

Airport Management Advisory Committee

Minutes of Meeting –June 15, 2017 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: Charles Ehren, Pat Trunzo III, Cindy Herbst, Gene Oshrin, Bonnie Krupinski and Arthur Malman and non-voting ex officio members, Kathee Burke-Gonzalez, Councilwoman and Board liaison for the AMAC, Len Bernard, the Town’s Chief Budget Officer and Patrick Manzo, Assistant to the Airport Director. Participating by telephone were David Gruber and Munir Saltoun, members. Absent was James Brundige, Interim Airport Director.

Among others attending (some of whom attended only part of the meeting) were Bruce Bates, a member of the town’s Emergency Preparedness Task Force, Larry Cantwell, supervisor, Alex Walter, assistant to the supervisor, Zachary Cohen, a member of the Town’s Nature Preserve Committee, Kent Feuerring, President of the EH Airport Pilots’ Association and Jonathan Sabin, along with several other members of the public and, by telephone Jeff Smith, President of the Eastern Regional Helicopter Council.

Arthur Malman invited all members of the public to join the discussion. The agenda had been previously distributed.

The next meeting was SCHEDULED for THURSDAY, at 9 AM, on July 20 at Town Hall with the subsequent meeting scheduled for THURSDAY, at 9 AM at Town Hall on August 17

The draft minutes of the May 18, 2015 meeting as circulated were adopted with Jim Brundige’s subsequent email clarification on the fence issue [*“As a result of my visit with the FAA, it is confirmed that an 8 foot fence would be allowed along most of Daniels Hole Road in its current location. The height gets reduced to 6 feet on a small section on the north side. So, continuing with 8 feet would only require a small obstruction light on that north side and maybe a small amount of Runway threshold displacement...So, to say it another way, an 8 foot fence along Daniels Hole Road in its current location does not penetrate the Part 77 20:1 surface for most of its length.”*]

Bruce Bates was asked to give the meeting an explanation of how the airport fit into the Town’s overall emergency preparedness planning, with an emphasis on emergency generator capacities. He explained that the airport was the primary marshalling area for LIPA which brought its own portable generators but would not have any of them available for the airport itself.

While the primary emergency airport in the area would be Westhampton, which is the larger than HTO, HTO could also be used for various supplemental purposes in an emergency. Without communications, fueling and lighting HTO’s usefulness would be limited.

David Gruber asked about the use of portable generators that could be available for the airport or for gas stations or other town needs in the event of an emergency. Bruce Bates felt that portable generators would not be the best choice for a facility like the airport, since at the last minute they would

have to be checked, hooked up and have fuel refilled by town staff that would already be stretched by emergency preparations; moreover different types of airport equipment would need different generator capacities. The Town already had fixed generators in several places and did not have excess portable generators for HTO.

The discussion explored the relative merits of a few small fixed generators for specific airport functions as versus one or two larger fixed generators that could each handle, with added re-cabling, two or more airport function.

Bruce Bates was asked to investigate with James Brundige the types and costs of the generators that would be needed, together with an estimate of re-cabling and other installation costs. With respect to the terminal, for example, it was suggested that HTO should try to get estimates which could consider one alternative that would include fully air conditioning the entire terminal but another that would limit air conditioning to the critical computer equipment areas. Cindy Herbst and Patrick Manzo pointed out that there were several areas of the terminal with heat sensitive equipment beyond the main computer servers. It was noted that GT Power had been contacted for some preliminary generator information a few years ago.

Patrick Manzo distributed a project update that had been prepared by James Brundige (attached as Exhibit A) and reviewed the various items.

With respect to paid parking meter problems, he explained that finally the vendor had dispatched a senior technician who had gotten the meters working but the instructions for card use were still confusing and 30 minute free spot tickets could still not be printed by the terminals.

Cindy Herbst stressed that the town needed to figure out a way to give refunds to people who pay for a week's parking, enter the terminal and find out that their flight is cancelled, usually for weather problems. Arthur Malman agreed that this problem had not been foreseen but that if customers were advised, especially on days of questionable weather, to use the parking app, they could wait until they were assured of take off before paying.

He noted that this summer's paid parking experience is part of a trial and a more permanent solution, possibly with traditional exit gates and some paving adjustments would avoid this problem as well as take care of the half hour free parking issue. Reconfiguring paid parking would cost more and needed to be weighed against actual in-season usage data—with the paid spots so far in the season not having been as full as some expected.

On tree cutting for the fall, it was noted that the project has been now limited to some minor clear cutting on the end of the clear zone and limited tree trimming on the balance of the reduced roughly 5 acres affected. Marguerite Wolffsohn is to coordinate with Zach Cohen to identify specific trees and heights beyond the clear cut area and then provide such data to the engineers who would finalize the bid package.

On the deer fence, was opposition by some of the members of the Pilots' Association to more than a four foot fence at the end of the main runway (which lower fencing could be combined with more aggressive culling) and concern by experts that a fence lower than 8 feet would be ineffective. As a result, Arthur Malman said he had explored the cost of adjusting the path of Daniels' Hole road to be further away from the end of the main runway so that an 8 foot fence could be constructed without the need for lighting with the glide path clearing a 4 foot height at the present fence location—as shown on the ALP. While the cost seemed to be around \$600,000 (rather than the \$1 million plus often mentioned), there might be further significant cost savings if the road adjustment portion were generally eliminated in areas where there are already 30 foot trees. Since the approach clear area only intersected about a third of the adjusted path of the proposed road on the ALP—the engineers may have drawn in the easiest, graceful road adjustment rather than considering the most cost effective, but safe and reasonably navigated curves to the adjusted position on the critical clear zone area.

Gene Oshrin and Kent Feuerring said that they would be against any road adjustment that might limit the airport funds available for important paving and other needed safety and operational capital improvements.

Bonnie Krupinski, Pat Trunzo III and Arthur Malman reiterated their concern that projects such as Taxiway A extension were falling behind, in part, because of contractor delays that could be reduced if a project manager were assigned to major projects to keep them on target and schedule. This would not replace professional engineers' oversight of work being performed. Rather it would be as basic as calling each contractor or town department etc. each day to make sure that they were coming the next day and/or calling them early in the day if they were not on-site, calling daily engineers and suppliers for updates, calling directly subcontractors daily to find out why they are not on schedule, checking daily that all work that was promised that day appears to have been completed and checking all items against a capital project status chart. While regular airport staff could do this too, they were primarily concerned with their daily work flow. From experience the addition of the project coordinator would more than pay for itself. Moreover, for a project like paving, a continuation of the current delays being blamed by Baker on the surveyor or utility mark out contractor, could cause us to lose the September paving window and delay the project for an entire year until fall 2018 because of weather and airport traffic considerations. Finally Baker has still not given HTO a final schedule for the paving projects.

Kathee Burke-Gonzalez reported that the sole respondent to the RFP for a passenger survey advocated a survey through email that would not work for HTO since we do not have contact information for incoming passengers. Arthur Malman indicated, that while it would have been preferable to have an independent professional handle the survey, given the lack of responses and the late date, we would have to do the survey ourselves or miss the season. Cindy Herbst stressed the need to have the survey as simple as possible. Arthur Malman offered to quickly draft a simple survey and distribute it to the committee for comments [this was subsequently done and, after comments, 7000 copies are being ordered].

Munir Saltoun suggested that HTO coordinate through the FBOs and James Brundige with incoming charter companies to hand out survey cards to incoming passengers. HTO would also have

survey cards in each terminal for both incoming and outgoing passengers along with boxes for completed surveys and an attendant to remind people to complete the survey cards and answer questions. Pat Trunzo III volunteered to build the boxes. Bonnie Krupinski felt that, because of lighter traffic, the staff at the Executive Terminal could help with the survey without having a dedicated person there during the two week survey period. The need for a survey coordinator at the main terminal could be limited to high traffic periods for several hours a day from Thursday afternoon through Monday morning for the two week survey period.

The meeting adjourned at 11 AM

Respectfully submitted,

Arthur Malman

EXHIBIT A

AMAC Meeting Airport Update **June 15, 2017**

Tree Obstructions Phase I (Abeam Taxiway A)

- Project Complete.

Tree Obstructions Phase II

- Baker has drawings ready to clear a 5 acre area on the approach end of Rwy 28. Need clarification from AMAC and Tree Committee on which trees to cut/trim based on FAA input on May 4th.
- Could go to bid this summer with cutting/trimming occurring in the fall.

Airport Drainage Repair

- Project Complete

Terminal Fence-Controlled Access Gates

- All fencing and gates installed.
- Project complete.

Security Cameras

- Project Complete

Runway 28 PAPI/REIL Project**

- Bids closed and contractor selected
- Contractor: Baseline King, Barneveld, NY. They installed our AWOS and Taxiway A Lights
- Resolution to authorize construction on agenda for the Town Board June 20th work session. Once approved, I will be in touch with Baseline King for a construction schedule.

Wind Analysis Phase II**

- Nothing new since last report.

Pavement Analysis**

- Nothing new since last report.

Fuel Farm

- Contractor is coordinating with Town Building Department on items that are a design-build component of the contract, such as the canopy and the electrical work.
- Contractor is coordinating with PSE&G to have electrical service installed by end of June.
- Contractor is moving forward with all normal preparatory work.
- Contractor advises facility functioning September 21, 2017—about 6 weeks later than we had hoped. I'm told that is worst case scenario.
- There are other items to be completed beyond Sept 21st Having to do with old facility demolition, etc., but I was assured that the facility can be used by that date—maybe earlier if all goes well.

Perimeter Fence & Taxiway A Extension and D Repave**

- From Mike Waibel email quoting Walbridge Surveyors 6/12/2017:
 - Walter Cook should have his utility mark outs complete by the end of the week. I plan on having my field crew start next Monday on both projects. Going to start with the perimeter fence to be sure we do not lose the mark outs.

And:

- I don't see a copy of the signed T/W A and D Work Authorization. I assume it was approved by the Town. We are working on the project, but I need it to get Walbridge out there. Can you please look into this? I've attached the "unsigned" version
- I don't know why contracts were not sent when the projects were approved. I'll have to research where the breakdown is. Contracts have now been sent and Mike has been working on these plans in the interim nonetheless.

Paid Parking

- Have been in contact with Hectronic to improve the functionality of their kiosks. They promise improvements, but as yet, nothing has been done.
- As of today, kiosks are out of service—no internet or phone line connectivity. Hectronic is working on a fix (I hope!!)
- Police have been instructed to stop ticketing.
- I believe many regular users of the paid parking are using their smart phone app to pay for spots, so the Town is getting some revenue even though the kiosks are not working. I will try to find out the percentage of app use vs. kiosk use from Finance. Those funds go directly to Finance.

Control Tower

- Fully functional
- No issues

Runway and Taxiway Striping

Project Complete

** = Baker Projects