

August 30, 2005

Present

Chair, Carl Albrecht, Commissioners Roger Rowlett, Rob Gustafson and Phil Alley. Also in attendance were Mayor, Sue McVaugh and Director of Utilities and Public Works Sean Graham. Commissioner Ross Hoham was absent.

Call To Order

Chairman Albrecht called the meeting to order at 4:03 pm. Chairman Albrecht then formally introduced Mayor McVaugh to the Commissioners. Mayor McVaugh wanted to thank all of the commissioners for volunteering to serve. She also stated that it has been an exciting transition over the past several months and she has seen a positive change in the airport and is sure it will continue. Mayor McVaugh left the meeting at 4:15 PM.

Approval of Minutes

There were no minutes to approve.

Chairman Albrecht Introduction

Chairman Albrecht thanked the members for volunteering to set on the commission and that it has been a long time coming. He then gave a brief summary of the past commission and its problems and was hopeful that a smaller commission, comprised of Village residents, would respond and act more effectively than the past commission.

Chairman Albrecht also stated that there would be advisers to the Commission. He informed the commission that Mr. Reg Wilson was the local realtor that was responsible for marketing the Airpark/business Park for the Village. Mr. Jock Hengst, a local businessman, had served on the commission in the past, will also be serving as an advisory.

Chairman Albrecht also informed the commission that several pilots were interested in an advisory position to represent the pilots to the commission. It was discussed at length and it was decided that the commissioners would invite the pilots to a meeting on Tuesday, September 20th, 2005 at 7:00 pm.

Executive Session

Motion was made by Commissioner Gustafson and seconded by Commissioner Alley to enter into executive session to discuss legal matters. The motion carried and the commission entered executive session at 4:25 pm.

Motion was made by Commissioner Alley and seconded by Commissioner Rowlett to return to the open session. Motion Carried and the commission returned to open session at 4:45 pm.

New Business

Airport Manager/Airport Operator: Chairman Albrecht informed the commissioners of the steps taken by the Village Administration to man and maintain service at the airport after Keib Air Service terminated their contract. He noted that Mr. David Noble was contracted to serve as an interim operator while the

Village looked at options in operating the facility. He also explained that the Village was going to meet on September 6th to finalize the position.

After Hours Restroom Facilities: Director Graham stated that he had been asked by one of the pilots if there had been any thought about having bathroom facilities at the airport for pilots that utilize the airport after hours. Director Graham suggested that keys be issued to the local pilots which would gain them access to the restroom in the terminal hangar. Commissioner Alley suggested that a keypad be installed on the door and the combination be given to the local pilots. Commissioner Alley also thought it would be a good idea if the combination were changed on a regular basis. The Commissioners concurred and instructed Director Graham to look into the cost of purchasing a programmable lock for the terminal hangar.

Chairman Albrecht informed the Commission that there might be a possibility for the need of expanding our Tee Hangar facilities. He went on to say that there was a flying club at the Oneida County Airport and that they have shown interest in relocating to the Hamilton Airport. Director Graham stated that the cost of the hangars would be around \$300,000 for eighteen Tee's. Director Graham also stated that there are several funding sources for this project.

A&P and IA: Director Graham informed the Commissioners that one of the many concerns that the pilots had after the departure of KAS was the availability of a A&P mechanic and an IA. During the search for an interim manager at the airport the Village had an opportunity to speak with several mechanics. Director Graham was instructed by the Commissioners to contact Mr. Dick Goodwin and Mr. Rob Reutter to arrange a meeting to discuss their ideas and business plan for a successful operation at the airport. It was decided by the commission to invite Mr. Goodwin and Mr. Reutter to a meeting on September 27th to discuss the matter.

Director Graham notified the Commission that he had been talking with Mike Posson the owner of MetroAir Charter Service and that he was interested in relocating to the Village Airport. Director Graham stated that Mr. Posson's proposal was to have a reduced hangar fee with an understanding that he would purchase an agreed amount of fuel on a monthly basis. The Commissioners discussed the matter at length and decided to invite Mr. Posson to the 27th meeting at 5:00 pm to discuss the details of the proposal. The Commissioners instructed Director Graham to contact the Village Consultants to see if there was a generic lease agreement that could be used for this proposal. Director Graham also stated that one plane and one helicopter would need to be relocated to the north corporate hangar in order to accommodate Mr. Posson's business.

Mr. Sabol, a tenant at the airport, asked if the Commissioners would allow the tenants to pay one year in advance for their hangar and allow a discount for one month as an incentive. The Commissioners discussed the matter and decided that it was not in the best interest of the Village at this time to enact such a procedure, but may consider it at a later date. Director Graham was instructed to pen a letter to Mr. Sabol to that effect.

Chairman Albrecht stated that there was a concern that the hangar fees may be a little on the low side and that the thought it would be a good idea to look into it. Commissioner Rowlett stated that he thought that the rents were very reasonable and that they in fact may be a bit low. Director Graham informed the Commission that the rates for the wood Tee hangars were \$115 a month, \$175 for the metal Tee's \$175 for single engine in the corporate and \$210 for twin engine in a corporate. Commissioner Gustafson suggested that we create an annual lease that all pilots would be responsible to sign. The Commissioners concurred and instructed Director Graham to look into simple lease agreements.

Director Graham stated that towing equipment would be essential to the operation but was unsure what type to get. The Commissioners suggested that he contact our consultants for advice. The Commissioners also agreed that it was a necessity for the operation. The Commissioners also directed Director Graham that any time an aircraft is moved the pilot/owner shall be present. Commissioner Gustafson informed the Commission that he had an individual that would possibly like to donate a Ford Explore to the airport as a tow vehicle. Director Graham informed the Commissioners that we have two tractors at the facility to use as tow vehicles and that it might be possible to use the Explorer as a curiosity vehicle for pilots.

Director Graham informed the Commission that he would like to purchase three portable radios for the Uni-Com at the airport. These radios will be needed during the plowing season so as to keep in communication with the pilots and the trucks while on the runway. Director Graham stated that the village would issue a NOTAM to the FAA anytime we are on the runway or active taxiways.

Director Graham stated that Ms. Diane Van Slyke had contacted him, and that she was representing Madison County. She stated that she knew that there were changes in operation responsibilities at the airport and that there was a new mayor and wanted to make sure that the Airport was still available for the June 25th, 2006 county wide bicentennial celebration. The Commissioners were all supportive of the concept and made recommendation to the Mayor and the Board of Trustees that the county be granted permission to utilize the facility and that the Trustees direct the Commission on this endeavor.

Director Graham notified the Commission that a Mr. Brian Gulby had contacted him with regards to short term leasing of the terminal hangar (8 to 10 weeks) for interior restoration of a King Air 200. The Commissioners agreed that the renting of this area for a short period of time would be fine but instructed Director Graham to contact the consultants and see what fair rental fee would be.

Old Business

No old business.

Next Meeting

Two meetings will be held next month one on Tuesday, September 20th at 7:00 pm in the Village Library meeting room. The second meeting will be held at the airport at 4:00 pm to interview prospective A&P/IA tenants as well as reviewing MetroAir proposal.

Adjournment

There being no further business Commissioner Gustafson moved to adjourn the meeting. Commissioner Rowlett seconded the motion and the motion carried. Meeting adjourned at 5:45 pm.

Respectfully Submitted By:

Sean Graham
Director of Utilities and Public Works