

AIRPORTS COMMISSION MEETING

February 5, 2025

9:00AM

MEMBERS PRESENT: Jamie Gustafson (Chairperson), Kyle Crandall, John Shedd, Phil Landy

MEMBERS ABSENT: Jay Churchill, Greg Jones

GUESTS: Shannon Fischer (Manager of Airports), Brian Bates (Asst. Manager of Airports), Nikki Adams (Administrative Aide.), Randy Elf, Ellen Maternowski (Civil Air Patrol), Andy Lord (New Maintenance Mechanic at DKK), Ahren Voigt (Maintenance Mechanic at DKK)

CALL TO ORDER

The meeting was called to order at 9:05am by Commission Chair, Jamie Gustafson.

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

Financial Posture

- Ended 2024 at 98% of our overall budget for both airports. Through January 31, 2025, we've used 7% of our 2025 budget.

FBO Flowage

- Fuel flowage is up at both airports over 2024

Regulatory Compliance

- We received our ARFF Testing Equipment on 1/30/25 and it was successfully installed/tested. We are in compliance with the FAA and the equipment was paid for 100% through a grant.

Grants

- NYS – Hangar Doors (DKK) – approved. T Hangar – denied previously, applied again. Applied this time for Hangar L Renovation (paint, insulation) – this is the large hangar that will be used if commercial service returns. Also, runway 13_31 rehabilitation.
- FAA – ACIP due February 14, 2025. We have just gone through the “IFE” process. Shannon explained what that process is and how the FAA grants work.

Resolutions

February

- Authorize 1 year lease for Basil & Bones
- Potential future resolutions:
 - Paige Development and Severe Clear, Inc lease amendments – Painting hangar
 - FAA lease renewal OR new lease – Shannon inquired what the Commission's thoughts on the rental fee were and explained that typically the FAA does not pay anything to lease space in an airport. All members present agreed that the current fee is acceptable and we should not ask for an increase.

Business Development

- *Hangar A (Luscombe)* – Auction is complete. CONTENTS sold for lower than anticipated (\$160K) to a North Carolina business owner who currently has an Aircraft Production company. We will be putting out an RFP for him or others to bid on. We are currently working with the Town of Ellicott, Jamestown BPU, and the previous owner to work out a solution for an outstanding water bill in the amount of \$1218. That was levied on our property taxes as we are the owner of the property.
- *Air Show Planning Committee* – We did not have a meeting in January due to scheduling conflicts. We will be scheduling a meeting in the next week or so and will give an update at the next Commission meeting.

Airports' project status

- JHW
 - Air Service Recovery Program Study – In progress
 - Last week, Shannon and Brian had a great discussion with the DOT. Currently they are on a 90-day freeze for any type of application submission/funding however, they still want the EAS Funding application submitted ASAP so that we can be at the top of the list after the freeze is up.

- Shannon also had a conversation with a marketing company who inquired about her desire to apply for the SCASD (Small Community Air Service Development Program) grant. She doesn't want to move forward with applying for that until after we get an answer on the EAS application because that will determine what the funds from the SCASD grant are to be used for. EAS is the better option. If we don't get awarded the EAS funding then the SCASD funding will be used to offset the cost of EAS returning to JHW. Shannon has letters of support written to take to Advocacy Day for NYAMA so that she can pitch the return of EAS to those who are already in support of EAS and then hand the letters to them for signature. Mr. Landy asked if the 90 freeze would be a set back? That is a possibility but hopefully will not set the process back by much. Ms. Gustafson inquired what the timeframe for submitting the application is. Shannon said she is hoping to submit the 2nd week of March. That will give her time to pass out letters, for those who need to review it, etc. Once the application is submitted, it will be posted to the DOT website where it will be open for comment for 30 days and an RFP will be sent out to other airlines. We will be submitting with one airline (which is required on the application).
- Environmental Assessment of On/Off Airport Obstructions – At this time we are only going with ON Airport Obstructions as the OFF Airport obstructions will require appraisals, etc.....that will take place in 2026.
- Phase I – Security Fence Project – 99.9999999% complete – Access control is the biggest issue at this point. CASCO is unresponsive.
- Phase II – Security Fence Project – finalizing punchlist which is almost done and then will be complete.
- Rehabilitation of Runway –Final markings to be completed in the spring due to weather constraints. This was not through a grant but rather due to the accident in August.
- We were awarded through our internal capital, an ATV for 2025 that will be used in Dunkirk as well as ARFF Equipment for JHW

- **DKK**

- Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: Negotiations continue. Meetings with homeowners last week and this week. Some positive forward progress. Will continue to meet with property owners. Shannon also explained what some of the obstacles and resistance has been with the homeowners.
- Taxiway A (North) Rehabilitation – Design Phase – Preliminary design work in progress.
- Solar Feasibility study – Shannon sent an email to the County Executive inquiring if he'd like to move forward with presenting this project to the Legislature again. She is waiting to hear back from him.

MAINTENANCE OPERATIONS

- JHW – Snow removal
- JHW – Office 43 remodel utilizing materials on hand
- JHW – Roof leaks at FBO – ongoing issue – repair in the spring
- JHW – Frozen pipes in Hangar C due to heat being set too low – WIP
- JHW – Repairs to fuel farm – AVGAS had a bad switch. Waiting for them to get a part to repair – Currently there is enough fuel in the truck to suffice but will need to repair in a timely fashion
- JHW – Terminal housekeeping – our housekeeper resigned. Currently have a posting out for a new cleaner
- JHW – Install and test NoFoam System on firetruck – 2 hour set up but easy to use
- JHW – Service and repair equipment
- DKK – Snow removal
- DKK – Sign repair
- DKK – Heating repairs to Hangar 6
- DKK – Service and repair equipment
- DKK- Training for new employee
- DKK – Door repair and service

AIRPORT OPERATIONS

- Shannon reviewed ADS-B recorded operations (combined arrivals and departures).

- The only data she was not able to share was helicopter operations – she will share January and February at the next meeting.

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OTHER BUSINESS

- Introduced Andy Lord to the group. He started as our maintenance mechanic in DKK on 12/26/24. He said he is enjoying it so far and learning a lot.
- Commission members at the meeting who are not in the County Legislature signed the Ethics Training confirmation form. Nikki will email the form to those not in attendance so they can sign electronically and return (Jay Churchill and Nathan Stock – Shannon needs to confirm he is officially a member of the committee before having him sign). Greg Jones already electronically signed and returned.

LEGISLATIVE REPORT

- There was no activity on the public hearing at last month's meeting. Everyone in the Legislature is unanimously in support of EAS returning. A little discussion was had regarding how JHW lost their EAS previously and others didn't.

STAKEHOLDERS' UPDATES

- Ellen Maternowski (Civil Air Patrol) – Shared some sad news with the group – one of her longtime cadets passed away unexpectedly at the age of 20 after having just been diagnosed with epilepsy 3 months prior. 4 cadets will be receiving the Billy Mitchell Award at the WNYG Military Ball on February 8, 2025. She lost 2 cadets to sports. Lots of ranking up of cadets.

APPROVAL OF DECEMBER AND JANUARY MINUTES –

- John Shedd motioned for approval of December minutes. 2nd by Phil Landy. All in favor, none opposed.
- Kyle Crandall motioned for approval of January minutes. 2nd by Phil Landy. All in favor, none opposed.

NEXT MEETING

- The next meeting will be held March 12, 2025 as Shannon and Brian will be out of town at Conference on March 5th.

Adjournment

- Meeting adjourned at 10:02am with motion by John Shedd, 2nd by Phil Landy. All in favor, none opposed.