

The next meeting was set for Tuesday, December 29, 4:00 P.M. here in the Village Office.

There being no further business for the Airport/Airpark Commission Commissioner Hoham made a motion to adjourn the meeting at 5:15 P.M. Commissioner Gustafson seconded the motion and the motion carried.

Respectfully Submitted

Sean A. Graham
Director of Utilities & Public Works



**Village of Hamilton
Airport/Airpark Commission Meeting
December 29, 2005**

Present

Chairman, Carl Albrecht, Commissioners Ross Hoham, Rob Gustafson, Phil Alley, and Director of Utilities and Public Works Sean Graham. Also attendance was Mr. Jim Walter of the Madison County Tourism Bureau and Mr. Chad Nixon and Ms. Marsha Hochstadt of McFarland Johnson Inc.

Call To Order

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

Approval Of Minutes

Commissioner Rowlett made a motion to approve the minutes of November 21, 2005. Commissioner Alley seconded the motion and the motion carried.

New Business

Madison County Fly-In Breakfast

Director Graham asked the Commissioners if they would consider letting Mr. Walter start the meeting to discuss the proposed county wide Bicentennial events planed for the summer of 2006. The Commission agreed and the floor was opened to Mr. Walter.

Mr. Walter handed out a proposed plan for the event. Mr. Walter explained to the board that his department was charged with coordinating the events and they had decided to

create three signature events and one of those was to be a fly-in breakfast at the Hamilton Municipal Airport. The Fly-in breakfast would be held on Sunday, June 25, 2006 and would commence at 7:00 AM. They are proposing to invite pilots who own classic/vintage aircraft and possible offer plane rides from the "Top Gun" flying club. He went on to say that there would be no direct cash outlay needed from the Village of Hamilton but possibly in kind services might be necessary. Chairman Albrecht asked if there would be a cost to the Village for additional security. Director Graham informed the Commission that he, Commissioner Hoham (representing the Fire Department) and Police Chief Tilbe met with Mr. Walter on an earlier date and that Chief Tilbe stated that he would speak to the State Police and the Sheriffs Department about covering the event. Director Graham went on to say that Chief Tilbe thought that since this was a county sponsored event that the Sheriffs Department would take care of it.

Mr. Walter went on to say that they had contacted three pilots who use the airport facility, Mr. Ron Jones, Mr. Jim Peckham and Mr. Mike McGrew, for help in setting up the event and advertising. He also informed the board that he was contacted by the Hamilton American Legion and the Colgate Inn and both entities were interested in providing services and fundraising for the occasion. Mr. Walter said that he has contacted the PCD for help as well.

Mr. Walter, informed the Commission that he was aware that a certificate of insurance was need and that he was aware that the Village of Hamilton was required to be named as additionally insured. Director Graham informed Mr. Walter and the Commission that the Federal Aviation Administration and the New York State Department of Transportation will also need to be named as additionally insured.

Mr. Walter informed the Commission since the fly-in breakfast planning started it has actually grown from a morning event to an all day gathering. He stated that they would need to have potable water for cooking and washing. Director Graham stated that the airport facility could supply potable water for cooking and washing but had real concerns about rest room facilities and drinking water. Mr. Walter said that drinking water would be bottled and that porta-potties would be available.

Commissioner Alley asked if there was any estimate of how many people would attend. Mr. Walter said it was difficult to determine but they anticipated 1500 to 2000. Commissioner Hoham informed the Commission that the Hamilton Fire Department would not become overly concerned unless the attendance grew to 5000 or more. Commissioner Hoham also informed the Commission that if the attendance got to 5000 the event would require a permit from the State Health Department. Mr. Walter stated that they had planed to pass out 3000 free tickets to control the attendance. Commissioner Rowlett thought that might deter possible attendees and that counting the attendees as they turned onto Wings Way would be an easier way to control numbers. Commissioner Gustafson suggested that we ask the Town of Madison to shut down Airport Road for the day to funnel traffic towards Wings Way.

Chairman Albrecht asked if they had contacted any other airport with experience in "fly-ins" to use as a model. Mr. Walter stated that it had been suggested but has yet to

contact anyone. Commissioner Rowlett said the Weedsport Airport holds several fly-in breakfasts a year and they would be a good contact.

Chairman Albrecht asked who would be responsible for the food concession. Mr. Walter stated that the Colgate Inn had shown interest as well as the American Legion but since the event had turned into a daylong occasion both entities may be needed.

Commissioner Alley asked where the aircraft were going to be staged so as not to get attendees too close to operating areas. Director Graham stated that they had proposed to stage the aircraft in front of the terminal hangar on the upper grassy area and have it properly marked off to keep visitors from entering active areas. Commissioner Gustafson asked who was going to control the perimeter of the area to ensure safety. Mr. Walter said he hoped to get volunteers from the local pilot community. He went on to say that he hoped to use the FFA or the Boy Scouts to direct and park cars. Chad Nixon informed the commission that he could create a plan to show where planes are to be staged, cars are to park and concessions are to set up for the event. The Commission accepted the offer from Mr. Nixon. Commissioner Rowlett asked if there was any pre registration for pilots that want to bring their aircraft to the airport. Mr. Walter said that there would be and he needs to get in contact with those pilots. Commissioner Rowlett asked when Mr. Walter thought the aircraft would show up. Mr. Walter assumed that they would all show up early morning. Commissioner Rowlett Stated that he wouldn't be surprised if the pilots showing their aircraft showed up the night before. Director Graham stated this might create a security problem with the aircraft. Director Graham suggested that if the pilots wanted to camp the Commission might want to consider letting them camp at the Airport. Mr. Walter informed the Commission that he was hoping that ten to twenty classic/vintage aircraft would show up for the festivities. He was also hoping to persuade WWII pilots to talk to patrons about the war. Director Graham suggested that he contact Air Force Brigadier General Kauff (sp?) to see if the Air Force would be interested in participating in the festivities.

A motion was made by Commissioner Gustafson to authorize the Madison County Tourism Bureau to proceed with the planning of the fly-in breakfast to be held on Sunday, June 25th, 2006. Commissioner Alley seconded the motion and the motion carried.

McFarland Johnson Report

Chairman Albrecht informed the Commission that Chad Nixon and Marsha Hochstadt of McFarland Johnson had been invited to introduce themselves to the newly appointed commission and to give updates on the ongoing projects at the Airport and Airpark.

Mr. Nixon introduced himself as the Transportation Manager at McFarland Johnson and Ms. Hochstadt as an Airport Planner. He went on to say that McFarland Johnson has been representing the Village of Hamilton Airport and Airpark for the past ten years.

Magro Land Lease:

Mr. Nixon updated the Commission on the proposed Magro Land Lease. In the beginning the Magro's were interested in purchasing the 0.019 acre of property outright from the Village of Hamilton. After discussing the matter it was later decided that the Magro's would lease the property with the option to buy. This option would raise a red flag at the FAA. Mr. Nixon went on to say that after he had spoken to Director Graham and had a lengthy conversation with the Magro's attorney, Scott Klipenger, it was decided that a long-term lease would better suit both parties. Mr. Nixon informed the Commission that he had discussed details with Attorney Klipenger that included a thirty-year lease, first right of refusal and an escalating fee based on ten-year increments. Mr. Nixon informed the commission that he would forward the details to Director Graham. Director Graham said he would contact the Village's Attorney, Jim Stokes, and let him know of the changes.

Director Graham asked Mr. Nixon what was the time line for FAA approval. Mr. Nixon said he thought it would take three weeks or less.

Metro Air Contract:

Mr. Nixon stated that he had a chance to review the Metro Air Contract and thought that it was well written. Chairman Albrecht asked if it needed FAA approval. Mr. Nixon explained that it did not but a letter from the Village with a copy of the contract should be sent to the FAA as a courtesy. He also suggested that we add a few pictures of Metro Air's Aircraft and a business card.

FAA 2006 Funding:

Mr. Nixon informed the Commission that he had visited with the FAA and discussed the Village of Hamilton Capital Improvement Plan (CIP) with them. Mr. Nixon stated that because of priority commitments made by the FAA the Runway Reconstruction/Extension project has been pushed to the 2007 fiscal year. Commissioner Gustafson stated that minor maintenance might be necessary this summer. Director Graham concurred and thought maybe some crack sealing would be in order.

Snow Removal Equipment:

Mr. Nixon mentioned that Director Graham had contacted him with regards to purchasing a pusher plow for the Airport. He went on to say that this piece of equipment can be funded with the money made by selling the economic development in the airpark and if there is any money in that account it can be used. Mr. Nixon stated that a photo of the equipment and a brief letter to Mr. Leneuza, of the FAA, would be appropriate.

Rhyde Avigation Easement:

Mr. Nixon informed the Commission that the FAA has agreed to fund the purchase of the Rhyde property just south of the 17 end of the runway. Director Graham informed the

Commission that the purchase could not take place until after the first of June 2006, in order to budget the money in the 2006 2007 budget year.

Obstruction Analysis:

Mr. Nixon stated that the FAA has agreed to fund the Obstruction Analysis and that McFarland Johnson will prepare a scope of work for the Village of Hamilton. Director Graham asked if this would help in getting GPS approaches for both runways. Mr. Nixon stated the scope of work shall include the requirements necessary for an approved GPS approach for both runways. He went on to say that the FAA will fund the Rhyde property purchase and the obstruction analysis using one grant.

Bond Act Funding:

Mr. Nixon informed the Commission that the New York State Transportation Bond Act passed and that the Hamilton Municipal Airport is in line for approximately \$780,000. He stated although the voters have approved the bond it could be up to a year before the bond is applied for. Mr. Nixon referenced materials he had passed out to the Commission (attached) that shows the Village of Hamilton Municipal Airport eligible for \$780,000 to fund automated weather reporting, obstruction removal and transient aircraft storage hangar. Commissioner Alley stated that he thought that the FAA was funding obstruction removal. Mr. Nixon stated that it was and that he was confident that we could use the bond money for other projects at the airport.

Mid York Airpark Land Lease:

Mr. Nixon turned this portion of the update to Ms. Hochstadt. Ms. Hochstadt explained to the Commission that portions of the Airport/Airpark lands have been through the environmental review required prior to release of any land by the FAA. Director Graham stated that the property that the White family has life use of has not been released and will require a full environmental review before it is available for sale. Mr. Nixon said the same is true for the property on the east side of 12-B that the Veterinary Clinic was interested in purchasing.

Ms. Hochstadt informed the Commission that it is a requirement that the Village get fair market value for the property that they sell. She went on to say that the last appraisal was done in 2003. Ms. Hochstadt notified the Commission that she wasn't sure but thought that the FAA would require a new appraisal in the near future. Mr. Nixon stated that he thought anyone who bought property at the Airpark was getting one heck of a deal.

Ms. Hochstadt noted that in conjunction with the cost of the property the purchaser would be required to pay \$74.09 per lineal foot of road frontage that the runs parallel to property being purchased. Ms. Hochstadt went on to say that after all the paper work and plans are put together it needs to go to the FAA for review and approval. If the proposed use of the property were in keeping with the master plan the approval period

would be short. If someone is proposing a use of the property that isn't in keeping with the master plan a re-review by the FAA will be required and this process will take a significant amount of time.

Ms. Hochstadt stated that funds accumulated from the sale of prior properties may be used to help offset the cost to the Village. It cannot be used for airport operations.

GTC Medical Building:

Ms. Hochstadt informed the Commission that they have received environmental approval for the GTC sale. It still requires other approval and as soon as information is received from Hamilton Village Real Estate this process can commence. The form 7640 has been completed and forward to McFarland Johnson. Ms. Hochstadt stated that there was a discrepancy in the purchase offer from GTC. As stated earlier in addition to the cost per acre the purchaser is required to pay \$74.09 per lineal front of road frontage. She has contracted Mr. Wilson of Hamilton Village Realty and is awaiting his response. Once we receive clarification or correction of this matter McFarland Johnson shall proceed to process the release of this property.

Chairman Albrecht informed the Commission that Mr. Wilson was supposed to be at this meeting and was not certain why he wasn't there. He went on to say that Wilson had initially informed the Village that at the end of his current contract that he was not seeking any extension or renewal of the contract. Chairman Albrecht went on to say that he and Mayor McVaugh had met with Mr. Wilson and after the meeting it was not clear to him whether or not Mr. Wilson had changed his mind.

Commissioner Rowlett stated that he thought that the Commission had already accepted his resignation. Commissioner Gustafson stated that the marketing of the Airpark should be left to the professionals that market commercial development property and that all the real estate agents in Hamilton specialize in residential property. Mr. Nixon stated that the problem that he has is that they aren't involved until a purchase offer is made and then it makes it very difficult to keep things flowing smoothly. Director Graham said that he would suggest that when a prospective buyer comes along we set up a meeting with all the principals involved before we even give any information out and make certain that the buyer and the seller completely understand the process and the cost. Chairman Albrecht said he would speak with the Mayor to find out what the status of Mr. Wilson is.

Terminal Hangar Garage Door:

Director Graham stated that he had gotten a quote from Overhead Door on making the garage door larger and allowing the fuel truck to pass through. This would save a great deal of heat in the winter months by keeping the hangar door closed when the fuel truck is needed. The Commissioners concurred and requested Director Graham to speak with Clerk/Treasurer Winn on funding the project. The cost was estimated at \$2525.

Terminal Hangar Heaters:

Director Graham informed the Commission that there were two heaters that were inoperable and needed to be replaced. Director Graham stated that he had forgotten the quote but would forward the quotes to the Commissioners. The Commissioners informed Director Graham to again speak to Clerk/Treasurer Winn about replacing those heaters as soon as possible.

Old Business

Metro Air Contract

Director Graham Stated that both parties have executed the Metro Air Contract and when he receives a copy he will forward it on to the FAA. He also stated that the heat had been repaired and is up and running.

Radio Purchase

Director Graham stated that he was very concerned about having plow trucks on the runway without radios to inform them that traffic was in the area. The Commissioners were in agreement that this was a priority and that the purchase of the radios should be a priority.

Valley View Aviation Lease Agreement

Director Graham notified the Commission that he had expected a fax from Valley View with proposed hangar rents and some insurance questions. He went on to say that he had not received it as of yet but would forward as soon as he received it. Director Graham stated that he had spoken to Mr. Petersen and he was proposing \$0 for the first year the \$200 the second, \$300 the third, \$400 the forth and \$500 a month for the fifth year. Director Graham also suggested that once both parties have agreed on the lease that we should get together and go over it step by step. The Commissioners concurred.

Next Meeting

The Commissioners agreed to hold the next meeting on January 23rd at 4:00. The Commissioners asked Director Graham to see if the meeting could be held at the Airport.

Adjournment

There being no further business Commissioner Alley moved that the meeting be adjourned. Commissioner Rowlett seconded the Motion and the motion carried.

Respectfully Submitted: