

AIRPORTS COMMISSION MEETING MINUTES

August 6, 2025

9:00AM

MEMBERS PRESENT: Phil Landy, Greg Jones, Jay Churchill, Kyle Crandall, John Shedd, Nathan Stock

MEMBERS ABSENT: Jamie Gustafson, Chair

GUESTS: John Machemer Deputy Director of DPF - Airports, Nikki Adams Administrative Asst, Brian Bates, Assistant Airport Manager, Mike Kirchoff Centric Aviation, Tim Card, Director of DPF, Sue with Penn Border Aviation, Randy Elf

CALL TO ORDER

The meeting was called to order at 8:59am by Phil Landy, Commission Member and Legislator

APPROVAL OF June MINUTES

Motion made by Jay Churchill, Second Kyle Crandall. None opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

John welcomed everyone and started to review the report

Financial Posture

- 59% of budget 7/31/2025 – \$736,382 of \$1,233,081.00

FBO Flowage

- June Fuel flowage is slightly up at JHW over 2024 and very slightly down at DKK.

Regulatory Compliance

- Part 139 Inspection – All corrective actions with exception of 1 discrepancy associated with the fuel farm have been corrected thanks to Brian and his crew and the FAA notified. Due date for the fuel farm related corrective action (painting) is 8/31/25. Brian sees no issue with completing by the due date.

- Annual wildlife training presented by Loomacres 8/19/25. Phil Landy asked what the training entailed? Brian explained that Loomacres will come in and train all about how to properly dispatch animals on the airfield, differentiate the various species of birds so we don't dispatch anything we are not allowed to (Eagles) It's essentially a full day of reviewing the different species of birds.
- We are required to have an annual Emergency Plan Review. This involves the Sheriff's Department, State Police, police agency covering the township the airports are in, EMS, Fire Depts, etc. This will take place on 8/20/2025 at 9:00am in the large conference room. Jay Churchill inquired if tenants are allowed to participate in this review? Yes. John will send an invite to whomever would like to attend.
- Recurrent Aircraft Fire Training is schedule for staff in September (one day training). John will be attending the initial ARFF training September 8-11, 2025 in Rochester.

Grants

- NYS – Hangar 1 & 2 (DKK) – 50% design engineered drawings. Design criteria planned for Schweiss Model or approved equal. Hopeful to bid project this fall and complete by June of 2026. Phil Landy inquired what a Schweiss Model is. John explained it's an electronic version.
- DKK – Security Gates – grant offer anticipated for August. Hope to start design.
- On airport obstruction Design JHW – grant offer received
- Rehabilitate Taxiway A West Design DKK – Grant offer received
- Replace 34 Airfield Guidance Signs construction JHW – Grant offer received – hoping to start in fall of 2025 but most likely will be spring of 2026
- Reconstruct Terminal Apron design JHW – Grant offer received

Resolutions

- Accept FAA and DOT funds for above mentioned capital projects – Phil Landy said he does know they are in the prefile and sees no issue with them being approved.
- John asked if Brian or Nikki had anything to add regarding the resolutions – Nikki asked if he would like to touch base on the streamlining of resolutions. He explained that Nikki recently reached out to Jamie explaining the lengthy

process for the airports when it comes to accepting FAA and/or DOT funding (which he explained to everyone during today's meeting as well) and inquired if the Legislature would consider allowing us to submit ONE resolution inclusive of applying for grants and accepting funds anticipated from said grants. John explained that often times, such as the 4 grant offers we just received, the due date for fully executing the agreement and returning to the FAA is very short which causes us to ask for an extension from the FAA or ask for an emergency meeting of the Legislature to approve the resolution to accept. Everyone was in agreement that this would be a very good idea and help prevent any issues that will cause us to lose the funding offered.

Business Development

- *Hangar A (Luscombe)* – John gave an update on status. We have been in contact with the gentleman that purchased the contents. We had difficulty reaching him for a time as he was out of the County without access to email and limited cell phone service. He explained that before he can move anything, he has to get a certificate of ownership essentially from the FAA confirming they are aware of the move. In order to do this, he has to get all of the paperwork from the auction showing proof that he is the owner which according to him, he has received nothing from the County (CCIDA). John has also reached out to Mark at the IDA to see what he can tell us. He's not pointing fingers at anyone about the paperwork, just knows we need to keep this going so he can get the contents moved. Kyle Crandall said he can understand why he can't move it.....it's like a title to a car. You're not going to insure or pay for a car until you have the title showing it's officially yours. Makes complete sense. Others inquired about the process for charging him rent should he not get the contents out in a timely fashion. Recently we sent him a letter advising he had 30 days from the receipt of the letter to remove the items. The first two certified letters came back to us as undeliverable so Nikki confirmed his address and resent the letter. She also sent it via email with a return receipt. We need to speak with legal regarding our next steps and what our options are. We will update the group at the next meeting as to what the status is.
- *Restaurant* – Recently, Nikki put a plug on the Airport's facebook page with photos of the restaurant. Gave a good description of the space and asked any interested parties to reach out to us so they can be put on the list for when the RFP goes out – we have submitted that to Becky in

purchasing for processing and hope to have it out within the next week. Tim Card said a sample contract was sent to legal on 7/25. Nikki will follow up with Becky on status.

Airports' project status

- **JHW**
 - EAS Application – still awaiting response from the DOT.
 - Runway 13/31 – Design in progress – no change
 - JHW Environmental Assessment – no change
 - Replace 34 Airfield Guidance Signs – Baseline King has been awarded the contract. We are hopeful for starting the project in the fall but could be next spring
 - Terminal Building Rehabilitation – 30% design complete. Continuing work with consultants
 - Fed Ex fence expansion project – waiting to hear back from Fed Ex

- **DKK**
 - Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: John sent introduction letters to all involved parties. He will wait for a few days and try to reach out as a follow up. The question was raised about how many properties are involved. Brian explained it started as 40-50 but was narrowed down significantly. Could there be a detailed map presented to show which properties are involved?
 - Taxiway A (West) Rehabilitation –No change
 - Security Gate Upgrades – expecting grant offer in August.

MAINTENANCE OPERATIONS

- JHW/DKK – Mowing and weed spraying
- JHW – Painting runway and taxiway
- JHW – Hanger L Roof & Vent Inspection to determine any bird access points and possible mitigation. Completed 8/1 by Jamestown Roofing no apparent issues observed.
- JHW Turner Road Culvert Install. Working with County Highway Department on assisting in installing a culvert between west edge of RWY 13 and Turner Road to allow re-grading and elimination/mitigation of difficult relatively steep area requiring mowing.
- Plumbing FBO
- 139 Prep
- DKK – Mill and pave Apron Hangar 9
- DKK – Tile repair FBO
- DKK- HVAC repairs FBO

AIRPORT OPERATIONS

- John reviewed ADS-B Operations. Definite uptick in activity at both locations as we enter our busy season, especially in JHW. Members of the commission would like to see a comparison to jet traffic over last year. Will add for next meeting.

LEGISLATIVE REPORT

- No update other than all resolutions are on prefile and Phil does not see any issue with them being approved

STAKEHOLDERS' UPDATES

- Centric Aviation – Busy time of year. Will be extra busy this week starting tomorrow with the Comedy Fest in Jamestown. Performers will be flying in.
- Civil Air Patrol – Very busy couple of weeks. Pancake breakfast, Salvation Army book bag drive, Encampment for 7 days, very happy that 8 cadets did their pre-solo flight simulation, 4 new cadets, GSAR (?) encampment August 19-24th. They will be participating in the Batavia Air Show August 30-31st. She has 2 more prospects who will be taking a flight in the KC 135 Thursday. She will not be in attendance.
- CAS – Not in attendance
- Chase Aviation – Not in attendance
- Penn Border – had to leave before giving report

OTHER NEWS/UPDATES

- Jay Churchill inquired about the PAPI lighting needing adjustment. They indicate you are higher than you are causing you to make a lower approach. John will look into this with the FAA

NEXT MEETING

- **September 3, 2025 – in DUNKIRK**

ADJOURNMENT

- Meeting adjourned at 10:04am by way of motion from John Shedd, Second by Greg Jones, none opposed.