

AIRPORTS COMMISSION MEETING MINUTES

July 2, 2025

9:00AM

MEMBERS PRESENT: Jamie Gustafson (Chairperson), Greg Jones, Phil Landy, Jay Churchill, Kyle Crandall, John Shedd

MEMBERS ABSENT: Nathan Stock

GUESTS: John Machemer Deputy Director of DPF - Airports, Nikki Adams Administrative Asst, Ellen Maternowski with Civil Air Patrol, Brian Chase from Chase Aviation LLC, Dave Barnes and Greg Barnhart (Tenants in Dunkirk)

CALL TO ORDER

The meeting was called to order at 8:58am by Commission Chair, Jamie Gustafson.

APPROVAL OF June MINUTES

Motion made by Greg Jones, Second Jay Churchill. None opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

John is getting acclimated to the position and settling in. He's working with Nikki and Brian on Capital Projects, etc....reviewing the AEP, and preparing for the 139 inspection.

Financial Posture

- 46% of budget 6/30/2025 – \$569,307 of \$1,233,081.00

FBO Flowage

- Fuel flowage is up significantly at JHW over 2024 and also up at DKK.

Regulatory Compliance

- Part 139 Inspection – began July 1 and will hopefully be completed today. John reviewed what is involved in the inspection including day and night inspections of all surfaces at JHW, lights, signs, measurements, etc.

Grants

- NYS – Hangar 1 & 2 door are in design phase. Out for bid mid-June.
- DKK – Security Gates – first bids came in significantly over budget – went back out. Submitted grant application 6/25/2025 for project. Will hear on award mid-July to August

Resolutions

- Accept FAA funds for DKK Security Gate Upgrade Project

Business Development

- *Hangar A (Luscombe)* – Discussions had internally regarding current submission of RFP. Should have an answer within 1-2 weeks. Kyle inquired if the contents are still in the hangar – yes, have given the purchaser until the end of the month to remove. Jay Churchill inquired if rent was being collected for storage. Not at this time. He suggests that if the items are not removed by the end of the month, we should assess rent for every month his contents are still in there. John agreed and will look into this.

Airports' project status

- JHW
 - Air Service Recovery Program Study – Received a request from NYS DOT to add the study to the docket which we have done. This is promising as it tells us it's on their radar! John mentioned that both he and Brian have been tracking the Big Beautiful Bill and neither of them have seen anything in it cutting EAS as of yet. Hopefully this means good news.
 - Terminal Rehabilitation – John is meeting with C&S Architect on July 3rd to review initial designs
 - JHW Environmental Assessment – no change
 - Replace 34 Airfield Guidance Signs – Baseline King has been awarded the contract. No timeline has been established for the project yet.
- DKK
 - Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: 2 out of the 3 offers are reasonable that we

received. One is completely out of the question. The others did not respond. An inquiry was made about eminent domain – we do not want to exercise that, only as a last resort. Still discussing with legal department.

- Taxiway A (North) Rehabilitation – Design Phase – Preliminary design work in progress. No change
- Security Gate Upgrades – Submitted grant application to FAA on 6/25/25. Initial bids came in well above budget so going back out

MAINTENANCE OPERATIONS

- JHW/DKK – Mowing and weed spraying
- JHW – Painting runway and taxiway
- JHW – Door seals Hangar C – Jay Churchill wanted to commend John for listening to their concerns and taking action. They have ordered drain covers and are ordering floor fans to help with the humidity/moisture inside the hangar. Jay suggested ceiling fans however, John doesn't believe the building is plumbed for that. Would like to try the floor fans first to see if that helps alleviate the issue. Jay was in agreement with that plan
- JHW – bird situation in Hangar L – still working to rectify situation with birds and also paint chipping/falling. Brian Chase believes the birds are coming in through the roof – when the wind blows significantly, the ridge cap flaps then lays flat allowing them entry into the hangar. They have purchased screens, poison, etc.....FBO had an exterminator come out as well. Still working diligently to fix the issue
- JHW – Plumbing – FBO
- JHW – 139 Prep and inspection
- 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

STAKEHOLDERS' UPDATES

- Centric Aviation – Not in attendance
- Civil Air Patrol – One of Ellen's cadets received a very big award last week – The Amelia Earhart Award which marks the completion of Phase III of the CAP Cadet Program. This also gives her cadet the rank of Cadet Captain. By receiving this award, she is able to go overseas for 2 weeks and attend the Air Force Academy in Colorado. Her ultimate goal is to make Colonel
- CAS – Not in attendance
- Chase Aviation – Doing well, has been busy. Waiting on the outcome of the Big Beautiful Bill which could mean 100% of aircraft purchase will be allowed to be written off. This could mean a huge increase in purchases of aircraft.
- Dave Barnes and Greg Barnhart – DKK tenants – have HUGE concerns about the paving done recently by the County Highway on the apron in front of Hangar 9. Very poor condition and they now have to come back again to redo the entire project because of this costing taxpayers more money in the end. The pavement is 1.25" higher than the hangar door and the concrete is lower than the hangar door leaving a gap and allowing mice and weather to come into the hangar. It's a huge issue, especially in the winter months. The most recent paving job was done without compacting the base. They just milled out the old pavement and put new on top without doing a compression test, compacting the base, etc.....it is extremely loose and moves under your feet which is going to cause major issues for getting jets in and out of the hangar. At this time they can't even put jets in the hangar which means they are losing money (Blue Bunny). John acknowledged this being a very big issue and will do his best to get over there tomorrow to see the issue for himself. Dave did say that this is NOT Brian's issue, his hands are tied. This falls on the shoulders of the County highway department who did the work. Even the project supervisor said it was a very bad pave job. Another issue is the hangar seals – he's been asking for around 3.5 years for these to be fixed. They've had contractors in and out for 2-3 years however, those contractors have ultimately not been approved contractors. Need to make that a priority as well. John will talk with Brian about this and see if we can work toward a resolution. Dave appreciated that.

OTHER NEWS/UPDATES

- Cole Barber has joined our crew as a seasonal employee assisting with lawn mowing, etc....he is a recent graduate who plans to attend JCC in the fall. Very nice gentleman and is fitting in well with the crew.
- Fly In Breakfast presented by the Dunkirk-Fredonia Rotary will be held Sunday, July 20th from 8-Noon at the Dunkirk Airport. Phil Landy inquired what the fly in was about. Brian explained it's quite an event. Pilots fly in from all over, there are static displays for people to see, and last year they sold around 1,500 pancake breakfasts.
- Jay Churchill inquired about the budget numbers. He would like to have them further explained. At the September meeting (after John meets with Jen and Chad Marx on the budget in August), we will do a breakdown of the budget and how we arrive at the numbers we do.
 - **Please note, the percentage was incorrect on the manager's report – it should read 46%, NOT 36% - for some reason when updating the report, the percentage did not save and showed last month's.**

NEXT MEETING

- **August 6, 2025 – will be held in Jamestown. Jamie will not be in attendance however others will be. Our September meeting will be held in Dunkirk.**

ADJOURNMENT

- Meeting adjourned at 9:54am by way of motion from Jay Churchill, Second by Greg Jones, none opposed.