

# Yates County Airport Council Minutes



**April 28, 2020, 7:30 AM EST**

Held via conference call

**ATTENDEES (all by phone):** Rich Leppert (Seneca Flight), Paul Middlebrook (Council Advisor), Bill Middlebrook (Penn Yan Aero), Doug Marchionda Sr. (Penn Yan Flying Club), Tim Dennis (At Large), Allison Lia (Passero Associates), Lisa Cheung (Passero Associates), Taylor Fitch (Marketing), Doug Paddock (Yates County Legislature Chair), Dick Harper (Yates County Legislature)

**CALL TO ORDER:** 7:33 am

**GUESTS:** None

**READ & ACCEPT MINUTES OF PREVIOUS MEETING:**

- Tim asked to have minutes from prior meeting to include recommendation to Legislature to accept the State grant for emergency weather preparedness.
- With the above correction, minutes were approved. (TD moved, RL 2<sup>nd</sup>)

**REVIEW AND ACCEPT FINANCIAL REPORT:** Accepted as presented

**CORRESPONDENCE & COMMUNICATIONS:** Tim Dennis reported that FAA had called him about the 5K race. Lisa had followed up with them months ago but new contact now at FAA and Tim is also no longer Chair of Legislature. Lisa indicated she would follow up with FAA to get their contact up to date on cancellation and also advise FAA contact for County is now Doug Paddock.

**SENECA FBO REPORT:**

1. Fence Clearing / cutting / general condition / mark actual dimension on outside of fence
  - Some minor fence heaving reported by Rich L. Nothing major but will need to investigate and repair.
2. Revenue, occupancy, and condition of T hangars
  - Salvage company has been storing 1 plane but move out mid-June. We generally have a transient plane in for a couple of months though
  - 2 available for the foreseeable future
3. Report on the tie down fees that have been collected and shared
  - After discussion, Council agreed to raise tie down fees to \$10 and monthly fees to \$100
4. Open house for Legislature **ON HOLD INDEFINITELY**

**PASSERO REPORT:**

1. Did we address runway 10-28 for resurfacing and related using State or FAA funding in the future?
  - Council agreed to add Design in 2023 or 2024.
2. State DOT funding Opportunity – proposals due in Early May **DEADLINE EXTENDED**
  - Passero confirmed that we have 30 days from the date where the government opens the state.
  - Passero felt that we did not need resolution for the grant application, just for acceptance of the grant. Doug P. commented he will run it past Scott Falvey for his acceptance as well.
3. Environmental Assessment report
  - FAA had minor comments. Passero is addressing those and felt that we would not need to submit a new EA for approval.
4. State Grant Application (Friction Measuring Device, Airport standby Generator, aircraft deice system, deice truck)
  - Will address acceptance at Legislature meeting
5. Marking trees to remove current NOTAM to be completed week of October 28<sup>th</sup> – progress? Obstruction removal process, what is our permanent easement for removal and what is the working area we have along the outside perimeter of our fence?
  - Lisa working on 30:1 vs 34:1 data.
6. New easements and meetings with adjacent landowners???? (Rich, Tim & Dick)
  - See item 6
7. Progress on GPS approach for 10/28
  - Lisa continues to monitor but there are no changes at this time.

8. Update on current project with Baseline and change work order?
  - Baseline has started working. The segmented circle area was too wet so they will need to wait for it to dry out. They are working on windsocks.
  - Passero reported that Baseline will do the gate at same time and material charges in current quote.
  - Council meeting held on Monday to discuss segmented circle and everyone agreed to move position closer to 10-28 and north of 1-19. Segmented circle originally proposed for south end of 1 would have resulted in part of the circle being outside the fence.
  - It was agreed that due to move of segmented circle closer to ASOS, trees between ASOS and segmented circle need to be removed so the two will coincide.
9. Update on sewer extension on Bath Road, Blue Herron, qualified paperwork for County reimbursement?
  - Sewer Extension application has been approved by DOT. Work to start soon.
  - Need to get copy of MOU to Denise. Doug will send scan of MOU to Lisa Cheung.
10. Review our new 5-year plan, including crack sealing, pavement study and new pavement
  - Deice truck and apron design should coincide. Agreed both should be in 2021
  - Rich asked when funding might be released but Allison was not sure.
  - Tim recommended 5-year plan be updated and sent out to Council.
11. Future funding for fence repair and gate relocation for helicopter entrance
  - Council recommended Fence improvements be added to 5-year plan.

**OLD BUSINESS:** none outside of the above.

**NEW BUSINESS**

1. CARE grant application, first come first served, no matching funds
  - Passero felt this also only needed resolution for acceptance, not application
  - Lisa is following up with FAA on clarification for the use of money. Not sure if this could be used for tree trimming, for example.
  - Doug Paddock suggested we consider looking at a water study to complete loop. This might help improve water pressure which has been an issue.
2. Adjust the view angles on a couple of the existing security cameras
  - Doug M. suggested adjusting some of the camera views as they have gotten out of adjustment over time. Will need 2 people to do adjustments but can probably do on our own.
3. Federal grant for Corona Virus emergency funding?
  - This is duplicate and same as number 1 above.

**ANY COMMITTEE / OPERATIONAL REPORTS:**

1. Equipment and Facilities Committee: update on equipment condition, needs and necessary maintenance around the Airport property: **PAUL, RICH**
2. Marketing Committee: **TAYLOR**

**ADJOURNMENT:** 8:37 am

Minutes submitted by Richard Harper 5/7/2020