

**CITY OF DELAWARE
AIRPORT COMMISSION
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex **
6:30 P.M.**

AGENDA

April 15, 2021

1. ROLL CALL
2. ELECTION of Chairperson and Vice-Chairperson
3. APPROVAL of the Motion Summary for the Airport Commission Meeting held on January 21, 2021 as recorded and transcribed.
4. PUBLIC COMMENTS
 - a. JOIN VIRTUAL MEETING: To provide live public comment please email emccloskey@delawareohio.net or call 740-203-1013 to sign up by 3 p.m. the date of the meeting. **Name and address are required for public comment.** Comments are limited to 3 minutes.
 - b. EMAIL, LETTER, PETITION: Emails, letters, and petitions received by 3 p.m. the date of the meeting will be presented to Council and submitted into the record. These items will not be read aloud during the meeting but will be available on the website following the meeting at the end of the next business day. **Name and address are required.**
 - c. FACEBOOK: Comments received on Facebook will not be presented during the meeting and will be addressed by staff subsequent to the meeting as appropriate.
5. UPDATE on Hangar A, B, and C Resurfacing Project
6. DISCUSSION on Fuel Farm Issues
7. CONTINUED DISCUSSION of Staffing
8. OTHER BUSINESS
9. STAFF COMMENTS

10. MEMBER COMMENTS

11. ADJOURNMENT

** This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

AIRPORT COMMISSION
January 21, 2021
MOTION SUMMARY

ITEM 1. Roll Call

The Clerk called the virtual meeting to order at 6:38 p.m.

Members Present: Eric Everson, Walt Gaub, Timothy Smith, John Lewis, Vice-Chairwoman Janie McIntire (arrived at 6:40 p.m.)

Members Absent: Chris Acker, Mayor Carolyn Kay Riggle

Staff Present: Joe Bullis, Public Works Superintendent, Kevin Piatt, Airport Operations Supervisor, and Bill Ferrigno, Public Works Director/City Engineer

Motion to Excuse: Mr. Smith motioned to excuse Mr. Acker and Mayor Riggle, seconded by Mr. Gaub. Motion approved by a 5-0 vote.

ITEM 2. WELCOME NEW COMMISSION MEMBER – Eric Everson

ITEM 3. ELECTION of Chairperson and Vice-Chairperson

Motion: Mr. Lewis motioned to table the election of Chair and Vice-Chair until the next regular scheduled meeting, seconded by Mr. Gaub. Motion approved by a 5-0 vote.

ITEM 4. APPROVAL of the Motion Summary of the meeting of the Airport Commission held on October 15, 2020, as recorded and transcribed.

Motion: Mr. Lewis moved to approve the Motion Summary of the meeting of the Airport Commission held on October 15, 2020, as recorded and transcribed, seconded by Mr. Gaub. Motion approved by a 5-0 vote.

ITEM 5. PUBLIC COMMENTS

There were no public comments.

ITEM 6. UPDATE on Hangar Paving Project

Mr. Ferrigno discussed the location of the paving project and that the plans are being submitted to the FAA for approval. He expected approval for funding to be approved/released in the spring. The access road is not part of the project, but will be a in house project.

ITEM 7. UPDATE on FBO-Business

Mr. Bullis discussed the multiple businesses located at the airport and turnover.

ITEM 8. UPDATE on Water Tower Beacon

Mr. Piatt discussed the three issues with the water towers located at Sunbury Road, London Road, and Cheshire Road. It was determined that the beacon could be turned off and have been turned off by Cheshire and Sunbury. The London Road Beacon changed was determined that there was an obstruction, but not a hazard as long as the beacon is lit.

ITEM 9. UPDATE on Staff Schedule during COVID-19

Mr. Ferrigno thanked staff for their work at the airport and that there are only two full time employees to cover seven days. As the airport gets busier and the pressure on staff increases. This was seen during the snow storm during Christmas. Mr. Bullis discussed the difficulty staffing the airport during holidays with the snow emergency and the staffing needs and time needed to clear the runways. He discussed that staff is often on call.

Mr. Ferrigno discussed concerns on staff working weekends with out getting breaks or not being on call. He discussed if the plan to continue to grow the airport and meet customer needs then staffing needs to be addressed. Mr. Ferrigno informed that during budget season that they have looked at trying for additional staff at the airport. The Commission discussed the cost of fuel to improve revenue. Mr. Ferrigno discussed providing metrics of current fuel costs to determine fuel pricing strategies as well as staffing information to discuss at the next meeting.

ITEM 10. Discussion of Strategic Business Plan Summary

Mr. Ferrigno reviewed the summary of the Strategic Business Plan and took the feedback from the Commissioners to set the agenda for this meeting and areas to focus on for future.

ITEM 11. OTHER BUSINESS

No other business topics were discussed by staff at Commission.

ITEM 12. STAFF COMMENTS

Mr. Ferrigno welcomed Mr. Everson to the Commission.

ITEM 13. MEMBER COMMENTS

Mr. Smith provided his gratitude to staff for their hard work and dedication.

Mr. Everson also provided his gratitude to staff for their work and recognized their efforts over the holiday season.

Mr. Smith questioned if commissioners were part of the OAA membership that is held by the City. Mr. Piatt did express that the City is a member of OAA and would clarify if this includes commissioners.

Vice-Chairwoman McIntire praised staff for their overall hard work throughout the pandemic. She discussed an email received from OAA regarding Senate Bill 259 relating to a Airport Development District. She also requesting information on the FAA – COVID Response Grant Program.

ITEM 14. ADJOURNMENT

Motion: Mr. Smith moved to adjourn the meeting, seconded by Mr. Lewis. The Airport Commission meeting adjourned at 7:46 p.m.

Chairperson

Elaine McCloskey, Clerk