

Middletown Regional Airport/Hook Field

Airport Commission

Meeting Minutes – July 19, 2021

Location

Middletown City Council Chambers

Commission Members

MEMBER	PRESENT	ABSENT	MEMBER	PRESENT	ABSENT
Tom Anderson (TA)	<input checked="" type="checkbox"/>		Tim Pond (TP)		<input checked="" type="checkbox"/>
Nicholas Brown (NB)	<input checked="" type="checkbox"/>		Jon Schade (JS)	<input checked="" type="checkbox"/>	
Tim Epperhart (TE)	<input checked="" type="checkbox"/>		Kurt Yearout (KY)	<input checked="" type="checkbox"/>	
John Langhorne (JL)	<input checked="" type="checkbox"/>				

Visitors

1. Tal Moon – City Council Representative
2. Nicole Condrey
3. Matt Eisenbraun – Middletown City Economic Development
4. P. Rodger Keller (PRK) – BCI
5. Eoghan Gregory - Passero

Call to Order

Meeting Called to Order by JL at 6:01pm.

Motion to excuse the absence of TP was made by NB, motion 2nd by JL, motion approved with unanimous consent.

Approval of Minutes

A motion was made by TE to approve Meeting Minutes from June 21, 2021, motion 2nd by TA, minutes approved with unanimous consent with no changes.

Reports

- Engineering Report submitted by Brandstetter-Carroll, Inc. (BCI)
- Airport Manager's Report
 - PAPI – Installation moving forward. Runway 5/23 will be closed 8/9/2021 to 8/12/2021 from 0700-1700 local. FAA Certification flight scheduled for 8/19/2021. PAPIs will be inoperative from 8/9/2021 through 8/19/2021.
 - AWOS Upgrades – Ceilometer replacement has been ordered and is 4 to 6 weeks out.
 - Aeronca Fly-in – Event was a success, no additional feedback offered.
 - July 3rd Fireworks – Issue with the launch location of fireworks which occurred between the runway and taxiway rather than on the far side of the runway.
 - Airport Commission suggested that a pre-launch set up briefing be held between the pyrotechnics team and the Airport Manager to establish launch location and safety considerations to prevent unnecessary FOD.

- Balloon Fest – Same issue with fireworks launch location, however the show was smaller and the FOD issue not as extensive.
 - Airport Commission offered the same suggestion regarding a briefing between Airport Manager and Pyrotechnic team.
- FBO Selection Update – Negotiations between the City and Recommended FBO service provider are continuing. Ms. Condrey raised questions and voiced concern over the selection process to date and the fact that an RFQ was employed vs. an RFP. The Airport Commission stated that an RFQ was considered the best method given that the scope of any FBO contract would be dependent on the qualifications of the successful respondent.
- Building Inspections – Inspections by Middletown Division of Fire will be taking place over the next few weeks of ALL airport buildings and areas.
- Maintenance Issues – The airport continues to experience multiple maintenance issues (i.e. broken windows from inside buildings, cut phone lines, gate control box left open and off, water valves shut off, etc...). It is believed that these may be intentional acts. Please report any issues or incidents immediately to City.
- Old Fuel Tank – Initial cost estimates have been obtained by the City regarding the tank:
 - Recycle - \$2,000 to \$3,000 to make ready for recycling.
 - Convert to use for JetA Fuel Storage - \$10,000 to \$15,000
 - Improve for use as AvGAS Fuel Storage - \$2,000 to \$4,000
 - Airport Commission recommended obtaining cost estimates for converting existing AvGAS Storage to JetA and including with the total project cost of adding unused tank to AvGAS storage.

Old Business

- Airport Bathrooms – Passengers are having issues finding and accessing restrooms. Signage is poor, and access to skydiving restrooms is prohibited by the tenant. Airport Commission recommended that FBO add additional restroom signage for the appropriate facilities.

New Business

- None

Open Discussion

- None

Meeting Adjournment

Motion to adjourn meeting by NB, 2nd by KY, meeting adjourned by unanimous consent at 6:40pm.

Next meeting August 16, 2021 in City Council Chambers.

Minutes Submitted by Nicholas Brown