

**AIRPORT COMMISSION  
JANUARY 16, 2020  
MOTION SUMMARY**

ITEM 1. Roll Call

Chairman Amidon called the meeting to order at 6:30 p.m.

Members Present: Walt Gaub, Timothy Smith, John Lewis, Mayor Riggle, Vice-Chairwoman Janie McIntire, and Chairman Charlton Amidon

Members Absent: Christopher Acker

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

**Motion to Excuse:** Mr. Lewis motioned to excuse Mr. Acker, seconded by Mr. Gaub. Motion approved by a 6-0 vote.

The Clerk introduced Mayor Riggle as the new council representative for the Commission.

ITEM 2. APPROVAL of the Motion Summary of the meeting of the Airport Commission held on May 16, 2019, as recorded and transcribed.

**Motion:** Mr. Lewis moved to approve the Motion Summary of the meeting of the Airport Commission held on May 16, 2019, as recorded and transcribed, seconded by Mr. Smith. Motion approved by a 5-0-1 (Riggle) vote.

ITEM 3. PUBLIC COMMENTS

There were no public comments.

ITEM 4. INTRODUCTION of Aero Precision

PRESENTOR:

Joe Rambosek  
Aero Precision Unlimited  
1075 Pittsburgh Drive  
Delaware, Ohio

Mr. Rambosek introduced himself as the co-owner of Aero Precision Unlimited. He discussed his business plan that was provided to the Commission. He discussed the plan to have a small aircraft repair facility offering a variety of aviation services to aircraft owners. He invited the Commission to visit his facility and that they promote an "open door policy". Mr. Rambosek discussed

his plans to continue to grow the business.

Vice-Chairwoman McIntire questioned his planned methods of advertising. Mr. Rambosek discussed the importance of creating a good reputation and the use of word of mouth. He also discussed some advertising on social media and ForeFlight magazine.

Mr. Lewis questioned if there would be a service repair technician that services specifically helicopters. Mr. Rambosek discussed having a contractor that is certified to repair helicopters, but until there is more of a need he does not have immediate plans to have helicopter service technician on staff.

ITEM 5. RECAP of Accident from December 20

Mr. Piatt provided an update on the accident from December 20 that occurred. The plane went off the runways and hit a ditch and flipped over. He reported there were no injuries and that the airplane is currently being stored in a hangar while waiting to hear back from the insurance company on the next steps.

ITEM 6. UPDATE on T-Hangar Paving Process – Survey Completed

Mr. Bullis reported that consultants is in the design portion of the T-Hangar process. The survey was completed back in the Fall 2019. He projects that the asphalt will be presented in late of 2021 due to the FAA Grant process. He discussed that it will not be a total reconstruction but a grind and overlay process. Some portions may need more repairs. Mr. Bullis discussed that there would not be an expansion of parking and what areas would be considered grant eligible.

Mr. Ferrigno discussed being in the early process to submit grants for Ramp B resurfacing. This area was rated in 2016 as satisfactory and this is expected to be dropped to the preventative maintenance overlay category. He discussed the cost for the design and construction with cost from the City and FAA Grants.

**Motion:** Mr. Lewis motioned to support the submission of grants from the City for Ramp B design and construction, seconded by Vice-Chairwoman McIntire. Motion approved by a 6-0 vote.

ITEM 7. 2020 UPDATES

A. Hangar C Roof Replacement

Mr. Bullis discussed plans for roof replacement for Hangar C. The year previously was for Hangar B and the plans will be for 2021 for Hangar A.

B. Maintenance Hangar Floor Treatment

Mr. Bullis discussed the Maintenance Hangar floor treatment. Aero Precision has invested into the maintenance on the building and have spent money out of pocket for metal and extra insulation. He discussed plans to have an epoxy treatment.

C. Security Cameras Updated

Mr. Bullis discussed working with IT Director Susie Daily on the placement of cameras. One camera will be a replacement and one camera will be an additional camera. There are no current cameras on the runway. Mr. Lewis discussed the benefit of having cameras along the runway to create a record if there were any issues.

Mr. Lewis discussed the previous request for better internet access. Mr. Bullis discussed the conversation with Ms. Daily regarding internet access to the T-Hangars. Mr. Piatt discussed the initial plan and estimated for Consolidated Electric with a estimated cost of \$90,000. Consolidated Electric was not interested in individual billing. Mr. Piatt discussed the thought to do the process in-house. The Commission recommended that staff create a survey on the preference for internet.

ITEM 8. 2019 UPDATES Completed

A. Fuel Terminal

Mr. Piatt discussed that the new fuel terminal was installed in April 2019 and that it has been very efficient.

B. Hangar B Roof Replacement

The Hangar B roof was replaced in the summer with a better product.

C. Snow Blower Front Mount

Mr. Bullis discussed the snow blower was purchased from the CIP process. Staff has not had the opportunity to use it at the time of the meeting due to lack of snow.

D. Restroom Facility in Maintenance Hangar

Mr. Bullis discussed that the Maintenance Hangar facility has its own restroom and is completed.

E. Maintenance Hangar Exterior Painting

Mr. Piatt discussed that this was completed and should last for 15 years.

ITEM 9. OVERVIEW of Policies and Procedures

Mr. Ferrigno discussed that the business plan has been behind schedule.

PUBLIC PARTICIPATION:

Greg Heaton  
Crawford, Murphy & Tilly, Vice President  
8101 N. High St, Suite 150  
Columbus, Ohio

Mr. Heaton discussed progress made currently. He discussed comparisons to other airports in the regions and where are their successes. He discussed that the leases and policy guidelines in the City compared to others were not as clear and may impact those wanting to put in any investment into a T-Hangar or relocate facilities. He discussed that they are looking at why is there not more corporate business and traffic at the facility. He discussed the need for additional resources such as staffing and equipment. He also discussed the need to create a brand name and increase advertising and marketing. He also discussed the desired service level and recommendations for the airport website be separate from the City. Mayor Riggle discussed reaching out to the new CVB Director to help promote the airport for different functions and events.

Mr. Lewis questioned how to get better revenue in the airport. Mr. Heaton discussed his thoughts to have more services available and more land leases. He recommended that the City look at building and owning the hangars. He discussed the lease structure and the FAA does not allow long term leases. A discussion was held regarding the potential partnership with the County with the City on funding and the use of Port Authorities. Mr. Heaton discussed this will be part of the report and a recommendation will be made. Mr. Ferrigno discussed that the City Manager has been speaking with the County on the relationship and benefits of the airport to both the City and County.

Mr. Ferrigno discussed that the Policies and Procedures were sent out to the Commission and there were few comments received. The survey results show that they are good standards and if these are the adopted policies then they need to be enforced as stated. He discussed the ability of the Commission to amend or rewrite if preferred. He discussed the need to review policies on a routine basis. Mr. Lewis discussed the fuel price and that the price for fuel is higher and priced at a full-service level, but due to staffing there are times that there is not full service provided. Mr. Bullis discussed the request for additional staffing during the budget process, and currently looking for a permanent part-time staff. Mr. Lewis discussed the need to increase services provided to have an increase in revenue.

ITEM 10. DISCUSSION on Future Topics of Interest  
A. Desired Future Improvements

Mr. Ferrigno discussed the need to prioritize the Commissions topic of interests.

PUBLIC COMMENT:  
Bernie Rifkin, EAA Chapter 1600  
364 Whittacker Avenue  
Powell, Ohio

B. Special Events

C. Requested EVT Charging Station in AP Parking Lot

Mr. Rifkin requested the EVT Charging Station and has seen more and more EVT stations at other airports.

D. Request of Eliminating Wall Between Pilots Lounge

Mr. Rifkin discussed the request to create a conference/meeting room to have EAA meetings at the Airport. There is currently 40 members in the Chapter and have a meeting twice a year. He discussed that the slight remodel of the terminal area and the removal of the wall would allow for this meeting space.

Mr. Lewis provided his recommendations for priorities for the airport which included:

1. Resolve the issue with lease.

Mr. Ferrigno discussed the nature of the lease and that the building will eventually revert to the City ownership after so many years.

2. After hour access to terminal building.

Mr. Bullis informed the Commission that tenants have access to the terminal building.

3. Parking for jets to avoid build up around the fuel terminal.

4. Customer service – additional staffing is needed.

Vice-Chairwoman McIntire discussed her agreement that the leasing issue needs to be a priority. She discussed comments from the survey regarding rules and regulations being enforced differently. She did voice that these concerns were not elaborated on by participants.

Mr. Ferrigno discussed the high priority issues that are identified as:

1. Corporate Lease issues
2. Rules and Regulations
3. Marketing and Promotions
4. Business Plan
5. Customer Service

Mr. Ferrigno did provide a memo to the City Manager regarding the EVT stations that are in place. He also recommended coming back with discussion on benefits to changes to the terminal building.

ITEM 11. STAFF COMMENTS

ITEM 12. MEMBER COMMENTS


Mr. Gaub discussed the possibility of having a separate website for the airport and the need to review fuel prices. Mr. Bullis discussed that there are limited storage for fuel.

Vice-Chairwoman McIntire discussed past discussion on a Facebook page regarding the airport and the concern from this discussion that a military plane had taken off.

ITEM 13. NEXT MEETING DATE: April 16, 2020

ITEM 14. ADJOURNMENT

**Motion:** Vice-Chairwoman McIntire moved to adjourn the meeting, seconded by Mr. Lewis. The Airport Commission meeting adjourned at 9:06 p.m.

  
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Chairperson

  
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Elaine McCloskey, Clerk