

AIRPORTS COMMISSION MEETING MINUTES

June 3, 2026

9:00AM

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

MEMBERS ABSENT: Brittany Beckstrom

GUESTS: John Machemer Deputy Director of DPF – Airports
Brian Bates, Assistant Manager - Airports
Nikki Adams Administrative Asst
Matt Newton – Archies Diner
Mike Kirchoff – Chautauqua Aircraft Sales
Lou Nalbone – Chautauqua Aircraft Sales
Tom Atwell - guest

CALL TO ORDER

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

APPROVAL OF MARCH MINUTES

Motion made by Jay Churchill, second by Greg Jones, none opposed

PRIVILEGE OF THE FLOOR

- None

AIRPORT MANAGERS REPORT

John reviewed the report with the group.

Financial Posture

- 40% of the budget through 4/30/2026 - \$499,696 of \$1,541,243

FBO Flowage

- March 2026 Flowage & Usage up at both airports for over 2025. JHW increase is due in large part to people flying in for the restaurant. There was also 4 Chinook helicopters that stopped during a training mission to fuel.

Regulatory Compliance

- Nothing to report

Grants

- Recently applied for additional grants:
 - Terminal Building Renovation CONSTRUCTION Project (revised) at JHW'
 - New SRE Equipment at JHW

Awarded Grants

- Rehabilitation for Runway 13/31 CONSTRUCTION at JHW
- DKK Taxiway B North DESIGN
- DKK Security Gates CONSTRUCTION

May Resolutions

- All approved

June Resolutions

- Accept FAA and NYSDOT funds for Security Gate Upgrades – CONSTRUCTION
- Public Hearing for Master License Agreement Hangar A JHW

Business Development

- **USDA Oral Rabies Vaccine (ORV) baits drop successful:** Hosted 4 King Air planes, crew of about 10 people, plus 4-5 pilots, 3 mechanics, and 1 project manager for Dynamic, totaling 19 people for the week. They utilized the restaurant quite a bit for breakfast and lunch.
- **JHW EV Charger Replacement:** Currently coordinating with the contractor and planned for JHW week of 6/15. Project should last 2-3 weeks.
- **DFT Fiber Install Project:** Working with DFT to coordinate an easement and installation of new fiber optic cable running along DKK west airport perimeter fence.
- **Hangar A:** Submitted a resolution requesting approval to hold public hearing. Upon approval of that and subsequent agreement, the plan is to have individual aircraft owners/tenants info and aircraft specs added/subtracted from the Appendix to Master Agreement without the need to generate a new contract for each occurrence.
- **JHW Fly-In** – Contract has been fully executed and everything is in place for the event.
- **DKK Fly-In Breakfast** – Contract has been fully executed and everything is in place for event.
- **2026 Stomp Out The Stigma:** We were approached by Carri Raynor, organizer about hosting the Stomp Out The Stigma 5K event September 26, 2026. This is a 1 day event that will be begin at “dusk” on the runway. They had a wonderful turnout last year and hope to have an even bigger turnout this year. The purpose is to spread awareness about suicide prevention.
- **Potential New Tenant:** We met with a gentleman who is interested in renting space in our terminal building for his flight simulator training company as he would like to expand to Jamestown area. John showed him 4 potential options – 3 smaller offices and 1 larger space that would fit his flight simulators comfortably. We will put out an RFP for the space (requirement any time space is being “leased” to give equal opportunity).

Airports' project status

- JHW
 - **EAS Application** – No new information. John again thanked Jamie and Dalton for their assistance. He also talked with PJ regarding another push. There will be a letter to Secretary Duffy drafted requesting an update given the length of time since we applied although, we are still within the timeframe of getting an answer based upon our previous application and answer.
 - **Runway 13/31** – Grant awarded
 - **Replace 34 Airfield Guidance Signs** – Prep work has begun and Baseline King completed pouring of sign bases on-site last week. Installation of bases and new signs planned for this fall due to signage availability and contract scheduling.
 - **Terminal Building Rehabilitation** – Received revised bid documents for the project and continue to move forward. Upon approval from the FAA, we will be moving funds from our current IIJA “pot” of money in DKK to JHW to help fund the project which will give us more room for renovation.
 - **Terminal Apron Reconstruction** – C&S working through design. Currently looking at construction phasing plan.
 - **Hangar L heat and Terminal building renovations (STATE ONLY)** – 35% of design complete. Reviewing two different heating style options. Working closely with C&S and Centric Aviation on this design.
- DKK
 - **Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA:** John had easement and legal recording paperwork signed by PJ and grant application submitted to FAA however, not able to record due to the form being outdated. In process of re-signing and recording easements.
 - **DKK Taxiway A (West) rehabilitation** – Geotechnical work completed & results being reviewed by Passero
 - **Security Gate Upgrades** – Received grant award, sent notice to winning contractor, and anticipate construction this summer.
 - **Hangar 1 and 2 door replacement** – Contractor has been notified and contract for project is being pushed through for signature ASAP as the doors are completely unusable at this time. As soon as signed contract is received by contractor, work will begin.
 - **Newell Rd culvert failure** – Currently working with Town of Sheridan on installing new culvert pipe or installing new permanent fencing outside of culvert area so a new culvert will not be needed. Did get a quote on fencing - \$35K.

MAINTENANCE OPERATIONS –

- JHW
 - Clean out gardens, lay new fabric and mulch
 - Mowing
 - Weed spraying
 - Repair restaurant door lock

- Top dirt
- Sherman Central Aviation Class tour

DKK

- Light repair
- Mowing
- Weed spraying
- Top dirt
- Repair gate controller

AIRPORT OPERATIONS

- Reviewed ADS-B – both airports are now back up and running properly.

LEGISLATIVE REPORT

- Legislator Larson interested in update on EAS. John will have to Pierre by Friday.
- Would like to schedule meeting in Dunkirk – August – either county building or hangar
- Discussed having Bi-Partisan support with the Federal Government regarding EAS
- Talked about having Justin Gould do some media coverage for the Fly-In event. Also talk about the Sheriff's Dept. being present.

STAKEHOLDERS' UPDATES

- **Civil Air Patrol** – 33 members. 2 cadets promoted to 2nd Lt. 1 cadet going into Air Force, 1 going to college, and 1 going to Air Force Academy. Received a certificate from Molitor's office – an event will be held in 2 weeks. Will advise of the date.
- **Archies Airport Diner** – Things continue to go well. Lots of fly-ins and activity. Looking to expand into some other things such as monthly dinners, etc....
- **Centric Aviation** – Not in attendance
- **Chase Aviation** – Not in attendance
- **Chautauqua Aircraft Sales** – Going well

OTHER NEWS/UPDATES

- Airshow – contract has been executed for Air Boss. John continues to be in conversation with the Lucille M. Wright museum as well as the Community Foundation regarding their being the “funnel” for the funds, contracts, etc.....for the show which will make things much more easy. Next step is to put together sponsorship letters with different levels and get them out ASAP. This will help to determine the amount of funding we will have available for the show.

NEXT MEETING

- **July 1, 2026 at Jamestown**

ADJOURNMENT

- Meeting adjourned at 9:45am by way of motion by Greg Jones, second by Jay Churchill.