

AIRPORTS COMMISSION MEETING MINUTES

December 3, 2025

9:00AM

MEMBERS PRESENT: Jamie Gustafson, Chair, Phil Landy, Jay Churchill, John Shedd, Greg Jones, Nathan Stock

MEMBERS ABSENT: Kyle Crandall

GUESTS: John Machemer Deputy Director of DPF - Airports, Nikki Adams Administrative Asst, Brian Bates, Assistant Airport Manager, Ellen Maternowski – Civil Air Patrol, Tim Card – Director of DPF, Mike Kirchoff – Centric Aviation, Dennis Webster – Curator for Lucille M. Wright Air Museum

CALL TO ORDER

Meeting called to order at 9:00am by Jamie Gustafson, Chair

APPROVAL OF October MINUTES

Motion made by Jay Churchill, second Phil Landy, none opposed

PRIVILEGE OF THE FLOOR

- Greg Jones wanted to acknowledge Phil's last meeting. The commission will miss him being a part of it and wishes him the best. Phil also stated he will miss being a part of it and thanked everyone for their dedication.

DENNIS WEBSTER – LUCILE M. WRIGHT MUSEUM CURATOR

INTRODUCTION – Dennis introduced himself and spoke about the museum. Shared that Lucile took over as Airport Commission chairperson 70 years ago after her husband, John passed away. She was quite independent and often times butted heads with the Mayor of the City of Jamestown at the time to the point she told the City Council that if he got re-elected she would be moving her plane to Erie – and she did. He gave a bit of history of the museum and said they are working to expand the Chautauqua Airlines room and piece together the who and when of those who have been at the airport throughout the years. He would love an ariel photo of both JHW and DKK. They have photos of JHW but none of DKK. If anyone has information they can share with him regarding this, he would welcome it. They are working to develop their exhibits and keep their mission/vision at the forefront of the museum – 1. Encourage young people to learn more about and get interested in aviation, 2. Preserve the history of the airports, and 3. Maintain the legacy of the museum. He spoke of the airshow and said they are more than willing to partner with us in any way they can. They have an endowment that helps

to pay the bills, etc....and would love to be involved in the air show. If anyone has questions, feel free to ask him or reach out after the meeting.

Greg Jones visited the museum and found it to be extremely interesting. He also stated he can't think of a better individual for the position of curator. He highly recommends for anyone that is able, to visit the museum.

AIRPORT MANAGERS REPORT

John reviewed the report with the group and said we are right on track with our budget.

Financial Posture

- 86% of the budget through 11/30/2025 - \$1,064,420 of \$1,233,081

FBO Flowage

- September Flowage & Usage up considerably at both airports for November over 2024.

Regulatory Compliance

- DEC Inspection at JHW – all corrective actions are closed out
- John and Mike attended the County Fire/Police Chief's meeting on 11/19/25 to provide awareness of current JHW activities, share updates to the emergency plan, and give a refresher on layout/gate locations and access updates.
- Jamestown City Fire interim chief came to the airport to take a tour and sit down with John/Brian to go over the plan also as they have never been a part of it before.
- Tim Card inquired who we have as the first response for ladder truck? Brian and John said they believe it would be Jamestown. The JFD Chief also stated that any equipment we need from them, they will have available for calls.

Grants

- No new grants at this time

December Resolutions

- ACIP (Airport Capital Improvement Plan) for both JHW and DKK (one resolution for each airport)
- Public Hearing for restaurant lease

- Transfer of Hangar A at JHW to the County
- Airport Commission appointments and re-appointments (John Shedd has also decided to step down so that position will need to be filled as well). John shared that Dalton Anthony will be the new legislative representative. He also thanked Phil Landy for his service to the commission and wished him well.

Business Development

- **Hangar A update** – A letter went out at the end of November from the County Legal Department giving Lee Booth 30 days to remove the contents. If he fails to do so, we will have 3 options – liquidate the contents, keep the contents for our own use which is not feasible as we have no use for it, or schedule for it to be discarded at the owner's expense. Both John and Mark Geise from the IDA spoke with Lee on Monday, December 1st. He has hired a new moving company out of NY. They will be here next week to start removing the contents.
- **Restaurant** – John and Nikki sat down on Monday, December 1st with Carey Skelton from Office For The Aging and the potential operator to discuss their dining out program. She went over the program in detail including how the program works, who qualifies for it, who currently uses it, and what the benefits for the restaurant operator will be. He seems very interested in it. She will work with him to get the RFP process going so he can be included as a vendor for the program. We are hoping that process will align with the process of getting the restaurant approved through the legislature. **Jay** – what type of restaurant will this be? People have been inquiring with us about it and we would like to be able to promote it but want to give the proper information. It will be a diner type restaurant, serving breakfast and lunch to start including deli sandwiches, salads, etc....as well as a large variety of grab and go options. He also plans to once a month do a dinner on Saturday nights with a different theme each month. **Greg** – Friday night fish fry would be great, especially if it's cost effective. Everyone loves a good fish fry!

Airports' project status

- JHW
 - **EAS Application** – We haven't received any additional letters – Jamie Gustafson reached out to PJ to inquire the status of the letters he sent to Gillibrand and Schumer. Now that the shut

down is over, the hope is that the application will be reviewed in early 2026. No further update at this time. Greg Jones made a suggestion – depending on the result of the EAS, he suggested talking with BETA Technologies about possibly partnering with them for flights back and forth to Buffalo for individuals once they get their passenger certification which he knows will be 1.5-2 years out. Still have it as an option. Brian Bates said there has been communication with them regarding this very thing and will be more in the future depending on EAS.

- Runway 13/31 – 90% design complete. In process of internal & FAA review. Design on track.
- JHW Environmental Assessment – no change
- Replace 34 Airfield Guidance Signs – project will be completed in spring of 2026
- Terminal Building Rehabilitation – John, Brian, Jamie Gustafson, and Nikki will be meeting with Pat and Ariel from C&S on Friday, December 5, 2025 to go over more samples and renderings so that we can make a final decision regarding wall and floor coverings, fixtures, etc.
- Fed Ex fence expansion project – Complete with exception of burying the fence.
- Terminal Apron Reconstruction – survey will be completed in spring due to weather.
- Pursuing purchase of new snow removal equipment – carrier vehicle, material spreader, plow & rotary brush in 2026. Have approval from the FAA for inclusion in CIP for JHW. Will look to bid in spring and after received, prepare resolution for legislative approval. Boyle's may be bringing a piece for us to try out.

- **DKK**

- Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: have 3 signed option agreements. John has been in negotiation with other property owners within obstruction area and hopes to have more option agreements this week. Meeting with 2 property owners this afternoon. He believes it has helped giving them a good will credit of \$4K for not having to do another appraisal on the properties.
- Taxiway A (West) Rehabilitation – Design Phase: Preliminary design work in progress – no change

- Security Gate Upgrades – Working with consultant on updating scope of work so we can go out to bid again in January of 2026. BIL (now IJJA) funded already. Design dollars spent will be reimbursed with grant funds.
- Hangar 1 & 2 door replacement – plan to go out to bid in early 2026 and have completed by June of 2026.

MAINTENANCE OPERATIONS

- JHW/DKK – Prep for winter
- JHW/DKK – Snow removal
- JHW/DKK – Backflow preventer testing
- JHW – door seals in progress hangar L
- DKK – door seals hangar 9 – Brian wanted to give John and Tim credit for taking most of the slack from the tenant in hangar 9 because of the doors not sealing. He is a very difficult tenant and he appreciated them taking the brunt of his frustration.
- DKK – replace lights at T hangar
- DKK – pump doctor replaced nozzle at fuel farm – too big for some planes – need to replace with correct size nozzle
- Wanted to give kudos to the guys as they worked all weekend removing snow – there were a lot of jets that came in over the weekend. Phil - What is the parameter for removing snow? If there's a certain amount or just keep the runways clear and clean? General rule is 1/8" to plow but they make every effort with any snow to get out and clear the runways.
- Jay Churchill – Gate 9 is still not allowing him to scan his card to gain access. He is wondering if the key pad station can be moved up. It's difficult for someone in an SUV to reach it. He has to get out of his vehicle to key his number in the pad and the numbers are sometimes very difficult to read. Unfortunately, it is a permanent stand and cannot be moved. Brian will look into why his card is not able to be read. They have had issues with it with others as well. Brian wanted to also bring up how important it is for whomever is leaving gate 9 to wait once they exit and make sure the gate fully closes. If it doesn't close, it will most likely be due to snow so especially on the weekends, they will have a shovel next to the gate. Anyone having issues with it closing will have to shovel out around it a bit to get it to close. This is super important due to FAA regulations and security measures.

AIRPORT OPERATIONS

- John reviewed ADS-B Operations.

- ADS-B Jet Ops November 2025 - JHW (30) DKK (35)

LEGISLATIVE REPORT

- Jamie wanted to thank John for the meetings with the legislature and our consulting firms. It really helped to engage the legislators and communicate openly with them about capital projects and how they work, etc....
- Regarding the resolutions, she sees no issue with any of them and feels they will pass. She also wanted to say thank you to Phil for his time on the commission and hopes he will come back at some point.
- Phil thanked Jamie and said he would miss everyone. Thanked the airport employees for doing such a good job keeping both airports running.

STAKEHOLDERS' UPDATES

- Centric Aviation – Mike wanted to thank Brian and the guys for their great job keeping things cleared of snow. They finished November strong and only had 1 missed arrival but that was not due to runway conditions but rather visibility issues. Jamie inquired what missed arrival meant – was that a scheduled plane coming to JHW? Yes, it is a scheduled arrival that cancels due to weather or runway conditions and diverts to another airport, in this case Erie and they still had quite a delay there due to visibility also.
- Civil Air Patrol – 64 events for 2025. They were able to do the discovery challenge in November, CPR/AED training, Falconer Parade, Nominations for Cadet and NCO of the Year, Lake George conference, new uniforms (FAA approved), has done recruiting in local schools and has 3 new seniors, will be doing the Jamestown Christmas Parade this Saturday, Wreaths Across America - \$5 for every wreath sold will go to our local squadron. They take the wreaths to cemeteries and have a ceremony lasting 30-60 minutes. They lay wreaths at every soldiers grave and talk about the soldier with the cadets. Working on advancements.

OTHER NEWS/UPDATES

- Airshow 2027 – Nikki applied for and received \$15,000 from the 3% Occupancy Tax Competitive Grant! This will be a HUGE help! We have secured the Air Boss (David Schultz Air Shows) and will be working with him very closely to secure performers, submit the proper documentation to the FAA, etc. Nikki has started drafting a letter to regional businesses asking for sponsorship for the show. Jay Churchill suggested getting ahold of his son, Chase who is in charge of the Manufacturer's Association. He may be able to send out a blanket request to businesses like Cummins, SKF, etc.....asking for support. He gave us Chase's number. Nikki will reach out to him. Nathan Stock will also inquire at the corporate level at Cummins about what kind of sponsorship they can do.

- Tim Card wanted to take a moment to thank John, Nikki, Brian and his guys for everything. Said it's a very good feeling to see the direction the Airports are going in, the teamwork, and communication. He's excited to see where the airports go in the next few years.
- John Shedd shared this will be his last meeting (he thinks). Wanted to thank everyone for including him, the airport staff for their continued hard work, and shared that he will miss being a part of the commission however, his responsibilities at work have increased so he feels it best he steps away.

NEXT MEETING

- **January 7, 2026 - Jamestown**

ADJOURNMENT

- Meeting adjourned at 10:02am by way of motion from Greg Jones. Second Jay Churchill. None opposed.