

DELPHI MUNICIPAL AIRPORT
BOARD OF AVIATION COMMISSIONERS
NOVEMBER 9, 2023
MINUTES

The Board of Aviation Commissioners meeting was called to order by President Larry Gruber at 7:00 PM in the Delphi Municipal Airport conference room, November 9, 2023.

Members participating were Larry Gruber, Jim Yost, Ronda Cassens and Ethan Beery

Member absent: Brent Flory

Guests were Ed Nagle and Ken Ross

APPROVAL OF MINUTES

The minutes of the September Meeting were reviewed and approved by the board.

REVIEW FINANCIAL REPORT

The financial reports were reviewed and discussed.

ENGINEERS REPORT:

Ken Ross airport engineer presented a spread sheet of the grant history for the Delphi airport. He gave an explanation of the grant funds and other funds that have been received from the FAA and INDOT and the current status of what funds are available.

As part of the engineers report there was a discussion of the possibility of the payoff of the balance of the loan for the hangars. There was some discussion of the value of paying off the loan or of maintaining a balance available for projects that may come up.

After discussion a resolution was presented to pay off the current loan. (Attached file)

Ronda Cassens made a motion to adopt the resolution to pay off the loan at this time seconded by Larry Gruber

The motion was approved by a 4 – 0 vote of the board.

**RESOLUTION 2023-01
CITY OF DELPHI MUNICIPAL AIRPORT BOARD OF AVIATION COMMISSIONERS
Delphi, Indiana**

A RESOLUTION TO PAY THE HANGAR LOAN IN FULL

WHEREAS, the City of Delphi ("the City") has established a Board of Aviation Commissioners ("the BOAC") in accordance with Ind. Code § 8-22-2; and

WHEREAS, The BOAC operates and maintains the Delphi Municipal Airport ("the Airport"); and

WHEREAS, The BOAC and the City executed a loan agreement with First Financial Bank for the purpose of constructing a T-Hangar at the Airport; and

WHEREAS, The BOAC entered into a Federal Aviation Administration ("the FAA") Grant (AIP-016) for the Reimbursement of the T-Hangar expenses; and

WHEREAS, The FAA Grant Fund 2577 has a balance exceeding the loan balance.

IT IS HEREBY RESOLVED by the BOAC as follows:

1. The BOAC hereby authorizes the City of Delphi Clerk/Treasurer to effect full payment to First Financial Bank in an amount necessary to satisfy the full balance of the loan, to close the loan, and to remove this loan from the Debt Service of the City of Delphi and the Delphi Municipal Airport.

All of which is resolved by the BOAC on this 9th day of November, 2023.

CITY OF DELPHI MUNICIPAL AIRPORT BOARD OF AVIATION COMMISSIONERS

The annual CIP (Capital Improvement Program) is due at INDOT on December 1, 2023. There were no major changes to the CIP from what was submitted last year and the board is requested to approve the report and have the board president sign it so that it can be submitted

Ethan Berry made a motion to approve the CIP seconded by Jim Yost
Motion passed with a 3 Ayes and 1 No vote.

Ken Ross has attempted to make contact with the owner of the property at the entrance to the airport however the owner has not responded.

Ken explained to the board the runway painting and what the issue was with the glass beads added to the paint. It was determined that a request will be made to reduce the invoice of the project to reflect the lack of reflective beads in the paint.

MANAGERS REPORT

Talked with Tracy Potter concerning the condition of the trailer that they have parked behind hangar 5. She indicated that they were planning to move it in the next month.

A notice was sent out to all of the airport tenants detailing the work being done at the airport and asked for their cooperation during this time.

We are still having problems with the rotating beacon. We have finally found that the main gear in the beacon is missing some teeth. I have started to work on refurbishing the replacement beacon that we have and will use it to completely replace the current beacon.

Approval was requested for the application for liability insurance. Two changes were noted that will be changed before the application is submitted. The board approved to go ahead with submitting the application after the changes have been made.

OLD BUSINESS

Discussion of the letter to be sent to hangar tenants concerning the use of hangars. The only change was the date of the letter was changed to November 9, 2023. The letter will be sent in the next day or two.

Delphi Municipal Airport
8296 West Division Line Road
Delphi Indiana 46923
765-564-4291



City of Delphi
201 South Union Street
Delphi, Indiana 46923
765-564-2097

Date: September 27, 2023

Dear Delphi Municipal Airport Tenants,

We want to emphasize the crucial role of federal grant funding in supporting various critical projects at our airport, including the construction of new hangars on the south end, the extension of the runway by 1,000 feet, the installation of a new fuel farm, and the implementation of the GPS approach. These accomplishments would not have been possible without this essential assistance.

On June 15, 2016, the Federal Register (Docket No. FAA 2014-0463) published the FAA's "Policy on the Non-Aeronautical Use of Airport Hangars," which we wish to address for your awareness.

Background:

In July 2014, the FAA released a proposed statement of policy concerning the use of airport hangars. This policy aims to clarify compliance requirements for various stakeholders, including airport sponsors, managers, tenants, state aviation officials, and FAA compliance staff. It's essential to note

that airport sponsors, such as us, accepting grants under the Airport Improvement Program (AIP), have committed to complying with specific federal policies outlined in each AIP grant agreement, known as sponsor assurances.

The identification of non-aeronautical uses within aeronautical areas is of particular concern during FAA airport land use compliance inspections. If an airport tenant pays an aeronautical rate for a hangar and subsequently uses it for non-aeronautical purposes, it may result in the tenant paying a below-market rate, contravening our obligation to maintain a self-sustaining rate structure as required by the FAA's Revenue Use Policy.

The FAA routinely conducts land use inspections at selected airports annually, necessitating that we, as airport management, have access to all hangars. We are aware that we do not have keys to all hangars, and we may be compelled to refrain from extending leases or terminating leases for hangars to which we cannot grant access to the FAA inspector. According to the FAA Policy, this requirement also applies to private hangars built on leased aeronautical land, emphasizing the understanding that the land's use should align with aeronautical purposes.

We are issuing this notice because we are committed to safeguarding our airport's federal funding and have received complaints indicating the belief that one or more of our hangars are not being used in accordance with the FAA policy. We are subject to compliance inspections at any time.

Final Policy:

The policy we are referring to applies to all aircraft storage areas and facilities within federally obligated airports unless these areas have been designated for non-aeronautical use on an approved Airport Layout Plan or have received specific approval for non-aviation use from the FAA.

The following are key points from the policy, tailored to our situation:

1. Hangars should be used for aeronautical purposes, which include the storage of active aircraft (aircraft with a current airworthiness certificate, annual inspection, and valid federal and state registration), final assembly of aircraft under construction, non-commercial construction of amateur-built or kit-built aircraft, and the maintenance, repair, or refurbishment of aircraft. Indefinite storage of nonoperational aircraft (those lacking FAA and State of Indiana registration and a current airworthiness certificate) is not allowed.
2. While non-aeronautical items can be stored in hangars, they must not impede aircraft movement, access, or the use of the hangar for aeronautical purposes.

Action Required to Maintain Federal Funding:

To ensure the continuation of your leases, please follow these steps:

1. By the end of November 2023, provide the airport manager with key(s) to your hangar(s) for safety purposes and to fulfill FAA inspection requirements.
2. Verify that your hangar(s) are being used for one of the approved aeronautical purposes as outlined in the policy. If not, contact the airport manager to explore the possibility of requesting an exception from the FAA. However, please be aware that we currently have prospective tenants waiting for hangar space that is not available. Consequently, hangars cannot be approved for non-aeronautical use as the policy explicitly states.
3. If you have any concerns or doubts about your hangar's compliance with the policy, please inform

the airport manager of your plans (with a schedule) for either achieving compliance or terminating your lease. We kindly request that you provide this information by the end of November 2023.

Your cooperation in adhering to these guidelines is vital to maintaining our airport's funding and operations. We appreciate your commitment to upholding the standards set by the FAA.

Sincerely,

Delphi Board of Aviation Commissioners

Ethan Beery

Ronda Cassens

Brent Flory

Larry Gruber

Jim Yost

NEW BUSINESS

NONE

OTHER BUSINESS

Larry Gruber presented the current farm lease for the board to consider. Jim Yost will review the lease for the next meeting.

There being no further business the meeting was adjourned at 8:35 PM

NEXT MEETING
DECEMBER 14, 2023