

AIRPORTS COMMISSION MEETING MINUTES

October 8, 2025

9:00AM

MEMBERS PRESENT: Jamie Gustafson, Chair, Phil Landy, Jay Churchill, Nathan Stock, Kyle Crandall, John Shedd

MEMBERS ABSENT: Greg Jones

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, Brian Chase – Chase Aviation

CALL TO ORDER

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

APPROVAL OF June MINUTES

Motion made by John Shedd, Second Phil Landy. None opposed

PRIVILEGE OF THE FLOOR

- NONE

AIRPORT MANAGERS REPORT

John reviewed the report. Talked about the Legislative event on Monday 10/6 and Planning Board tour at DKK on 10/7. Both very successful. Jamie and Phil echoed this and said the Legislative event was a very well put together, very informative gathering. They both feel that the presentation by our Consulting Partners was well thought out, very descriptive and clearly laid everything out. The questions asked by members of the Legislature were answered very well and they both feel the individual asking the questions has a much more clear understanding of how capital projects work at the airport. Jay Churchill inquired if it would have helped having the Commission in attendance. John explained that he would have loved to have the Commission there but also wanted to keep it somewhat intimate with the Legislature. Understandable.

Financial Posture

- 76% of the budget through 9/30/2025 - \$941,238 of \$1,233,081
- John gave an update on the 2026 budget – said he and Brian went in front of PJ, etc...and there were very few questions brought up about our budget. Everything presented was satisfactory.

FBO Flowage

- July Flowage & Usage is slightly down at both airports over 2024

Regulatory Compliance

- Recurrent ARFF training completed by all staff members
- John attended the initial ARFF training the week of 9/8-9/11. Awesome experience, learned a great deal, and has an even bigger appreciation for our Airport and Volunteer first responders.

Grants

- No new grants at this time

Resolutions

- None

Business Development

- Hangar A update – a trucking company will be on site the week of 10/14 to evaluate the contents and determine what type of equipment/how many trucks they will need to transport the contents for the owner. This is the progress we have been waiting for. Hopefully we can close out this chapter very soon. We are also in the process of transferring the hangar to the County from the CCIDA. We are looking into options for use – whether we can lease it out ourselves, etc....
- Restaurant – The RFP has gone out and we have contacted interested parties. We have to wait until 10/17 to see if we get responses to the RFP.
 - Jay Churchill – what is the rent? How does the RFP read? The RFP included a standard sample lease agreement and the final rent fee will be negotiated based upon the responses we get. Jay suggested paying someone or give rent credit to get the space filled and have food service at the airport to start then base the agreement on their success over a 6-month period. John said that is definitely an option.... We need to strike a balance and structure a deal that will benefit both the operator and the airport.
 - Jamie suggested an “earn-out” which would be an agreement based upon performance for the first 6 months. \$1,000 profit

equates to \$100 rent for the month, etc.....as profits increases, so does the rental rate. Another good idea! She also suggested getting in contact with Michelle Turner of Turner Brokers real estate as she is fantastic when it comes to unique venue ideas.

- Ellen mentioned there are always people coming up to the airport looking for a dining option.
- The Co-Op approached us about leasing the space as a commercial kitchen. Definitely an option but would really like to see some sort of dining experience in the space.
- Kyle Crandall suggested using it and the terminal building together as an event venue. Definitely a possibility and would create a very unique space for small wedding receptions, showers, etc.....
- If we get an operator in the restaurant, the Office For The Aging has a dining out program that they are looking for another venue to include in the south county as their only option right now is the hospital. This would be a huge benefit to the operator as the County would pay them a portion of their food cost through this program.
- John mentioned if we don't get results from the RFP, we are looking into advertising on LoopNet which is a real estate website that features commercial space. Kyle Crandall also suggested another website called homecoin.com. It's \$99/year and puts your listing on the MLS. Definitely worth checking into.

Airports' project status

- JHW
 - EAS Application – Nothing further to update. Question – what is the grant amount? 3.5-4.1 million (with red eye flight added). If the EAS application is not approved, we do have other options – Contributions from local foundations/businesses for a year to show that EAS works then re-apply. SCASD grant – opens in November/December. During the NYAMA conference, John and Brian had good discussions with a DMV rep on all options. What are some other airports similar that don't have EAS? Williamsport is a community model using funds from local sponsorship. We need to get letters of support from Langworthy,

Schumer, Gilibrand. Jamie inquired if we have a template – yes. Will get to her after meeting.

- JHW Environmental Assessment – no change
- Replace 34 Airfield Guidance Signs – project will be completed in spring of 2026
- Terminal Building Rehabilitation – Ariel was scheduled to come down last week to show sketches, etc....and give us samples of flooring however, she wasn't able to. Will follow up with a meeting very soon. Kyle suggested some sort of community attraction within the terminal building such as an indoor playground. That is a great suggestion. At this point, it wouldn't be utilized enough to warrant including with the project BUT if EAS returns, it's definitely a possibility! Jamie suggested Doors Open Jamestown event in January/February of 2026. Could reach out to Dan H. at the Chamber about holding the event at the airport to get exposure.
- Fed Ex fence expansion project – Consultants gave a little feedback but all is good and construction will start within the next couple of weeks.

- **DKK**

- Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: John will be meeting with our consultant and FAA to get approval on the counter offer letters he has drafted to the property owners. He thinks with the 25% increase from the 2023 appraisal and \$4K appraisal credit, we may have some success in obtaining the necessary easements. What is the FAA paying toward the project? 95% of the cost. We aren't buying their land either, we are essentially buying an aviation easement or "air". Who will be responsible for the maintenance once the obstructions are removed going forward (Nate)? Brian believes it will depend on how the easement is written but will most likely fall on the airport. What is the detriment to the airport if we don't get these easements? Minimal approach visually causing issues with approach and landing. What is the next step? Concurrence with the FAA. Brian Chase – offered to take owners up in his plane to show them exactly we are talking about with the obstructions. John also brought up the point that although he's not going to go to the property owners with this unless absolutely necessary, if they refuse to agree to the easements and a plane crashes as a result of obstructions on their

property, it will be THEIR responsibility to repair the damages, etc. through their homeowners insurance. Definitely NOT something he wants to even put on the table.

- Taxiway A (West) Rehabilitation – Design work continues on project
- Security Gate Upgrades – Going out to bid again very soon

MAINTENANCE OPERATIONS

- JHW/DKK – Mowing and fall clean up
- JHW – Crack sealing
- JHW – 5K – guys did a great job prepping for the event
- JHW – Lift station repair in Hangar C
- JHW – NYS Fire Inspection completed
- JHW – ARFF training completed
- JHW Turner Road Culvert Install. John and Brian are going to meet with Drew from the Highway to look at the job and determine how best to rectify the issue.
- DKK – Creek bed brush cleared on Cook Rd
- DKK- NYS Fire Inspection complete

AIRPORT OPERATIONS

- John reviewed ADS-B Operations. Unfortunately, the ADS-B appeared to malfunction for JHW so that number is not accurate
- **ADS-B Jet Ops September 2025 - JHW (3) DKK (12)**

LEGISLATIVE REPORT

- Jamie reiterated again how successful she thought the legislative event was – the objective was achieved and they now have a more clear understanding.
- John inquired if he should send out a mini description about projects ahead of meetings to the legislature? No, that won't be necessary as they get the agenda and pre-file before hand.

STAKEHOLDERS' UPDATES

- Centric Aviation – Had to leave prior to reporting but did mention they are still consistently busy.
- Chautauqua Aircraft Sales – Had to step out before reporting
- Civil Air Patrol – She has one new cadet and continues to do recruiting at Southwestern and Falconer schools. They recently did the Warren Bike Fest which was a much different event than they've attended in the past,

they are preparing for the KC 135 flight, Tim Hortons Camp Day, Parades. Will be doing Campout this weekend up on the hill.

- Chase Aviation – just reiterated how important to this County the airports are.

OTHER NEWS/UPDATES

- Stomp out the stigma was a huge success. About 140 runners/walkers in attendance and everyone loved the unique venue. Is hoping to do this yearly.

NEXT MEETING

- **November 5, 2025 in JAMESTOWN**

ADJOURNMENT

- Meeting adjourned at 10:12am by way of motion from Kyle Crandall, Second by Jay Churchill. None opposed.