

**Village of Hamilton
Airport/Airpark Commission
4:00pm
Regular Meeting of October 20, 2011**

APPROVED MINUTES

Present : Chairman Carl Albrecht; Commissioners Roger Rowlett, Harvey Kliman, Art Steneri; Village Administrator Sean Graham; Trustee Anne Clauss; Mayor Margaret Miller

Public Present: Sebastian Chan, Colgate Aviation Club.

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

Approval of Agenda: Commissioner Steneri made a **motion** to move item #5 to #1 on the agenda. Commissioner Rowlett seconded the **motion**. The **motion** carried.

Approval of Minutes of Regular September 1, 2011 Meeting: A **motion** was made by Commissioner Steneri to accept the September 1, 2011, minutes as presented. The **motion** was seconded by Commissioner Kliman and carried.

Public Comment: Sebastian Chan reported the Aviation Club currently has 15 members. They are in the process of building awareness on campus. Mr. Chan has contacted Waypoint Aviation regarding lessons. Commissioner Rowlett suggested the film 1-6 Right.

The Mayor reported a new Treasurer has been hired as of today.

Old Business

Security Substation/SRE Building: Administrator Graham reported he received an email from Zach Staff at McFarland Johnson requesting

verification of NYS Transportation Bond Act money priority list. The first priority is for a 10 bay tee hangar, with the security substation as a second priority. Applications must be in by October 31, 2011. The work would be completed in the 2012 construction year. The Mayor reported she, Trustee Cooper, and Chief Gifford visited the CAVAC facility in Cazenovia.

Taxiway Phase II: Administrator Graham reported the contractor claims he will have work completed by the end of the year.

Hangar Leases: Administrator Graham has received all leases. There is space available in the wood hangars. Two people are interested in space in the corporate hangar. Hangar rash will be their problem.

Public Relations Progress: Commissioner Steneri received permission from the BOT to include a survey and envelope in the MUC billing. Residents would then complete the survey and return. Commissioner Kliman gave a statistical update on the Airports website. Chairman Albrecht requested an article for the papers.

Rubenstein Land Lease: Trustee Clauss reported she took the notes, amendments, and addendums from the Commission and incorporated them, in our favor, into a proposal along with the financials for Mr. Rubenstein. Mr. Rubenstein had his own proposal of base rent of \$3000.00 with an increment of .03%. The Commission was concerned and agreed to 50% of markup. Fuel and profit margins were discussed. The profit margin of fuel cannot be locked in, it is a variable. The Commission wants the fuel portion of the contract to be negotiated every two years and a back out clause included. Administrator Graham stated CEO McGinnis suggested to get a survey of the exact piece of property to get in the address file. The Commission stated Mr. Rubenstein will need to pay for the survey and all of MJ's work for FAA approval.

Pilot Car: Administrator Graham stated the car should be available in a few weeks.

Oneida County Airport Hangars: Administrator Graham reported that the Oneida County Airport has decided to install them and they are no longer available.

Valley View Aviation: Lew Peterson is interested in returning to the Airport. He would have the same lease as Waypoint. Several changes regarding vacations and holidays were discussed. A DPW/MEO worker would need to cover those times. Rate of pay and qualifications were discussed. The APC recommends sending the lease agreement with costs attached to the BOT. Waypoint will still be running MetroAir and the flight school.

New Business

Financial Report: No report.

Fuel Prices: Trustee Clauss and Administrator Graham reported the simplest way is to have a set price of the profit margin for each product. Profit for 100LL at \$0.75, and \$1.75 for JetA. This will continue to keep us competitive. A **motion** was made by Trustee Clauss to approve for a 6 month trial period. The **motion** was seconded by Commissioner Steneri and carried.

Chairman Albrecht stated that Trustee Clauss is the Mayor's liaison, therefore a new member is needed. Trustee Clauss is recommending Keith Watkins to fill the vacant seat. She passed out his credentials and the Commission will be making their recommendation to the BOT at the November 8, 2011 meeting.

Next Meeting: The next meeting of the APC will be Thursday, **November 17, 2011**, at 4:00pm, at the Village Office.

Adjournment: There being no further business to come before the Commission, Commissioner Steneri made a **motion** to adjourn. The **motion** was seconded by Commissioner Kliman and carried. The meeting was adjourned at 5:04pm.

Respectfully submitted,