

SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of January 24, 2005

PRESENT: Keans, Colby, Jackson, and Hochgraf

ALSO: Ron Wanner, Kenn Ortmann, D. Mee, and OVA (Glenn Horn)

Meeting called to order 8:45 am

1. Approval of minutes of October 18, 2004 - Moved by Jackson and seconded by Colby - unanimous

2. Old Business:

b. 1). FBO update - Day-to Day operations continue to go well with maintenance operations continuing to increase. Current volume of snow causing some problems due to time requirements for removal. Flight school continues to be busy.

a. Environmental update - The process is going very well. To date all agencies are on board. DES has signed off on concept to date with DOT and city of Rochester signatures expected shortly. May 1, 2005 application for FAA grant is expected with mitigation work beginning later in 2005. Applications for airport work should begin in May 2006.

b. Status reports and updates:

2). Annual brush cutting completed by October 2004 as required. Results were excellent.

3). Beacon and fence project - The Beacon project is delayed awaiting a replacement pole to replace one that was found to be cracked upon arrival on site. Most of preparation work is done prior to the actual erection of the poles.

4). Current hangar wait list has 53 names with one transition in progress.

5). Jim Rutherford in hangar 1-10 all signed and delivered. The only item left is for OVA to pour a small amount of concrete into some voids under the ramp where the old door threshold was located. Ova will complete as soon as we get some warmer weather to insure good setting of the concrete.

6). North end Tree Clearing- tree growth has grown significantly, even though they do not currently penetrate the approach surface. The State is looking to utilize prisoners when they become available to "cut" & "drop" the trees. This may take longer than expected.

7). Terminal Building Repairs- NHDOT crew are currently understaffed- it may be necessary to place the project out to bid for repair. OVA acquired quotes and we are evaluating the cost of repairs.

8). Sub-lease procedures – Fred completed a written evaluation of sub-leasing procedures for the SAOC. He came up with several potential guidelines. Airport rules for this type of activity are very strictly enforced at large facilities. The SAOC will continue to study and keep this item on the agenda. This is necessary because sub-leasing can't be used as a way to avoid the existing wait list.

3. New Business:

- a. Snow removal equipment – Ten wheeler will be delivered shortly to be used as plow vehicle and to pull sweeper. Once in position training will be conducted for our operator.
- b. Off pavement operations – There is only one runway at Skyhaven Airport and it is the only recognized runway.
- c. Mitigation program – Next target date is May 1st deadline for grant submission.
- d. Hangar latches – Some tenants have been forgoing the use of the hangar door side latches apparently to preclude damage if operators forget to unlock prior to lifting the door. SAOC requests a written notice be sent with hangar billing requiring this practice be stopped. The door banging in the wind is hard on the door system, annoying to other tenants, and allows weather and wind to infiltrate the entire hangar building.
- e. Aeronautics office status – Ron looking at retirement in September 2005. Tricia is out on maternity leave and will return in early April. Alan is in the process of returning to full time status. Dave Chase Navaid technician and jack-of-all-trades is now working for DOT Highway. Dave will continue (at least for time being) to work Navaid but we have lost our jack of all trades/handyman component on Aeronautics staff. This will have a significant impact on minor repairs at Skyhaven.
- f. Next Meeting: February 14, 2005
- g. Future meeting dates: 3/21/05, & 4/18/05

- 4. Non Public Session- None
- 5. Adjournment 10:20 am

SAOC Members

*** Please note meeting dates and advise Sandy of any conflicts, your attendance is important**