

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

AGENDA

6:30 PM

JULY 17, 2025

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

1. ROLL CALL

2. APPROVAL OF MOTION SUMMARY

Approval of the Motion Summary of the Airport Commission meeting held on January 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. DISCUSSION ITEMS

- a. Hangar J Construction Update
- b. Pavement Reconstruction around T-Hangars D, E, and F
- c. Maintenance Hangar Improvements
- d. Service Fees
- e. Fuel Sales

5. STAFF COMMENTS

6. COMMISSIONER MEMBER COMMENTS

7. NEXT MEETING DATE: October 16, 2025

8. ADJOURNMENT



Item Cover Page

AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: July 17, 2025

SUBMITTED BY: Sarah Dinovo, City Clerk

ITEM TYPE: Motion Summary

AGENDA SECTION: **APPROVAL OF MOTION SUMMARY**

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

SUGGESTED ACTION:

ATTACHMENTS:

[20250116 airport motion summary.docx](#)

**AIRPORT COMMISSION
MOTION SUMMARY
JANUARY 16, 2024**

ITEM 1. Roll Call

The Clerk called the meeting to order at 6:30 p.m.

Members Present: Walt Gaub, Greg Ratcliff, Catlin Frazier, Bill Stevenson, and Ted Lewis

Members Absent: Chris Acker and Eric Everson

Staff Present: Shane Harding, Public Works Operation Manager; Andrew Beare, Assistant City Manager

Motion: Commissioner Ratcliff motioned to excuse Commissioner Acker and Chairman Everson, seconded by Commissioner Gaub. Motion was approved with a 5-0-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY

2A. Approval of the Motion Summary from the regular Airport Commission meeting held on October 17, 2024, as recorded and transcribed.

Motion: Chairman Ratcliff moved to approve the Motion Summary of the meeting of the Airport Commission held on October 17, 2024, as recorded and transcribed, seconded by Commissioner Lewis. Motion approved by a 5-0-0 vote.

ITEM 3. PUBLIC COMMENT

There was no public participation.

ITEM 4. ELECTION OF CHAIR AND VICE-CHAIR

This item has been moved to the April meeting due to absences.

ITEM 5. DISCUSSION ITEMS

a. Hangar J Development (MADS)

Shane Harding, Public Works Operation Manager, the project is moving along. The materials are stored in one of their (MADS) own hangars. This is a T hangar that will house four aircraft for a private group. Mr. Harding will share the lease agreements with the Commission.

b. Golf Cart Purchase

The golf cart has been purchased. Since the apron expansion, this will be a much easier way to transport people.

c. Heat and Insulation in Maintenance Hangar

A furnace was purchased to heat the hangar. Once the insulation is installed, the furnace will be activated. This will help the maintenance technicians to be able to work in better conditions.

d. New Gate

With the apron extension, it made sense to have a new gate closer to the new apron area to allow for the pickup of guests. This will minimize the risk of having pedestrians walking across the apron area.

e. Tractor Replacement

The two tractors currently on site do not meet the needs of the airport. The airport will be trading in those two tractors and purchasing a more efficient tractor that can do the job of the current two tractors. This will allow the tractor to be stored indoors all year round.

f. 2024 Jet Numbers and Fuel Sales Totals

736 jets were serviced in 2024 and sold 148,000 gallons of jet fuel. 56,000 100 low lead fuels were sold. The jet tank was inspected and cleaned and is in good shape.

ITEM 6. STAFF COMMENTS

Mr. Harding updated everyone on the paving project for hangars D, E and F.

ITEM 7. COMMISSIONER MEMBER COMMENTS

Councilwoman Griffith asked Andrew Beare to introduce himself. Mr. Beare introduced himself and gave his past work history.

Commissioner Ratcliff shared that he stopped into an airport in Kennett, Missouri (a city about the size of Delaware) and was offered a loaner car to grab food in town. Mr. Ratcliff wondered if this would be a possibility for Delaware. Mr. Harding shared that the idea had been investigated, and the liability was too much for the city to take on.

Commissioner Stevenson had no comments.

Commissioner Lewis had no comments.

Councilwoman Frazier had no comments.

Commissioner Gaub had no comments.

ITEM 8. ADJOURNMENT

Motion: Commissioner Gaub motioned to adjourn the meeting at 6:53 p.m.

Airport Commission meeting adjourned at 6:53 p.m.

Chairperson

Clerk



Item Cover Page

AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: July 17, 2025

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Discussion Item

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: Hangar J Construction Update

SUGGESTED ACTION:

ATTACHMENTS:



Item Cover Page

AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: July 17, 2025

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Discussion Item

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: Pavement Reconstruction around T-Hangars D, E, and F

SUGGESTED ACTION:

ATTACHMENTS:



Item Cover Page

AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: July 17, 2025

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Discussion Item

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: Maintenance Hangar Improvements

SUGGESTED ACTION:

ATTACHMENTS:



Item Cover Page

AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: July 17, 2025

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Discussion Item

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: Service Fees

SUGGESTED ACTION:

ATTACHMENTS:



Item Cover Page

AIRPORT COMMISSION AGENDA ITEM REPORT

DATE: July 17, 2025

SUBMITTED BY: Shane Harding, Public Works

ITEM TYPE: Discussion Item

AGENDA SECTION: **DISCUSSION ITEMS**

SUBJECT: Fuel Sales

SUGGESTED ACTION:

ATTACHMENTS: