

AIRPORTS COMMISSION MEETING MINUTES

(Notes by Kyle Crandall, transcribed by Nikki into minutes)

April 2, 2025

9:00AM

MEMBERS PRESENT: Jamie Gustafson (Chairperson), Kyle Crandall, John Shedd, Nathan Stock

MEMBERS ABSENT: Jay Churchill, Greg Jones, Phil Landy

GUESTS: Brian Bates (Iterim Manager of Airports), Tim Card (Director of DPF), Mike Kirchoff (Centric Aviation), Sue and John (Penn Border, LLC), Rob Churchill (Pilot and Business Owner), Ellen Maternowski (Civil Air Patrol)

CALL TO ORDER

The meeting was called to order at 9:00am by Commission Chair, Jamie Gustafson.

APPROVAL OF MARCH MINUTES

Motion made by John Shedd, Second by Greg Jones, none opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

Financial Posture

- 23% of budget through 3/31/2025 – \$278,516.98 of \$1,233,081.00

FBO Flowage

- Fuel flowage is down at JHW over 2024 and up at DKK

Regulatory Compliance

- Nothing new to report

Grants

- NYS – All grants were submitted. We put in for Hangar L Renovation. NYS grants are for 5 years
- FAA – ACIPS – submitted. Taxiway A West at DKK, Guidance Signs Construction, Apron Design, 13-31 Design at JHW

Resolutions

March

- Potential future resolutions:
 - Paige Development and Severe Clear, Inc lease amendments – both tenants are in agreement with what the County proposed regarding the painting project they brought to us which is to have them pay for the project in its entirety and give them rent credit for the County's portion of the project cost. Revised contracts are being created by Legal for tenant review.
 - FAA lease renewal OR new lease – Nikki reached out to the representative from the FAA to get a status update on the new lease draft. She is waiting to hear back.

Business Development

- *Hangar A (Luscombe)* – Question brought up about buyer of contents paying rent 4/1
- *Air Show Planning Committee* – Will resume meeting this fall

Airports' project status

- JHW
 - Air Service Recovery Program Study – Continues
 - Brian meeting with consultants Friday – hopefully have better feeling by month end. Feels it is going well but impossible to tell at this moment. New DOT representative – Brian has a good vibe from them. Good application and numbers.
 - Terminal Rehabilitation – Brian met with consultants on Thursday for kick off.
- DKK
 - Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: Easement offers were mailed out Monday 3/31/25 to all property owners. Waiting for response.

- Taxiway A (North) Rehabilitation – Design Phase – Preliminary design work in progress. No change

MAINTENANCE OPERATIONS

- **Special thanks to all the ‘guys’ for the hard work they have put in this winter. They have had 1 weekend off since thanksgiving. They have done the extra hours and for the most part keeping up on their maintenance responsibilities. As the good weather approaches, they are catching up on maintenance items that have been less of a priority.**
- JHW – snow and ice removal
- JHW – Hangar door repairs
- JHW – Plow damage cleanup
- JHW – Light and Sign repairs
- DKK – Snow and ice removal
- DKK – Plow damage cleanup

AIRPORT OPERATIONS

- Brian reviewed ADS-B recorded operations (combined arrivals and departures). Starting to increase with better weather.

OTHER BUSINESS

- None

LEGISLATIVE REPORT

- No formal update – Tim will represent Airports at next meeting

STAKEHOLDERS’ UPDATES

- Centric Aviation – Flight ops are going up
- Penn Border – Staying busy
- Civil Air Patrol – Ellen shared that 4 cadets received the Billy Mitchell Award, they’ve been busy – did the Jamestown Jammers game and will be doing the Mayville Memorial Day Parade. One Cadet received his Wings through the program and will be getting his pilots license by part from this program (13K grant), encampment coming up, cadets going to RIT.

OTHER NEWS/UPDATES

- Personnel - Tim Card, Director of DPF wanted to give a big THANK YOU to Brian and Nikki for stepping up and picking up the slack after Shannon departed. They are in the process of reviewing applications

and setting up interviews. They hope to have the position filled by the end of May.

- Greg shared with the group that he got a new dishwasher – a necessity in every home! 😊

NEXT MEETING

- The next meeting will be held May 7, 2025.

Adjournment

- Meeting adjourned at 9:17am by way of motion from Greg Jones, Second by John Shedd. None opposed