

Airport Management Advisory Committee

Minutes of Meeting –September 29, 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, Bonnie Krupinski, Gene Oshrin, 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 David Gruber, Munir Saltoun, Cindy Herbst, 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, 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:

October 27, November 17, December 15 and January 19.

The draft minutes of the August 17, 2017 meeting will be held open until the next meeting since several members were absent and might have comments.

Arthur Malman reported that he had spoken with the Town’s insurance agent whose contact information had been given to him by Len Bernard. Based on that conversation it appeared that the airport should be monitoring insurance certificates not only at lease inception but annually at insurance renewal dates, requiring annually updated ACCORD certificates showing increases in minimum liability coverage at \$1 million plus an umbrella (which would not be very expensive) for an additional \$4 million for total liability coverage of \$5 million (which the agent felt was realistic in today’s litigious environment) [FBO’s should have higher limits and broader coverages], with the town added as an additional insured (which should cost little or nothing to the policyholder), requiring that the town be given notice of early cancellation and that the quality of the insurance carrier checked by a town employee (who could be given an access code to a simple program by the town’s insurance agent).

Larry Cantwell stated that shortly after the above conversation the agent had spoken with the Town and a program substantially along the above lines was already being put into place through the finance department which would be monitoring on going insurance compliance on all town leases, including those at the airport among others.

Arthur Malman pointed out that the town's broker had also agreed that the airport's insurance tracking should go beyond just tenants under leases. For example, many hangars are owned by an entity different from the owner of the aircraft in it (even if they are under the control of the same individual in some cases). Therefore, the airport should have program to monitor annually at expiration dates the insurance of aircraft owners. It was pointed out that there could be an occasional based or visiting aircraft owner without proper insurance who could possibly cause damage to others

It would not be practical to require insurance verification from visiting aircraft. However, it was recommended by the AMAC that updated ACCORD certificates should be required by the Airport Director to be on file when pilots annually request to have their planes (in a hangar or tied down) to be continued on the "Based Aircraft" list, exempting them from landing fees. Alex Walter who had extensive insurance background was asked to confirm the proper course with the town's broker.

Kathee Burke-Gonzalez reported that there had been a change in the airport department organization chart from that in the Supervisor's original 2018 tentative budget, with the fortunate hiring of a very qualified individual. James Brundige felt that this new hire could have the potential to replace him as Airport Director when he retires.

In discussing the tentative budget, several members noted various revenue items that seemed to be underestimated, such as parking lot revenues and sale of aviation fuel, especially since all the rules limiting aircraft activity have been eliminated by the Circuit Court. Airport landing fees and fuel sales 2017 year to date obviously needed to be updated for most of the summer activity and those figures should be available shortly. Legal and outside professional fees were low in 2017 year to date but should increase as the work on ANCA begins. Likewise, there will be an increase in expenses as there should be an improvement in annual preventative ongoing maintenance of existing runways and other pavements beyond the major capex rehabilitation and improvement projects.

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

With respect to the fuel farm, it was confirmed that LKMA would include the installation of one of the new emergency generators in the project, rather than just making it possible to add it later.

James Brundige was asked to follow up with the engineers about the parameters for the balance of the generators that were recommended at the last meeting and would be sent out for bids.

James Brundige noted that an RFP had gone out for a tower operator for 2018. Robinson has indicated an interest in continuing but municipal regulations would not permit another renewal without the RFP.

Kathee Burke-Gonzalez, said she and Peter Van Scoyoc met with Tower Chief Bruce Miller in August at which time one problem with the Tower's present height was discussed relating to low ceilings when the Tower is effectively forced to have all helicopters land and take off to the north rather

than splitting them between north and south, with the result that residents to the north experienced increased noise

James Brundige explained that a unique situation that arises when the ceilings are low. During periods of low ceilings, the Tower has the authority to bring helicopters in and out of HTO using what is known as "Special VFR" procedures. As such, helicopters can fly in conditions of low ceilings without having to perform a full instrument approach if they have 1 mile visibility, remain clear of clouds and have Tower clearance to enter and exit HTO airspace. For the Tower to issue clearance into the HTO airspace, they must have visual contact with the helicopter at all times within the airspace.

The Tower was placed in its current position because of an extensive Site Plan study conducted by RVA and the FAA. It was restricted in height so as not to penetrate the Part 77 slope on the south side of Runway 10-28. At its current height, the controllers can see aircraft on the downwind to Runway 28 in clear weather conditions. During conditions of low ceilings, the controllers cannot see aircraft entering HTO airspace from the south. The site line is below the tree line. Therefore, ALL helicopters entering HTO airspace under Special VFR rules must arrive AND depart from and to the North. The concern is that, during inclement weather, residents north of the airport are getting double the traffic since no one is arriving or departing using the South Route. We had 13 such days last summer.

A heightened Tower would allow the controllers to see the beach to the south and thereby split the helicopter inbounds and out bounds during inclement weather.

Arthur Malman noted that a heightened Tower would also be a safety enhancement. He reiterated his own experience in the ground level Tower earlier in the summer when, as planes were landing on the main runway, a helicopter suddenly materialized from the south (when all had been requested to approach from the southeast), from which direction no one in the ground level tower could see them over the trees. No one in the Tower had any idea whether the sudden appearing helicopter would continue across the main runway for a few seconds and possibly collide with planes taking off and landing. Luckily the helicopter pilot, unbeknownst to the shocked Tower personnel, decided to land at the executive terminal without crossing the main runway. Controllers in a raised tower—either on top of the executive terminal or a free-standing support--would be able to see 360 degrees to the beach and avoid another "surprise". Immediately Jeff Smith admonished the pilot for ignoring the Tower approach requests but the possibility of a similar surprise appearance remains.

The AMAC recommended that HTO investigate raising the tower. James Brundige reported that he had been in conversations with Baker on such a raise, during which they reported that raising the tower in the vicinity where it is presently located would be more easily processed by the FAA, than a new tower in an entirely different location. He will try to have more information for the next meeting.

James Brundige was asked to check with Blade and others who had said that they would survey customers electronically and to report back at the next meeting with results of the 2017 survey; he said there was not too much of a response in the two survey boxes in the terminals but he would keep the survey boxes out for now in case other people might still participate. Arthur Malman noted that the 2017 survey was really a beta test, as was the initial year of paid parking, and, as Bonnie Krupinski

suggested, we would start a survey earlier next year and could add a part time on site person at the main terminal to encourage participation during the busiest weeks.

Kathee Burke-Gonzalez reported that, except for the hangar lease being negotiated with the owner of vintage planes and the FBO lease negotiations, there were no new potential tenants at this time; the closings had not yet occurred with the tenants who would be buying their property pursuant to pre-existing options but they should occur in the next few months, now that the FAA concern about one small segment of one parcel had been remedied.

Arthur Malman reiterated his request for a leasing sign at the corner of Industrial Road and Daniel's Hole road and Bonnie Krupinski's request that the color coding on the town's airport parcels for rent map be updated to show the two parcels at that intersection not being available for immediate lease until further planning helps us understand the needs of the airport in the next 5-10 years as planes wingspans get larger and require more ground space.

Arthur Malman reminded the group that HTO had requested that based pilots with an interest in land for additional hangars contact the Town but that no firm responses had been received although an aircraft owner he had recently met was surprised to learn that this possibility existed (but the man admitted that he may have just overlooked inquiries from the local pilots' association on new hangars)

The meeting adjourned at 10:30 AM

Respectfully submitted,

Arthur Malman

EXHIBIT A

AMAC Meeting Airport Update **September 29, 2017**

Terminal Fence-Controlled Access Gates

- All programming complete and key fobs distributed to appropriate individuals
- Ramp Access gate and Cargo gate working properly
- Project complete

Perimeter Fence

- Drawings complete including 8 foot deer fence with obstruction lights proposed for Daniels Hole Road
- Form 7460 submitted to FAA
- Awaiting reply from FAA on acceptability of 8 foot fence
- Bid package being prepared and will be ready next week.
- Bid package can be issued and construction started before we hear from FAA.

Runway 28 PAPI/REIL Project

- Baseline King is planning to start installation October 16th.

Wind Analysis Phase II

- Ron Price available to discuss Oct 27th. He plans to attend the meeting in person.

Pavement Analysis

- Harold Honey can be available by phone to discuss at the Oct 27th meeting if the Committee wants to add him to the agenda.

Taxiway A Extension and Taxiway D Overlay Project

- Drawings complete
- Bid Specs and Bid Schedule will be completed at the end of Oct.
- Given that the Bid Package cannot be issued until sometime in November at the earliest with a contract being awarded in early to mid-December, work cannot start until spring—one month before the asphalt plants open. So, the bid package will be timed for that schedule.
- Site work/moving the wind cone/putting in duct banks for lighting can proceed as soon as the ground thaws.

Runway 28 Tree Obstructions

- The FAA has identified 4 tree areas that penetrate the approach surfaces on the approach to Runway 28. Two of the trees are on ARF property. Baker is sending me a drawing to identify the remaining two trees.
- A bid package will be prepared to remove trees in the areas identified as soon as I receive those drawings.

Paid Parking

- Kiosks working well inside the Terminal lobby—no more power outages or lost internet connection
- Paid Parking revenue as of 30Aug: \$39,580
- Approximately 20% of the paid parking spots are still being used—could result in reaching our target revenue of \$50,000 by year end.

Control Tower

- Purchasing issued a RFP for contract air traffic control services Sept 14th.
- Proposals are due back 3pm Thursday, Oct 12th.
- Robinson Aviation has indicated a strong desire to return.

Fuel Farm

- The transfer pad and tank pad are currently under construction.
- Electrical Work for the wiring of the fuel farm is currently ongoing.
- Canopy footings have been installed.
- The Canopy structure is being manufactured. **Delivery expected October 16.**
- Tanks and fueling skids are in manufacturing phase. **Expected at the end of October.**
- Coordination with PSEG LI is occurring to extend the 3-Phase power to the site.
- Storm water Leaching Pools are currently being installed.
- Looking to have the new fuel farm up and running around the **third week in November.**
- Removal of existing fuel farm to follow starting in **December.**