

AIRPORTS COMMISSION MEETING MINUTES

November 5, 2025

9:00AM

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

MEMBERS ABSENT: Nathan Stock

GUESTS: John Machemer Deputy Director of DPF - Airports, Nikki Adams Administrative Asst, Brian Bates, Assistant Airport Manager, Lou Nalboune – Chautauqua Aircraft Sales, Ellen Maternowski – Civil Air Patrol, Mike Kirchoff - Centric Aviation

CALL TO ORDER

Meeting called to order at 8:58am by Jamie Gustafson, Chair

APPROVAL OF October MINUTES

Motion made by John Shedd, Kyle Crandall. None opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

John reviewed the report. Shared that he scheduled a virtual meeting similar to the meeting we held for the Legislature with our consultants on October 6th. The meeting will be held November 13th after the audit & control meeting in the Legislative Chamber for those legislators and Finance administrative staff for the County who were not able to make the in person gathering.

Financial Posture

- 79% of the budget through 10/31/2025 - \$986,455 of \$1,233,081

FBO Flowage

- September Flowage & Usage up at both airports. The reason for the significant increase at JHW is due to Carlson doing check rides.

Regulatory Compliance

- DEC Inspection at JHW – all corrective actions are closed out

Grants

- No new grants at this time

December Resolutions

- ACIP (Airport Capital Improvement Plan) for both JHW and DKK (one resolution for each airport)
- Public Hearing for restaurant lease
- Transfer of Hangar A at JHW to the County

Business Development

- Hangar A update – trucking company did come the week of 10/14 to assess what they will need in order to remove the contents from the building. John has not heard from anyone since that time. He will reach out for a status update. A resolution (see above) is being submitted for the December Legislature meeting to transfer the hangar to the County from the CCIDA. Felt it was best to wait until hangar was emptied out so we can put out another RFP and advertise the space. Someone asked about possible eviction. Yes, that is a possibility if there is no movement by the owner of the contents. John will speak with legal about our rights and how best to go about that process.
- Restaurant – We received a proposal from a potential operator. Brian and John met with him and came to an agreement on monthly rent. He is very excited to get approved by the Legislature, move in, and open. His tentative opening date is March 1, 2026. This will give him time once the lease is approved to get prepared. He will be offering full-service breakfast and lunch with an extensive grab and go option. Once he becomes more established, he wants to expand to dinners on the weekends. He also plans to offer catering for our conference rooms, private jets, and parties. We have also set up a meeting with him and the Office For The Aging to discuss their dining out program as we think it will be a perfect fit for the area and will help him get started.

Airports' project status

- JHW
 - EAS Application – PJ sent letters to Senators Schumer and Gillibrand asking for letters of support. Also reached out to Molitor, Langworthy, and Borello's offices (Thank you, Jamie!). We received letters from Borello's office, Molitor's office and

hope to receive letters from the others soon. Nothing will be progressing until the shut down is over.

- JHW Environmental Assessment – no change
- Replace 34 Airfield Guidance Signs – project will be completed in spring of 2026
- Terminal Building Rehabilitation – Brian, John, and Nikki met with Ariel to go over options for flooring, wall coverings, and bathroom fixtures. She sent us samples to view. We narrowed the design down to a couple that we liked the best and asked if she could send a few more samples and some renderings for us to view with the chosen designs. She will send more samples within the next couple of weeks as well as renderings. Primarily looking at Luxury vinyl tile or continuous rubber flooring options for main terminal, larger floor and wall tiles in bathrooms, and neutral paint or wall coverings with some accents. A suggestion was made to reach out to Pucci's Floor Coverings as they are very reasonable and have nice quality flooring. Once we decide on a design, they can certainly be included in the bidding process. Ellen asked how the new flooring will do in the winter with her cadets walking across it in their boots – scuffs, etc....John Shedd told her that the material we are looking into is very durable and will withstand that with no issue.
- Fed Ex fence expansion project – Almost completed. They requested a 1month extension for their parking lot lease in case they didn't complete the project by November 30th. This was approved and an amendment is in the works to extend the contract until December 31st.
- Pursuing purchase of new snow removal equipment – carrier vehicle, material spreader, plow & rotary brush in 2026. Have approval from the FAA for inclusion in CIP for JHW. Will look to bid in spring and after received, prepare resolution for legislative approval. Boyle's may be bringing a piece for us to try out.

- **DKK**

- Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: This has been a top priority for John. He is making progress with land owners. Secured a signed Option Agreement for property off approach end of Runway 6. Have what appears to be mutual agreement for 2 additional properties

off Runway 24 end and anticipates securing signed Option Agreements in coming days.

- Taxiway A (West) Rehabilitation – Design Phase: Preliminary design work in progress – no change
- Security Gate Upgrades – Working with Passero to re-bid project in phases due to first bids coming in extremely high. BIL (now called IJJA) funded already. Design dollars we spend will be reimbursed with the grant.
- Hangar 1 & 2 door replacement – waiting on final design and hope to complete project by June of 2026.

MAINTENANCE OPERATIONS

- JHW/DKK – Prep for winter
- JHW – Clogged sewer drain repaired
- JHW – 5K – Door seals Hangar A
- JHW – Taxiway lights/sign repair
- JHW – DEC Inspection – corrective action items completed
- DKK – Clogged drain FBO kitchen
- DKK- Replace sump pump
- DKK – Fuel farm repair – bad gasket
- DKK – New light at fuel farm
- DKK – Light repair T hangar – bad photo cells
- DKK – old snowblower ready for auction

AIRPORT OPERATIONS

- John reviewed ADS-B Operations.
- ADS-B Jet Ops October 2025 - JHW (52) DKK (33)

LEGISLATIVE REPORT

- Reiterated the virtual meeting on 11/13 and welcomed everyone who could not make the in person gathering

STAKEHOLDERS' UPDATES

- Chautauqua Aircraft Sales – Still looking for help. Has a lot of work. He is looking for people who want to stay. John asked if there are any internships available? Yes, there are. Avionics Technology is tough as you have to follow FAA rules. You have to have a ratio of 1 mechanic to 1 student which makes it very difficult. Overall business is great and he is happy to be here. He wanted to commend John, Brian, and staff for their record time response to the belly-landing

incident. Gathering equipment to get the plane moved and repaired was text book 101 on how to take care of a plane.

- Centric Aviation – Mike reiterated that Jeff Carlson and check flights was the reason for the increase in flowage/usage. He has many pilots he has been working with. Blue Bunny has increased to 3-4 crews from 1 crew and they had a record month.
- Civil Air Patrol – They had to cancel the KC135, trip to Ohio, and other events due to the government shutdown. They did go to Lake George. She has 1 new prospect that applied. They are looking into new uniforms that will be very costly. She wanted to let Brian know that the door is not locking after 9pm. She had an incident a couple of weeks ago and had to call the police. The Ellicott PD told her they would increase their rounds to the airport.

OTHER NEWS/UPDATES

- We hosted Jamestown High School Aviation Class on October 16th. They came to take a tour of the airport as well as do their discovery flights with Great Lakes Flight School. There were about 15-20 students. John spoke about aviation in general, his experience/career as a pilot, and asked what type of aviation careers everyone was interested in. A few wanted to be pilots, a few wanted to go into avionics, and some weren't quite sure. Brian talked about the operations side of keeping the airport running.
- John also visited their classroom the last week of October to see how it is set up. Got to do some hands on with students and the simulator. Said it was a great experience.
 - One member asked about other schools and if there was interest in aviation. Sherman has a program and typically brings their students in the spring. John also said that he used to go into Chautauqua Lake yearly and speak with the 8th grade about aviation, etc. he does know that Dave from Great Lakes hopes to expand into other schools in the County.
- Airport Commission members terms – there are 4 that are expiring 12/31/2025 (Legislator Phil Landy, John Shedd, Nathan Stock, and Jamie Gustafson). John and Tim will discuss with PJ and Chairman Chagnon.

NEXT MEETING

- **December 3, 2025 in JAMESTOWN**

ADJOURNMENT

- Meeting adjourned at 9:49am by way of motion from Jay Churchill with second from Greg Jones. None opposed