

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

**AGENDA**

October 15, 2020

1. ROLL CALL
2. APPROVAL of the Motion Summary for the Airport Commission Meeting held on July 17, as recorded and transcribed.
3. PUBLIC COMMENTS  
Due to the meeting being held virtually, written public comment is requested to be received either before or during the meeting through email at [emccloskey@delawareohio.net](mailto:emccloskey@delawareohio.net). To provide live public comment please email [emccloskey@delawareohio.net](mailto:emccloskey@delawareohio.net) to sign up by 5 p.m. the date of the meeting. Comments received on Facebook may have to be addressed by staff subsequent to the meeting.
4. DISCUSSION of Proposed Airport Fees for 2021
5. DISCUSSION on Proposed Hangar Lease for 2021
6. DISCUSSION on 2021-2025 Airport CIP
7. DISCUSSION on CARES Act Funding
8. STAFF COMMENTS
9. MEMBER COMMENTS
10. 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  
JULY 16, 2020  
MOTION SUMMARY**

ITEM 1. Roll Call

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

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

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

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 January 16, 2020, as recorded and transcribed.

Vice-Chairwoman McIntire informed the Commission that there was an error in the minutes which reflected that Mr. Acker was present at the meeting.

**Motion:** Vice-Chairwoman Lewis moved to approve the Motion Summary as amended of the meeting of the Airport Commission held on January 16, 2020, as recorded and transcribed, seconded by Mr. Lewis. Motion approved by a 7-0 vote.

ITEM 3. PUBLIC COMMENTS

There were no public comments.

ITEM 4. REVIEW of Strategic Business Plan Final Draft

Mr. Ferrigno discussed the Strategic Business Plan draft that was provided to the Commission. He recommended that the Commissioners read through it and create a list of questions to staff to make corrections and additions. He discussed bringing the consultant back to a future meeting for further discussions.

ITEM 5. REVIEW AND DISCUSSION of Proposed Changes for the 2021 Hangar Lease

Mr. Ferrigno discussed the draft lease that was included in the packet for the Commissioners. He discussed that there will be a change from semi-annual leases to annual leases. Other changes are to clarify FAA rules and regulations for T-Hangars, and that the airport is in a position to not keep tenants that are not following the rules and lease agreement. Language was changed with fee increases on late rent or missed payments.

Mr. Bullis discussed Section 2 in regard to sub-leasing hangars. He researched other airports leases regarding sub-leasing. Many comparable airports do not allow for sub-leasing. He discussed that this option remains with stipulations. The Commission was in agreement for the language relating to sub-lease. The Commission discussed the lease requirement that that hangar only be used for aircraft. Mr. Lewis discussed having a desk and some tools in his hangar. The Commission discussed FAA rules to not allow for personal vehicles and materials stored in the hangar. Mr. Ferrigno discussed that this is a safety issue as staff does not know how much fuel, if insured for or other storage items, such as boats and cars.

#### ITEM 6. DISCUSSION of 2021 Hangar Lease Rates

Mr. Ferrigno discussed that the lease rates were modified in 2016 and 2017 with no changes since then. He recommended making a mark up of the fees at the next meeting to get feedback and notify the tenants. Mr. Lewis questioned if there was any discussion to have additional T-Hangars. Chairman Amidon discussed being approached by individuals on how to get a T-Hangar. Mr. Piatt discussed the list that they keep for T-Hangar space. He reviewed how many individuals are on a current wait list for T-Hangars and tie down space. Mr. Ferrigno recommended provided proposed changes to lease rates at next meeting. Mr. Smith questioned where the airport is at being self-sustaining. Mr. Ferrigno discussed reviewing the airport funding schedule at the next meeting.

#### ITEM 7. UPDATES on Airport Capital Improvement Projects

Mr. Bullis reviewed updates for Airport Capital Improvements through 2025 and grant funding and other revenue sources. There is an expected decrease in grant funding by approximately 20% related to COVID-19.

#### ITEM 8. STAFF COMMENTS

Mr. Ferrigno discussed a complaint received regarding the traffic flight patterns. This individual was invited to attend the meeting and was unable. Mr. Lewis discussed if there are additional complaints for staff to notify new pilots and tenants of the flight pattern. Mr. Ferrigno to provide this message to all tenants. Vice-Chairwoman McIntyre discussed that she resides close to the

original complaint and that she has not noticed all day long plane traffic and noise. She was in agreement with the original response from staff to the resident regarding his complaint.

Mr. Bullis discussed changes from eSign Genie to DocuSign.

ITEM 9. MEMBER COMMENTS

ITEM 10. NEXT MEETING DATE: October 15, 2020

ITEM 11. ADJOURNMENT

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

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Chairperson

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Elaine McCloskey, Clerk

# Delaware Municipal Airport Service Fees & Rental Rates

Effective: January 1, 2021

<b>Tie downs / Ramp Parking</b>			
Aircraft Type	Duration	Rate	Notes
Single Engine	First Night	\$10.00	First night waived with minimum 15-gallon fuel purchase
	Per Additional Nights	\$5.00	
	Monthly	\$50.00	
Twin Reciprocating Engine	First Night	\$15.00	First night waived with minimum 30-gallon fuel purchase
	Per Additional Night	\$8.00	
	Monthly	\$60.00	
Turbo Prop	First Night	\$40.00	First night waived with minimum 100-gallon fuel purchase
	Per Additional Night	\$20.00	
	Monthly	\$150.00	
Jet	First Day/Night	\$100.00	First day/night waived with minimum 200-gallon fuel purchase
	Per Additional Night	\$50.00	
Helicopter	First Night	\$10.00	First night waived with minimum 50-gallon fuel purchase
	Per Additional Nights	\$5.00	
	Monthly	\$50.00	
<b>Pull Out and Push Back Service</b>			
City-Owned T-Hangar Tenants (Per Pull)		\$5.00	Waived with 25-Gal AvGas or 100-Gal JetA fuel purchase
Non-City Owned T-Hangar Tenants (Per Pull)		\$20.00	
<b>Ground Power Unit (GPU) Charges</b>			
28 Volt – All Aircraft		\$40.00	\$20.00 with fuel purchase
<b>Lavatory Service</b>			
All Aircraft (Single Point/Portable)		\$50.00	\$20.00 with fuel purchase
<b>Call Back or Call In fees</b>			
All Aircraft		\$75.00/Hour	Services after normal working hours

**Fuel Pricing**

The posted pump prices will vary based upon each bulk load delivered. The current prices will be posted on the terminal interior sales board and on the pumps. All customers are expected to pay the posted pump prices unless they qualify for the posted discount rates (as posted on terminal sales board) based on gallons or by separate written fuel agreement with the City.

**Fuel Discounts**

100LL Rate: 100LL will be reduced by 10 cents per gal from the posted pump price after 5:00 PM Friday. The price will return to normal rate after 5:00 PM Sunday.

**Jet A (Non-Delaware Municipal Airport Based Tenants)**

Purchase Amount	Discount
1 to 300 Gallon	None
301 to 600 Gallon	\$0.05 per Gallon
601 Gallon or More	\$0.08 per Gallon

The final price paid is will be calculated at the time of sale based on the pump price less the discount, as determined by the total amount of fuel purchased.

**Jet A (Delaware Municipal Airport Based Tenants)**

Purchase Amount	Discount
1000 to 1999 Gallons	\$0.06 per Gallon
2000 to 3999 Gallons	\$0.08 per Gallon
4000 to 5999 Gallons	\$0.12 per Gallon
6000 to 7999 Gallons	\$0.16 per Gallon
8000 to 9999 Gallons	\$0.20 per Gallon
10000+ Gallons	\$0.24 per Gallon

To be eligible for discounted fuel pricing, you must pre-register to participate in the discount program and purchase a minimum of 2000 gallons of Jet A fuel per month. Discount will be offered in the form of a monthly rebate check based on the actual purchase amount for the month preceding.

**EPIC Fuel Card Discounts**

1 to 300 Gallon	\$0.07 per Gallon
301 to 600 Gallon	\$0.09 per Gallon
601 Gallon or More	\$0.11 per Gallon

**Mobile Fuel Truck Usage (2-hour notice required)**

	\$10.00	Waived with 25 Gallon Min. Fuel Purchase
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**City-owned T-hangar Rental Rates (Rented on an annual basis)**

<b>Hangar Type/Door Size</b>	<b>Door Type</b>	<b>Monthly Rate</b>
42 Foot (slider)	Non-electric	\$198
42 Foot (slider) /ready room	Non-electric	\$227
42 Foot (Bi-fold)	Electric	\$240
42 Foot (Bi-fold) w/ready room	Electric	\$328
44 Foot (Bi-fold)	Electric	\$271
44 Foot (Bi-fold)/OH Door	Electric	\$425

**Business Registration Fees**

All businesses operating at the airport are subject to annual registration, which includes a \$25 business registration fee.

**Electronically Controlled Gate Access/Terminal Entry**

City Owned Hangars: All tenants who have aircraft in City owned hangars will be issued a gate access card at no cost as part of the lease agreement. Replacement cards cost \$25.00 each.

Non-City Owned Hangars: All tenants who have an aircraft in non-City owned hangars will be issued a gate access card at a cost of \$10.00 each. Replacement cards cost \$25.00 each.

Tie-Down Tenants: Tenants entering into a 6-month minimum Tie-down lease agreement will be issued a gate access card at no cost. Replacement cards cost \$25.00 each.

# Delaware Municipal Airport Hangar/Tie Down Lease Agreement

THIS AGREEMENT, is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between the City of Delaware, (Lessor), and \_\_\_\_\_  
[Individual (s)/Corporation/Partnership/LLC] (Lessee) whose address /principal  
office is located at \_\_\_\_\_

IN WITNESS WHEREOF, in consideration of the premises, the mutual covenants  
contained herein, and other good and valuable consideration, the sufficiency of  
which is hereby acknowledged, the parties do hereby agree as follows:

1. Lease of Hangar/Tie-down. Lessor agrees to lease to Lessee and Lessee agrees to  
lease from Lessor  hangar \_\_\_\_ or  tie-down, the "Leased Premises"), located  
at Delaware Municipal Airport, for the purpose of storing/parking the following  
aircraft (the "Aircraft").

Aircraft Make \_\_\_\_\_

Aircraft Model \_\_\_\_\_

Aircraft Year \_\_\_\_\_

Aircraft Registration Number \_\_\_\_\_

Aircraft Serial Number \_\_\_\_\_

Aircraft Owner(s): \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_”

The Lessee agrees to notify the Airport Management Staff, in writing, within 30  
days of any change in the information furnished above.



2. Use of Leased Premises. The Leased Premises shall be used exclusively for the storage of airworthy (operable) aircraft and related aviation equipment owned or leased by tenant. The storage of non-aviation personal equipment is not permitted in any hangar apart from end storage units in hangars D, E and F where currently licensed and insured motor vehicles, boats, motorcycles, and trailers may be stored. The storage of drones or unmanned aircraft shall not be considered storage of airworthy aircraft under this agreement.

For purposes of this agreement, airworthy aircraft includes the temporary storage of non-commercial homebuilt or kit aircraft in the process of being built over a maximum period of twenty-four consecutive months. The Lease agreement is subject to termination if the hangar is not being used for storage of an operable aircraft at the expiration of a twenty-four-month period.

Lessee will not make any changes, alterations, or improvements to the leased premises of either structural, electrical, or other, without written permission from the Lessor. Any proposed changes must be drawn up and submitted to the Airport Management Staff for approval. Lessor retains the right to deny any modification at the sole discretion of the Lessor.

Lessee will be allowed to park his/her car in Leased Premises during such time that Lessee is using the Aircraft. Tenant shall not park any automobile outside of Hangar or anywhere else on Airport property, except in designated parking areas. No parking shall be permitted on grass areas at any time. Lessor shall have the right to remove any automobile at owner's expense that is parked outside of designated parking areas.

3. Term. Subject to earlier termination as provided below, this agreement shall begin on January 1, 2021 and end on December 31, 2021. Additional lease terms shall be renewed unless either party provides notification of their intention to not renew the lease for the following year. Such notification shall be in writing and presented to the other party at least 30 days prior to the end of the term.

4. Rent. Lessee agrees to pay Lessor **\$XXX.XX per month (\_\_\_\_\_ and 00/100 dollars)** payable on or before the first day of the month to be considered on-time. A rental payment received after the 15<sup>th</sup> of the month will incur a \$50.00 late fee for a first offense, and \$100.00 late fee for each additional offense in any given lease period. Lessees missing three or more on-time payments are subject to Lease termination. Payment by check should be made payable to the Delaware Municipal Airport and be delivered or mailed to the Airport Management Office at 1075 Pittsburgh Drive, Delaware, Ohio 43015. Payment by credit/debit cards may be made in person or by telephone at the Airport Manager's Office during regular business hours.

Lessee shall deposit the equivalent of one month of rent payment with Lessor as guarantee to return of the leased premises in as good or better condition as accepted, reasonable use expected. Deposit will be returned to Lessee within 30

days of termination of this lease agreement, less any damages, unpaid rent, fees or other costs incurred by the Lessor to return unit to pre-lease condition.

5. Right of Ingress and Egress. Lessee shall have at all times the right of ingress to and egress from the Leased Premises. To ensure this right, Lessor shall make all reasonable efforts to keep adjacent areas to the Leased Premises free and clear of all hazards and obstructions, natural or manmade. Security of the T-Hangar itself shall be the responsibility of the Lessee.

Lessee agrees to use a lockset for hangars A, B and C provided by the Lessor or purchase a lockset with a key for the leased premises and to provide a copy of the key to the Airport Management Staff. The Lessee provides keys to the tenants of hangars D, E, and F. Failure to comply with these requirements shall be grounds for termination of this Agreement.

One gate access card and one hangar door key shall be issued by Lessor to each Tenant entering into this agreement. If multiple owners are signatory to the lease and covered by required insurance documents, up to three gate access cards can be issued. Lost or stolen gate access cards and hangar keys issued by the Lessor are subject to a \$25.00 replacement fee each. There shall be no fee for replacement of defective gate access cards.

6. Maintenance and Repairs to the Leased Premises (Hangar). The Lessor shall be responsible for all maintenance/repairs to the Leased Premises, including the doors and door mechanisms of the hangar except when necessitated by the negligence or willful misconduct of the Lessee, its agents, employees, or guests. In addition, mowing, weed control, and snow removal of all runway, taxiways, and ramps areas will be the responsibility of the Lessor.

The Lessee shall be responsible for any damage to the leased premises caused by the Lessee, its agents, employees, or guest use including, but not limited to, bent or broken interior walls, damage to floors due to oil/fuel spillage, and hangar door damage due to improper or negligent operation. Hangar doors shall be kept closed except while moving aircraft in or out of the hangar. Snow removal within five feet of the hangar door will be the responsibility of the Lessee.

The responsible party shall conduct such maintenance/repairs with due diligence at its own cost. If the maintenance/repairs are the responsibility of the Lessee, the rent shall not be abated while repairs are made. If the maintenance/repairs are the responsibility of the Lessor and the damage renders the Leased Premises untenable, then rent shall be abated during the period of untenability. If the maintenance/repairs are the responsibility of the Lessor and the damage renders the Leased Premises untenable for 30 days or more, the Lessee shall have the option to terminate this agreement by notifying the Lessor in writing of this election.

7. Maintenance and Repairs to the Leased Premises (Tie-down). The Lessor will provide the tie-down ropes/chains and ground anchors. The Lessor shall be responsible for all maintenance/repairs to the Leased Premises, including the tie-down ropes/chains and ground anchors, except when necessitated by the negligence or willful misconduct of the Lessee, its agents, employees, or guests. The responsible party shall conduct such maintenance/repairs with due diligence at its own cost. If the maintenance/repairs are the responsibility of the Lessor and the damage renders the Leased Premises untenable, then the rent shall be abated during the period of untenability. If the maintenance/repairs are the responsibility of the Lessor and the damage renders the Leased Premises untenable for 30 days or more, the Lessee shall have the option to terminate this agreement by notifying the Lessor in writing of this election.

8. Default. If Lessee defaults in the performance of its duties or obligations as required under the terms of this agreement, and if Lessee fails to remedy any such default in a manner reasonably satisfactory to Lessor within 30 days following receipt of Lessor's written notice to remedy said default, Lessor may immediately terminate this agreement with written notice to Lessee.

If Lessor defaults in the performance of its duties or obligations as required under the terms of this agreement, and if Lessor fails to remedy any such default in a manner reasonably satisfactory to Lessee within 30 days following receipt of Lessee's written notice to remedy said default, Lessee may immediately terminate this agreement with written notice to Lessor.

9. Operation of Aircraft. The Lessee is responsible for operating the Aircraft on the airport in accordance with the applicable Federal and State aviation regulations.

10. Airport Minimum Operating Standards and Airport Rules and Regulations. Lessee agrees to abide by and cooperate with Lessor in the enforcement and implementation of the Minimum Operating Standards for the Delaware Municipal Airport, the Airport Rules and Regulations, and/or any other applicable security measures and regulations in effect now or implemented in the future. Lessee will receive written notice of any change to the rules and regulations 30 days prior to their effective date.

11. Surrender of Possession. On the expiration or other termination of this agreement, Lessee's rights to use of the Leased Premises shall cease and Lessee shall vacate the Leased Premises without unreasonable delay. Except as otherwise provided in this agreement, all fixtures, improvements, equipment and other property bought, installed, erected, or placed in the Leased Premises by the Lessee shall remain the property of Lessor. Lessee shall have the right to remove these fixtures, improvements, equipment and other property prior to the expiration or termination of this agreement, however, the Lessee shall be responsible for any damage caused by such removal. Title to fixtures, improvements, equipment and other property not removed as of the expiration or termination of this agreement, shall vest in Lessor.

12. Liability of Parties. Lessee covenants and agrees that it will not hold the City of Delaware or any of its agents or employees responsible for any loss occasioned by fire, vandalism, theft, rain, windstorm, or hail, whether said cause be the direct, indirect, or merely a contributing factor in producing the loss to any airplane or personal property that may be located or stored in the leased premises, or any other location at the airport; and Lessee agrees that the aircraft and their contents are to be stored, whether on the field or in the hangars, at Lessee(s) risk. Lessee shall be liable for any damage to Lessor property and/or other stored aircraft arising from Lessee(s) negligence including, but not limited to, the performance of unauthorized activities in the leased premises and storage of flammable materials in the T-Hangar and/or aircraft other than fuel and oil in the aircraft tanks.

Lessee further agrees to indemnify, defend, and save airport, its agents, officers, representatives, and employees harmless from and against any and all liability or loss resulting from claims or court action arising directly or indirectly out of the activities of the Lessee, its agents, servants, guests, or business visitors under this Agreement or by reason of any act or omission of such person. Lessor and Lessee shall each be responsible for its own negligence or willful misconduct.

13. Liability Coverage. Throughout the term of this agreement Lessee shall maintain liability insurance covering Aircraft, Hangar and Premises with limits of not less than \$1,000,000 per occurrence and in the aggregate. Such policy shall be endorsed to a) name the Lessor as additional insured, b) include a waiver of subrogation in favor of the Lessor, c) be primary and non-contributory to all insurance maintained by the Lessor and d) be endorsed to provide ten days written notice to the Lessor of any change in terms, limits or cancellation of such insurance coverage. A Certificate of Insurance evidencing the required coverage shall be provided prior to the inception of the lease and kept current at all times during the lease period. Failure to comply with the insurance requirements shall be grounds for termination of this Agreement.
14. Ground Hangar Keepers Liability: Tenants hangaring or tying down an aircraft which are not owned or leased by the Tenant must maintain Ground Hangar Keepers Liability coverage with minimum limits of \$500,000 per each aircraft and \$1,000,000 per each occurrence.
15. Flying Clubs. Throughout the term of this agreement Flying Club shall maintain liability insurance covering Aircraft, Hangar and Premises, with limits of not less than \$2,000,000 per occurrence and in the aggregate. Such policy shall be specifically endorsed to: a) name the Airport as additional insured, b) include a waiver of subrogation in favor of the Airport, c) be primary and non-contributory to any insurance maintained by the Airport and d) be endorsed to provide ten days written notice to the Airport of any change in terms, limits or cancellation of such insurance coverage. A Certificate of Insurance evidencing coverage shall be provided prior to the inception of this Agreement and kept current at all times during the term of this Agreement.

The name insured on the Flying Club policy shall include "The Flying Club and Its individual members". Such policy shall cover all liability arising from or use of the Airport Premises, as well as Ownership, Maintenance, Use and/or operation of any Mobile Equipment while on Airport Property

Failure to comply with the insurance requirements shall be grounds for termination of this Agreement.

16. Inspection. Lessor reserves the right to enter said leased premises at any time for inspection of Lessee's compliance with its obligations under this agreement, to perform annual fire code inspections, or to make repairs, additions, or alterations as may be necessary for the safety, improvement, or preservation of the leased premises.
17. Maintenance on Aircraft. Pursuant to FAA Order 5190.6A, Airport Compliance Requirements, the Lessee, with its own equipment and employees or agents, shall be permitted to perform maintenance on the Aircraft within/on the Leased Premises that is within the scope of the aircraft owner as per FAR #43 and does not require the use of any volatile substance. Maintenance shall be completed in a manner that is not construed to be unsafe, unsightly, or detrimental to the efficient use of the airport facilities by others. No maintenance shall be conducted on the ramp, taxiways or adjacent hangars. Lessee will dispose of used oil only in approved receptacles designated by the Lessor. At no time shall the Lessee's aircraft engine(s) be started within the Leased Premises.

Tenant shall not perform any aircraft maintenance of any type which requires the services of a licensed aircraft mechanic or technician within the leased premises or within the hangar area.

18. Storage of Hazardous Materials. No Hazardous Materials may be stored in hangars at any time. The Lessee agrees to cover the cost of cleaning up any HAZMAT spill on the Leased Premises for any reason, to include the negligence or willful misconduct of the Lessee, its agents, employees, or guests.
19. Assignment and Subletting. The Leased Premises may not be subleased. Storage of aircraft not belonging to, or leased by Lessee, shall be construed as a sublease and shall be grounds for termination of this Agreement.
20. Notice. All notices and requests required or authorized under this agreement shall be in writing and sent by certified mail, return receipt requested, to the address for that party as stated in the beginning of this agreement. The date on which any such notice is received by the addressee shall be deemed the date of notice. Should either party change addresses, that party shall notify the other party within 30 days after the change.
21. Governing Law. This agreement is a contract executed under and to be construed under the laws of the State of Ohio.

- 22. Attorney Fees. In the event any action is filed in relation to this agreement, each party shall be responsible for his/her/its own attorney's fees.
- 23. Waiver. Either party's failure to enforce any provision of this agreement against the other party shall not be construed as a waiver thereof so as to excuse the other party from future performance of that provision or any other provision.
- 24. Severability. The invalidity of any portion of the agreement shall not affect the validity of the remaining portions thereof.
- 25. Paragraph Headings. The headings to the paragraphs to this agreement are solely for convenience and may have no substantive effect on the agreement nor are they intended to aid in the interpretation of the agreement.
- 26. Subordination of Agreement. This agreement shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.
- 27. Entire Agreement. This agreement constitutes the entire agreement between the parties. No statements, promises, or inducements made by any party to this agreement, or any agent or employees of either party, which are not contained in this written contract shall be valid or binding. This agreement may not be enlarged, modified, or altered except in writing signed by the parties.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

City of Delaware, Ohio (Lessor)

Lessee(s)

Approved as to form:

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
City Attorney

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

\_\_\_\_\_  
R Thomas Homan, City Manager

Title: \_\_\_\_\_

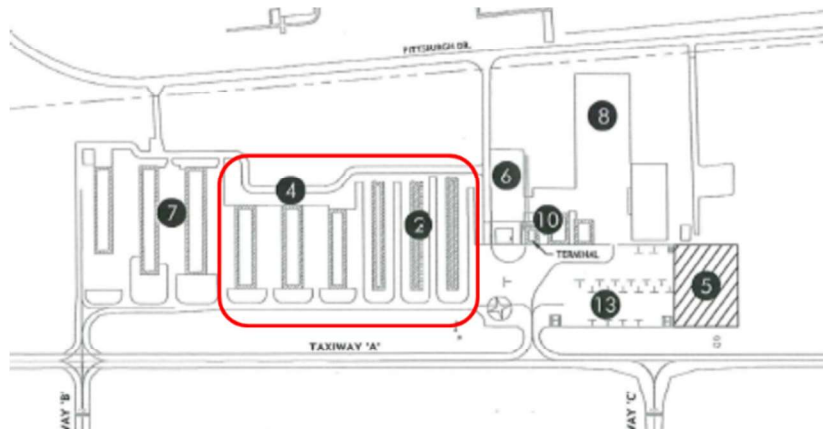
**CAPITAL IMPROVEMENT PLAN  
AIRPORT IMPROVEMENTS  
2021-2025**

	2021	2022	2023	2024	2025
<b>REVENUES:</b>					
FAA Entitlement	526,776		164,894	81,000	270,000
FAA Apportionment	21,754				
ODOT	30,474		9,161	4,500	15,000
TIF Revenue	192,000	27,000	27,000	4,500	15,000
<b><i>CIP Allocation (pg.1)</i></b>	<b>176,001</b>	<b>-</b>	<b>124,756</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>947,005</b>	<b>27,000</b>	<b>325,811</b>	<b>90,000</b>	<b>300,000</b>
<b>EXPENDITURES:</b>					
<i>CITY NON-GRANT</i>					
Maintenance Building Improvements	15,000	15,000			
<i>GRANT IMPROVEMENTS</i>					
T-Hangar A, B & C Resurfacing	741,313				
T-Hangar D, E & F Resurfacing			325,811		
T-Hangar G, H & I Resurfacing				90,000	300,000
<i>TIF IMPROVEMENTS</i>					
Corporate Parking Access Drive	190,692				
<b>TOTAL EXPENDITURES</b>	<b>947,005</b>	<b>15,000</b>	<b>325,811</b>	<b>90,000</b>	<b>300,000</b>

**T-HANGER PAVEMENT REHABILITATION**

**BACKGROUND**

The latest pavement rating performed by ODOT Dept. of Aviation indicates the pavement between existing T-hangars is in poor condition. With the earliest sections constructed in 1987, the pavement is over 25 years old and in need of rehabilitation. The pavement composing the main taxi aisles is eligible to receive federal funding while the connections to the individual hangar doors from the taxi aisles are not and require local funds to complete. The FAA provides ‘Entitlement’ funds covering 90% of eligible project costs, with ODOT providing an additional 5%. The City is responsible for 5% of cost plus 100% of non-eligible items.



**PROJECT TIMELINE**

2021	Rehabilitation of T-hangar A, B & C pavement
2022	
2023	Rehabilitation of T-hangar D, E & F pavement
2024	Design of T-hangar G, H & I pavement
2025	Rehabilitation of T-hangar G, H & I pavement

**FINANCING**

YEAR	AMOUNT	IDENTIFIED FUNDING SOURCE(S)
2021	741,313	Construction T-Hangars A, B & C (FAA 90%; State 5%; Local)
2022		
2023	325,811	Construction T-Hangars D, E & F (FAA 90%; State 5%; Local)
2024	90,000	Design T-Hangars G, H & I (FAA 90%; State 5%; Local)
2025	300,000	Construction T-Hangars G, H & I (FAA 90%; State 5%; Local)
<b>TOTAL</b>	<b>\$1,457,124</b>	

**PROJECT TEAM**

**CITY LEAD:** Public Works – Engineering Division  
**DESIGN CONSULTANT:** CHA  
**CONTRACTOR:** In House



**BACKGROUND**

Delaware Municipal Airport Jim Moore Field is a leading Central Ohio general aviation facility. It is home to approximately 100 aircraft and handles an estimated 40,000 operations per year. To encourage additional growth opportunities, City is partnering to construct an access drive for a new corporate hanger facility proposed for construction north of the Jet Steam hanger. This corporate expansion is consistent with the City's 10-year Airport Capital Improvement Plan. The hanger owners will be responsible to construct desired parking areas off the new drive. There will be a ditch for drainage on either side of the proposed access drive that will drain to the south, and outlet into the existing runway ditch. This ditch will be sized to carry the runoff from both the roadway and new parking lots. The airport fence will need adjusted to separate the parking areas from the runway, ramp and apron areas.



**PROJECT TIMELINE**

2021	Preliminary & Final Design
2022	Construction
2022	

**FINANCING**

YEAR	AMOUNT	IDENTIFIED FUNDING SOURCE(S)
2021	\$192,000	Airport TIF
2022		
2023		
2024		
2025		
<b>TOTAL</b>	<b>\$192,000</b>	

\$192,000 is the current project estimate. Any amount above the available TIF balance would be from local funds.

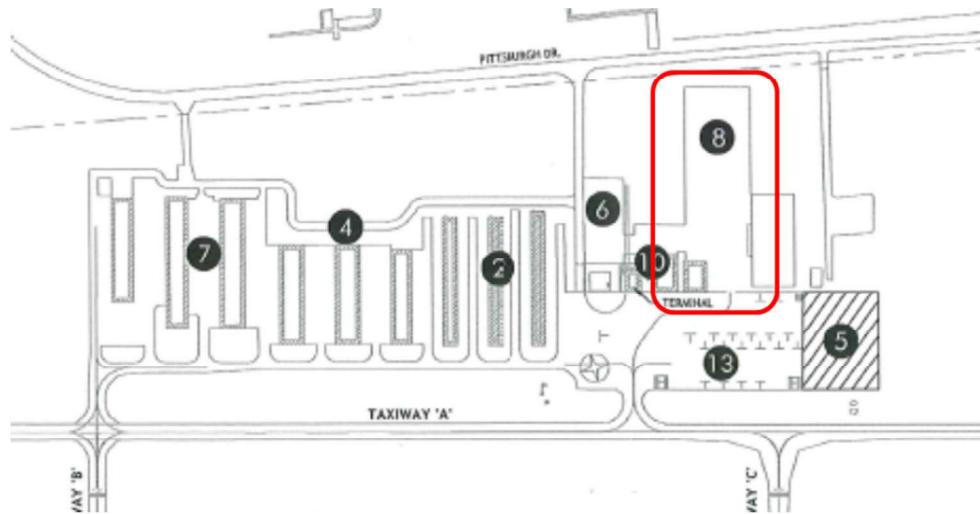
**PROJECT TEAM**

**CITY LEAD:** Public Works  
**DESIGN CONSULTANT:** TBD  
**CONTRACTOR:** TBD

**AIRPORT APRON 'B' REHABILITATION**

**BACKGROUND**

The latest pavement rating was completed in November 2016 and revealed that the pavement of Apron 'B' is in poor condition and in need of rehabilitation. Originally constructed in 1987, the pavement is over 25 years old and in need of significant restorative efforts including drainage improvements, subgrade repairs, and pavement replacement, collectively identified as rehabilitation. The utility of the apron is also in transition as a potential corporate hanger project may require the relocation or elimination of existing small aircraft tie-downs in order to provide ample maneuvering room for larger jet aircraft accessing the northeast quadrant of the apron. Work on the section of pavement is not eligible for federal FAA or ODOT funding, and therefore must be paid for locally.



**PROJECT TIMELINE**

TBD	Construction
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**FINANCING**

YEAR	AMOUNT	IDENTIFIED FUNDING SOURCE(S)
TBD	\$372,000	Local Funds. Not eligible for FAA or ODOT funds.
<b>TOTAL</b>	<b>\$372,000</b>	

**PROJECT TEAM**

**CITY LEAD:** Public Works – Engineering Division  
**DESIGN CONSULTANT:** CHA  
**CONTRACTOR:** TBD