

Middletown Regional Airport/Hook Field

Airport Commission

Meeting Minutes – June 19, 2023

Location

Middletown City Building Conference Room 2C

Commission Members

MEMBER	PRESENT	ABSENT	MEMBER	PRESENT	ABSENT
Nicholas Brown (NB)	<input checked="" type="checkbox"/>		Tim Pond (TP)	<input checked="" type="checkbox"/>	
Harvey Poff (HP)	<input checked="" type="checkbox"/>		Thomas Rudolf (TR)	<input checked="" type="checkbox"/>	
Tim Epperhart (TE)	<input checked="" type="checkbox"/>		Jon Schade (JS)		<input checked="" type="checkbox"/>
John Langhorne (JL)	<input checked="" type="checkbox"/>				

Other Attendees

1. Jo Dible (JD) – City of Middletown - MWO Airport Manager
2. Scott Grube – AMS FBO Manager
3. Bruce Brandstetter (BB) – Brandstetter Carol, Inc.

Call to Order

Meeting Called to Order by TR at 6:00pm.

Excuse Absences

NB moved to excuse the absence of JS. Motion was 2nd by TE. Motion carried unanimously.

Approval of Minutes

JL moved to approve the March 20, 2023 Airport Commission Meeting Minutes with no changes. Motion was 2nd by TP. Motion carried unanimously.

Reports

- Engineering Report submitted by Brandstetter-Carroll, Inc. (BCI)
 - Apron expansion
 - Resolution submitted to Council to accept ODOT grant on 6/12/2023.
 - Plans for pricing submitted to Sunesis on 6/12/2023.
 - Fuel Farm Marking Plan – Possible to accomplish through a change order to Sunesis during the apron expansion project.
- FBO Report
 - Fuel Sales & Operations (May 2023)
 - AvGAS – 3,370 gals
 - JetA – 10,120 gals
 - 2,462 total operations (May) + 106 additional operations by Museum (~60 on grass runway)

- Airport Manager's Report
 - Grass runway cones and markers have been ordered.
 - Aircraft during Aeronca Fly-in taxied through drop zone unknowingly, no issues or incidents resulted.
 - PAPI Grant Closeout is an issue. Need documentation from PASSERO, will continue to work on it.
 - Lime Pond Remediation – Logistics meeting on equipment staging pump locations. Contract is getting signed, anticipated start of work in July.
 - New billing system going live on July 1, better suited for recurrent billing.
 - Hangar waitlist – Currently 20 aircraft deep
 - 1 T-hangar vacant currently and has already been leased.

Old Business

- None

New Business

- Hops in the Hangar – August 26th
- Ohio Challenge – Final meeting on Friday

Open Discussion

- None

Meeting Adjournment

Motion to adjourn meeting by NB, 2nd by TE, meeting adjourned by unanimous consent at 6:59pm.

Next meeting July 17, 2023 in Conference Room 2C.

Minutes Submitted by Nicholas Brown (NB)



Minutes Approved by Tom Rudolf