

## SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of October 18, 2004

PRESENT: Keans, Colby, Jackson, Bergeron, Berube, and Hochgraf

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

Meeting called to order 8:30 am

1. Approval of minutes of August 16, 2004 and September 20, 2004 – Moved by Colby and seconded by Jackson - unanimous

2. Old Business:

- 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:
  - 1). FBO update - Day-to Day operations continue to go well with maintenance operations continuing to increase. OVA now has jump school maintenance business but may have to rent hangar space at the Sanford Airport to accommodate the twin otter which will not fit into any hangar at Skyhaven.
  - 2). Air Show was a moderate success. The plan is to continue with an air show next year.
  - 3). Beacon and fence project - The Beacon project will be completed by the end of December 2004. The project will take approximately 2 weeks to complete and we hope to have the poles up by the second week of December. Dick Jackson visited the Laconia Airport and is happy we are not getting the fence at Skyhaven. He states it is really un-attractive and discouraging to visitors.
  - 4). Current hangar wait list has 48 names with one transition in the last month.
  - 5). Jim Rutherford will sign for hangar 1-10 – The door including installation will cost \$15,892 and it is estimated the electrical work will be approximately \$3,000. Mr. Rutherford is forwarding the signed papers and the Schweiss Company expects to have the new door in place by early November.
  - 6). FAA 50-10 inspection – The NHDOT Division of Aeronautics received from the Federal Aviation Administration the write-up to for the inspection. Barry Lawrence, NHDOT AERO felt that the inspection went well, and that most of the items mentioned he was aware of, or could be dealt with easily. Glenn Horn said there was a concern regarding the fuel farm (Fire suppression etc.) most of the items that were written up have been addressed.
  - 7). 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. A wetlands permit will not be necessary as long as “no equipment” is used to perform the operation.

8) Terminal Building Repairs- NHDOT crew are currently understaffed- it may be necessary to place the project out to bid for repair. OVA is in the process of acquiring quotes.

9). Jackson’s Road Culvert – Completed – We plan to have the beaver trapper back in the winter to thoroughly deplete the population.

10) Minimum Standards- Need some controls on site but not the major re-write that would address a “Logan” type facility.

11). Brush cutting – Glen reports it is very wet this year and that he is doing all the areas he can reach. He reports that the cutting is approximately 75% complete.

### 3. New Business:

- a. Fuel Truck Issue- Letter was sent to Mr. Arcure to remove the fuel truck because of the environmental issues with the Storm Water Pollution Prevention Plan Requirements. It contains less than the minimum of fuel required to be considered an Above-Ground Storage Tank. Owner has agreed to perform maintenance on the truck and bring it up to road worthy standards, once inspected the owner will then store the vehicle off the airport and only bring the vehicle on to the airport to service the aircraft.
- b. Imposter situation – the individual was arrested and is facing charges. The folks at the airport sensed that something was wrong. Security at the airport was good and the response was appropriate.
- c. Hangar inspections – Not many problems. Grass needs to be cut in the pole hangar area. Subletting issues were raised and the failure to follow existing guidelines. Tenants will be notified, in writing, of the policy in the agreement. Note of interest – there are a large number of ultra-lights based on the airfield.
- d. Storm Water Pollution Prevention Plan (SWPPP) went well with minor write-ups, the individuals involved with discrepancies have been notified in writing, and corrections are in progress.
- e. Hangar 2 electric meters – Fred Hochgraf monitored the meters for August usage. Most units averaged about \$1.00 for the month with one unit at \$10.59. There was also a meter marked as LPT2 that used \$19.00. Ron will try to confirm what the LPT2 is along with the other high hangar.
- f. Billing problems with two tenants. The SAOC authorized giving notice for full payment or vacating by November 30, 2004.
- g. Next Meeting: November 15, 2004
- h. Future meeting dates: to be determined

4. Non Public Session- None

5. Adjournment 10:00 am

### **SAOC Members**

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