

**CITY OF DELAWARE
AIRPORT COMMISSION MEETING
CITY HALL
1 SOUTH SANDUSKY STREET**

AGENDA

6:30 PM

APRIL 16, 2026

Live streaming of meeting will be available under "Events" at www.delawareohio.net.

1. ROLL CALL

2. APPROVAL OF MOTION SUMMARY

2a.. Approval of the Motion Summary from the Airport Commission meeting held on October 16, 2025, as recorded and transcribed.

3. PUBLIC COMMENT

ATTEND AN OPEN MEETING: Open meetings are held in City Hall Council Chambers. Sign in forms to speak are available at the door. Name and address are required for public comment. Comments are limited to 3 minutes.

EMAIL, LETTER, PETITION: Emails, letters, and petitions received to the Council Clerk by 10 a.m. the date of the meeting will be presented to members 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. Send to councilclerk@delawareohio.net. PLEASE NOTE SUBMISSION TIME.

4. ELECTION OF CHAIR AND VICE-CHAIR

5. DISCUSSION ITEMS

- a. 2025 Year End Fuel Sales and Operation Numbers
- b. Update on Hangar J Construction
- c. Above Ground Fuel Farm Project

6. STAFF COMMENTS

7. COMMISSIONER MEMBER COMMENTS

8. NEXT MEETING DATE: July 16, 2026

9. ADJOURNMENT



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AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: April 16, 2026

SUBMITTED BY: Sarah Dinovo, City Clerk

ITEM TYPE: Motion Summary

AGENDA SECTION: **APPROVAL OF MOTION SUMMARY**

SUBJECT: Approval of the Motion Summary from the Airport Commission meeting held on October 16, 2025, as recorded and transcribed.

SUGGESTED ACTION:

ATTACHMENTS:

[20251016 airport motion summary.docx](#)

**AIRPORT COMMISSION
MOTION SUMMARY
OCTOBER 16, 2025**

ITEM 1. Roll Call

The clerk called the meeting to order at 6:31 p.m.

Members Present: Ted Lewis, Bill Stevenson, Chris Acker and Eric Everson

Members Absent: Catlin Frazier, Walt Gaub, Greg Ratcliff

Staff Present: Shane Harding, Public Works Operation Manager; and Kevin Piatt, Airport Operations Manager

Motion: Chair Everson motioned to excuse Commissioners Frazier, Gaub and Ratcliff, seconded by Commissioner Lewis. Motion was approved with a 4-0-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY

Approval of the Motion Summary from the Airport Commission meeting held on July 17, 2025, as recorded and transcribed.

Motion: Chair Everson motioned to approve the Motion Summary of the meeting of the Airport Commission held on July 17, 2025, as recorded and transcribed, seconded by Commissioner Lewis. Motion approved by a 4-0-0 vote.

ITEM 3. PUBLIC COMMENT

There was no public participation.

ITEM 4. DISCUSSION ITEMS

a. Hangar Pavement Project

Kevin Piatt, Airport Operations Manager, reported that the hangar pavement project went well and is completed. The striping on the pavement now is temporary until the pavement cures (30 days or so). The drainage has also improved since the improvement.

b. 2025 Fuel Sales

Kevin Piatt, Airport Operations Manager, stated sales were down a little bit compared to last year but not drastically.

ITEM 5. OTHER BUSINESS

Shane Harding, Public Works Operation Manager, went over the rate changes for hangar rent, fuel sales and service fees.

A discussion occurred that included but not limited to how much is transferred from the general fund to the airport each year, how much of an increase on hangar rentals and fuel would need to happen to make that transfer unnecessary, and how those increases would potentially drive air traffic to other airports. Members expressed their opinion of how far behind the hangar rentals is that a bigger increase should be considered.

Capital projects are a separate funding issue, in which rates would never match the funding need.

The airports around Delaware are difficult to compare due to the size, services available, runway lengths and amenities.

Motion: Chair Everson motioned to support the adjustments, seconded by Commissioner Stevenson. Motion was approved with a 4-0-0 vote.

ITEM 6. STAFF COMMENTS

There were no further comments.

ITEM 7. COMMISSIONER MEMBER COMMENTS

Chair Everson asked if there was any movement about a partnership with the County. Mr. Harding responded that he has not heard of any decisions or discussions.

ITEM 8. NEXT MEETING DATE: January 15, 2026

ITEM 9. ADJOURNMENT

Airport Commission meeting adjourned at 7:14 p.m.

Chairperson

Clerk



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AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: April 16, 2026

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Staff Reports

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: 2025 Year End Fuel Sales and Operation Numbers

SUGGESTED ACTION:

ATTACHMENTS:



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AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: April 16, 2026

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Staff Reports

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: Update on Hangar J Construction

SUGGESTED ACTION:

ATTACHMENTS:
[Hangar J Exhibit.pdf](#)

Figure 1 – KDLZ Airport Overview and Proposed J-Hangar Location





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AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: April 16, 2026

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Staff Reports

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: Above Ground Fuel Farm Project

SUGGESTED ACTION:

ATTACHMENTS:

[AGFF Exhibit For Airport Com Agenda.pdf](#)
[AGFF Engineers Estimate.pdf](#)

Attachment 1: Preliminary Cost Estimate

Project Location:	Delaware, Ohio					
Client Name:	Delaware Municipal Airport (DLZ)					
Date:	December 16, 2025					
AIP No.:					CHA Project No:	103593.000
ITEM NO.	SPECIFICATION	DESCRIPTION OF ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
BASE BID						
Column1	Column2	Column3	Column4	Column5	Column6	Column7
1	624	MOBILIZATION (Assume 8%)	LS	1	\$ 90,000.00	\$ 90,000.00
EROSION & SEDIMENT CONTROLS						
2	670	EROSION & SEDIMENT CONTROLS	LS	1	\$ 15,000.00	\$ 15,000.00
3	659	SEEDING & MULCHING	SY	1700	\$ 2.00	\$ 3,400.00
EARTHWORK						
4	203	UNCLASSIFIED EXCAVATION	CY	2200	\$ 20.00	\$ 44,000.00
5	651	TOPSOIL (ASSUME 4")	CY	260	\$ 20.00	\$ 5,200.00
CONCRETE PAVEMENT						
6		ASPHALT PAVEMENT (Assume 4-inch)	TON	120	\$ 200.00	\$ 24,000.00
7	304	6-INCH MINERAL AGGREGATE BASE COURSE	CY	80	\$ 100.00	\$ 8,000.00
8	609	6" PRECAST CONCRETE CURB	LF	350	\$ 100.00	\$ 35,000.00
STORMWATER						
9	611	15-INCH HDPE STORM PIPE	LF	130	\$ 125.00	\$ 16,250.00
10	611	4' DIA. PRECAST CONCRETE CATCH BASIN	EA	1	\$ 5,000.00	\$ 5,000.00
11	611	15" END SECTION	EA	1	\$ 1,000.00	\$ 1,000.00
12	611	BUTTERFLY VALVE	EA	2	\$ 1,500.00	\$ 3,000.00
13	611	LIFT STATION	LS	1	\$ 100,000.00	\$ 100,000.00
SITE						
14	690	4" BOLLARD	EA	4	\$ 2,000.00	\$ 8,000.00
15	607	6' CHAINLINK FENCE	LF	160	\$ 70.00	\$ 11,200.00
16	607	24' VEHICLE/MAN GATE	EA	1	\$ 8,000.00	\$ 8,000.00
MECHANICAL						
17	107	PACKAGED JET-A 12,000 GAL FIREGUARD UL2085 DOUBLE WALL AST W/ PUMPING SYSTEM, FILTRATION SYSTEM, & RELAXATION TANK	EA	1	\$ 448,750.00	\$ 448,750.00
18	107	FUEL VALVES & PIPING	LS	1	\$ 15,000.00	\$ 15,000.00
19	107	TANK MONITORING & INVENTORY MANAGEMENT SYSTEM	LS	1	\$ 57,500.00	\$ 57,500.00
20	107	FUEL SYSTEM TESTING & COMMISSIONING	LS	1	\$ 46,000.00	\$ 46,000.00
21	107	OTHER MISC. (FIELD PAINTING, ETC.)	LS	1	\$ 15,000.00	\$ 15,000.00
ELECTRICAL						
22	107	ELECTRICAL SERVICE	LS	1	\$ 25,000.00	\$ 25,000.00
23	904	COMMUNICATIONS SERVICE	LS	1	\$ 25,000.00	\$ 25,000.00
24	107	LIGHT POLE	EA	1	\$ 20,000.00	\$ 20,000.00
25	107	480/277V PANELBOARD	EA	1	\$ 5,000.00	\$ 5,000.00
26	107	STEP-DOWN TRANSFORMER	EA	1	\$ 12,000.00	\$ 12,000.00
27	107	208/120V PANELBOARD	EA	1	\$ 5,000.00	\$ 5,000.00
28	107	BACKBOARD	EA	1	\$ 10,000.00	\$ 10,000.00
29	904	NEMA 4X ENCLOSURE (FOR COMMUNICATIONS)	EA	1	\$ 2,500.00	\$ 2,500.00
30	107	NEMA 4X ENCLOSURE (FOR POWER)	EA	1	\$ 2,500.00	\$ 2,500.00
STRUCTURAL						
31	508	FORM & STRIP	SF	498	\$ 9.20	\$ 4,581.60
32	411	F&I CRUSHED STONE SUB-BASE	CY	98	\$ 109.25	\$ 10,706.50
33	509	VAPOR BARRIER UNDERNEATH	SF	1652	\$ 1.73	\$ 2,857.96
34	509	REINFORCEMENT; #5 REBAR EW, EF	LBS	8949	\$ 2.53	\$ 22,640.97
35	451	CONCRETE MATERIAL; 5000 PSINW	CY	93	\$ 207.00	\$ 19,251.00
36	451	CONCRETE PLACEMENT & FINISH	SF	1652	\$ 8.05	\$ 13,298.60
					Construction	\$ 1,139,636.63
					Design	\$ 123,206.00
					Construction Administration	\$ 26,025.00
					TOTAL	\$ 1,288,867.63
					ODOT	\$ 750,000.00
					City of Delaware	\$ 538,867.63