

**Village of Hamilton  
Airport/Airpark Commission  
Regular Meeting of November 17, 2011  
4:00pm. Village Office**

**APPROVED MINUTES**

**Present:** Chairman Carl Albrecht; Commissioners: Art Steneri, Roger Rowlett, and Harvey Kliman; Administrator Sean Graham; Trustee Anne Clauss; Treasurer Mary Ann Henderson; Mayor Margaret Miller.

**Public Present:** None

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

**Approval of Agenda:** The agenda was approved as written.

**Approval of Minutes of the Regular October 20, 2011, Meeting:** Chairman Albrecht requested "KVAC" be changed to "CAVAC" in section **Security Substation/SRE Building**. A **motion** was made by Commissioner Steneri to accept the minutes as amended. The **motion** was seconded by Trustee Clauss and carried.

**OLD BUSINESS**

**Security Substation:** Administrator Graham reported on a meeting with McFarland Johnson, Chief of Police Rick Gifford, Mayor Margaret Miller, Trustee Sam Cooper and himself to discuss options to allow for the project to move forward. MJ will go back to the State to generate more funds, there was discussion of downsizing the project, and the possibility of using a portion (with Trustee approval) of the Phase I fence money was also discussed. The goal is to have these issues resolved and for the project to go back out to bid in February of 2012.

**Taxiway Phase II:** Administrator Graham reported he met with the Contractor this afternoon. The binder is in, two test strips were installed, the mat is fine, the contractor is getting the project ready for winter, the barricade is up, mulching is complete. Posting of the area still needs to be done. The contractor should be able to complete the project, weather permitting, in May 2012. The canal display is partially complete and will be incorporated with the fence.

**Public Relations:** No report. Work on the survey continues.

**Rubenstein Land Lease:** Trustee Clauss reported both attorneys have reviewed the contract and submitted changes. Trustee Clauss combined their changes and sent it back to them. She is now waiting for a response. Mr. Rubenstein has contacted McFarland Johnson to discuss design build.

**Financial Report/Budget:** Treasurer Henderson reported 49% of the revenue is recorded. Some miscoding has occurred and it will be corrected.

Administrator Graham reported there was trouble with the AWOS-DSL that was fixed with a new modem.

The Commission would like Administrator Graham to proceed in securing a quote from Time Warner Cable for phone and internet at the Airport.

There is a new POS machine at the Airport. The old one would not batch out.

Lew Peterson has returned to the Airport. Commissioner Kliman asked for Mr. Peterson's information for the website.

Village Clerk Alana Scheckler's time spent with billing needs to be budgeted. Administrator Graham would like monthly billing of pilots eliminated, possibly done through email.

**Bargabos Flight School:** Mr Bargabos has two aircraft and is considering creating a flight school at the Airport. He is requesting a reduction in fuel price, several computers for pilots, and asked if special insurance is needed. He is interested in the South Corp Hangar. The Commission would like to see a business plan before making any decisions.

**New Member:** Trustee Clauss has recommended Keith Watkin's to fill the empty seat on the Commission. Trustee Clauss made a **motion** to appoint Keith Watkins to the Airport/Airpark Commission. The **motion** was seconded by Commissioner Kliman and carried.

**Reg Wilson:** Chairman Albrecht received an email from Mr. Wilson, of Village Real Estate, inquiring as to a 3% "finders fee" for property at the Airpark. The Commission discussed the proper way to handle this inquiry. They decided if the buyer comes directly to the Village to purchase, they must first sign for proof that they are not represented. A **motion** was made by Commissioner Steneri to set a flat fee for the sale of airpark property of \$1,000.00 to the representing agent. The **motion** was seconded by Commissioner Rowlett and carried. Trustee Clauss will present a resolution at the next Trustees' meeting.

**Bassett Healthcare:** No report.

**Next Meeting:** will be January 26, 2012, at 4:00pm, at the Village Office.

**Adjournment:** There being no other 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 5:05pm

Respectfully submitted,  
Kim Taranto