

Airport Management Advisory Committee

Minutes of Meeting –July 20, 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, Munir Saltoun, Cindy Herbst, David Gruber, 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 James Brundige, Interim Airport Director.

There were no telephone participants. Absent were Gene Oshrin and Pat Trunzo III.

Among others attending (some of whom attended only part of the meeting) were 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, Jonathan Sabin, and Martin Drew along with several other members of the public.

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 August 17 at Town Hall.

The draft minutes of the June 15, 2017 meeting as circulated were adopted with a correction to note that Munir Saltoun had participated by telephone rather than in person.

Kathee Burke-Gonzalez reported that she was ready to have the survey cards printed and it was determined that about 5-7,000 should be ordered along with pencils and plastic holders. The first choice would be to have passengers on incoming flights fill out the survey while flying into HTO, so they could drop off their completed surveys on arrival without any delay in getting into their rides. Cindy Herbst thought the regular carriers could simply insert cards and pencils into seat back pockets as well as handing them out. The idea would be to cover two busy weeks in August. Bonnie Krupinski pointed out that there are usually fewer rain days in July than August and if we did another survey in a subsequent year it might be good to kick it off in July.

Arthur Malman said that it would be beneficial to have the new Morrison Forrester attorneys handling the ANCA 161 walk the AMAC through the process and the nuances. Kathee Burke-Gonzalez said she had hoped to have them address various stakeholder groups in late August or September and Arthur Malman indicated that we could adjust the AMAC meeting date to facilitate their travel plans.

Arthur Malman noted that the Baker responses to our Pavement Analysis comments had been received and we would wait to review them until our next meeting when we would need to have Harold Honey available to elaborate on the responses and asked James Brundige to follow up and confirm that Harold would be available for our next meeting.

Kathee Burke-Gonzalez reported that a new lease was being finalized for a large hangar at the end of Runway 4-22. Bonnie Krupinski repeated her suggestion that the town's HTO leasing map be adjusted so that the parcels on the northwest corner of Industrial Road and Daniels Hole road not be color coded to indicate that they were immediately available for lease—but rather be held back as the last parcels for lease to understand if one or both is better used for an aeronautical use. Arthur Malman repeated his request that a large leasing sign be put up on that corner and include the 5 ½ acre parcel that the Planning Department had been asked to lay out—even before they have a final design in case a different type of use layout than they anticipate comes up.

Arthur Malman reported that the Town had determined to go forward securing the airport with an 8 foot deer fence in all areas including the approaches. Kent Feuerring said that he thought that the AMAC had been working toward a lower 4 foot fence on the main runway approach as recommended by the EH Airport Pilots' Association. Kathee Burke-Gonzalez noted that the AMAC been deadlocked on this question when a vote was taken. It was pointed out that the Town would be open to serious litigation risk if someone were injured by an aircraft deer strike after the Cornell experts had recommended the 8 foot fencing as the most reasonable effective alternative and there had been prior deer strikes at the airport, the FAA had indicate that they were satisfied with a light on the small section for which the Part 77 approach path would otherwise suggest only a six foot unilluminated fence as the maximum, James Brundige had indicated that he supported the eight foot fence with the light, and the idea of moving the road as shown on the ALP would be a several hundred thousand dollar expense that did not have any significant AMAC support with all of the other more pressing expenditures. David Gruber pointed out that the clear zone at the runway end was meant to keep people (and most physical structures) out for the protection of persons.

Martin Drew raised questions about the cost of the fence and about the opportunity for local people to use parts of the airport property for recreational purposes. He stated that there were provisions in the gun club lease that would allow the town to reclaim part of their 100 acres for such a purpose and that the water company would soon be deeding back to the town a large parcel that it had originally planned to use in the northwest. Arthur Malman asked Martin Drew to send along the lease section he was referring to and pointed out that leasing at the airport was now being done at fair market rentals in compliance with the consent decree several years ago with the FAA—and that land for non-aeronautical uses was now being leased for about \$50,000 per acre per year which might be too expensive for the operator of a recreational facility for motor bikes etc.

James Brundige led a discussion of the major projects based on his update attached as Exhibit A. Kathee Burke-Gonzalez said that she would review with the town departments to try to resolve the hold up over the fuel farm canopy which is holding up the project.

James Brundige discussed the staffing issues at the airport which had been exacerbated by the unexpected resignation of the assistant airport director in the middle of the season and the increase in usage of the terminal rest rooms as a result of the increase in passenger throughput from Blade and other carriers. Larry Cantwell felt that these were routine operational problems that need not be

considered in detail by the AMAC but worked out by the Airport Director with the Town professional HR staff.

With respect to paid parking meter problems, James Brundige 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 parking meter terminals. It appears that a major problem is unreliable internet service that was needed for both the parking meters. It was noted that the original plan had been to plug the meter inside the main terminal directly into utilities, but for some reason that was not done. The revenue to date for the meters directly had been lower than anticipated for paid parking but good, despite all the problems, if the rental car revenue stream were included. With all of the rental cars parked on the outskirts of the main paved parking area the paid parking area had vacant spots during peak weeks, probably in part because some of the rental cars were now being accommodated in areas not previously used for parking directly in front of the terminal and in part because more people are using taxis rather than paying for parking that had been free. It will take some time to see if the use of taxis will continue at its increased rate. It was determined that the present \$10 per day rate should be maintained year round but that more work needed to be done to correct the recurring problems with the current meters or they would need to be replaced during the off season.

Before any decision to replace the meters with traditional gates could be made, there would need to be a cost analysis to see if the revenue would support the much higher gate costs, redesign of the paved parking area, repaving some areas and then support the cost of continuous offsite monitoring to unlock gates if there were problems. At least for next season, it would seem that continuing the present system, but with properly working meters, would be the prudent approach in order to better judge annual revenue. A question was raised as to whether the next lower priced meter proposal in response to the RFP last year could be the subject of reopened negotiations or if a new RFP or bid would be required.

Zachary Cohen reported that, based on a review by the working committee of further FAA regulations and on the FAA penetration data, it now appeared that only about 15-20 trees would need to be trimmed at this time. In addition there would be some minor clear cutting of small trees and bushes in the area at the end of the clear zone which had been previously cleared several years ago but in which vegetation had grown back. After discussion it was determined to go forward with this proposal and to add to the annual maintenance budget for the airport a new line item that would be an annual charge/reserve for cutting penetrating trees at least once a year after the FAA gives the airport new tree penetration data based on one of its periodic fly-overs.

Kent Feuerring gave a short update on the September 9 airport community open house which he expects once again to become an annual event.

The meeting adjourned at 11 AM

Respectfully submitted,

Arthur Malman

EXHIBIT A

AMAC Meeting Airport Update **July 20, 2017**

Tree Obstructions Phase II

- Baker needs Tree Committee final input.
- Zach will be discussing at this meeting.

Terminal Fence-Controlled Access Gates

- All fencing and gates installed.
- Locks on hold pending Fire Alarm system relay installation per Town Fire Marshall
- Simplex-Grinnell tasked with the job of installing the relay—P.O. approved and job ordered. No word yet from Simplex-Grinnell as to when they will complete the work. I will hound them every day until we get this done.

Deer Fence

- Walbridge Survey completed 7/19/2017.
- Walbridge advised Baker that surveys will be sent to them the end of this week. Baker can then finish drawings and submit package for Purchasing to put out to bid.
- Need to make final determination on height at approach ends.

Runway 28 PAPI/REIL Project

- Bids closed and contractor selected
- Contractor: Baseline King, Barneveld, NY. They installed our AWOS and Taxiway A Lights
- All necessary documents have been filed by the contractor.
- Equipment submittals approved by Baker.
- Just been informed that PAPI components are backordered 10 weeks. Very disappointing. I'm exploring with Baseline King and Baker the feasibility of installing a non-LED PAPI if we can get one off the shelf.

Wind Analysis Phase II

Mike Waibel sent 7/19/2017: ["We just received payment for the phase 1 wind study. This should prompt our sub to complete the draft. Thanks."](#)

Pavement Analysis**

- Answers to the committee's questions distributed
- Harold Honey available to discuss Aug 17th.

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.
- 7/19/2017--Just got report that SCHD has approved revised tank drawings but the canopy permit is still being reviewed by the Town.

Perimeter Fence & Taxiway A Extension and D Repave

- From Walbridge 7/19/2017: I just got back from the airport. We finished the field work on A & D today. I anticipate having all three projects wrapped up and submitted to you by the end of next week.
- From Mike Waibel 7/19/2017: We finally have an end in sight for the survey for both fence and T/W rehab projects. We are working on the schedule to complete all 3 projects. Should have it to Jim by COB today.

Project Flow Chart (Gantt Chart)

- Please find attached an updated Gantt chart for the projects still to be completed. It is a work in progress as some projects such as the obstruction removal in the R/W 28 approach is (from our understanding) still being pondered by the Town. Also, when we get the survey from Walbridge in 2 weeks, we will review and may tweak our schedules a bit. One major topic is the construction schedule for the T/W A and D projects. Walbridge has promised survey 2 weeks from today. That does not leave us a lot of time to complete the design, bidding, and award of the contracts in time before the local asphalt plants close. We may have a mild fall and get a contractor who is willing to push this project through winter, but we show a more conservative approach on the Gantt chart. I also have point-by-point response to the list below.
 - Deer Fence- Baker will get survey results for boundary and utilities 2 weeks from today. We will start the design immediately upon receipt. Completion schedule is in the attached chart
 - Taxiway A and D construction- See above.

- Pavement Analysis wrap-up Our pavement guys should be able to complete the report within 2-3 weeks of AMAC's acceptance of our responses to comments
- Wind Analysis Phase II- There is an issue here where our Sub is upset over lack of payment on Phase I. I coordinated with Jeanne about the issue. She said our second invoice needed more info, which we promptly provided. But we never received payment for the first invoice. Therefore, we couldn't pay QED for their work. They are reluctant submit their draft on Phase 2 until payment of Phase 1 has been resolved
- Tree removal on approach end of Rwy 28 to comply with Part 77 20:1 obstruction mitigation.- I'm confused on where we are with this. I thought the Town was still in limbo over the extent of clearing in the 28 approach. Maybe we can have an off line conversation to catch up
- Gant chart-Draft attached. We need to fill in some dates such as Phase 2 Wind once the payment issues with our sub get resolved. Moving forward, we have someone in the New Yoro office, Thierry Sarr, who is now maintaining the chart and updating it. He will also be available to come to the site when needed. I will get Thiery up to meet you during the T/W design in a few weeks.

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.
- Kiosks sometimes cannot connect to cellular towers around here causing an error message that prevents folks from using them. They need to be hard-wired to the internet. I have been in contact with Tech Support about this. Probably won't happen until after the summer.
- Some regular users of paid parking are using their smart phone app to pay for spots, so the Town is getting revenue even though the kiosks are difficult to use. YTD revenue: \$7150. Passport meter: \$4960. Passport App: \$2190. The Town budgeted for \$42,850.

Control Tower

- Working well. No issues.