

AIRPORTS COMMISSION MEETING MINUTES

February 4, 2026

9:00AM

MEMBERS PRESENT: Jamie Gustafson, Chair, Nathan Stock, Kyle Crandall

MEMBERS ABSENT: Jay Churchill, Greg Jones, Dalton Anthony

GUESTS: John Machemer Deputy Director of DPF – Airports
Nikki Adams Administrative Asst
Ellen Maternowski – Civil Air Patrol
Tim Card – Director of DPF
Mike Kirchoff – Chautauqua Aircraft Sales
Lou Nalbone – Chautauqua Aircraft Sales
Matt Newton – Archies Airport Diner LLC

CALL TO ORDER

Meeting called to order at 9:05am by Jamie Gustafson, Chair

APPROVAL OF JANUARY MINUTES

Motion made by Kyle Crandall, second by Nathan Stock. None opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

John reviewed the report with the group. Advised that recent damage to the hangar door in DKK will cut into the budget a bit more than anticipated.

Financial Posture

- 9% of the budget through 1/31/2026 - \$118,439 of 1,541.243. Note incorrect year on budget table (should be 2026) and also on Operating Budget percentage (should be 2026 and 2025 respectively).

FBO Flowage

- December 2025 Flowage & Usage up at both airports for over 2024.

Regulatory Compliance

- Nothing to report

Grants

- Applications will be submitted in the coming months for the following projects:
 - Rehabilitate runway 15-33 design project DKK
 - Rehabilitate Taxiway B North design project DKK
 - Terminal building renovation construction project JHW
 - Purchase SRE Equipment JHW

- John explained that design grant applications are due 2/14/2026 and construction grants are due in May. For any project over \$100,000, we have to go through the IFE (Independent Fee Estimate) process which John explained to the group. For construction grants, we cannot apply for the grant until we have the specs and winning bid so we have the correct dollar figures to apply with.

January Resolutions

- All 4 resolutions passed. John advised that for a couple of them, we will have to submit an amendment for March due to the amounts on the resolutions not matching the grant application. This is due to the grant application having administrative fees added into it that we were not made aware of and were not included on the IFE results. Essentially, it will only increase the County's portion of the project costs by pennies on the dollar (2.5% of the entire project cost). We also can claim these administrative fees and get the money back. These fees are for any work that anyone in the County completes on the project (our dept, finance, etc.).

February Resolutions

- Amendment to Runway 13/31 Project resolution

Business Development

- **Hangar A update** – The contents of the hangar have been removed and the hangar is now ready to be utilized. We are discussing options at this time regarding what would make the most sense – go out for another RFP or keep in house and lease for GA aircraft storage. Kyle Crandall suggested go out for the RFP to at least see what interest is received. John advised that is the direction we are leaning towards. John also explained how the GA storage would work if the County kept the hangar. Essentially, it would be a “cold” storage for GA aircraft and would be a self-serve hangar which as Lou Nalbone explained it used to be with 17 aircraft at one time. He also suggested having a self-serve fuel island.
- **Restaurant** – The lease was approved at the January meeting. Matt Newton has already begun moving in his equipment, decorating, and preparing for opening. It looks GREAT and we are very excited for him to open!

Airports' project status

- JHW
 - **EAS Application** – No further update at this time. John talked about “Restore Coalition”, a lobbyist in DC who is looking to pool together airports similar to JHW who are both eligible (such as JHW) and ineligible currently for EAS service in order to push legislation to increase the current international fee to help with rural air service and increase revenue. They are looking for contributions from these airports to go toward the cause. We are considering joining them however, we are waiting for more information from them. We are also working with Mark Geise and the CCIDA on this matter.
 - **Runway 13/31** – The Construction IFE is being prepared and we are working on the application for submission. Design portion is 99% complete.

- **Replace 34 Airfield Guidance Signs** – Contract with approved contractor has been signed and project will begin in the spring when weather breaks.
- **Terminal Building Rehabilitation** – Construction portion is getting ready to go out to bid. Once bids are received and winning bid is chosen, we will prepare the application for submission to the FAA.
- **Terminal Apron Reconstruction** – resume project design in spring
- **Pursuing purchase of new snow removal equipment** – C&S put together a bid packet using the specs given to them by Brian. Will be going out to bid within the next month.
- **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:** Working with legal. Anticipate this project being priority for them this week
 - **Taxiway A (West) Rehabilitation** – Early stage of design continues
 - **Security Gate Upgrades** – Ready to go out for rebid this month
 - **Hangar 1 & 2 door replacement** – Working with purchasing. Ready to go out to bid this month

MAINTENANCE OPERATIONS –

- JHW/DKK –Continued snow removal at both airports has kept the staff very busy. They are doing an excellent job. Centric Aviation gave kudos to the entire team on how well they’ve kept the runways, etc...cleared and ready.
- JHW – Gas lines and electric installation in restaurant. Removed cooler from restaurant.
- JHW – continued door repair (seals) hangar L
- JHW – heat repair terminal building and shop
- DKK – ongoing hangar door repair – Pro Dock & Door will be here today to assess
- DKK – Equipment maintenance
- We will have a new staff member join us starting tomorrow (February 5th) replacing Tom Atwell who retired. Matthew Abbey is coming to us from the highway department. He’s been with the County for 18 years and is a very skilled equipment operator. Tim Card commented that he’s sad to see him leave the highway department as he’s an excellent excavator operator. He will be missed.

AIRPORT OPERATIONS

- John reviewed ADS-B Operations.
- JHW ADS-B box is not functioning at this time. There will be a new box coming within the next couple of weeks
- Operations at JHW have increased slightly as Blue Bunny has been housing their 2nd jet on and off here.

LEGISLATIVE REPORT

- All resolutions passed. Nothing further to report

STAKEHOLDERS' UPDATES

- **Civil Air Patrol** – Very busy weekend. Attended an event this weekend in which Jamestown got Cadet of the Year. Will be attending another event in which they hope she gets Cadet of New York. She also has another Cadet Captain who received the flight scholarship from the WNY Group. She plans ES training this Saturday providing the weather cooperates. She has 1 new cadet. She mentioned Ron Sierra who would write an article about the airport and the restaurant which would help with publicity. Lou Nalbone said he will send John the link for Ron.
- **Chautauqua Aircraft Sales** – Still looking for specialized help. Has 2 apprentices who are ready to get their certifications. Gave some suggestions regarding Hangar A. Also suggested talking with Lou Hoerschel as he has flown all over and been to MANY airshows. He knows everyone and can be a very good resource for us. Very much appreciated! Talking about the restaurant, he has a very large database of aircraft owners. He will share the list with Matt so he can use it for marketing purposes. John would also like the list.
- **Archies Airport Diner** – Matt talked about his hours of operation, days he will be open, his plan for the restaurant – starting with breakfast and lunch 7 days per week for now to see how business goes. There may be a day where business is super slow and he decides to close 1 day per week but if he's busy every day he will not close. He's planning a couple of soft openings but not an "official" big soft opening. He wants to do a grand opening in the spring and make it an event. He is going to Geneseo to speak with the curator for Whiskey 7 and see if they'd be willing to bring it down for the event, talked with Dave Hinz at the flight school about offering rides that day, Chamber of commerce. He's also talking about doing a special "touch a plane" or Trunk or Treat event partnered with the flight school for Halloween. Mike Kirchoff suggested an easter egg drop. Once he gets his liquor license, he plans to do a once a month themed dinner where he will take reservations ahead of time for pre-planning purposes. LOTS of great ideas and plans!
- **Centric Aviation** – John has been in communication with Tara regularly and things continue to go well for them. Tara mentioned the possibility of doing a virtual meeting with them due to their schedule and not always being in Jamestown. John said he's not opposed to it but also likes to have in person meetings.

OTHER NEWS/UPDATES

- **Air Show 2027** – The RFP for the Air Boss has gone out and we are just waiting to get the proposals back. I am holding off scheduling our next committee meeting until we have the air boss secured so we have more information regarding next steps, etc.....There is slight concern surrounding the construction going on. It should be close to wrapping up by that time so we are hopeful it will not interfere with the show. The other concern is timing. Once we've secured an Air Boss, we will need to talk with them regarding their opinion on whether we can secure some great acts in the time frame we have. If need be, we can push the show to 2028 but would rather not do that. Hoping to have the Air Boss in place and our meeting prior to the next Airport Commission meeting

NEXT MEETING

- **Due to John and Brian being out of town the week of March 4th for a conference, the meeting will be held March 11th at 9:00am – Jamestown.**

ADJOURNMENT

- Meeting adjourned at 10:20am by way of motion from Kyle Crandall, 2nd by Nathan Stock. None opposed.