

AIRPORTS COMMISSION MEETING

November 6, 2024

9:00AM

MEMBERS PRESENT: Jamie Gustafson, Chairperson, Greg Jones, John Watkins, Phil Landy, Kyle Crandall, John Shedd

MEMBERS ABSENT: Jay Churchill

GUESTS: Shannon Fischer, Nikki Adams, Lou Nalbone (Chautauqua Aircraft Sales), Brian Bates, Mike Kirchoff (Centric Aviation), Ellen Maternowski (Civil Air Patrol)

CALL TO ORDER

The meeting was called to order at 9:02AM by Commission Chair, Jamie Gustafson

APPROVAL OF MINUTES

The minutes of the Commission Meeting on October 4, 2024 were approved by way of motion made by John Watkins, second by Greg Jones.

FIRST PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

Financial Posture

- 2024 Revenue & Expense Budget at 82% for the year, below average for this time. DKK revenue slightly off but still under budget. There was an amendment to the budget due to the ARPA funding being awarded for Air Service Recovery Study

FBO Flowage

- Fuel Flowage is up at both airports for the month of November from 2023

Regulatory Compliance

- NO CHANGE

Grants

- ARPA FUNDING FOR KITCHEN EQUIPMENT

Resolutions

November

- Amend 2024 Budget to implement Airport restaurant equipment project

December

- Authorize Public Hearing for Lease Agreement for NYS DMV at JHW – 5 years
- Authorize Public Hearing for Chase Aviation – 3 years

January

- Authorize Public Hearing for Basil & Bones – 1 year lease
- Authorize Lease for Chase Aviation – 3 years
- Authorize Lease Agreement for NYS DMV at JHW – 5 year lease

Business Development

- Hangar A (Luscombe) – Auction in December. RFP is being prepared and will be going out shortly
- Basil & Bones took over restaurant lease as of November 1, 2024. We are waiting on Duffy's to come repair the freezer unit in the restaurant. Nikki has calls in to them with regard to their timeframe for repair.
- Air Show Planning Committee – UPDATE - Second meeting was held October 29th at 11:00am. The dates were set for a “preview show” in 2025 and the full show – *Wings Over WNY – Chautauqua Skies Airshow* July 11-12, 2026. We have a great committee who shares lots of ideas and suggestions they have on how to make this the very best Airshow we can. In the next month, we will work on getting letters out to potential vendors, secure performers, and work on funding options. Next meeting December 10, 2024 at 11:00am. Small conference room.
- Air Service – Shannon is in the process of setting up dates with the Legislature and Air Service representative to do a presentation open to the public. It looks very promising for us to move forward and we have proposals coming in.

Capital projects Status

- Air Service Recovery Program Study – in progress
 - o Catchment area complete – Phase I
 - o Phase II – airline discussions – in progress
 - o DOT discussions – next step
- JHW Environmental Assessment of On/Off Airport Obstructions – no change
- JHW Phase I – Security Fence Project – 99.9999999% complete – finalizing
- JHW Phase II – Security Fence Project – 95% complete – punchlist
- Rehabilitation of Runway – Paving, Grooving, and temporary markings complete. Final markings to be completed in the spring due to weather constraints

DKK

- DKK Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: No change
- DKK Runway 15-33 Lighting Upgrade/Replacement: Complete
- DKK Taxiway A (North) Rehabilitation –no change
- DKK Solar Feasibility study – No change/Tabled

Maintenance Operations

- DKK/JHW – Mowing/Weeding
- JHW – New water valve in museum hangar
- JHW – Light and Sign repair
- DKK – Light and Sign repair
- DKK – Hangar 1 repair
- DKK – fuel farm valve repair
- DKK – Hangars 1 & 2 exterior painting

AIRPORT OPERATIONS

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

OLD BUSINESS

- Shannon shared with the group details of the hurricane relief project that was put together with the County, DKK and JHW Airports, and a pilot who Dave Hinz knows that is familiar with flying in the mountain terrain and volunteered to take the items down to Avery County Airport in North

Carolina. We were able to send a multitude of items including horse blankets, chain saws, oil, clothing. The Avery County airport has since changed their donation methods and are doing online donations through their “We The People” mission page.

NEW BUSINESS

None

LEGISLATIVE REPORT

- The approval for the ARPA is a big win for the airport

STAKEHOLDERS’ UPDATES

- Lou had a question about his lease process. Shannon was able to give him an answer about it.
- CAS is still looking for an Av tech – very specific job description.
 - o 2 techs are ready to take their practical exams for A&P.
 - o Lou will send job descriptions to us for the positions he is hiring for
- Centric has some new faces and are still hiring. They will be open ½ day on Thanksgiving.
- Great Lakes Flight School – high school program is doing very well
- Civil Air Patrol – Ellen attended the Wings conference in Lake George. She has several cadets applying for the Wings Program
- She has a new prospect
- They did 0 flights in October
- November 11, 2024 they will be doing Veterans activities
- Several cadets will be doing color guard training with Advanced Council
- They will be participating in the Jamestown Christmas parade

NEXT MEETING

The next Commission meeting is December 4, 2024 at 9:00am –

HAPPY BIRTHDAY GREG!!

Adjournment

- Meeting adjourned at 10:15am by way of motion by Greg Jones, second by John Watkins. All in favor.