

Penn Yan/Yates County Airport Council Minutes

Wednesday December 3, 2025 7:30 AM EST

Held at Seneca Flight Operations, 2262 Airport Drive, Penn Yan, NY



CALL TO ORDER: 7:38 by RL

PRESENT: Rich Leppert (Seneca Flight / FBO), Doug Marchionda (Flying Club), Bill Middlebrook (Penn Yan Aero), Paul Middlebrook (Council Advisor), Tim Dennis (Community Representative), Taylor Fitch (Marketing), Dick Harper (Yates County Legislature)

GUESTS: Pat Hludzinski (C&S), Shelby Davis (C&S), Emilee Miller (Clerk of Legislature), Leigh Battin (Director of Finance).

READ & ACCEPT MINUTES OF PREVIOUS MEETING

- BM motioned to accept as written /TD 2nd. Accepted unanimously

REVIEW AND ACCEPT FINANCIAL REPORT

- BM motioned to accept as written /TD 2nd. Accepted unanimously

CORRESPONDENCE & COMMUNICATIONS

- Nothing addition that is not covered below.

SAFETY COMMITTEE REPORT:

- Safety Report on go round 10/21/25 – notification will be sent to pilot to monitor radio traffic.
- Trees obstructing view of taxiway 10/28 - Safety Report will remain open until County removes final larger trees on Friendly Dodge property

MARKETING COMMITTEE REPORT:

We should consider putting land that is available for future development on our website.

C&S REPORT:

1. Taxiway B Extension
 - Close out is continuing.
 - Need to get final as-built drawings from contractor before closure
2. 2023 NYSDOT 8 bay hangar Grant
 - C&S is working on final adjustments to plans and specifications
 - Looking to advertise for bids in January
 - Airspace analysis for T Hanger, cranes, temporary construction equipment to be submitted to FAA along with Construction Safety and Phasing Plan.

- County should anticipate longer review bids received to confirm compliance with MWBE / SDVOB requirements.
3. Airport Pavement Maintenance System
 - C&S is addressing FAA comments.
 4. Purchase Snow Removal Equipment (SRE) Project
 - Vendor anticipating delivery of bucket next week
 - Vehicle manufacture to be scheduled. No delivery date at this point.
 5. ACIP
 - REIL project has been confirmed eligible for FY2026 by NYADO
 6. Runway 10-28 Rehabilitation Design
 - Nothing additional to report
 - Pat confirmed that runoff will be addressed as part of the design review.
 7. Fence Improvement Design
 - Nothing additional to report

SENECA FBO REPORT:

1. Revenue, occupancy and condition of T hangars and T Hangar waiting list
 - 1 T Hanger is available but anticipated to be rented by January.
2. Altaport / Vector Transition
 - Meeting set up with Vector regarding parking fees. Vector will not be able to bill electronically by the end of the year so plan is to accept electronic rate but billed by paper.
 - All transition paperwork has been sent to the County
3. Airport Activity
 - November 2024 was 564 operations
 - November 2025 was 704 operations

OLD BUSINESS (ALL):

1. Brush clearing outside the perimeter fence by County
 - We are still waiting for Friendly to return easement. Dick sent follow up email a week ago.
2. FAA Airport Audit (08/2024)
 - Waiting on Appendix A update. Dick will review status with Scott Falvey.
3. Mapping of airport utilities for future expansion and work
 - In ACIP. We should remove this line from the agenda.
4. Performance Aviation Hangar
 - Lighting being addressed. Joe Reed will be attending meetings going forward and will be able to give better updates on timing and status.

NEW BUSINESS:

1. Thank you to Tim Dennis for his years of serving on the Airport Council. This is the last meeting for Tim as he is leaving the council as of Jan 1, 2026. Need to be thinking of a replacement for Tim.

EMERGENCY CONTACT LIST

- Need to review list to capture those leaving the Council and those to be added once new members are approved by Legislature appointment.

ADJOURNMENT: 9:10 RL motioned / DH 2nd

SUBMITTED BY: Richard Harper 1/27/2026