

# NEW PHILADELPHIA AIRPORT COMMISSION

## MINUTES

MAY 9<sup>th</sup>, 2017

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

**Board Members Present:** Chairman John Zucal, Brian Marsh II, Secretary Don Kennedy, Dean Holland, Dr. Richard Varrati and Chris Bower. Excused were Kelly Ricklic and Alan Welch.  
Guests: Airport Manager Eric Hubbard, Jeff Erb, Kevin Sigg and Michael Kotlow of Michael Baker Jr. Inc. and Terry Henry.

**Minutes** of the April 11<sup>th</sup>, 2017 Airport Commission meeting were presented for review. Mr. Holland noted that under NEW BUSINESS the last line should read "The airport Committee" in lieu of "The Airport Committed". It was so noted as a typo and has been corrected. Mr. Holland asked if Mr. Kennedy has contacted Auditor Beth Gundy under OLD BUSINESS and the airport Hangar Maintenance Account and Mr. Kennedy responded he had NOT. A Motion to accept the corrected minutes was made by Dean Holland and seconded by Brian Marsh. Motion approved 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 \$1,269.35 received 4-18-17 #5671 written on 4-10-17. It was noted that this is the best month since July 2016 for Hootie Bear Ltd. **Motion** by Varrati, seconded by Bower to accept the Airport Restaurant Report as presented. Motion passed 6-0.

**Airport Manager/FBO report:** Eric Hubbard presented the monthly Revenue update. Mr. Hubbard has broken out the 100LL and Jet A fuel sales but it did not total for a comparison to last year comp. Mr. Hubbard will revise next month. Checks for the city's share of fuel sales and hangar rents of \$1,616.12 along with maintenance fees of \$750.00 and ProAv rent of \$1,000.00 were presented to Jeff Erb for city deposit. Mr. Hubbard then presented the monthly safety inspection report and mentioned he needs some tie down ropes for transient pilots and noted that the 14 PAPI's are still out of service. The fuel tank is down about 25% and Mr. Hubbard has had a few calls about loss of prime at the pumps by pilots but when he came down the pumps worked fine. This could become a problem again and Mr. Hubbard will monitor the situation and contact a repairman if it becomes unmanageable. **Motion by** Kennedy, seconded by Holland to approve the Airport Manager /FBO report. Motion passed 6-0.

**Old Business:** Monthly Revenue Update was given by Jeff Erb. There were NO expenditures in April from any of the accounts. Airport Capital Improvement 475 (Auditors Cash Position) stands at \$96,301.91 Mr. Kennedy asked the committee if there was any projects they would like to complete in 2017. Discussion ensued about possibly reroofing the East High 14 Bay Hangar out of Maintenance of Facilities 3502 and Capital Improvement 5900 where there is currently \$22,040.69. Mr. Bower also mentioned looking into the replacement of the Doors to this facility and possibly contacting Keim Lumber (Randy Keim) on the recommendation of Mr. Hubbard to get new tracks and new sliding doors

to replace the heavy metal doors that keep breaking down due to age and wear and tear. Mr. Bower and Mr. Hubbard will investigate these improvements to this old hangar building and any other improvements that can be made to this structure. Mr. Kennedy noted he has had a request to place concrete in Mr. Turin's hangar #7 and #6 also. Russ Moore concrete is scheduling this work as in the past.

Report from Michael Baker Jr. Inc. Kevin Sigg of Michael Baker Jr. Inc. gave his report. Also in attendance this evening with Mr. Sigg was Michael Kotlow of MB Jr. Mr. Kotlow and Mr. Sigg met before the airport commission meeting with the final TAC committee showing the complete and final package of the Master Plan and ALP. Final comments will be included before sending to the FAA.

Task Order #7 – Runway Rehabilitation Design. Received work on 3/14/17 the State of Ohio Administration Services (DAS) has received Historical Society approval to turn over jurisdiction to ODOT, pending an archeological review. ODOT can then transfer the land to the City. Leased area was surveyed and a legal description was drafted along with plat map. This was sent to DAS on 5/8/17 who is to split the lot and turn the leased area over to ODOT. Response awaited.

90% Plans and specifications were sent to FAA for review on 5/2/17 for runway rehab. Once response received from FAA, plans will be finalized and specs for bidding published. Michael Baker is working with city on contract documents to be included in the specifications. Not expected until the end of May, but Michael Baker would like airport commission approval to finalize bidding documents with the city and the project bid by the end of May. No Objects from the airport committee members and authorization to proceed was given. After bids received, final grant applications will be submitted and grant awards expected in August/September will work to begin no earlier than the week of Labor Day. Mr. Henry asked how long the runway 14/32 will be shut down and it is anticipated to be 4 weeks with the Grass strip to remain open.

Task Order #8 – 2017 Grant Administration. Michael Baker Jr. submitted a request to the FAA for a GPS approach for RW 32. Initial work took a couple of hours and will be billed at a later date to this Grant Administration task order. As of 5/9/17 no response has been received from FAA.

Obstructions: The city is still working on land owners for approval and a one-time city help in trimming/removing trees that are obstructions on private land. The obstructions on the 32 End is still being worked out through the County and Goshen Twp., who have been contacted in this regards.

MISCELLANEOUS: OAA legislative day is May 23 in Columbus. Mr. Sigg also brought a brochure for PALS and explained how pilots can volunteer their time and planes to help people out that need flight assistance. Brochures will be left with the FBO for pilots to review.

AIRPORT HANGAR LEGISLATION: Mr. Zucal reported that this has been tabled by council due to comments in the city auditor's state report about ownership of the airport being incorrectly listed as not being owned by the city. This apparently started in the audit report in 1999 when the airport was leased to the current FBO and never caught to be corrected. Mr. Sigg has written to the city administration about this situation to clarify with the State Auditors and also to REA & Associates who prepare this report. This has caused the banks to be skeptical in loaning monies for a building on property that is incorrectly listed as not being city owned property. Support for hangar construction is still there at council level but not until these discrepancies can be worked out. Mr. Kennedy mentioned that he and the Mayor and Service Director met last Friday with the ED&FA director Mr. Harry Eadon who was

contacted in this regards to construct and finance this project. Mr. Eadon was very receptive of this idea and will try and involve the county commissioners in funding this project now that the sales tax levy has passed. Mr. Eadon and the ED&FA has borrowed monies from the county in the past and feels this can be accomplished again for a project like this. If the county doesn't do it, Mr. Eadon has other alternatives to acquire funding at a fixed rate, which is what the city council would like to have but has been unable to secure. Mr. Eadon will report back to the city administration in about a week to 10 days. OTHER: Mr. Kennedy brought up the security cameras that were previously discussed as he found cameras and recording equipment thru BJ'S wholesale for around \$800.00. Mr. Varrati stated the equipment presented last month by Staley Communications was better equipment and has been designed for total day/night security outside and inside the hangar. Mr. Varrati will contact Buckeye Career Center to install the Ethernet cable and report back at next month's meeting.

**NEW BUSINESS:** Terry Henry representing the EAA was present and wanted to confirm that the grass strip would be open to pilots during the rehabilitation of the 14/32. He was assured it would be. Mr. Henry also mentioned that the EAA has been in discussions about putting up another Storage building next to the EAA Hangar. Mr. Kennedy was asked by members of the EAA if this could be done and he stated that they would have to contact the Service Director about the proper procedure to follow to get this accomplished. Mr. Henry stated he was not in Favor of this but other members of the EAA are and he would leave it up to the board of the EAA to commit to this project. Mr. Kennedy will attend the EAA meeting to be held on May 10<sup>th</sup> to see what their plans are. Mr. Sigg stated that for 7460 would need to be filed with the FAA and included in the ALP. Mr. Holland also mentioned that a permit would be required from the city. More on this subject once Mr. Kennedy attends the EAA meeting. Mr. Henry also reminded everyone that the EAA will hold their Memorial Day pancake breakfast again on May 28<sup>th</sup> and encouraged everyone to attend.

HAVING NO FURTHER BUSINESS TO DISCUSS. Mr. Varrati motioned for adjournment at 7:05PM.

Respectfully submitted: Don Kennedy - Secretary