

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

**AGENDA**

January 21, 2021

1. ROLL CALL
2. WELCOME NEW COMMISSION MEMBER – Eric Everson
3. ELECTION of Chairperson and Vice-Chairperson
4. APPROVAL of the Motion Summary for the Airport Commission Meeting held on October 15, 2020 as recorded and transcribed.
5. PUBLIC COMMENTS
  - a. **JOIN VIRTUAL MEETING:** To provide live public comment please email [emccloskey@delawareohio.net](mailto: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.
6. UPDATE on Hangar Paving Project
7. UPDATE on FBO-Business
8. UPDATE on Water Tower Beacon
9. UPDATE of Staff Schedule during COVID-19

10. DISCUSSION of Strategic Business Plan Summary
11. OTHER BUSINESS
12. STAFF COMMENTS
13. MEMBER COMMENTS
14. 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  
OCTOBER 15, 2020  
MOTION SUMMARY**

ITEM 1. Roll Call

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

Members Present: Christopher Acker (arrived at 6:50 p.m.), 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

ITEM 2. APPROVAL of the Motion Summary of the meeting of the Airport Commission held on July 16, 2020, as recorded and transcribed.

**Motion:** Mayor Riggle moved to approve the Motion Summary of the meeting of the Airport Commission held on July 16, 2020, as recorded and transcribed, seconded by Mr. Gaub. Motion approved by a 6-0 vote.

ITEM 3. PUBLIC COMMENTS

There were no public comments.

ITEM 4. DISCUSSION of Proposed Airport Fees for 2021

Mr. Bullis discussed that airport fees were previously increased and approved in 2012.

**Motion:** Mr. Lewis moved to approve the proposed airport fees for 2021, seconded by Mr. Smith. Motion approved by a 6-0 vote.

ITEM 5. DISCUSSION on Proposed Hangar Lease for 2021

Mr. Ferrigno discussed that a change in the proposed lease is to remove the six month lease and have yearly leases. Also prohibited is the sub-lease of hangars. The Commission had a discussion of storage of motorized equipment prohibited in public hangars.

PUBLIC PARTICIPATION:

Dan Bauer  
Rotorcraft Training Center, LLC  
Via email

The Clerk read an email sent by Mr. Bauer regarding the policy to only allow three gate cards per entity. He requested an exception to the policy.

Mr. Bullis discussed the high turnover with Certified Flight Instructors and recommendations to have the gate card in a lock box.

**Motion:** Vice-Chairwoman McIntire voted to approve the proposed Hangar Lease for 2021 as presented, seconded by Mr. Lewis. Motion approved by a 7-0 vote.

ITEM 6. DISCUSSION of 2021-2025 Airport CIP

Mr. Ferrigno discussed that the 5 year CIP was adopted by Council. Three of the four projects are hangar paving projects, depending on the approval of grant applications. He discussed the Corporate Entrance Drive Project.

ITEM 7. DISCUSSION on CARES Act Funding

Mr. Bullis discussed being awarded \$69,000 in CARES Act Funding. He discussed the software that will be purchased with the funding.

ITEM 8. STAFF COMMENTS

Mr. Piatt discussed that fuel sales are expected to be down related to COVID-19.

ITEM 9. MEMBER COMMENTS

Mr. Acker informed the Commission that he was impressed with the facilities when having a visit.

Mr. Lewis questioned when bathrooms would open back up. Mr. Bullis discussed that they are following CDC guidelines relating to COVID-19. Mr. Gaub clarified that this was only after hours that the bathroom was closed.

Mr. Lewis requested an update on the lease issue with Jet Stream. Mr. Ferrigno provided an update that staff is working on the draft lease and will report back at a later date.

ITEM 10. ADJOURNMENT

**Motion:** Mr. Lewis moved to adjourn the meeting, seconded by Mr. Gaub. The Airport Commission meeting adjourned at 7:28 p.m.

Chairperson

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Elaine McCloskey, Clerk



## MEMORANDUM

TO: Delaware Municipal Airport Commission

FROM: William L. Ferrigno, P.E., Director of Public Works/City Engineer

DATE: November 19, 2020

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RE: Strategic Business Plan Follow-up

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As a follow up to prior discussion concerning the completed Strategic Airport Business Plan, I am providing the following outline of what I believe to be key points and recommendations suggested for additional discussion by the Airport Commission. The plan does indicate that DLZ provides a very high level of airside facilities and quality landside facilities, and includes positive comments regarding the professionalism and knowledge of existing airport staff. Stimulating growth at the airport remains an issue and several areas of discussion are identified centered around the means to work towards financial stability and sustainable airport operations. Growth however requires policy decision and direction that supports investment in staffing, facilities and infrastructure among other things.

I encourage all commission members to read the plan thoroughly and refer to it frequently as a source of valuable information and recommendations when contemplating change and improvements to airport facilities and operations. There may be additional issues as well that the Commission desires to focus on that I have not listed.

### Airport Management

1. Staffing levels at the airport must be increased to provide relief and backup to allow existing staff an appropriate amount of time off for weekends, holidays, and vacation without imposing undue burden or leave restrictions on other staffing.
2. Staffing levels should increase to expand weekday service levels for operations and maintenance responsibilities.
3. Staffing levels must increase to meet the service demands of any expansion in corporate based aircraft.
4. Additional management training should be provided to airport staff to allow the majority of airport administrative functions to be managed at the airport office.

## Landside Facilities

1. In-depth analysis is required in the consideration of expanding T-Hangar facilities at DLZ including the evaluation of true market rental rates. Though a decline in piston engine small aircraft operations is anticipated over the coming years, DLZ maintains a high occupancy rate of existing T-hangar space with a substantial waiting list in place.
2. Turbine aircraft operations are anticipated to continue to expand suggesting the construction of additional corporate hangar space. DLZ is only airport of top 17 airports in Ohio, limited to as single corporate hangar, currently operating at capacity.
3. Though determined to be fair and competitive, Delaware's fuel pricing strategy should be reviewed to determine if adjustments would benefit the airports growth and sustainability goals.
4. Successful airports remain accessible through well managed websites containing accurate and complete airport service information, and that highlights growth opportunities.
5. Distinct branding should be developed for DLZ that distinguishes it among other small GA airports.

## Contracts & Lease Arrangements

1. A review of lease arrangements has revealed inequity in the terms from one to another. All leases should present uniform and well-defined terms so as not to become a barrier to establishing new lease arrangements.
2. Lease arrangements must adhere to FAA guidance limiting lease term to a maximum of 50-years, and with lease rates that are based on the fair and current market value of the property.
3. Lease provisions must be consistently and equitable enforced among all Lessees.

## Regulator Documents

1. The Airports Rules & Regulations and Standard Operating Procedures must be updated to remain current with FAA requirements and guidance, as well as local code.
2. The plan points out the need to update the Airport Environmental Compliance documents including the SPCC (Spill Prevention) and SWPPP (Stormwater Pollution and Prevention) plans.
3. Changes and adjustments to the Airport necessitate the updating of the Airport Layout Plan and Masterplan documents. The last update was completed in 2006.

4. Coordination of Airport plans with the City land use comprehensive planning efforts to reduce the opportunity for competing property issues.

#### Governance

1. As airport operating and expansion costs increase, and in consideration of advancing growth opportunities beyond the level supportable by the City alone, alternative means of governance should be reviewed. The establishment of an Airport Authority consisting of City and County partners that share in managing and costs, with decisions administered through a board of directors should be thoroughly considered.
2. Consideration should be given to establishing independent financing and management authority for the airport, that can operate with some level of autonomy from City discretion.