

Penn Yan/Yates County Airport Council Minutes

Wednesday April 30, 2025 7:30 AM EST

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



CALL TO ORDER 7:35 am 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), Howard Bozenhard (AOPA), Emilee Miller (Clerk of Legislature), Leigh Battin (Director of Finance), Shelby Davis, Tony Siebert.

READ & ACCEPT MINUTES OF PREVIOUS MEETING

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

REVIEW AND ACCEPT FINANCIAL REPORT

- RL raised issues on budget concerns relating to 1-19 taxiway numbering and purchase of mowing equipment tires, neither of which were in the 2025 buget.

CORRESPONDENCE & COMMUNICATIONS

- Nothing additional that is not covered below.

SAFETY COMMITTEE REPORT:

- Helipad placement
 - o FAA has helipad evaluation process which would require an ALP update, env. Assessment, etc.
 - o If current placement was done with FAA funding only a short time ago, it may be hard to justify it being moved. C&S to evaluate.

MARKETING COMMITTEE REPORT:

Still need to confirm specific details on land available for future development

C&S REPORT:

1. Taxiway B Extension
 - o Settlement was less than ½" which attests to the great job done by Marcy.
 - o Work on Taxiway B will require shutdown of both runways and taxiways. Need to maintain object free zone.
 - Marcy indicates that it will take 2 days to mill and asphalt likely week of May 19th weather permitting.
 - Need additional 2 days for cure.
 - o Discussion on potential for elimination of control strip.
 - o Helipad will be able to remain open.
 - o RL to work on NOTAMs required.

2. 2023 NYSDOT 8 bay hangar Grant
 - Working on getting site evaluation survey done
3. Airport Pavement Maintenance System
 - Working on completing but so far the evaluation of runway 1-19 and taxiway A show that both can be pushed off.
4. Phase 1B Archeological Assessment
 - Complete.

5. Purchase Snow Removal Equipment (SRE) Project
 - SRE grant application is submitted.
 - FAA has rejected the skid steer portion
 - Bid opening is May 2nd

PASSERO REPORT (via email):

1. Disposition of any open projects
 - a. Deice Pad is on hold until paving can be done in May, possibly week of May 19th.
 - b. 100LL fuel trailer
 - Supplier is waiting for payment to sign off on some forms. Payment should be sent after May Legislature meeting.
 - Will see if supplier will take back wrong meter.

SENECA FBO REPORT:

1. Fence Clearing / cutting / general condition
 - Spraying begins
2. Revenue, occupancy and condition of T hangars and T Hangar waiting list
 - All full with 7 on wait list
3. Altairport report
 - Discussion on increasing weight limit for landing fee. RL to bring recommendation to next Airport Council meeting
4. Airport Activity Report

OLD BUSINESS (ALL):

1. Brush clearing outside the perimeter fence
2. Develop long term strategic plans for the airport
3. FAA Airport Audit (08/2024)

NEW BUSINESS:

1. Changing Landing Fee parameters
 - We are charging landing fees to some recreational flyers and need to potentially make an adjustment to aircraft weight.
2. Findings from bi-annual T Hangar inspections
 - Rich noted that some fuel drums are being stored in hangers
 - One hanger had 6 cars and no space for an aircraft. RL has contacted tenant and advised that this is an issue that needs to be corrected immediately.

- a. Consideration for possible parachuting business on airport [Skydive Seneca Lake | Ovid NY | Finger Lakes](#)
 - Need to find out more information. Will see if company can come to next airport council meeting.
 - Major issue is if this landings are done within the airport or if there would be a designated location outside of the airport for landings.

ANY COMMITTEE / OPERATIONAL REPORTS:

1. Verification – Airport Emergency Contact list
 - Not revisions needed.
2. Equipment and Facilities Committee: update on equipment condition, needs and necessary maintenance around the Airport property:
 - Nothing additional that was not covered in above items.

ADJOURNMENT : 10:07 am RL / DH 2nd

Minutes submitted by: Dick Harper 05/26/2025