

**Village of Hamilton  
Airport/Airpark Commission Meeting  
December 21st, 2006 ✓**

**Call to Order**

Chairman Carl Albrecht called the December meeting of the Airport/Airpark Commission to order at 4:05 PM. In attendance were Commissioners Gustafson and Rowlett. Also in attendance were Village attorney Jim Stokes, Clerk Treasurer Ronda Winn and Director of Utilities and Public Works, Sean Graham.

**Approval of Minutes**

Motion was made by Commissioner Gustafson to approve the minutes of November 21<sup>st</sup>, 2006 as submitted. Commissioner Rowlett seconded the motion and the motion carried.

**Public Comment**

None.

**New Business**

**Financial Report**

Clerk Treasure Winn presented the Commission a financial report representing the months of June 1<sup>st</sup> through November 30<sup>th</sup>, 2006. Clerk/Treasurer Winn reported that the mid-year financials were positive but we were heading into the slow months. She also reported that the County Tax bills would be due in January and that would reduce the revenues reported in future reports.

## **Fuel Price**

Chairman Albrecht suggested that while Clerk/Treasurer Winn was in the meeting that we discuss the agenda item "Fuel Prices" under New Business. The Commission concurred.

Director Graham informed the Commission that he had received some inquiries as to why the 100 LL prices were so high at the airport. Director Graham stated that he had been approached by several frequent flyers all stating that Hamilton Airport had one of the highest fuel rates in the area. Director Graham also gave the Commission copies of invoices from local airports (Scotia and Resnick Airports) indicating a price \$0.75 and \$0.65 lower than Hamilton. Clerk/Treasurer Winn informed the Commission that she set the fuel prices based on Air Nav's Web Site average fuel price within fifty (50) miles of Hamilton. She stated that she was just made aware that some of these prices were not current. Commissioner Rowlett suggested that once we get a delivery of fuel we should call local airport facilities and see what their fuel prices are. Commissioner Gustafson thought that the fuel prices should be some were in the average of the airports that we contact. Commissioner Rowlett suggested that we set the 100 LL price a bit below average and the Jet A price a bit above. He also suggested that we set a low margin which wouldn't be less than \$0.85. The Commission concurred.

## **Jim Stokes/Purchase Offer Questionnaire**

Chairman Albrecht welcomed Jim Stokes to the meeting and summarized for him where the Commission was with regards to the purchase offers for lot #10. Chairman Albrecht stated that the Commission had received two offers for the same parcel of property and both offers were vague in their proposals and in both cases there may be uses not allowed by zoning. He went on to say that, Reg Wilson of Hamilton Village Realty, suggested that we create a questionnaire that could be forwarded to the purchasers. This questionnaire would be detailed requiring specific information with respects to the proposed use of the property, timelines for completion, commitments by businesses to utilize the property and proof of financing needed to construct and maintain the facility.

Attorney Stokes stated that he would take the draft questionnaire, developed by Mr. Wilson and draft a comprehensive questionnaire that will be incorporated with the "Contract To Purchase". Commissioner Gustafson suggested that the Commission require potential purchasers to Pre-Qualify before the Commission accepts their offer.

## **Refunding Deposit Monies**

Commissioner Gustafson asked Attorney Stokes whether or not the issue of refunding deposit monies was resolved and if Hamilton Village Realty had forwarded those monies to Attorney Stokes. Attorney Stokes replied that he had not received any deposit monies. Attorney Stokes informed the Commission that he would draft a resolution for the Board of Trustees indemnifying Hamilton Village Realty for the deposit monies associated with property purchases at the Village Airpark.

## **EPA Fuel Truck Mandate**

Director Graham informed the Commission that the EPA had mandated that all fuel trucks while being stored shall have secondary containment. This containment area would have to be 110% of the capacity of the truck. Director Graham stated that there would be a cost to this mandate and that he was going to contact McFarland Johnson for advice on how to proceed.

## **Old Business**

### **2007 Transportation Bond Act Update**

Director Graham informed the Commission that the applications for the 2007 Bond act monies had been filed with the NYSDOT. Director Graham stated that the Village had applied for monies from the "Air 99" grant that would be used for maintenance on the terminal hangar and Security Grant monies that would be used for security measures at the airport. Director Graham stated that it was the opinion of our consultant that we would not likely be considered for the Air 99 grant because we had received monies from the previous year out of this grant. Director Graham did say that the consultant was confident that we would be granted monies out of the Security Grant. He went on to state that the Security Grant monies did not require any match from the Village but the Air 99 grant required a 10% match by the Village.

## **Chairman's Report**

### **Dave Hale Letter**

Chairman Albrecht informed the Commission that he had received a letter from David Hale, Colgate University Treasurer informing him that at this time the University is not in a position to contribute to the Airport at this time. The letter did state that once it gets closer to budget development time the Commission should reintroduce this proposal to the University. The letter would also not commit to an annual contribution.

### **Commissioner Appointment's**

Chairman Albrecht also informed the Commission that he has found a replacement for one of the two vacancies on the Commission. Chairman Albrecht has suggested to the Mayor that she appoint Mr. Arthur Steneri. This matter will be discussed at the next Board of Trustees meeting. Chairman Albrecht stated that he had one other possible candidate to fill the last vacancy but had yet to talk with the candidate.

Chairman Albrecht informed the Commission that earlier during the month the Airport experienced a power failure and Director Graham issued a NOTAM's. Chairman Albrecht asked the Commission if they thought it reasonable to have an emergency generator installed to operate the airport runway, taxiway and navigational equipment during power failures. The Commission concurred and requested the Director to contact McFarland Johnson and see if a generator could be added to the Security Grant.

Chairman Albrecht stated that he had spoke with the Town of Hamilton Supervisor, Walt Jaquay, about possible relocating the County Sheriffs office from Morrisville to the new Village Police Department at the Airport, if built. He stated that Mr. Jaquay indicated that the County was not interested.

### **Next Meeting**

The next meeting will be held on Thursday, January 25 at 4:00 PM. In the Village Office meeting room.

### **Adjournment**

There being no further business before the Commission, Commissioner Rowlett made a motion to adjourn the meeting. Commissioner Gustafson seconded the motion and the motion carried.

**Adjournment**

They're being no further business Commissioner Rowlett moved that the meeting be adjourned at 5:15 PM. Commissioner Gustafson seconded the Motion and the motion carried.

Respectfully Submitted:  
Sean Graham  
Director of Utilities and Public Works



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