

NEW PHILADELPHIA AIRPORT COMMISSION MEETING

KPHD FBO

Tuesday January 13, 2026

*IN ATTENDANCE: Don Kennedy, Bob Bedard, Josh Limbacher, Jenn James, Brian Marsh, Dan Lanzer, Tom Simmelink, Mike Walker, Larry Lowdermilk, Jonalee Fernatt, Yamini Gowda, and Trent Woodard.*

MEETING CALLED TO ORDER AT 6:00 pm by Don Kennedy

1. A motion was made to approve the meeting minutes for November 2025 by Bob Bedard and seconded by Brian Marsh. – MOTION PASSED

2. Reports Financial Report

A. Financial Report – Checks received from Magoo’s. Larry reported the cash position balance at the end of December 2025 was \$115,220.86

- Bills were paid to Fenton Bros \$25.06, Hill International \$474.51, O’Reilly Auto Parts \$9.00, Johnson Controls \$ 605.25, and Hicks Roofing \$162.00.

A motion was made by Brian Marsh and seconded by Mike Walker to approve the financial report. – MOTION PASSED

B. Airport Manager – Trent Woodard presented

- i. Monthly Cash Flow – Trent Woodard reported that 868.72 gallons 100 LL and 268.72 gallons Jet A were purchased in November and 748.64 gallons 100 LL and 982.40 gallons Jet A were purchased in December producing \$227.48 and \$346.21 respectively in flow fees. Hangar rent and maintenance fees collected were \$3,015.00 in November and \$4,545.00 in December. 19 Maintenance fees were collected in November and 33 in December. The courtesy cars were used 11 times in November and 7 times in December.
- ii. Field Inspection Report
  - PAPI – has been fixed by Josh.
  - REIL – Fixed by Wood Electric, there were 2 LED strips that went bad. This was a warranty item; Wood did bill for labor.

- Johnson controls fire alarm failed on inspection due to the alarm keeps sounding. Trent has a full copy of the report. Larry will go to the airport on 1/14/26 to look into the problem. This is on the back-up line.

A motion was made to approve the Airport Manager's Report for December by Dan Lanzer and seconded by Josh Limbacher.  
 – MOTION PASSED

C. Airport Consultant- Yamini Gouda from Michael Baker International (MBI) presented

- MBI Consultant contract expires January 2027. We will need to put it back out for rebid and pass the correct legislation.
  - i. Task Order #5 – 2025 Grant Administration
    - All invoices will provide time and material expenditures per contract terms. Yamini presented a draft invoice.
  - ii. Task Order #4 – New Taxi Lane and T-Hangar Design
    - Need to finalize state of gas line running underneath proposed taxi lane, once depth is determined. MBI is coordinating with Diversified. No further update from Diversified even after follow up.
    - Geotechnical investigation completed.
    - After 30% plan review with Don and Bob on 10/23/25, actual project for T-Hangar and taxi lane was shifted south to mostly avoid paving over the gas line.
    - 90% design was submitted to the airport and FAA in December 2025. Waiting to receive FAA's comments.
    - Need to finalize advertisement dates. Initial schedule.
      - 1<sup>st</sup> add – 2/15/26
      - 2<sup>nd</sup> add – 2/22/26
      - Bid opening – 3/10/26
        - Yamini will send the legal notice to Jonalee and she will take care of getting it posted.
      - Bob requests the street department to make signs to identify the hangars.
      - Diversified changed their SWIP fee on February 13<sup>th</sup>, it has been doubled. This will increase the bill to \$1,500.00. This

will change the design cost from MBI, will work to get a change order approved. Will take the \$1,500 from the BIL fund.

- Diversified added a CSMB and will need a bond from the city. Larry and Jonalee will work on this.

iii. Task Order # 1 – Taxiway A Shift Construction Administration

- FAA Grant received on August 24, 2023.
- Construction substantially completed as of July 26, 2024.
- Change Order # 2 signed and submitted to FAA on March 27
- Shelly and Sands completed asphalt corrective work on August 27.
- Additional grade corrections needed on the tie-ins at the taxiway connectors.
- Remaining Punchlist Items
  - Address grade corrections at taxiway tie-ins
  - Add topsoil along pavement edge
  - Permanent Pavement Markings
  - Clean up asphalt debris.
- Remaining Contract cost per breakdown
  - Original contract value was \$2,680,035.50
  - To date they have been paid \$2,154,378.83
  - Retainage being withheld \$239,375.43
  - For a total earned to date \$2,393,754.24
  - Items not yet paid
    - Change order 001 REIL Power Cable \$9,885.00
    - Permanent Marking or reflective media \$25,200.00
    - Tack Coat \$27,600.00
  - Total contract currently left over \$223,596.24
  - AGIS to be delayed until next ALP update

iv. Task Order #12 – Taxiway Shift Design

- Grant closeout approval letter received on August 15, 2025.
- ODOT drawdown to be submitted upon receipt of final closeout letter from FAA.

## Grant Update

- ODOT 5% match grant application (\$9,000) for taxi lane and t-hangar design project submitted on 12/10/25. Waiting for approval.
- ODOT Supplemental Direct Grant application (\$400,000) fir t-hangar construction submitted on 12/31/25. Bob would like to discuss the draft lease that was included for the Supplemental grant. We will table until we find out if we receive the grant.
- FAA AIP Pre-application (\$765,755) for taxi lane construction sent electronically for review. This is 95 % of the cost, local share will be 5%.
- FAA AIG pre-application (\$551,000) for the t-hangar construction sent electronically for review.
- FY2026 first quarter report for open projects due 1/31/26.

### v. Miscellaneous

- Updated information on obstacle survey being coordinated with FAA flight procedures.
- ACIP (2027-2036) – projects to be included in the next 10-year Airport Capital Improvement Plan document. – Would like to add an obstacle survey; will see if the neighbors are willing to have the trees topped prior to the survey. There are some concerns with some trees. We would like to put this on for 2027 to come out of the entitlement.
- Update on FY2025 Annual financial report – Larry and Jonalee will check if it is ok to submit and let Yamini know.

- Invoices

- TO #1 Taxiway Recon CA Invoice #1261378 for \$29,343.58 – submitted to FAA, ODOT submission pending. MBI payment pending.
  - TO #4 T-hangar and taxilane design #1266937 for \$52,950.00 submitted to FAA, ODOT submission pending. MBI payment pending.
  - TO #5 2025 Grant Admin for \$3,034.39 – MBI Payment pending.

- Action Item Summary

- Authorization to submit FAA pre-applications for signature.

- Authorization to submit FAA first quarter reports.

A motion was made by Brian Marsh and seconded by Bob Bedard to approve submitting the FAA pre-applications and first quarter report the motion passed.

vi. Old Business – Mayor Letter – FBO Updates

- 2026 Hangar Project – discussed in Yamini’s report.
- Mayor Letter – FBO Updates- Status- Don and Bob will talk to Eric about this.

vii. New Business

- February meeting Jenn will not be able to attend and someone else will have to take meeting minutes.
- AMLER grant was denied.

A motion was made by Dan Lanzer and seconded by Josh Limbacher to keep the officers the same as 2025, the motion passed.

viii. Public Comment None

A motion was made by Josh Limbacher adjourn.

Meeting Adjourned at 7:08 pm.

For the Chair,

Jenn James