

TICONDEROGA AIRPORT 4B6

February 2016

The meeting started at 0900 in the Town Hall basement meeting room. Fred Hunsdon Sr., Karla Vigliotti, Dorsey Crammond, Sal Barnao, Mitch Cole, Jill Cunningham, Jon Hanna and Ernie Tobin, on the phone, were in attendance.

DEC has sent a letter regarding the fuel tank and record keeping requirements. One problem is that the person signing the monthly inspection report must be on the certificate. Mike is the only one on the certificate now and will have to be changed. The town attorney has been asked for guidance.

Training on tank operation and the QTpod will be given when the tank receives it's first delivery of fuel.

Jon talked about the land for the taxi way that we have been looking into and felt that we should look at extending the proposed boundary line all the way to Shanahan Road. This would allow us to own the approach lane from the South, we could keep it clear without contacting the owner. We would have additional dirt for filling low spots on the airport grounds. If we decided to extend the runway, in the future, and the taxi way we could do it without purchasing additional land. If we decide to proceed with this we will need sent a letter of intent to Jim at Shumaker.

DOT has requested our action plan for terrest attack, Jim at Shumaker is working on this.

The contract for the QTpod will expire at the end of the month and we want to start sell fuel by April Karla will submit payment for the extension of the contract.

Eastern Aviation Fuels will again offer fuel training this spring and Fred is planning to attend.

Dave will list all the TAC team who are still active.

Steve Whitford will rejoin the committee at our next meeting.

Fred will contact the outhouse people about the one at the north end of the taxi way which has blown over in a wind storm and needs attention.

The meeting ended at 1005

Next meeting will be Wednesday, 2 March at the town hall.

Submitted by Jon Hanna

TICONDEROGA AIRPORT 4B6

March 2016

The meeting started at 0905 in the Town Hall basement meeting room. Fred Hunsdon Sr., Karla Vigliotti, Dorcey Crammond, Jill Cunningham, Joe Giordano, Jim Cummings, Jon Hanna and Ernie Tobin, on the phone, were in attendance.

The DEC issue was reviewed and Joe Giordano will now be the primary town contact and Jon Hanna will be the secondary doing the monthly inspections of the fuel tank.

Steve Tibbetts sent dates for the training on tank system inspections and fuel testing. At this time we will go with the three people that were trained last year. We then talked about dates for selling the fuel and when it will need to be ordered. Karla will set that up with Eastern Aviation Fuels and she will let us know when the delivery will be made. Fred will also contact the Fire Department in case they would like to have a representative on site for that first delivery.

Jim will insure that the fuel farm can communicate with the town hall.

Fred then talked about getting the dirt moved at the airport and it should be done this month.

The ADO is looking at us for required activity and the need to have 10 planes at the airport for at least six months each year.

Several members of the team went to the airport to power up the fuel farm and post the revised DEC form.

Next meeting will be Wednesday, 6 April at the town hall.

Submitted by Jon Hanna

Joe's Notes

- 1) Class A Petroleum Bulk Storage Certificate (DEC) → monthly system check
- 2) Class B Petroleum Bulk Storage → Daily Fuel Check
 - a. Shell is contracted supplier (mandates a daily fuel check)

Tank size was kept under 10,000 gallons to reduce DEC regulation

Update of documents to be consistent for Airport Manager

In future, we'll hire an Airport Manager to alleviate duties from town official

Airport revenue can only be used for Airport, therefore will need its own account

- fuel purchases
- a/c tie-downs (Town Clerk collects monies)
- fees

How do we get fuel in the tank?

- 1) Set a date for the fuel to be delivered
- 2) Order 4000 gallons
- 3) Turn power on, and check system
- 4) Wait a 6-week period from delivery to fuel available for sale
 - a. Needs a 30-day soak test
 - b. Needs a

Who needs to be present to accept fuel

- Town employee
- Fire Dept Representative
- Certified Fuel Quality Control personnel (Jon Hanna)
- Tank installers
- Tank contractor
- Airport Engineer Representative
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TICONDEROGA AIRPORT 4B6

6 April 2016

The meeting started at 0905 at the town hall. Dave Iuliano, Karla Vigliotti, Jon Hanna, Fred Hundson, Dorcey Crammond, Jill Cunningham and Steve Witford were in attendance.

A section of the fence has been found that has a gap in it. After checking Fred felt that the fence was installed this way.

Marc has been contacted about the control unit. He indicated that it could take a few weeks to get the unit back from the manufacturer and then arrange for the unit to be installed and tested. Jim asked Marc if we could get a replacement unit or can we wire around the unit so we can get our soak test started.

Cat tails have grown up around the vault which need to be harvested.

Fred and Dave have talked to IP about moving the dirt pile East. They plan to do the job at the end of May.

We will be able to use a 55 gallon drum, that is now in Ernie's hanger, for collection of contaminated fuel.

The contact information sign has been reinstalled on the pump station unit.

Fred will contact Jim on the status of the next phase of construction and invite him to our next meeting to update us on the contents of the project.

We should have money in the budget each year for the airport till it can become self-sufficient.

Check with the town about a part time position at the airport for fuel operations, grass cutting, snow removal and any other items that would need attention.

Karla will arrange for the port-a-potty for the summer months.

The meeting ended at 1030

Next meeting will be 0900 Tuesday, 3 May at the town hall.

Submitted by Jon Hanna

TICONDEROGA AIRPORT 4B6
65 AVIATION ROAD
TICONDEROGA, NY 12833

28 March, we received 4017 gallons of 100LL aviation fuel for the 8000 gallon fuel tank.

The fuel was tested and found to be within spec and was pumped into the tank by the truck pump.

The pump system for the airport tank was not working due to a damaged control unit. The unit was removed by Environmental & Fueling Systems for repair.

8 April, a new control unit was installed by E&FS and the tank pump was tested. Several adjustments were made to the system in order to meet requirements.

Airport personnel then pumped 1000 gallons of fuel through the metering system back into the tank.

9 April, airport personnel checked the tank sump for water, no water was found but some metal particulates were found. Checking with Mike Mattern this is normal for a new tank and should clear up in a few days. We then pumped 1000 gallons of fuel through the metering system back into the tank.

10 April, airport personnel checked the tank sump for water, no water was found less metal particulates were found in the bucket. We then pumped 1000 gallons of fuel through the metering system back into the tank.

11 April, airport personnel checked the tank sump for water, no water was found less metal particulates were found in the bucket. We then pumped 1000 gallons of fuel through the metering system back into the tank.

12 April, airport personnel checked the tank sump for water, no water was found less metal particulates were found in the bucket. We then pumped 1000 gallons of fuel through the metering system back into the tank.

13 April, airport personnel checked the tank sump for water, the bucket was clean and clear. We then pumped 700 gallons of fuel through the metering system back into the tank. We talked to Mike again and following his instructions we circulated an additional 500 gallons through the internal system. We checked the filter sump pumping eight gallons of fuel from that and it was clean and clear. We then put one gallon of fuel into the five gallon shipping container and shook it and recycled the fuel. We did this two more times. We then filled the container full, sealed it and left it upside down for 24 hours in order to pickle the container.

14 April, airport personnel checked the tank sump for water, the bucket was clean and clear. We circulated an additional 1200 gallons through the internal system. We drained the shipping container and filled it with a fresh five gallons of fuel from the filter sump. Unable to ship this container to the lab we stored it at the airport.

Submitted by Jon Hanna

15 April 2016

TICONDEROGA AIRPORT 4B6

May 2016

The meeting started at 0905 in the Town Hall basement meeting room. Fred Hunsdon Sr., Karla Vigliotti, Jill Cunningham, Joe Giordano, Ernie Tobin, Jon Hanna, Steve Anderson Bill Stubba, and Jim Cummings, on the phone, were in attendance.

The meeting opened with the pledge of allegiance to our flag.

The contract with Eastern Aviation will expire the end of this month. The committee decided to renew the contract for another year.

Fred mentioned the break in the fence and the poor reconnections done by the contractors. He asked if we can get them repaired with funds in our FAA account. Jim said that maintenance and repairs cannot be done with that money, we would have to do that with money from our budget. Fred also talked about a gate on the East side for access of construction equipment.

Weights and Measures will be at the airport at 8 am this Friday. (This was cancelled later in the day and a new date will be made soon.)

Ernie asked if the IFR landing restriction had been lifted by the FAA. Joe and Jim need to obtain access to the system and update the information for the FAA to review the landing approaches.

The airport is now unclassified do to the number of home based planes at 4B6. The committee will into ways to correct this situation.

Ernie will check into the need for a fuel waste container for the fueling station.

Ernie has supplied a trash container at the airport.

Fred said that the dirt mound should be moved at the end of the month.

Karla said that the electrical boxes will have to be marked, with white paint, prior to the equipment coming in to move the dirt pile.

It was then asked when the banked money from 2014 needs to be used prior to losing the funds, Jim said that it needs to be used in 2017.

Bill talked about the use of the airport for a base for a medivac helicopter. They would base one chopper and have three personnel 24X7. They would provide a 60X60 shelter for the helicopter and a 24X66 crew quarters with cooking, sleeping, sleeping, laundry, and bathroom facilities. They would need a phone line, electricity, water and sewer system. They would have their own fuel for the helicopter.

A motion was made by Jon Hanna and seconded by Joe Giordano to make a positive recommendation to the town board to move forward with the Airmethods request to create a base of operations at the airport. The motion passed with no opposition.

Next meeting will be Tuesday, 7 June at the town hall.

Submitted by Jon Hanna

TICONDEROGA AIRPORT 4B6

7 June 2016

Dave Iuliano, Karla Vigliotti, Jon Hanna and Fred Hunsdon attended with Ron Gilkes and the Ti Fire Chief Matt.

Fred opened the meeting at 0905 with the pledge.

Matt expressed his feelings about Life Net and the fact that they charge fees for their service with very little covered by insurance and leaving the patient with a large bill. The town has access to Life Flight which does not charge for their service.

Dave will provide a tour of the airport and the new fuel farm today at 7PM to firefighters that did not get to tour the airport at the earlier date.

Ron talked about the fact the he is very happy that we now have a fuel farm and offered some thoughts about making it easier for pilots to come in and use the facility. If they come and like the airport they will come back.

Ernie has talked to the "SUN" and they will have an article about the airport in a future addition. He has also been getting the word out about our fuel farm and that it is open.

Dave is looking into a Fly In for September at the airport, this could also become an open house. Dave will talk to the Q'bury airport EAA chapter.

Dave mentioned that the fuel valve has been shut off and will be checked each day and drained if only water is in the drain. This will prevent a Haz-Mat spill.

A wolf has been seen on the airport grounds and it is felt that the large drain pipe on the East side of the run way may be the access point. Fred will look into installing a grate over the drain pipe.

The dirt pile should be moved within the next two weeks.

Dave will install taller posts around the electrical boxes so the movers will not run over them with the dozers.

The cracks in the tie down area have grass and weeds growing up in them and are expanding to the point of becoming a safety hazard. Fred will talk to Jim Cummings to see, if as a safety issue, the FAA funds can be used to repair the cracks.

Joe would like to have a meeting with all the airport committee and would like a job description for each person.

The fuel filters that were provided during construction are not the correct type for our application and need to be returned for credit or replacement. Shumaker will be contacted for direction.

The meeting ended at 0955.

Next meeting will be 0900, Wednesday, 8 July 2016 at the town hall.

Submitted by Jon Hanna

TICONDEROGA AIRPORT 4B6

6 July 2016

Dave Iuliano, Karla Vigliotti, Jon Hanna, Fred Hunsdon, Joe Giordano, Jill Cunningham and Steve Witford were in attendance, Ernie Tobin, Jim Cunningham and Barney were on the call in line.

Fred opened the meeting at 0902 with the pledge.

Jim was asked what the banked money can be used for now? He said that the only way we can use any of the funds is for clearing access to the runways on or off the airport grounds. We will have to become reclassified in order to spend any of the funds for new projects. We will not be granted any funds for 2017. Jim was asked if we can use the funds to move just the vault as it is a safety issue due to flooding? Due to the work done around the vault during the last construction the vault is not seen as having a flooding issue. Ernie said that if we had hangers to rent out we would have several planes willing to be based at the airport, but without the funds to build the hangers we don't have a draw to get those planes to move in. We should be able to add three to five planes now and Ernie is looking for more for the next count. Joe will ask the FAA if we can ask for an early recount if we can get the needed number of planes based at 4B6 and if they will can we apply for grant funds in 2017.

Karla said we have sold 551 gallons of fuel since we starting selling.

A telephone line was located very close to the top of the ground that was hit and broken, repairs were made but the line should have been 18" deep, Rizneck will be contacted and advised of the situation.

The OEM has not been turned over to us and we have been selling fuel and have not had the training that we should have received. Dave asked about getting a refund for the three sets of fuel filters that are not up to current standers, Jim will follow up on these issues. Dave will send pictures of the ID information to Jim of the filters.

Fred asked if grate could be installed over the culvert going under the fence, he will contact Highway about making something for it.

Joe is going to look into having the airport reclassified from resource management to industrial under the APA.

Weeds and gaps in the ramp and taxi way are getting larger and should be corrected.

Karla will set up a meeting with the correct person to meet with Jon at the airport and discuss our requirements.

Jon will contact Steve Tibbits about the signs that Eastern said they will install at the airport.

Dave and Karla were stung by bees at the QTpod, no nest was found but we will watch out for any bees and spray them, we need to keep the area safe for customers and workers.

We can have a sign made with instructions for pilots to fuel their planes with each location numbered.

The meeting ended at 1050.

Next meeting will be 0900, Wednesday, 3 August 2016 at the town hall.

Submitted by Jon Hanna

TICONDEROGA AIRPORT 4B6

5 October 2016

The meeting was called to order at 0910, in the Town Hall, by chairman Fred Hunsdon. Members Joe Giordano, Dave Iuliano, Jon Hanna, and Roger Nolfé attended, Ernie Tobin was on the phone.

Dave is working on the budget for 2017 and reviewed what he has completed thus far.

We are currently down to 670 gallons and have ordered 1500 gallons that should arrive on Friday in the morning. We will then adjust the price to reflect the current cost of the new fuel. The new price will be updated on all the web sites we currently are listed on by Ernie. We are currently at the lowest price in the area.

Stick on signs have been ordered from Shell, at no cost to us, and will be installed by Dave and Jon as soon as the weather allows. We can also obtain new wind socks from Shell at no cost.

Replacement of the fuel switch is still pending. Joe will meet with Scott Rizneck about all the pending items that were not completed from the last project. An update will be reviewed at our next meeting. We are still looking for some training on the vederoot monitoring system. The ladder, to the top of the tank, should be painted yellow and the drain shutoff needs to be adjusted. All fuel pipes greater than two inches should be welded at any joints, ours have a clamp and the guarantee on them was extended from three years to ten years at time of turn over to us. Joe will have the fire extinguishers inspected when the towns are done. We still need to recover the cost of the incorrect fuel filters.

Next meeting will be at 0900 Wednesday, 9 November, at the town hall.

Submitted by Jon Hanna

TICONDEROGA AIRPORT 4B6

9 November 2016

The meeting was called to order at 0905, in the Town Hall, by chairman Fred Hunsdon. Members Joe Giordano, Dave Iuliano, Jon Hanna, Roger Nolf, and, Ernie Tobin.

Ernie was at the Airport yesterday when a plane came in for fuel. The pilot was having trouble with the credit card reader, Ernie told him that our unit does not take American Express. As we do not have a notice to this effect Jon will make a note stating this information. We do have problems with the credit card reader that it will not read proper cards and can require several scans for it to accept the card, this may be a timing issue and Mark will be contacted about a solution.

Dave has received the Shell fuel stickers for the tank and will store them till spring when we can install them in the warmer weather. Shell will also provide us with free wind socks.

The on-off switch has not been replaced yet, but it is working at this time.

The phone cable is still not buried; Joe is working on this item with all parties involved.

Jon will check the replacement bulb we received to ensure that it is working and if it is, then we will contact Base Line to make repairs to the REIL light. Ernie will send out the contact information for Baseline lighting.

Jon has covered the fueling steps one and fourteen on the QTpod as we do not want pilots doing those steps. He will check to see if the steps need to be removed from the tank.

APA has been contacted about the Airport land usage and will get back to us.

We talked about the land needed for the taxi way on the South West corner. Joe will look into options.

Ernie will contact the FAA to check on the status of the night landing approach the should be lifted as the obstructions have been cleared.

We then talked about looking into other engineering firms for work going forward.

Next meeting will be at 0830 on Tuesday, 6 December, at the town hall.

Submitted by Jon Hanna

TICONDEROGA AIRPORT 4B6

7 December 2016

The meeting was called to order at 0830, in the Town Hall, by chairman Fred Hunsdon. Members Joe Giordano, Dave Iuliano, Jon Hanna and Roger Nolfé, Ernie Tobin was on the phone.

Rodger mentioned that ForFlyte has our old fuel price on their web site and has contacted them about the new price. They will check out the information and should update the web site.

Jon reported that we have 1649 gallons in the tank and have sold 162 gallons this past month.

We reviewed our pending work items report making updates as required.

Next meeting will be at 0830 on Wednesday, 4 January, at the town hall.

Submitted by Jon Hanna