

Airport Management Advisory Committee

**Minutes of Meeting –August 17, 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, Bonnie Krupinski, Gene Oshrin, Pat Trunzo III 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 was David Gruber.

Among others attending (some of whom attended only part of the meeting) were Larry Cantwell, supervisor, Alex Walter, assistant to the supervisor, and Kent Feuerring, President of the EH Airport Pilots’ Association, 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 meetings were SCHEDULED for the following *Fridays, at 9 AM*, at Town Hall:**

**September 29, October 27, November 17, December 15 and January 19.**

The draft minutes of the July 20, 2017 meeting as circulated were adopted with a correction to reflect that Gene Oshrin had been absent and that Kent Feuerring had spoken about fence heights.

Kathee Burke-Gonzalez reported that the survey cards were ready for distribution. Arthur Malman noted that Blade would be helping on the survey and requested electronic copies which it could put on it I-pads for use by passengers in NYC waiting to depart. Pat Trunzo III asked how Blade would be counting and compiling responses. Arthur Malman indicated that he was not aware of how and would inquire of Blade but that Jeff Smith of the Eastern Regional Helicopter Council, likewise asked for electronic copies which he could distribute to members for completion by their passengers.

Pat Trunzo III had constructed two large survey response boxes, on 4 sides of each James Brundige would affix a survey cover page and place one in the main terminal on the table under the rotunda and the other would be in the executive terminal.

Bonnie Krupinski noted that people tended not to travel as much in the last two weeks of August during which we would be seeking survey responses—many just came out to the Hamptons during this 2 weeks and stayed without going back and forth to the city. Arthur Malman indicated that we would treat this first year’s survey, like the first year of paid parking--as a beta test so we could understand the practical problems and could launch a second improved survey earlier next summer having learned some of the pitfalls this year.

Kathee Burke-Gonzalez said she was having the new Morrison Forrester attorneys handling the ANCA 161 walk various stakeholder groups and the Board through the process on September 18 and 19. She would circulate a list of meeting times and AMAC members could attend one of those or watch the board meeting with Morrison Forrester on LTV live or on video on demand from the LTV website.

She also reported that, based on data given to her by the tower, it appeared that 17 Caravan seaplanes and 122 helicopters were using HTO on a regular basis. This data seemed high to Cindy Herbst and James Brundige said he felt the same and would review Vector data to get better data on this. The committee also reviewed the local aircraft owners who had multiple aircraft at HTO on a regular basis.

Arthur Malman asked if all based aircraft had current insurance certificates filed annually. It was pointed out that the FBO's confirmed to the town their own insurance on a regular basis, but there was no system for annual updates by based aircraft owners, although the leases generally required insurance and certificates would normally be requested at lease inception. Arthur Malman was given authorization to contact the town insurance agent so the committee would better understand the issues and potential liabilities for the town.

Kathee Burke-Gonzalez reported that last renewal for the tower operating company and a new RFP would be going out, although it was expected that the present operator would be among the respondents—the major problem for any bidder being the high cost of seasonal housing in the vicinity for experienced FAA certified controllers.

Kathee Burke-Gonzalez reported that a new lease was being finalized with a pilot who wished to build a large hangar at the end of Runway 4-22 in which he would be keeping several vintage airplanes that he collects. Arthur Malman repeated his request that a large leasing sign be put up on the corner of Industrial and Daniels Hole roads.

James Brundige distributed his monthly update of major projects, a copy of which is attached as Exhibit A.

The main terminal controlled access gates have now had all fire alarm components installed and the system is being programmed. A discussion ensued on how a visitor would get out of the airport through the terminal areas during late night hours when neither the airport management office nor the FBO's have any personnel on site. Arthur Malman pointed out that it made little sense to expedite passage for travelers who ignored the voluntary curfews and wanted to arrive and exit expeditiously during late night hours. He also noted that the FBO lease provisions should be updated to relieve the FBOs of the duty to handle passengers during hours of the voluntary curfews.

It was determined that the system should stay alarmed and if someone wants to leave at an odd hour the alarm would sound and the police would be called. Len Bernard confirmed that, if the Town Code were appropriately amended, there could be a fine assessed against the person who, rather than wait for attendants to start their shifts, set off the alarm without a fire or other emergency and thereby

summoned police. Based pilots would not be seriously affected since they had special codes for access gates through the deer fence in locations other than the terminals.

In this regard the committee determined to review and update, with James Brundige, the FBO's and Pilots' Association, in September all of Town Code section 75 which covers operations and safety at the airport [After the meeting a copy of section 75 was emailed to all members].

Jim Brundige also pointed out the problems that would ensue with the limited access safety fence and the deer fence access gates in a power outage.

James Brundige reported that, in the last week, there had been two short power outages that resulted in significant damage—without the terminal access and deer fence access gates yet being operable. First the sprinkler system—a dry system since some of the pipes run in non-heated areas—had been compromised by the outage and it will take a couple of weeks to get it serviced and operable again. Secondly one of the computers in the Vector system was ruined, is non operable and will need to be replaced before billing can proceed—although the basic landings data is retrievable. When the access gates become operational their use would also be compromised.

After discussion the committee agreed to recommend prompt installation of fixed generators for key airport components and James Brundige was asked to get recommendations and estimates from generator companies. Arthur Malman pointed out that since GT Power would be a possible bidder, the town should go elsewhere for the engineering recommendations preparatory to bidding out the generator project. Larry Cantwell suggested a company that had done similar engineering studies for the town and James Brundige was asked to get them started on the project. They would be asked to consider alternatives such as the cost savings if the main terminal were on a smaller generator that could light and power all key areas but not provide air conditioning for non-essential waiting room areas that might not have to be fully air conditioned during a power outage.

James Brundige was asked to clarify to LKMA that, with respect to the fuel farm, they should now plan for installation of a generator as part of the project rather than as something that could be added at a later date.

On the deer fence, James Brundige reported that, upon receipt of the Walbridge survey this week, Baker had learned that the elevation of Daniels Hole Road at the end of the main runway was 5 feet higher than anticipated. As a result, there would be more penetration by an 8 foot fence than anticipated in the Part 77 approach path at the end of the main runway. Several alternatives were discussed, including lowering the road shoulder a few feet in this area (with "no shoulder" signs) or adjusting a portion of the present road to pass over the shoulder on the side across from the airport—and James Brundige would reach out to Steve Lynch, Highway Superintendent, on these and other alternatives.

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 10:30 AM

Respectfully submitted,

Arthur Malman

# **EXHIBIT A**

## **AMAC Meeting Airport Update** **August 17, 2017**

### **Terminal Fence-Controlled Access Gates**

- Fire Alarm Relay installed
- All components installed for locks to function properly
- Final process: Programming the system and the key fobs—Monday next week.
- Discussion on how to get out of the airport if the FBO is closed

### **Perimeter Fence**

- Baker team on site today
- Baker: We will verify the proposed alignment and field check our survey. We have looked at the 8-foot high fence in R/W 28 approach and want to discuss the potential need for increasing the PAPI glide path angle with you. We also need to locate the power source for proposed powered gates.
- All open items should be answered by COB today.
- When drawings are complete, we will go out to bid.

### **Runway 28 PAPI/REIL Project**

- Nothing new from last report.
- We are about half way through waiting the 10 week period for parts.
- Contractor says, once he has all of the parts, the job will only take about 3 days.

### **Wind Analysis Phase II**

- Baker: We recently received wind data from QEC. We are inputting the data onto wind rose diagrams. We should have this portion completed within 10 days. We will submit to roses back to QED for his analysis. He should have a Draft of that completed within a month.

### **Pavement Analysis\*\***

- Baker advised Harold Honey unavailable.

### **Fuel Farm**

- Survey stakes going in today and tomorrow
- Contractor will start work Monday
- Tanks and pumps are being built off-site—On schedule according to McLean

### **Taxiway A Extension and D Repave**

- Baker wants to do a signage inventory at the airport tomorrow. "At a minimum, we will have to replace the sign panels. We may have to replace entire signs. This is because the entire parallel will be renamed T/W 'A'."
- I have asked Baker to push forward with, at least getting the Taxiway A extension and lights installed this fall. If we have to wait until spring to rehab taxiway D because it's getting too late in the season, then that's what we'll do.

### **Paid Parking**

- Parking Lot kiosk is being moved inside Terminal Lobby Wed Aug 23<sup>rd</sup>
- Both kiosks will be hard wired to AC power and internet.
- Average paid parking spots: 40-60 per day. (more on the weekends)

### **Control Tower**

- The Town needs to issue a RFP soon.

Consideration for offering a contract extension to RV {subsequently determined not possible}