

**Village of Hamilton
Airport/Airpark Commission
Regular Meeting of April 17, 2015
4:00pm., Village Office**

APPROVED MINUTES

Present: Chairman Carl Albrecht; Commissioners: Keith Watkins, Harvey Kliman, Art Steneri and Roger Rowlett; Treasurer Mary Ann Henderson; Administrative Assistant Nancy Mitchell; Trustee Jen Servedio; AOPA Jeff Rubenstein

Public Present: Colgate Chief Information Officer Kevin Lynch, Ahmad Khazae, Colgate; McFarland Johnson's Zach Staff; Pilot Rick Bargabos; Julie Rubenstein; HBA President Reg Wilson, Father's Day Fly-In Breakfast; Pilot Mike Magnusson.

Chairman Albrecht called the meeting to order at 4:04pm.

Public Comment: None

Approval of Agenda: The agenda was approved as presented.

Approval of March 12, 2015, regular meeting minutes: Changes requested:

1. DiNardo Marketing-1st sentence- add "in the proposed budget" to the end of the sentence
2. Fence-1st sentence-delete "and everything is online" and replace it with "at the Airport and that information and registration are online"
3. Next Meeting-add after "Lynch"- ", Chief Information Officer at Colgate,"

A **motion** was made by Commissioner Rowlett to approve the minutes as amended. The **motion** was seconded by Commissioner Watkins and unanimously carried.

OLD BUSINESS

Wind Turbines: Administrative Assistant Mitchell reported that 34 proposed wind turbines. Zach Staff reported that they have the potential to interfere with the Utica VOR.

Fun Run: A gate will be installed and Administrator Graham has requested that ~~SMHT~~ Chenango Canal Association put up KEEP OUT signs.

T-Hangars: See Financial Report.

Progress of Trail Work: Administrative Assistant Mitchell explained Administrator Graham has concerns about maintenance around the fence; that there was a misunderstanding on how this will be completed. A temporary gate will be installed for the Fun Run. Zach Staff reported that the intention is to contact the Army Corp on Engineer and the NYS DEC to discuss available options that are available, i.e.: boardwalk, trying to avoid mitigation costs. The contractor will be asked to clean up the trail that was part of his contract. DPW Supervisor Randy Weaver reported the trees on the west side of the trail are dangerous and need to be removed. The pile of wood chips is for trail use.

Drone Presentation: Kevin Lynch, along with Ahmad Khazaei, explained that Colgate has a draft policy regarding the use of Drones on Colgate property that they would like to present to the Commission to get feedback and input. Mr. Lynch stated that he has been a hobbyist for 30 years, he is familiar with FAA regulations regarding drones and feels that noncommercial versus educational use is unclear, would like a memo of understanding with the Airport. He explained the proposed safety code for Colgate:

Small Airborne Object (SAO) Safety Guidelines – Colgate University

This document complements the [SAO Safety Code](#) by providing more detailed and specific guidance. It is anticipated that these guidelines will be updated periodically by the Safety Committee in response to new considerations that may arise.

Except for common sporting and recreational objects such as balls and Frisbees, all SAOs used on Colgate University property must follow the SAO Safety Code in accordance with the additional guidance below:

1. Careful Coordination with Hamilton Municipal Airport
 - a. Colgate University campus is located within 5 miles of the Hamilton Municipal Airport. To ensure the safety of the National Airspace System, careful coordination between SAO operators and the Airport is essential. By way of this policy, operators of SAOs within the pre-approved venues, respecting the restriction of each site, are considered to have coordinated with the Hamilton Airport for safe operation.
 - b. Any operation outside of approved venues, or exceeding venue criteria, requires prior notification of the Hamilton Municipal Airport operator by calling:
 - i. Hamilton Village Administrator: 315.824.6681
2. SAOs will only be operated in approved venues as denoted on the attached map.
 - a. Operators must know the category (section 7) of their SAO and only operate it in approved venues.
 - i. Category I SAOs may operate in any outdoor space, provided operators obey all safety guidelines, especially in regards to pedestrian and property safety.
 - ii. Category II SAOs may seek special permission to fly in areas other than pre-approved venues from the SAO Institutional Authority.
 - iii. Use of Colgate owned drones off campus require careful coordination, a detailed flight & operations plan and pre-approval of the SAO Institutional Authority. All regulations apply regardless of operating location.
 - b. Operators must know and obey altitude and overfly restrictions for each venue. When possible, geo-fence technology should be employed to assist in compliance
 - c. Operators must know and obey weight and speed restrictions for each of the venue.
 - d. Operators must fly with a designated safety observer as denoted in section 4.

- e. Operators must also respect the privacy of the community. While there are no SAO related privacy regulations, existing privacy regulations will be strictly enforced.
3. Operators of privately owned (non-Colgate) SAOs, Category II-IV, wishing to operate on Colgate property, must be members of the Colgate Community (possess a Colgate ID, or a spouse, child or partner of a member) in good standing with the Academy of Model Aeronautics and obey the [AMA National Model Aircraft Safety Code, AMA Document 105](#), for their respective activities. Operators of Category I SAOs are encouraged to join the AMA, and are expected to follow the AMA Model Aircraft Safety Code regardless of membership status.
 - a. When there is a discrepancy between AMA guidelines and Colgate University SAO Guidelines, the most restrictive guidelines shall apply.
 - b. Private operators should inform Campus Safety of their intent to operate SAO on Colgate property and provide for inspection their AMA member card prior to operation.
4. As with other activities on campus, any injury or property damage caused by a SAO should be reported to Campus Safety immediately.

5. Safety Observer:

- a. All flights of SAOs on Colgate Property require the presence of a dedicated safety observer. At no time is a pilot to operate a SAO unaccompanied.
- b. The role of the safety observer is to enhance the SAO pilot's situational awareness. The safety observer should:
 - i. Inform pilot of any approaching full-scale aircraft, and direct the pilot to land as soon as possible if necessary, even if it puts the SAO at risk. See [AMA Document 540-D, "See and Avoid Guidance"](#)
 - ii. Inform pilot of any pedestrians, vehicles, bicycles or animals entering the flight area or new hazards as they may evolve during the flight.
 - iii. Engage onlookers and direct them to stay clear of SAO and pilot.

6. Autonomous Flight:

- a. In addition to the Colgate SAO Guidelines, operators must adhere to AMA guidelines found here: [AMA Document 560 - RC Operations Utilizing Failsafe, Stabilization and Autopilot Systems](#)
- b. If you do not fully understand these guidelines, you should not attempt autonomous flight.

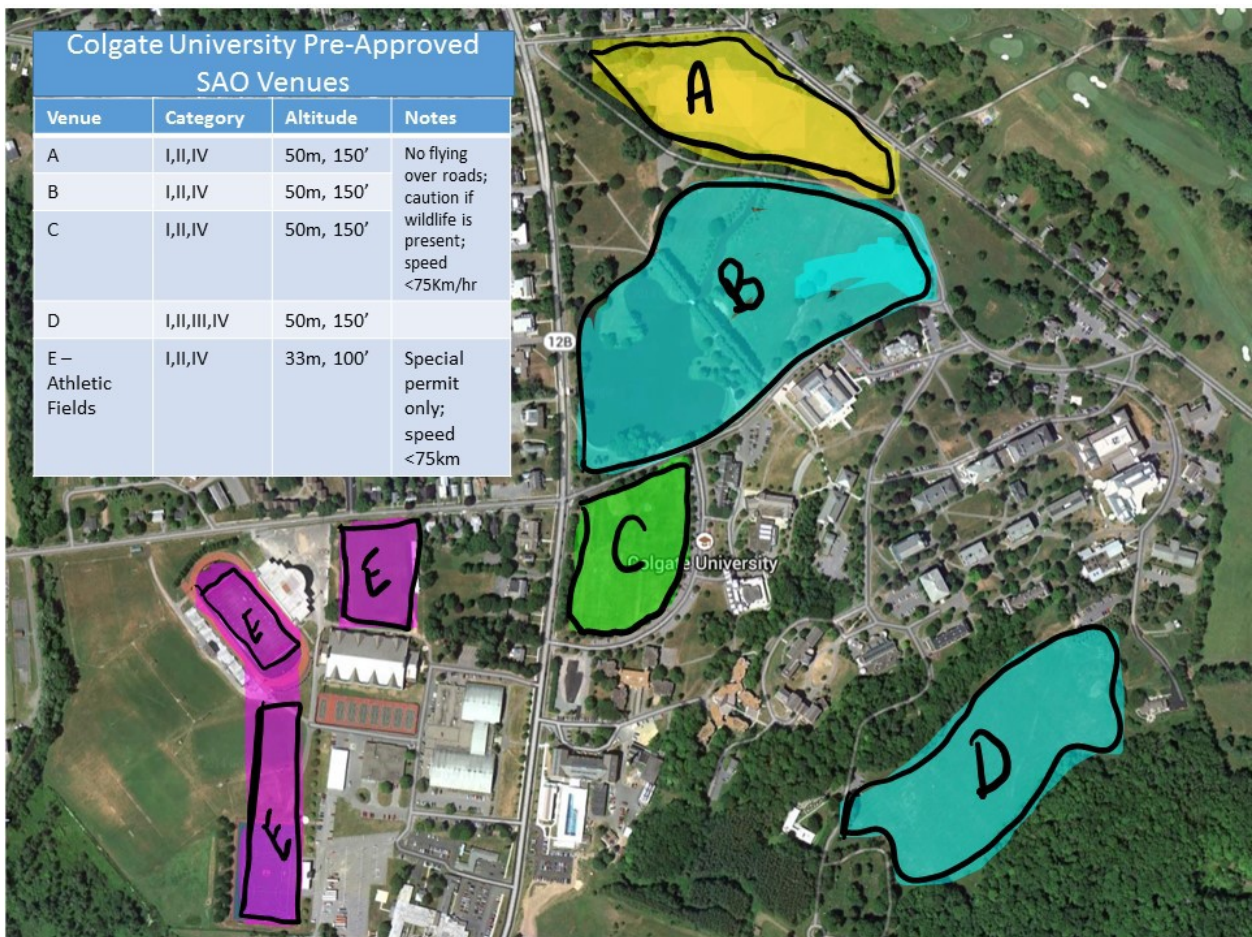
7. First Person View:

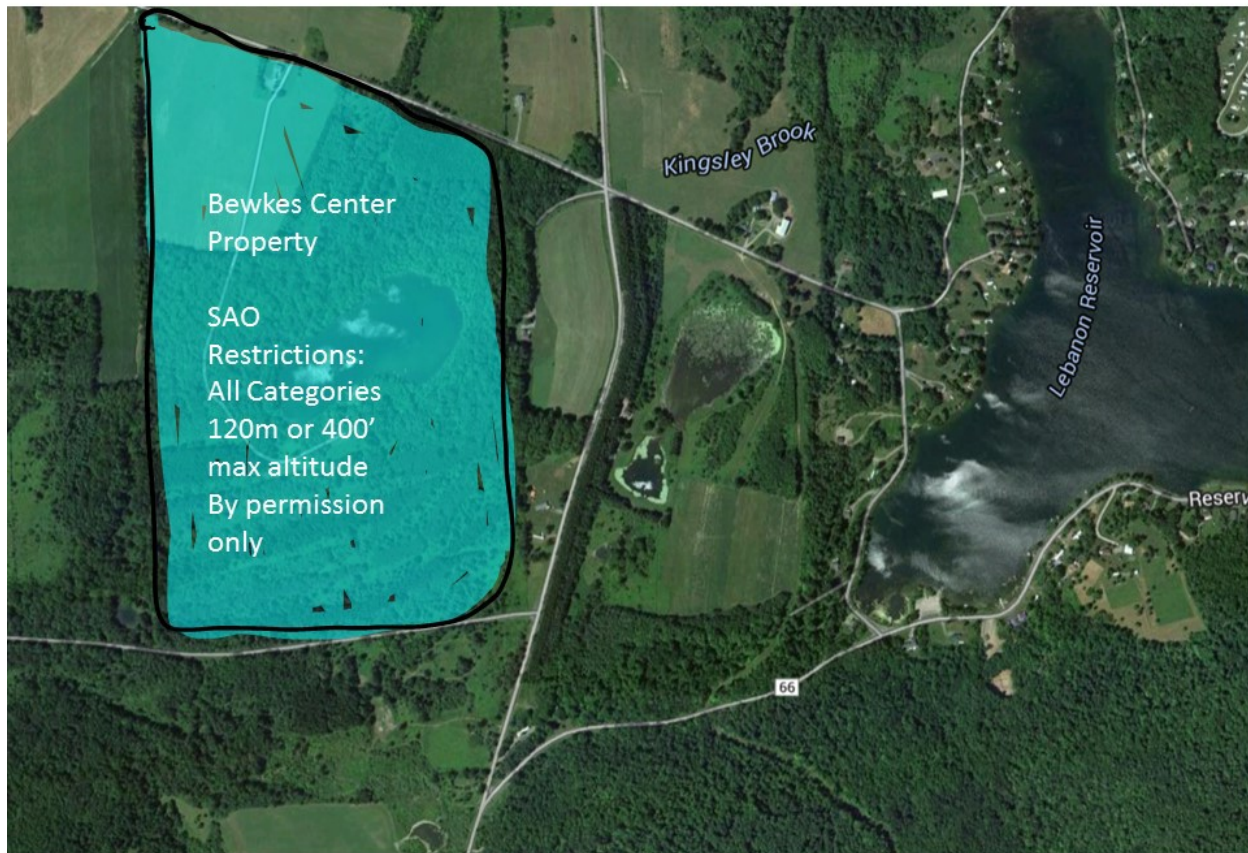
- a. In addition to the Colgate SAO Guidelines, operators must adhere to AMA guidelines found here: [AMA Document 550 - First Person View \(FPV\) Operations](#)
- b. If you do not fully understand these guidelines, you should not attempt FPV flight.

8. SAO Categories:

- a. Category I: SAOs weighing less than 60 grams (~2oz).

- i. Examples: [Zano](#) , [Blade Nano](#) , [Sport Cub S](#)
- b. Category II: SAOs weighing less than 2Kgs (~4.4 pounds) ready-to-fly.
 - i. Examples: [DJI Phantom](#), [Quanam Nova](#), [Blade 350 QX3](#), “Park Flyer” aircraft
- c. Category III: SAOs weighing greater than 2Kgs, but less than 25kgs (~55pounds) ready to fly.
 - i. Examples: [Carbon-Z Cub](#)
- d. Category IV: Lighter-than-Air SAOs
 - i. Examples: [E-Blimp](#)
 1. Note, lighter than air aircraft should have a remote deflate capability to prevent fly-away.
- e. Category V: Free-Flight SAOs
 - i. Examples: Model Rockets, Weather Balloons, etc.





A revised proposal will be emailed to the Commission for consideration.

NEW BUSINESS

Financial Report/Budget: Treasurer Henderson distributed the financials. Revenue is at 23%, expenses at 22% (as of March 31, 2015). Treasurer Henderson reported that a hold will be placed on the T-Hangar project because of the up-front costs. The general fund cannot handle this expense due to Natural Gas. Treasurer Henderson stated the Airport owes the General Fund \$286,000.00 for Capital Projects. Also, regarding the Vantine and Wendt \$156,000.00 (sale of property) money the Trustees feel that because the Fuel Farm came out of the General Fund, they would like that money transferred back to the general fund. The Commission does not agree with this decision and have asked to meet with Treasurer Henderson and Administrator Graham to review the books.

Claims: Questions: None

A **motion** was made by Commissioner Steneri to approve the claims and recommend to the Board of Trustees to pay them. The **motion** was seconded by Commissioner Kliman and unanimously carried.

HBA/Rotary Father's Day Fly-In Breakfast, 7:00am-1:00pm, Sunday, June 21, 2015: Reg Wilson reported this will be the 7th year hosting this event. Mr. Wilson distributed an

informational packet to the Commission. The Commission asked for a designated handicap drop off area to be added to the map. Commissioner Kliman has added this event to the Airport website.

Recent Damage to Hangar: Mr. Delalio's insurance will be issuing a check to the Village; then the Village crew will repair the damage.

Colgate Aviation Club Incident: Chairman Albrecht reported that he was contacted by Administrator Graham on Friday. The Club had scheduled discovery flights at the Airport without permission. Rick Bargabos reported he had a meeting with Colgate's Mike Maningas and Katie Kammendeimer and Mr. Bargabos said all issues have been resolved.

Lew Peterson Retirement: Rick Bargabos stated that Lew Peterson will be retiring in the fall. Mr. Peterson has been very generous with his time at the Airport. Mr. Bargabos said he would like Eagle View to take over, but believes it will take three full-time employees to cover what Lew is doing, making him apprehensive to move forward. He would like to have this placed on the agenda for the May meeting

Next Meeting will be **May 14, 2015, at 4:00pm**, at the Airport.

Adjournment: There being no other business to come before the Commission, Commissioner Rowlett made a **motion** to adjourn. The **motion** was seconded by Commissioner Kliman and carried. The meeting was adjourned at 6:08pm.

Respectfully submitted,
Kim Taranto