

**Village of Hamilton
Airport/Airpark Commission
Regular Meeting of June 9, 2016
4:00pm., Airport**

APPROVED MINUTES

Present: Chairman Carl Albrecht; Commissioners: Harvey Kliman, Roger Rowlett; Administrative Assistant Nancy Mitchell; Treasurer Mary Ann Henderson

Absent: Administrator Sean Graham; Trustee Jen Servedio; Commissioners Art Steneri & Keith Watkins; AOPA Rep Jeff Rubenstein

Public Present: None

Chairman Albrecht called the meeting to order at 4:00pm.

Public Comment: None

Approval of Agenda: Approved as presented

Approval of May 12, 2016, regular meeting minutes: Changes requested:

1. Add Chairman Albrecht to absent

A **motion** was made by Commissioner Kliman to approve the May 12, 2016 minutes as amended. The **motion** was seconded by Commissioner Rowlett and unanimously carried.

NEW BUSINESS

AICP Update: Administrative Assistant Mitchell reported a letter was received from the FAA regarding updating information for the upcoming year. All reports have been filed per Administrative Assistant Mitchell and she is in the process of extending the two open grants to December 2016. The FAA is also requiring an obstruction plan. Commissioner Rowlett stated this will be difficult since we do not have access to the FAA data base or tools.

Fence: A tree fell on the fence on the west side of the runway. The Commissioners asked if the damage was covered by warranty or insurance. Administrative Assistant Mitchell will find out and report back to the Commission.

FAA Policy-Flying Clubs: Was briefly discussed as well as the ISA flying club.

OLD BUSINESS

Drone Policy: The Board of Trustees approved the policy and use form. It is posted on the Airport website and will be posted on the Village website tomorrow.

Security Substation Update: Right now Administrative Assistant Mitchell is waiting on Verizon. An open house is scheduled during the Rotary Father's Day Fly-In Breakfast.

Incident Report with Protocol: Commissioner Rowlett stated that he had generated a draft form several months ago that was distributed for review. Chairman Albrecht thinks Attorney Stokes may have. Administrative Assistant Mitchell will check with Mr. Stokes and report back to the Commission.

Static Aircraft Procurement: Chairman Albrecht stated he has not received a response from the letters that were sent out earlier to the Air Force or Navy. Chairman Albrecht reported he recently spoke with Captain Rausa and asked to have a copy of the letters emailed to him so he can forward to Captain Rausa. Administrative Assistant reported that Village Officer Matt Janczuk stated that there is a website the police have access to with available aircraft listed. Administrative Assistant Mitchell will contact Officer Janczuk for more information.

Nuisance Permit-Deer: Administrative Assistant Mitchell stated until there is a need, no action will be taken.

Fueling Letters to Pilots: The letters were sent to the pilots several months ago.

Hangar Rents: No action will be taken until November 2016.

Wind Farm Update: No new information. Commissioner Kliman reported he had a conversation with Ron Bono regarding the existing windmills and taxes.

Update Zoning Map: This is a Trustee issue.

Empty Hangar: Getting the word out about empty hangars was discussed. Possibly sending something out with the monthly billing and providing incentives for referrals was discussed.

Financial Report/Budget: Treasurer Henderson distributed the financials. Revenue is at 49%, expenses at 68%.

Claims: Questions: None

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

Next Meeting will be **July 14, 2016, at 4:00pm**, at the Airport.

Executive Session: Not needed

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 4:54pm.

Respectfully submitted,
Kim Taranto