

Yates County Airport Council Minutes



June 30, 2020

Held at Seneca Flight Operations, Penn Yan Airport

THIS MEETING WAS HELD IN THE HANGAR AT SENECA FLIGHT OPERATIONS TO INSURE APPROPRIATE SOCIAL DISTANCING DUE TO COVID-19

PRESENT: 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: 7:30 by Doug M.

GUESTS: None

READ & ACCEPT MINUTES OF PREVIOUS MEETING: TD moved minutes be accepted as written, RL 2nd. Approved

REVIEW AND ACCEPT FINANCIAL REPORT: TD moved minutes be accepted as written, BM 2nd. Approved

CORRESPONDENCE & COMMUNICATIONS

SENECA FBO REPORT:

1. Fence Clearing / cutting / general condition / mark actual dimension on outside of fence
We had to affect repairs on our sprayer. Now functional and we are spraying the fence line as well as pavement areas with vegetation growth
2. Adjust the view angles of airport security cameras
Will set date and time with Doug Marchionda to adjust the cameras but see also discussion below in item 4.
3. Revenue, occupancy, and condition of T hangars
We currently have 4 T hangars available – person who purchased the aircraft in hangar 4 vacated. We have a possible tenant for 2 of those hangars but it is a company that has asked for minor changes to the lease as well as some insurance documentation. Scott Falvey approved the changes and Seneca provided proof of Liability insurance while Stork Insurance is providing Proof of insurance for the T Hangar. We should hear soon if they will be renting the 2 hangars.
4. Suggestions for CARE emergency funding
 - Rich has contacted several fence companies to receive quotes for 2 projects, i.e. one to replace the automatic mechanisms on the four powered gates and the second to add a powered gate at the T hangar area. Only one of the five companies have come to review the gates (at least one made an appointment to review and did not show) and I have not received any proposals to date.
 - Rich contacted Covert security to look at upgrades for security cameras and provided their quotes to the council. After discussion, recommended that Rich and Dick discuss with Sheriff Spike. Doug will also check to see if additional quotes are necessary or if this can be considered professional services.

1. Upgrading the existing DVR, rep\$13,860.00lacing 5 cameras and adding 2 new:	\$13,860
2. Adding security cameras at the T Hangars	\$ 3,420
3. Adding security Cameras mounted on the beacon	\$ 5,460
4. DVR upgrade from 12TB to 24TB as an option	\$ 970
Total	\$23,710
 - DP confirmed the CARES grant can be used for County share of segmented circle. Allision to submit.
 - DP also confirmed CARES grant can be used for capital charge for sewer district
 - We have quotes to finish hedgerow removal ranging from \$5,800 to \$7,950. Evergreen was deemed to be overall the best. Dick and Doug to take to finance committee.

TD made the motion to include the local County share for the segmented circle and moving forward with Evergreen for hedgerow removal as part of the CARES grant funding. 2nd by RL. Approved unanimously.

5. Open house for Legislature **ON HOLD INDEFINITELY**

PASSERO REPORT:

1. State DOT funding proposal review (date submitted, expected award dates, etc.)
 - a. **Due date for applications is July 29.**
 - b. **Both applications have been submitted.**
 - c. **It is unknown when grants will be awarded.**
2. Progress removing NOTAM for trees that were removed in April
 - a. **Working with Flight Procedures to remove the points from the database, to lift the NOTAM**
3. Environmental Assessment report
 - a. **With Doug for review. Any additional comments received from Doug need to go back to FAA. If ok, then we just need direction from the FAA on how to go to public comment during COVID (they have special guidelines)**
4. State Grant Application (Friction Measuring Device, Airport standby Generator, aircraft deice system, deice truck)
 - a. **Grant is fully executed.**
 - b. **Ideal location for deicing pad? Original sketch is attached.**

Council did a walk outside and reviewed potential locations. It was felt that the location to the northwest of the Seneca property was the best location. Allison will finalize using that location.

5. 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?
6. New easements and meetings with adjacent landowners???? (Rich, Tim & Dick)
 - a. **Meetings occurred with all adjacent landowners. Need to finish EA**
7. Items for consideration under the Federal grant for Corona Virus CARE emergency funding
 - a. **See discussion in Seneca report above under item 4.**
8. Progress on GPS approach for 10/28
 - a. **FAA received more requests than they could process, coupled with COVID. Likely delayed to '21**
9. Update on current project with Baseline and change work order cost
 - a. **Work is complete. Final inspection to be scheduled.**
10. Update on sewer extension progress on Bath Road, Blue Herron, qualified paperwork for County reimbursement
 - a. **Blue Heron likely be at/near airport property in about 3 weeks.**
 - b. **Blue Heron still has info to be input in the EBO system. Reimbursement from the state cannot happen until all info is entered and approved.**
 - c. **They have been informed of what backup is required with payment submissions**
11. Review our new five-year plan, including crack sealing, 10-28 pavement upgrade, pavement study and any other new pavement
 - a. **Draft ACIP is attached.**

OLD BUSINESS:

NEW BUSINESS

1. Rich communicated there was an incident between a Mercy Flight Pilot and a local pilot. Sheriff was called and responded. Rich will look at video footage.

ANY COMMITTEE / OPERATIONAL REPORTS:

1. Equipment and Facilities Committee: update on equipment condition, needs and necessary maintenance around the Airport property: **PAUL, RICH**
 - **Nothing to add that was not previously discussed.**
2. Marketing Committee: **TAYLOR**
 - **Taylor recommended increasing fuel flowage fees immediately. TD moved to approve Taylor's recommendation. After discussion, it was decided to hold off on increase until grant for the fuel trucks was approved.**

ADJOURNMENT: TD made motion / BM 2nd to adjourn at 9:41 am. Approved.

Submitted by: Richard Harper

Date: 7/26/2020