9-0. Mr. Hubbard also mentioned that the Jet Line Vent has water somewhere in it and may be broken. Discussion ensued about how to repair this line as it is underground. Mr. Kennedy mentioned that plumbing companies have cameras' that may be of help in locating the leak/broken pipe. Mr. Hubbard is to secure three quotes from plumbing companies to see if the leak can be located before proceeding. **Motion** by Mr. Welch, seconded by Mr. Sciaretti to approve the Airport Manager's/FBO report. Motion approved 9-0.

Old Business: Monthly Revenue Update: There is no report for this month due to a software issue the city is presently converting too. REPORT FROM MICHAEL BAKER JR. Inc. Kevin Sigg from Michael Baker Jr. Inc. presented the consultant's update. Task Order #5 – Master Plan update Final Report to be sent to FAA in the coming weeks. Task Order #7 – Runway Rehabilitation – Bids received and approximately 9% less than engineers estimate. Low Bid Shelly & Sands, Inc. \$1,182,285.50 Task Order #9 –submitted

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for Review and Approval. Copies brought to tonight's meeting for city execution and return to Michael Baker Jr. Inc. Mr. Varrati was excused at 6:40pm for attendance at another meeting.

Grant Application; 2 copies brought to tonight's meeting. City requested to sign and scan back final grant application to Michael Baker Jr.

Land at the end of Runway 32 - DAS received the legal description and survey of the State owned land at the end of Runway 32. On 6/28 Ohio DAS has relayed a message from Ohio Historical Society(OHC) saying that OHC will only turn over the portion of land physically under the Runway, due to fear of loss of archeological history. Michael Baker has requested to get a letter stating their exact objections, it is thought that there could be some language written into the transfer that could satisfy OHC. After the letter is received, it would be good to get a meeting set between the airport, the City, Michael Baker, OHC, State of Ohio and/or FAA and the OHC. Task Order #8 – 2017 Grant Administration Michael Baker submitted a request to the FAA for a GPS approach to Runway 32. Email from flight procedures on 7/11/17 PHD is approved for an LNAV only procedure for Runway 32. Michael Baker has told FAA to proceed with it. New approach won't be published for 12-18 months. There is NO cost to airport to develop this approach. OBSTRUCTIONS/PAPPI's. All trees have been removed that are in the PAPPI area for approach to RW 14. The hedges along Delaware Drive are still encroaching on this approach and the property owners should be contacted to obtain permission from them to cut the tops of these Hemlocks so the approach can be re-flown at NO cost to the airport/city. Mr. Erb is to contact property owners and obtain permission to trim Hemlocks. If owners refuse to allow the city to trim, then the law director should be contacted and appropriate measures taken to remove these obstructions.

Miscellaneous: Quarterly reports due by the end of July for FAA 3rd Quarter ending 6/30/17 Copies given to city for reference and will send to FAA with airport approval.

INVOICES: Inv. 983698 #3 for Runway Rehab Design submitted with city share being \$1,366.00

Kevin Sigg also mentioned that ODOT/FAA workshops are being held the month of July. Mr. Erb stated he would be attending and Mr. Kennedy said he would also like to attend. Akron District 4 meeting will be July 27th, 2017. Mr. Sigg also mentioned that he will be on vacation the next two weeks.

Having NO further business to discuss, Motion to adjourn at 7:05 by Mr. Welch.