Middletown Regional Airport/Hook Field
Airport Commission
Meeting Minutes – February 15, 2021

Location
Meeting was shifted to Virtual Zoom Meeting due to inclement weather.

Commission Members

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<th>MEMBER</th>
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Visitors
1. Tal Moon (TM) – City Council Representative
2. Matt Eisenbraun (ME) – Middletown City Economic Development/Airport Manager
3. Susan Cohen (SC) – Assistant City Manager
4. Ben Brandstetter (BB) - BCI
5. Jeff Bonecutter (JB) - Passero
6. Tom Wortley
7. Debra Renshaw

Call to Order
Meeting Called to Order by ME at 6:03pm.

Approval of Minutes
A motion was made by TA to approve Meeting Minutes from January 18, 2021, motion 2nd by KY, minutes approved with unanimous consent with one change to attendance table (Matt King removed as no longer on commission).
Reports

- PAPI Replacement Report by JB of Passero
  - All below grade work has been completed.
  - Installation of new PAPI equipment expected in Spring.
  - Current wait time for FAA flight check is 6-8 weeks (likely mid-April to coincide with installation).
  - Passero to “pre-check” using their in-house UAS.
- Airport Operations Report submitted by Matt Eisenbraun
  - Hangar Vacancies – Overall hangar turnover seems to be stabilizing. Currently 1 large T-Hangar vacant with waitlist of 5 total aircraft. No aircraft on waitlist suitable for vacant T-Hangar.
  - Fuel Sales – See attached.
  - FBO Restroom Remodel – Architect has submitted a plan, working costs.
  - Aerowca Fly-in – Have begun initial discussions, planning for Father’s Day Weekend in June 2021.

Old Business

  - Motion made by JL, 2nd by NB, recommendation passed by roll call vote:

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- Master Plan Comments – Currently provided chapters have all been submitted and approved by the FAA Detroit ADO, no comments will be offered. Chapters currently still in development will be submitted to the Commission for review and comment prior to submission to FAA Detroit ADO.

New Business

- FBO RFP – Airport Commission specific concerns on the draft language in the RFP, comments will be provided to SC directly from Airport Commission members.

Open Discussion

No new items raised; no actions taken.
Meeting Adjournment

Motion to adjourn meeting by KY, 2nd by NB, meeting adjourned by unanimous consent at 7:12pm

Next meeting March 15, 2021 in City Council Chambers.

Minutes Submitted by Nicholas Brown

[Signature]

Minutes Approved by John Langhorne

[Signature]