

AIRPORTS COMMISSION MEETING MINUTES

May 7, 2025

9:00AM

MEMBERS PRESENT: Jamie Gustafson (Chairperson), Greg Jones, John Shedd, Nathan Stock, Phil Landy

MEMBERS ABSENT: Jay Churchill, Kyle Crandall

GUESTS: Brian Bates (Iterim Manager of Airports), Tim Card (Director of DPF), Mike Kirchoff (Centric Aviation), Sue (Penn Border, LLC), Rob Churchill (Pilot and Business Owner), Ellen Maternowski (Civil Air Patrol), Randy Elf

CALL TO ORDER

The meeting was called to order at 9:00am by Commission Chair, Jamie Gustafson.

APPROVAL OF MARCH MINUTES

Motion made by John Shedd, Second by Greg Jones, none opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

Financial Posture

- 31% of budget through 4/30/2025 – \$367,642.00 of \$1,233,081.00

FBO Flowage

- Fuel flowage is down at JHW over 2024 and up at DKK

Regulatory Compliance

- Had Chubb Insurance inspection 4/22/2025 at both JHW and DKK (Day and Night field inspection). Brian explained the details of the inspection. Similar to Part 139.

Grants

- NYS – Hangar 1 & 2 door are in design phase. Out for bid mid-June.

Resolutions

- June – Ground Lease with The Aerie JHW LLC (A Brian Chase company)

Business Development

- *Hangar A (Luscombe)* – RFP is out to the public. 4 people interested thus far. Bids are due back 5/16/2025

Airports' project status

- JHW
 - Air Service Recovery Program Study – Continue. Waiting on 1 final graph from airline and application will be ready to submit.
 - Terminal Rehabilitation – State/Federal – Design in progress. Brian met with designers and consultants. There questions about the ramp due to regulations. These were answered and progress is moving forward
 - JHW Environmental Assessment – no change
 - JHW Phase I Security Fence Project – final payments sent out. Ready to close.
 - JHW Phase II Security Fence Project – Complete. Closing out project
 - Replace Airfield Guidance Signs – Bids received, winning contractor awarded.
- DKK
 - Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: Revised easement offers sent to property owners. Have gotten calls with upset property owners regarding the offers. They feel there should be a new assessment done as the last one was done 3 years ago and the property values have increased. They have a deadline to submit counter offers. We have one so far.
 - Taxiway A (North) Rehabilitation – Design Phase – Preliminary design work in progress. No change
 - Security Gate Upgrades – Design for grant complete, bid is in progress Infrastructure Investment & Jobs Act (IIJA) funded already. Design dollars spent and will be reimbursed with grant.

MAINTENANCE OPERATIONS

- JHW/DKK – spring clean up
- JHW/DKK – Light and Sign repairs
- JHW – Hangar door repairs
- JHW – Roof repairs
- DKK – Grass Cutting
- DKK – Tree Cleanup (cut down a damaged tree just outside the fence)

AIRPORT OPERATIONS

- Brian reviewed ADS-B recorded operations (combined arrivals and departures). Starting to increase with better weather.

OTHER BUSINESS

- Greg shared that he spilled his wife's coffee all over the floor this morning – a true tragedy! Brian commented that because of that, he lost his privilege of the floor lol. Everyone got a chuckle! 😊

LEGISLATIVE REPORT

- No formal update

STAKEHOLDERS' UPDATES

- Centric Aviation – Spring cleanup happening, jets coming in, busy season is starting. They will be extending their hours within the next month or so.
- Penn Border – Staying busy
- Civil Air Patrol – Lots of activities for the cadets coming up – 6 parades and STEM wars. 1 cadet is getting his Wings Program up and going.
- CAS – Lou just returned from Florida. Busy in the shop, still having issues with birds in Hangar L which is where they store aircrafts before and after service. They have a huge burden with having to clean the planes before returning them to the owners. Brian agreed that the birds (starlings) are a huge issue. They have put spikes up, poison pucks, and are using a .22 caliber pellet gun with a scope to take care of them. They are coming in through the automatic vent area and above the top of each door. Will need to try and eliminate the entry areas for them with another method. Lou said he does not want to just complain about the birds...he is very fortunate to be at JHW and appreciates the Commission as well as everyone here. Just wants to get the birds taken care of.
- Rob Churchill (plane owner/pilot) – He would like to propose moving a part of his manufacturing business, Merit Industries, Inc. to Jamestown (Luscombe Hangar) from Erie, PA. He will not be moving the business in it's entirety but wants to expand to a second location. Rob explained to the

group in detail what type of manufacturing his company does which involves the manufacturing of aerospace parts. He currently has 30 employees and with the addition of the Jamestown location, he hopes to add 5-10 additional employees within 5 years across both facilities.

OTHER NEWS/UPDATES

- Basil & Bones – Greg Jones inquired about the status. Brian shared that he did hear John this morning and due to a family emergency, he will not be able to come up today to meet. They are still all in. Upon their return from Florida, they had to put out some “fires” at their other location but will be focusing on getting the restaurant up and running ASAP.

NEXT MEETING

- The next meeting will be held June 4, 2025.

Adjournment

- Meeting adjourned at 9:20am by way of motion from John Shedd, Second by Greg Jones, none opposed.