

Penn Yan/Yates County Airport Council Minutes

Wednesday May 28, 2025 7:30 AM EST

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



CALL TO ORDER : 7:35 by DM

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), Leslie Church (Chair of Legislature), Dick Harper (Yates County Legislature)

GUESTS: Pat Hludzinski (C&S), Howard Bozenhard (AOPA), Emilee Miller (Clerk of Legislature), Leigh Battin (Director of Finance), John Clark (Seneca Flight).

SKYDIVE SENECA LAKE:

1. Mike Misroon, Megan Walsh and Ansley Baza of Skydive Seneca Lake were in attendance to present and answer questions on the potential of expanding their skydive business to the Penn Yan – ur County Airport.
 - SkyDive Seneca Lake follows United States Parachute Association (USPA) rules and regulations.
 - 1000 tandems performed in Ovid. Due to water, most jumps are tandem.
 - Instructors have 3,000 -4,000 jumps of which 1,500+ are tandems.
 - SkyDive Seneca would be looking to operate 2-3 days per week with expansion to 5 days.
 - Usually groups of 2 with 4 parachutes per hour.
 - Mike and his team feel the best location for landing would be open County owned field to the west of Seneca Flight.
 - Dick Harper requested SkyDive team supply the County with a potential contract, proof of insurance and hold harmless agreement for review by County Attorney.
 - Group will meet with PY Flying Club to answer questions / concerns.

READ & ACCEPT MINUTES OF PREVIOUS MEETING

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

REVIEW AND ACCEPT FINANCIAL REPORT

1. Airport budget concerns
 - a. Correction of runway 01/19 taxiway numbering as requested by FAA is being worked on by Pat.
 - b. Purchase of replacement tires for mowing equipment will need transfer from reserve.
 - c. Detailed records of expenses for last 8 Quarters provided by Seneca.
2. Budget
 - a. Leigh will be adding additional lines for better tracking of expenses and budget preparation.
3. Parking and Landing Fees
 - a. Noted that parking and landing fees are down. Leigh to review.

CORRESPONDENCE & COMMUNICATIONS:

- Nothing additional that is not covered in other areas.

SAFETY COMMITTEE REPORT:

No meeting held

MARKETING COMMITTEE REPORT:

- Discussion on marketing.
- Seneca is managing the PEO website, but we need to improve social media presence. Emilee offered to help with managing social media.
- Need to reach out to Netjets, Flexjets and other local entities.
- Noted that flier does not have the PEO website address.
- The website should have more info on our fuel prices / capabilities.

C&S REPORT:

1. Taxiway B Extension
 - a. Paving this week
2. 2023 NYSDOT 8 bay hangar Grant
 - a. Working on geotechnical.
3. Airport Pavement Maintenance System
 - a. Finalizing report. Pat indicated it should be available within a week.
4. Purchase Snow Removal Equipment (SRE) Project
 - a. Recommended award.
 - b. Working on Buy American paperwork for FAA.
5. CIP
 - a. The Council discussed documentation of electrical systems at the airport. C&S to review.
6. Obstructions
 - a. FAA recently inquired about an updated obstruction plan.
 - o Pat will run the obstruction report. Will likely need to look at performing a study in 2026.

PASSERO REPORT (via email):

1. Deice Pad
 - a. Paving will be done following Taxiway B extension
2. 100LL fuel trailer
 - a. Waiting on new meter.

SENECA FBO REPORT:

1. Fence Clearing / cutting / general condition
 - a. Seneca investigating contracting out to 3rd party.
2. Revenue, occupancy and condition of T hangars and T Hangar waiting list
 - a. We are full with 11 on a waiting list.
3. Altaport report
 - a. Altaport had an issue with seasonal tie down not having option to pay monthly. They are addressing.
 - b. See new business below regarding landing fees
4. Airport Activity Report
 - a. 532 operations in May 2025.

OLD BUSINESS (ALL):

1. Brush clearing outside the perimeter fence
 - The County does not have a forestry mulcher attachment for the excavator.
2. FAA Airport Audit (08/2024)
 - No update
3. Changing Landing Fee parameters
 - The Council is recommending a change to the airplane weight minimum for landing fees to 10,000 lbs.
 - The Council also recommends increasing landing fees by \$0.25

NEW BUSINESS:

1. Summary / review of ACIP meeting held 5/20/25
 - Due to the Pavement Management Study findings, runway 1-19 and taxiway A rehabs can be pushed off for 5 years, maybe longer. These will be pushed out on ACIP accordingly.
2. Mapping of airport utilities for future expansion and work
 - Pat to review
3. Map of available sites for future expansion as well as availability of utilities and other required services (also covered in Marketing report)

ADJOURNMENT: 10:15 am

SUBMITTED BY: Richard Harper 06/23/2025