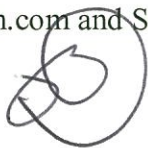


Memorandum

To: Skyhaven Airport Users & Aircraft Maintenance Operators
(for posting on Skyhavennh.com and Skyhaven Terminal Bulletin Board)

From: Kim (Bill) Hopper, A.A.E. 

Date: 6/26/2013

Subj: Interim Aircraft Maintenance

As I am sure many of you are aware, the Fixed Base Operator (FBO), Aeroworks, LLC, will cease operations effective September 1, 2013. We will be issuing a Request for Proposals for FBO services at Skyhaven with the realization that there is likely to be a period of time without based aircraft maintenance services and/or a period of time that Aeroworks is not able to accept additional business as they wind down. With this in mind, we are taking interim measures to ensure that based aircraft have options for aircraft maintenance.

The attachment is to be filled out by all interested mechanics desiring to conduct commercial aircraft maintenance activities on Skyhaven Airport. As based tenants find themselves in need of third party aircraft maintenance and have a preferred mechanic, please have your mechanic complete the attached form so that PDA Airport Management can authorize it prior to work beginning on the aircraft. As a list of authorized mechanics is developed, the airport will be happy to share it with based customers that find themselves in need of options.

Let me close by saying that Aeroworks has been a valued member of the Skyhaven community and they will be greatly missed. I very much appreciate the consideration of all tenants and users during the transition period as we bridge the gap between maintenance operators.

Please do not hesitate to contact me at 603-766-9230 or e-mail me at b.hopper@peasedev.org with any questions.

NON-BASED COMMERCIAL
AIRCRAFT MAINTENANCE OPERATORS
INSURANCE REQUIREMENTS
June 12, 2013

Comprehensive general liability insurance, including but not limited to general operation and airport liability insurance on an “occurrence basis” against claims for “personal injury”, including without limitation, bodily injury, death or property damage, occurring upon, in or about Airport property including any buildings thereon and the ramp area and adjoining sidewalks, streets, and passageways, such insurance to afford immediate minimum protection at the time of the commencement of work at the Airport, and at all times while conducting work on Airport property, to a limit of not less than One million (\$1,000,000) dollars per occurrence with respect to damage to property and One million (\$1,000,000) dollars, per occurrence with respect to bodily injury or death to any one or more persons and with no deductible or such deductible amount as may be approved by Pease Development Authority. Such insurance shall also include coverage against liability for bodily injury or property damage arising out of the acts or omissions by or on behalf of Vendor or any other person or organization, or involving any owned, non-owned, leased or hired automotive equipment (if such coverage is not provided by a separate policy under subsection (2) below in connection with Vendor’s activities).

- (1) Workers’ compensation and employer’s liability insurance in an amount and form which meets all applicable requirements of the labor laws of the State of New Hampshire, as amended from time to time, and which specifically covers the persons and risks involved pursuant to the Vendor’s agreement with Pease Development Authority.
- (2) Automobile liability insurance in amounts from time to time by Vendor, but not less than One million (\$1,000,000) dollars combined single limit for owned, hired and non-owned automobiles.

NON-BASED COMMERCIAL
AIRCRAFT MAINTENANCE OPERATORS
TEMPORARY AUTHORIZATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicable FAA Certifications with certification numbers:

Signature of applicant

Date

Authorized by:

Date

Notes: This authorization is until a based FBO is located at Skyhaven Airport, Rochester, NH, or for one year from date of authorization, whichever occurs first. If one year passes and there is not a based aircraft mechanic at Skyhaven, applicant may apply again under the same terms and conditions.

When there is a FBO based at Skyhaven, previously authorized aircraft mechanics must make arrangements with that FBO to service aircraft located on Skyhaven Airport.

In connection with any approval, PDA may, by necessity, have to limit the type and scope of work which may be performed in view of the unavailability of facilities at the airport to accommodate major maintenance work.

Please submit insurance certification with authorization application.