

**Village of Hamilton  
Airport/Airpark Commission  
Regular Meeting of November 10, 2016  
4:00pm., Security Substation**

**APPROVED MINUTES**

**Present:** Chairman Carl Albrecht; Commissioners: Harvey Kliman, Roger Rowlett, Keith Watkins and Art Steneri; Administrative Assistant Nancy Mitchell; Trustee RuthAnn Loveless; Administrator Sean Graham; Mayor Bob McVaugh

**Absent:** Treasurer Mary Ann Henderson; AOPA Rep Jeff Rubenstein;

**Public Present:** None

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

**Public Comment:** None

**Approval of Agenda:** Agenda was approved as presented.

**Approval of October 18, 2016, regular meeting minutes:** Changes requested:  
A **motion** was made by Commissioner Kliman to approve the October 18, 2016 minutes as presented. The **motion** was seconded by Commissioner Steneri and unanimously carried.

**NEW BUSINESS**

**Canal Trail:** Administrator Graham reported a preliminary application for a grant to improve the trails was approved by the Board of Trustees. The Mayor explained there is a concern that if the grant is accepted by the Village the trails would be deeded in perpetuity to the State of New York as a park. The Commission is unsure if the FAA would even consider releasing airport property for this use. The Mayor would like every avenue researched so the Village is not scrambling when we receive word the grant has been awarded. One option discussed was to improve the two “legs” of the trail and to avoid the airport section of the trail. Administrator Graham stated any further development at the airport/airpark could be affected, i.e. new well.

**Fuel Hose Replacement/Quote/Timing:** Administrative Assistant Mitchell reported at the last inspection the fuel hoses are showing some wear. She distributed a quote from Becker and Associates for \$4,195.59. Currently the hose wear is not a hazard, but will need to be replaced. Administrator Graham recommends waiting until spring 2017 to order.

**AWOS-Lightning Protection:** Administrative Assistant Mitchell reported at the last inspection it was determined the surge protector is not working. A quote from Stanwyck Avionics for \$400.00 for the unit and \$900.00 to install and a quote from DBT Transportation Services for \$618.00 for the unit and \$900.00 to install were presented to the Commission. A **motion** was made by Commissioner Steneri to recommend to the Board of Trustees to accept the quote from Stanwyck Avionics for the new unit and installation. The **motion** was seconded by Commissioner Rowlett and unanimously carried.

**UAS-Use in Flight Detection & Hazard Mitigation:** A letter from the FAA regarding Unmanned Aircraft Systems (UAS) Detection & Countermeasures Technology Demonstrations / Evaluations at airports was distributed to the Commission for information only.

**OLD BUSINESS**

**Airport Car Use Form:** Administrative Assistant Mitchell drafted a Courtesy Car Agreement and sign out sheet that will be used when a pilot requests use of the car. Administrative Assistant Mitchell will check with the insurance company to make sure the Village is adequately insured.

**Incident Report Form:** Administrative Assistant drafted an Incident/Property Damage Report Form that was approved by the Commission for use starting immediately.

**Hangar Ad – List:** The Commission liked the ad drafted by Administrative Assistant Mitchell.

**Etruck Update:** A letter was sent to Mr. Bombard after his meeting with the Commission outlining what the Commission needed before they could make a recommendation to the Board of Trustees.

**NYS DOT 5010:** The Commission reviewed the report.

**ACIP Review:** There was conference call with the FAA to review grants. No grants will be applied for this year.

**Financial Report/Budget:** The financials were distributed. Revenue is at 44%, expenses at 40%.

**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 Rowlett and unanimously carried.

Next Meeting will be **December 8, 2016, at 4:00pm**, at the Security Substation.

**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 Steneri and carried. The meeting was adjourned at 5:26pm.

Respectfully submitted,  
Kim Taranto