

AIRPORTS COMMISSION MEETING MINUTES

April 1, 2026

9:00AM

MEMBERS PRESENT: Jamie Gustafson, Chair, Dalton Anthony, Gary Hahn, Nathan Stock, Greg Jones

MEMBERS ABSENT: Jay Churchill

GUESTS: John Machemer Deputy Director of DPF – Airports
Brian Bates, Assistant Manager - Airports
Nikki Adams Administrative Asst
Steven Barrett – Airport Operations
Mike Zamborik – Airport Operations
Matt Abbey – Airport Operations
Tim Card – Director of DPF
Brittany Beckstrom – Chautauqua Institution (new Airport Commission Member)
Tara Blauth – Centric Aviation
Andrew Hartman – Centric Aviation
Brian Chase – Chase Aviation
Matt Newton – Archies Diner

CALL TO ORDER

Meeting called to order at 9:02am by Jamie Gustafson, Chair

APPROVAL OF MARCH MINUTES

Motion made by Dalton Anthony, second by Gary Hahn, none opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

John reviewed the report with the group. Introduced Brittany again and advised that she will be joining the commission beginning at the May meeting. Wanted to thank Dalton, Jamie, and Tim for their assistance in connecting us with Senator Gillibrand's office as well as Tom Reed's office. Very much appreciated.

Financial Posture

- 25% of the budget through 3/31/2026 - \$382,229 of 1,541.243.

FBO Flowage

- February 2026 Flowage & Usage up at both airports for over 2025.

Regulatory Compliance

- Nothing to report

Grants

- Recently applied for grants for the following projects:
 - Rehabilitate Runway 15-33 Design Project DKK
 - Rehabilitate Taxiway B North Design Project DKK
- Plan to apply for the following additional grants:
 - Terminal Building Renovation Construction Project JHW
 - New Snow Removal Equipment (boom/plow truck combination)
 - Rehabilitate Runway 13/31 (CONSTRUCTION)

March Resolutions

- All resolutions presented at March's Legislative meeting passed.

April Resolutions

- Apply for and Accept FAA and NYSDOT funds for purchase of SRE at JHW
- Apply for and Accept FAA and NYSDOT funds for Rehabilitate 13-31 CONSTRUCTION AT JHW
- Authorize Granting of Utility Easements on Airport Property
- Public Hearing for agreement with Schultz Airshows LLC (airboss for 2027 airshow)
- Public Hearing for ground and taxiway lease at DKK with Baron North G58 LLC

Business Development

- **Restaurant** – continues to grow and gain popularity more every week. They introduced their Fish Fry Friday which was a huge success. Everything they offer is top notch! They are now offering a 10% discount to Military and Senior Citizens during the week and are starting to work with different organizations on hosting lunches, etc.....they've also put together a catering menu that has been given out to local businesses. They have a large event coming in July – Allen Fuller Scholarship Fly-In being held July 18th. Lots of activities, static displays, Whiskey 7, and chicken BBQ so come out and see what all the hype is about!

Airports' project status

- JHW
 - **EAS Application** – Nothing new regarding a decision however, John did speak about the SCASD grant potential – which is due May 4th. There are 40 awards for a total of \$15M to be split between the 40 award winners. Discussion was had with one of the potential airline companies about doing a trial run as a seasonal to NYC while continuing with the AS study for Dulles. They did not seem interested in doing a seasonal/trial run so we are going to stick with the current plan and forego applying for the SCASD as we don't want to jeopardize any chance of getting EAS back.
 - **Runway 13/31** – Received bids back and contractor has been chosen. Awaiting Legislative approval in April to send out award letter to winning contractor and proceed with scheduling work.

- **Replace 34 Airfield Guidance Signs** – Scheduled a meeting with winning contractor for end of month to put schedule together and review project stipulations, finalize everything.
- **Terminal Building Rehabilitation** – Going out to rebid as we didn't receive the FAA funding we anticipated at this point so we may need to reduce the scope of the project.
- **Terminal Apron Reconstruction** – resume project design in spring
- **Pursuing purchase of new snow removal equipment** – Received 2 bids and chose the contractor. Waiting on Legislative approval to proceed with sending out the notice of award
- **Hangar L heat and Terminal building renovations (STATE ONLY)** – Design portion continues. Mapping of space has been completed. Still in early design stages.
- **DKK**
 - **Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA:** John is meeting with as many landowners as possible this week to hopefully finalize paperwork to allow recording of easements
 - **Taxiway A (West) Rehabilitation** – PW Laboratories, geotechnical consultant is planning to perform pavement cores/soil borings/test pit work next week
 - **Security Gate Upgrades** – Got approval from the FAA to do a request for quote instead of rebidding the project. Brian John, and Nikki sat down to go over a list of potential contractors. Nikki is working on reaching out to each of them to get the appropriate contact info so she can add them to the list of who the RFQ is sent to.
 - **Hangar 1 & 2 door replacement** – went out to bid and got 1 response. Working with NYS to be able to award project and hopefully begin work late spring/early summer.
 - **Newell Rd culvert failure** – A large culvert and creek run under Newell Rd perpendicular to the touchdown zone on RWY 24 in DKK. The culvert appears to have rusted out and is no longer structurally sound causing caving of the road. This is a Town of Sheridan Road however could create issues for the airport in the future if not repaired as the airport fence would likely need to be relocated and the flow of the creek could change. After exiting the culvert on Newell Road, the creek runs under a large culvert beneath Runway 24. From the documentation they found from 1996, the road is "closed" but there's no signs. 3-4' is gone. Tim asked if the road can be closed again.....Brian is concerned the residue from the road will go into the pipe on airport property. Jamie asked if it will preclude emergency services response? There are no houses down that far at this time so it should not be an issue.

MAINTENANCE OPERATIONS –

- Continue to prep equipment for spring at both JHW and DKK
- Assist FedEx with lifting one of their overhead doors back into place that one of their employees ran into
- NeoGov training continues

- FAA annual training
- Hangar L door repairs
- Cleaned out sand storage building in preparation for hosting parks temporarily
- He and the other guys from JHW have been helping out in DKK as one of our employees up there has been dealing with a major health issue. He is hopefully returning to work by the mid-end of this month which will ease the workload for everyone else. Also introduced Matt Abbey to the JHW crew. He has extensive time with the County and will be a good asset for the airports.

AIRPORT OPERATIONS

- John reviewed ADS-B Operations. Jamestown's box was still not working but Nikki spoke with the company and got it running the day of the meeting. Will have accurate numbers for the meeting next month.

LEGISLATIVE REPORT

- Jamie reiterated that all resolutions passed and she does not see any issue with the others passing in April. Wanted to thank John for getting the Easement project to the finish line! It's been going on for a very long time! Dalton, thank you also for your help with EAS and Tim Card!

STAKEHOLDERS' UPDATES

- **Civil Air Patrol** – Welcomed 9-10 new cadets and 4 new adult members. Had ER training with 20 plus attending. Got a grant for \$4,000 and \$3,000 from a Swedish group to pay for new uniforms. Had some promotions and more coming up. Lots of events coming up also.
- **Archies Airport Diner** – Putting signs up on Turner Road, etc....so people know where to go to get to restaurant. Looking into a grand-opening mid-end of May weather dependent, chamber ribbon cutting, etc....things are going very well and they are having people fly in from all over including Michigan and Vermont. Working with the Office for the Aging on the Dining Out plan. Explained how the program will work for him. Brian Chase suggested doing a Cirius Fly-in which Matt was very interested in. There are a couple of other flying groups too who have voiced interest in doing a fly-in. Very exciting!
- **Centric Aviation** – Tara and Andrew both said that whatever the FBO can assist with when it comes to fly-ins, they are happy to help with. They have been busy and project being even more busy with the better weather approaching and nearing the season opening for Chautauqua.
- **Chase Aviation** – Business is doing well. Has 2 planes in pre-buy. PC-12 is coming back for the summer.

OTHER NEWS/UPDATES

- Air Show 2027 – The airport crew sat down Monday to review and discuss some project tasks. Various tasks were assigned to various employees including website/media event creation, sponsorship solicitation, etc...will begin working with the air boss regarding ticketing, logistics, and other tasks associated with making the show the best it can be!
- Tim Card wanted to take a moment and thank John, Brian, and the staff at both airports for their continued work. He is very excited to see what's happening up here and can't wait to see more of what we have to offer. He sees great things on the horizon for both airports.

NEXT MEETING

- **May 6, 2026**

ADJOURNMENT

- Meeting adjourned at 10:10am by way of motion by Greg Jones, second by Dalton Anthony.