

Middletown Regional Airport/Hook Field

Airport Commission

Meeting Minutes – February 13, 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. Tom Anderson - Tenant

Call to Order

Meeting Called to Order by TR at 6:02pm.

Excuse Absences

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

Election of Officers

JL nominated TR as Chair. Nomination was 2nd by TE. Nomination carried unanimously.

TR nominated NB as Secretary. Nomination was 2nd by JL. Nomination carried unanimously.

Approval of Minutes

No commission meetings were held in November 2022, December 2022, or January 2023. Motion to approve the October 2022 by JL, 2nd by TR. Minutes approved unanimously.

Reports

- Engineering Report submitted by Brandstetter-Carroll, Inc. (BCI)
 - Apron expansion – project will be rebid next month.
 - Other CIP projects (taxiway realignment etc.) need to be reevaluated and potentially shifted to align with FAA safety priorities.
- FBO Report
 - Fuel Sales & Operations (2/10/2023-3/15/2023)
 - AvGAS – 1,717 gals
 - JetA – 705 gals
 - 1,700 total operations (3/16/23 to 4/12/23) 5,723 YTD
 - New fuel truck now active, oil is available for sale on the new truck.
 - Old fuel truck (on lease from AV Fuel) was returned for scrapping.
 - FBO has representatives attending the NBAA conference in Nashville.
 - Total monthly operations at MWO was 490.
 - Several days with minimal operations due to poor weather which is expected in winter months.
- Airport Manager’s Report
 - Lease rate adjustments for T-Hangar tenants were completed by Economic Development.
 - A few vacancies are being filled by applicants on the waitlist.
 - Notice will be sent tomorrow for the Annual Fire Safety Inspection which is scheduled for March 1-2.
 - Chair verified that tenants are still required to use a city lock issued with the hangar lease and provide verification of insurance naming the city as an additional insured party.
 - Chair requested that the commission be included on any tenant mass correspondence and be updated on hangar waitlist and availability status.

Old Business

- None

New Business

- None

Open Discussion

- None

Meeting Adjournment

Motion to adjourn meeting by TE, 2nd by TP, meeting adjourned by unanimous consent at 7:01pm.

Next meeting March 20, 2023 in Conference Room 2C.

Minutes Submitted by Nicholas Brown (NB)

A handwritten signature in blue ink, appearing to read 'NB', is positioned below the text 'Minutes Submitted by Nicholas Brown (NB)'. The signature is fluid and cursive.

Minutes Approved by Tom Rudolf