

# **AIRPORTS COMMISSION MEETING**

**January 8, 2025**

**9:00AM**

**MEMBERS PRESENT:** Jamie Gustafson, Chairperson, Phil Landy, Kyle Crandall

**MEMBERS ABSENT:** Greg Jones, John Shedd, Jay Churchill

**GUESTS:** Shannon Fischer (Manager of Airports), Brian Bates (Asst. Manager of Airports), Nikki Adams (Administrative Asst.), Tim Card (Director of DPF), Randy Elf, Ellen Maternowski (Civil Air Patrol), Mike Kirchoff (Centric Aviation), Dave Hinz (Great Lakes Flight School), Nathan Stock (Cummins)

## **CALL TO ORDER**

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

## **APPROVAL OF MINUTES**

Due to not having enough Commission members for a quorum, the approval of the minutes will take place next meeting.

## **PRIVILEGE OF THE FLOOR**

- NONE

## **AIRPORT MANAGERS REPORT**

### **Financial Posture**

- 2024 Revenue & Expense Budget is at 100% for the year.

### **FBO Flowage**

- Fuel flowage is up slightly over last year at JHW, down slightly at DKK. This could be due to weather.

### **Regulatory Compliance**

- NO CHANGE

### **Grants**

- NYS – Due Jan - renovations to large hangar – interior paint, repair of floor, insulation (JHW), T hangar at DKK
- FAA – ACIPs due Feb (Shannon explained 5 year plan, how the funding works, and shared a few of the projects we will be applying for)

## Resolutions

### January

- Authorize Public Hearing for Basil & Bones – 1 year lease
- Authorize Lease for Chase Aviation – 3 years (increase of \$75/month for 3 years due to use of garage adjacent to office)
- Authorize Lease Agreement for NYS DMV at JHW – 5 year lease
- Authorize Lease Agreement for Penn Border Aviation, LLC for Office 43 – 6 month lease @ \$100/month
- Shannon explained that for all of the leases, each tenant is aware that if we get EAS back, adjustments and review will be made which they all agreed to.

### Business Development

- *Hangar A (Luscombe)* – Auction is complete. Sold for lower than anticipated (\$160K) to a North Carolina business owner who currently has an Aircraft Production company. We will be putting out an RFP for him or others to bid on.
- *Basil & Bones/Restaurant* update – They have done a few catering jobs out of the space (Christmas party for Chautauqua Aircraft Sales). The new equipment was delivered and installed on January 7, 2025. The freezer work is complete as well. Still planning on opening in April.
- *Air Show Planning Committee* – Not a lot new to report other than the dates have changed. After speaking with an airshow consultant, Brian and Kimberly Chase advised that he recommended doing our first big show in August as most shows are over by that date and there will be more availability with air bosses, performers, etc.....after discussing it, we are planning to do a “Fly In” one day event on August 16, 2025 and August 14-16 or August 21-23, as the date for our large event in 2026. We will discuss more at our upcoming February meeting.
- *Air Service* – Presentation went well at the Legislative meeting. Evan was very informative and answered a lot of questions that had been brought up prior by members of the Legislature and the public. We now have all the data to proceed with the application process for securing the

EAS funding that is although not the only funding method, the most feasible form of funding in order for EAS to return to JHW. Phil Landy inquired about the time frame from application to hearing back. We should be able to submit the application within the next couple of months. After submission, it takes one-three months to get an answer back. Mike from Centric inquired if we would be taking Hertz back if we get EAS? Those who rent from Hertz and pick up/drop off at Centric seem to think the Centric employees are Hertz employees and not very cordial if something is wrong.

#### **Airports' project status**

- **JHW**
  - Air Service Recovery Program Study – in progress – see above
  - Environmental Assessment of On/Off Airport Obstructions – no change
  - Phase I – Security Fence Project – 99.9999999% complete – Finalizing badge training and waiting for Casco to come work on one small issue we are having with badges and gate entrance.
  - Phase II – Security Fence Project – 95% complete – punchlist
  - Rehabilitation of Runway –Final markings to be completed in the spring due to weather constraints
  - We were awarded through our internal capital, an ATV for 2025 that will be used in Dunkirk as well as ARFF Equipment for our guys
- **DKK**
  - Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: No change
  - Taxiway A (North) Rehabilitation –no change
  - Solar Feasibility study – No change/Tabled – Shannon will reach out to the company soon to revisit the possibility of presenting the study.

## **MAINTENANCE OPERATIONS**

- DKK/JHW – Ongoing snow removal due to recent storms
- DKK – New hire training
- DKK – Hangar door repair
- DKK – Hangar 9 heat repair
- DKK – Repair snow blower and loader
- JHW – FBO door repair
- JHW – Paint Office 43 in terminal building
- JHW – Remove old kitchen equipment in preparation for arrival of new
- JHW – Repair snow plow truck wing

## **AIRPORT OPERATIONS**

Shannon reviewed ADS-B recorded operations (combined arrivals and departures).

The question was brought up regarding the possibility of self-serve fuel at JHW. It is a potential option that would require addition to the fuel farm or having another FBO come on board that would be willing to oversee the self-serve.

## **OTHER BUSINESS**

- Building Maintenance Mechanic position at DKK has been filled. Andy Lord started with us on 12/26/2024. He came from the Sheridan shop and has experience with plowing. He is currently training on the airport side of it.
- Shannon brought up the issue with FedEx deliveries. They want to drop everyone's packages (Centric, CAS, Great Lakes, etc.) in the Terminal Building most likely to limit the number of stops they have or due to not taking a few extra minutes to look at the signage on the buildings. This is not an option. Nikki will work on a sign for the terminal building entrance that shows where the other businesses are.

## **LEGISLATIVE REPORT**

- Nothing new to report other than Chairperson Gustafson commending Shannon on the presentation for EAS at the last Legislative meeting. Very informative and thorough. Phil Landy mentioned Fred Larson's huge support of the return of EAS and desire to get it back. Shannon agreed with this statement.

## **STAKEHOLDERS' UPDATES**

- Dave Hinz – Not a huge amount of flying at this time due to weather. Mentioned the roof in his office is leaking. Brian will have Jamestown Roofing come take a look.
- Mike from Centric – Wanted to thank the maintenance crew for their continued snow removal work. Compliments to them for the runway

conditions. A jet that came in yesterday complimented them on the radio as well for the braking ability. Said conditions were excellent. Currently a bit slow due to weather. Have had lots of pop ups that they weren't aware of but he can see them on flight aware. Wanted us to know that the missed flights were not due to us but rather pilot preference and not wanting to land in certain conditions at JHW. Some of it has to do with the length of the runway. He said pilots have complained to him about their clients not wanting to drive to DKK to get a flight but yet will drive to Erie to get one which is an hour vs. 40 minutes to Dunkirk. Shannon inquired about Centric's regular hours – JHW is 7:30a-6p, DKK is 8a-5pm.

- Ellen Maternowski (Civil Air Patrol) – Haven't met recently due to weather. Cadets are eager to get back to meetings once per week. She has submitted reports for Civil Air Patrol Cadet of the Year. One of her cadets may be chosen for the Wings Program. Yet to be determined. She currently has 30 cadets but is always looking for more. Her cadets range from 12-21 years of age and also adults over 21. She would like to see more adults in the program.

## **ANNOUNCEMENTS**

- NONE

## **NEXT MEETING**

The next Commission meeting is February 5, 2025 9:00am small conference room

## **Adjournment**

- Meeting adjourned at 9:34am by way of motion from Phil Landy, second by Kyle Crandall.