**Airport Management Advisory Committee**

**Minutes of Meeting –November 20, 2015 at Town Hall**

Arthur Malman, Chairman of Town of East Hampton’s Airport Management Advisory Committee (“AMAC”), called the meeting to order at 9 AM.

The following members of the AMAC were present: voting members, Peter Wadsworth, David Gruber, Pat Trunzo III, Gene Oshrin, Charles Ehren, Munir Saltoun, and Arthur Malman and non-voting ex officio members- Kathee Burke-Gonzalez, Councilwoman and Board liaison for the AMAC, and Len Bernard, the Town’s Chief Budget Officer. Absent were Bonnie Krupinski and Cindy Herbst.

Attending by telephone were Jemille Charlton, Airport Director, Mike Waibel of Baker Engineering and Ron Price of QED.

Arthur Malman invited all members of the public to join the discussion.

The attached agenda had been previously distributed.

The minutes of the last meeting were approved as drafted.

The next meeting was scheduled for 9 AM on Friday, January 8.

Kathee Burke-Gonzalez indicated that the needed noise and complaint data had now being collected and had been given to the noise consultants. David Gruber and Charles Ehren repeated their request to review the underlying flight/complaint data that is being given to the consultant while the consultant is working on its report.

Kathee Burke-Gonzalez also reported that on the second round there had been four bidders for fuel suppliers and the Town was now negotiating with them.

With respect to an alternative estimate for engineering and construction for a new fuel farm, Kathee Burke-Gonzalez that a second estimate was in the range of $800,000-1,000,000 rather than about $2 million in the original Baker proposal. Arthur Malman noted that this was more in line with the work Munir Saltoun had done and in line with the range of costs that Sheltaire had told him they generally found for the similar fuel farms they had built.

Kathee Burke-Gonzalez indicated that a consultant was being engaged for the design and preliminary planning of the paid parking but that the Airport Director and Town Engineer would coordinate the implementation. Peter Wadsworth asked about the date for delivery of the design since it was the plan to implement paid parking in early 2016 before the high season. Kathee Burke-Gonzalez said she would inquire and report back. Arthur Malman suggested that work could start on board resolutions for parking fees, no parking signage and fines.

Kathee Burke-Gonzalez indicated that although no new leases had been signed, negotiations were continuing. Arthur Malman reiterated the Committee’s recommendation that an RFP be issued for an exclusive commercial broker and that it was common for a reduced fee to be payable for potential tenants with whom negotiations had commenced before the broker’s engagement. Kathee Burke-Gonzalez indicated that she had originally thought to wait for the Planning Department to develop a plan for the 5 ½ acre parcel before seeking a broker but after conversation with Arthur Malman she had determined that the broker could be engaged and working before that step was completed. Arthur Malman noted that it would be more efficient to find potential tenants for all or part of the 5 ½ acres,and learn what types of parcels they were interested in, before bothering to develop a final subdivision plan that might not be of interest to potential tenants and merely result in a series of lot line adjustments; simple free hand sketches of a couple of possibilities would suffice for preliminary discussions with potential tenants who would be more interested initially in applicable restrictions and limitations.

There was a short discussion of the need to first offer airport parcels to aeronautical users in order to support a request to the FAA to allow parcels north of Industrial Road to be used for non-aeronautical purposes.

David Gruber indicated that he had made a FOIL request for the proposed airport lease form but had not yet received a reply.

Arthur Malman asked Mike Waibel about the status of the Baker capital projects

With respect to the pavement analysis, Michael Waibel indicated that the non-destructive field work had been completed and the data analysis is beginning. However it now appeared that core sampling would be needed to better understand the materials used and the bases of the runways and other paved areas, especially since no plans had been found for the original runways. Pat Trunzo III said he was amazed that no one in Town had the plans and suggested that they should be at the FAA since FAA grant monies had been used for the construction. Mike Waibel indicated that core sampling would, in any event, be required when runways were rebuilt, so that much of the expenditure would need to be made at a future date in any event. He indicated that the cost of analyzing cores would be about $20,000 but that there could be some reduction in the number of cores. Pat Trunzo III asked him to find out the initial mobilization costs and other fixed costs so that the committee could better understand the quote and how much each additional core would be costing.

With respect to tree cutting and an FAA meeting Jemille Charlton reported that he had just received a response from the FAA and emailed a copy to all in attendance. After analyzing the response it did not appear that further FAA involvement would be needed on the issue of which trees to remove but that an FAA meeting should be requested on fencing issues since it was not clear if the alternatives of double low fencing and related issues would be permitted.

David Gruber asked Baker for analysis of which trees had to be cut and by how much. Gene Oshrin passed around a color coded plan that Baker had prepared for the committee a few months ago which outlines various height restrictions by area. After discussion it appeared that more detailed information would be needed for tree cutters and the surveyor but Mike Waibel thought that much of the data needed was already available and the requested update could be prepared relatively easily and would be distributed to the committee. The thrust of the discussion was to get tree cutters engaged as soon as possible in the winter when their bids were likely to be lower than at other times when they might have more work and when trees would be leafed out making cutting more difficult. It was pointed out that our focus would be cutting the trees on airport property promptly, with trees outside the property and/or in Southampton being separate issues.

Returning to fencing issues, David Gruber and Pat Trunzo III raised the issue of possibly using cattle crossing type deer retardants in Daniel’s Hole Road as an alternative even if they might not be 100% effective but could result in significant savings and/or minimize problems with the FAA. Kathee Burke-Gonzalez said she would check with the Highway Superintendent as to legal or practical problems using cattle crossings in a public road.

Arthur Malman raised various issues relating to exemptions and charges for paid parking. Requests had been made for exemptions from paid parking for guests of pilots, owners of planes using tie downs and employees of airport tenants (as versus town employees at the airport).

Gene Oshrin noted that hangar owners often parked their cars in their hangars when they went flying. David Gruber pointed out that any exemptions from paid parking (which would help support the airport) would mean that other airport users would have to subsidize those getting the exemptions. Pat Trunzo III stated that it should be the responsibility of tenant/employers to find parking for their employees and customers. It appeared that several Sound employees were presently parking on what was assumed to be Sound leased area near the fuel farm and that EH Airlines employees and customers were parking in their lot.

 Arthur Malman stressed that the first year of parking was to be an experiment and that we should keep things as simple as possible. The meeting concluded that initially parking charges should be $10/ day (or any part thereof) and that the only exemptions should be for town employees and people who were parking for only 30 minutes as is presently the case.

The meeting adjourned at 10:30

Respectfully submitted

Arthur Malman