

# **AIRPORTS COMMISSION MEETING MINUTES**

**September 4, 2025**

**9:00AM**

**MEMBERS PRESENT:** Jamie Gustafson, Chair, Phil Landy, Greg Jones, Jay Churchill, Nathan Stock

**MEMBERS ABSENT:** John Shedd, Kyle Crandall

**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

## **CALL TO ORDER**

The meeting was called to order at 9:01am by Jamie Gustafson, Chair

## **APPROVAL OF June MINUTES**

Motion made by Jay Churchill, Second Greg Jones. None opposed

## **PRIVILEGE OF THE FLOOR**

- NONE

## **AIRPORT MANAGERS REPORT**

John reviewed the report

### **Financial Posture**

- 69% of the budget through 8/30/2025 - \$847,366 of \$1,233,081
- John met with PJ on the upcoming budget. Was a positive meeting. Reviewed some of the changes to the airport budget for 2026. Nate Stock inquired how the County's budget structure is set up. Is it a month to month or is it annual? It is annual. The capital projects are outside of the every day operating budget. We are encouraged to use the amount budgeted for each line item as that amount may not be approved in the next budget if it's not.
- Commission members would like to see a comparison of the budget this year to the budget last year for the same month of the report. Nikki will gather that information to send to them and will start including in the report moving forward.

### **FBO Flowage**

- July Flowage & Usage is up at JHW, slightly down at DKK over 2024

### **Regulatory Compliance**

- Part 139 Inspection – All follow up items complete. Received closeout letter from FAA on 8/18.
- Annual Wildlife Training complete – informative training. Went well
- CPR/Stop The Bleed Training – 9/3 from 9-12pm. All participated and are certified in CPR/Stop The Bleed
- Annual EAP Review completed 8/20. Thank you to Jamie and Phil for attending. Jamie said it was a VERY informative meeting and encourages everyone to attend it. She had no idea what was involved in a response for an emergency at the airports. Would like to see better participation from fire departments, PD. Most of the police departments were represented. John advised that he plans to have either individual department meetings or attend a county-wide meeting for fire departments once we get the changes finalized.
- Recurrent ARFF training scheduled for staff on 9/4. John will be attending initial ARFF training 9/8-9/11 at MCC training facility.
- Meeting with TSA inspectors. Primarily meet and greet and overview of GA Security. Did a drive-by airfield inspection and were pleased. No issues noted.

### **Grants**

- NYS – Hangar 1 & 2 Doors (DKK) – Very close to completion on design. We are hoping to rebid the project this fall as the first bids to come in were over budget significantly.
- DKK – Security Gates – grant offer received. Resolution to accept passed.
- On airport obstruction Design JHW – grant offer received and resolution passed
- Rehabilitate Taxiway A West Design DKK – Grant offer received and resolution passed
- Replace 34 Airfield Guidance Signs construction JHW – Grant offer received and resolution passed. Hoping to start in fall of 2025 but most likely will be spring of 2026
- Reconstruct Terminal Apron design JHW – Grant offer received and resolution passed.

## **Resolutions**

- Federal Aviation Administration lease agreement
- Public Hearing for CTASC (If needed)

## **Business Development**

- Hangar A update – we have been in contact with the CCIDA as well the owner of the contents. He advised he will have the items removed within 30-60 days. We are currently at approximately 15 days in.....where do we stand if he doesn't remove the items? Essentially it's in the CCIDA's hands. John is still working with interested parties who submitted proposals regarding the Hangar.
- Restaurant – Legal will get the sample agreement to purchasing so that the RFP can be sent out. We are looking at a timeframe of 9/23 to publish the Legal notice, visits to restaurant the following week, and proposals due to us by 10/17. Have some interest already including Office For The Aging who we met with recently. They currently have a dining out program for community members that could work very well at the airport as currently in the South County, there is only one location – the hospital. We are hoping to get some good response from the RFP. We are also looking into utilizing LoopNet (a commercial MLS website) in the future for any space we may have available which could include the restaurant.

## **Airports' project status**

- JHW
  - EAS Application – No update
  - Runway 13/31 – Above 60% on the design and is on track
  - JHW Environmental Assessment – no change
  - Replace 34 Airfield Guidance Signs – Baseline King has been awarded the contract. Discussing start date. Hopeful for this fall but most likely will not be until spring of 2026.
  - Terminal Building Rehabilitation – Ariel and her team were here on 8/25 to do some more measuring in the Terminal Building so they can finalize their design and get it to us for review. The question was brought up if we would be keeping the display cases as people do look at them when they come to the airport. Yes, we want to refurbish them. Will also be speaking with the local businesses that are represented in the cases to see if they

still want to display or reach out to other businesses to gauge interest. John said he anticipates questions about why we are updating the terminal building if we don't have essential air service? That is correct, we do not currently have air service but we are hopeful that at some point we will. Right now the terminal is eligible for renovation and we are getting 97% funding between the FAA and the State for this project. If we have the funds awarded, we should take advantage of those funds to do the necessary improvements.

- Fed Ex fence expansion project – going to meet with Fed Ex to get a better idea of what the project will look like. Waiting for update on design from contractor.
- John shifted gears a bit and discussed an event he is working on for the County Legislature. He is corresponding with both of our consulting partners about the possibility of coming down to do a presentation for the Legislature in order to give them a better understanding of what their role with the County is, what is involved in project development, etc.....looking at the 1<sup>st</sup> or 2<sup>nd</sup> week of October.

- **DKK**

- Runway 06-24 Easement Acquisition/obstruction removal for approaches and RSA: John drafted a letter and counteroffer to owners which included a good faith application credit of \$4,000 per property which he hopes will help get to an agreement. He sent the letters to the FAA to approve.
- Taxiway A (West) Rehabilitation – Design work continues on project
- Security Gate Upgrades – Grant offer received. Need to put out to rebid as the first round of bids was over budget significantly.

## **MAINTENANCE OPERATIONS**

- JHW/DKK – Mowing and weed spraying
- JHW – Fuel farm painting complete (Part 139 corrective action item)
- JHW – Painting runway and taxiway complete
- JHW – Bathroom remodel in Hangar F complete
- JHW – Hanger L Roof & Vent Inspection to determine any bird access points and possible mitigation. When Loom Acres was here, they looked at the roof with Brian/John – stated the bird netting is expensive not feasible. They suggested that

if the door seals to the hangar were replaced, it would most likely solve the issue of the birds getting in. Additional issue in this hangar is the paint. It was a short term “quick fix” to a problem and never should have been painted in the first place.

- 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 – ceiling tile repair in FBO complete
- DKK- HVAC repairs FBO – replacement of AC unit

## **AIRPORT OPERATIONS**

- John reviewed ADS-B Operations. Definite uptick in activity at both locations as we enter our busy season, especially in JHW. A request was made for a comparison of jet ops from year to year:
- **ADS-B Jet Ops August 2024 – JHW (63) DKK (26)**
- **ADS-B Jet Ops August 2025 - JHW (130) DKK (38)**

## **LEGISLATIVE REPORT**

- No update other than all resolutions are on prefile and Phil does not see any issue with them being approved

## **STAKEHOLDERS' UPDATES**

- Centric Aviation – Not in attendance
- Chautauqua Aircraft Sales – As part of the discussion regarding the event John wants to put on for the Legislature, Lou gave examples of why the airports are important to business. Many of the businesses in both the Jamestown area and the Dunkirk area chose to build where they did because of the proximity of the airports. They are a vital part of our communities. He suggested reaching out to some of the major corporations such as Cummins, Purina, Wells, etc.....to ask them to write something up speaking to their coming here because of the airports.
- Civil Air Patrol – Continues to be very busy. Cadets and Ellen worked the Batavia Air Show the last weekend in August
- Chase Aviation – Not in attendance
- Penn Border – had to leave before giving report

### **OTHER NEWS/UPDATES**

- Stomp Out The Stigma 5K will be held at the airport on September 27, 2025. This is an event being put on by the Suicide Prevention Alliance of Chautauqua County. The race starts at 6pm and will utilize the main runway for both the 5K and the 1-mile loop. We have gotten permission from the FAA for a temporary closure of the airport during the time of the race. We looking into the impact closing it will have and it is very minimal – possibly 3 aircraft.

### **NEXT MEETING**

- **October 8, 2025**

### **ADJOURNMENT**

- Meeting adjourned at 10:11am by way of motion from Greg Jones, Second by Jay Churchill, none opposed.