

## SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of October 23, 2006

PRESENT: Keans, Colby, and Jackson

ABSENT: Bergeron, Kenney, Hochgraf, and Gagne (resigned)

ALSO: Kenn Ortmann, Paul Arseneault, and Carol Niewola

Meeting called to order 8:30 a.m.

1. Approval of Minutes of September 18, 2006 Motioned by Mr. Colby, Seconded by Mr. Jackson. Unanimous.
2. Old Business:
  - a. Fencing Project – Fence project is complete with the exception of user training efforts that are expected in early November, and final inspection with FAA also in early November. The gates are expected to be locked in early December. Mr. Ortmann noted that emergency service providers have told him that they can fit through the new gate nearest the T-hangars.
  - b. Taxiway Design Project – Ms. Niewola gave a briefing on the status of the project. Ms. Niewola noted that 60-percent plans should be ready for review this November; the last time any significant tweaking of the design can be made before going out to bid later this winter. The airport consultant is on site today initiating data-collection efforts for the Storm Water Pollution Prevention Plan (SWPPP) update as part of this project.
  - c. Status reports and updates:
    - 1) FBO – (a) The mowing has been completed. Additional areas, outside of contract, have also been mowed near the south side of the airfield where trees were recently removed. (b) The new shed has been completed. (c) Continue to have a steady list of student pilots. (d) The 2<sup>nd</sup> Annual Pumpkin Bombing Contest is scheduled for October 28<sup>th</sup>-29<sup>th</sup> with proceeds going to charity (Gerry's Food Pantry).
    - 2) Hangar Wait List – 52 names on the list. The tenant in Hangar 2-4 will be vacating the hangar on October 31, 2006. NHDOT has been going through the hangar wait list to identify a new tenant. Mr. Ortmann said that he's put someone in touch with NHDOT for this hangar. Mr. Jackson noted that the EAA's hangar roof is still leaking causing damage to the interior drywall that EAA installed.
    - 3) Rotating Beacon – The rotating beacon parts have arrived. Dave Chase (NAVAID Technician) was on site September 18<sup>th</sup> to complete the repairs, but couldn't get close to the equipment due to wasps and hornets. He'll try again after the frost. Mr. Jackson asked if the airport beacon is even needed anymore noting that the beacon costs the airport approximately \$1,000/year. Ms. Niewola noted that FAA

requires an airport beacon as long as the runway has runway edge lights.

- 4) OVA Contract Renegotiations (Term Extension) – This contract has been on hold pending action on the airport transfer negotiations. There has been no change since last month.
- 5) Airport Transfer – No change since last month.
- 6) Beavers – The beavers continue to add debris to the culvert for which NHDOT/District 6 personnel monitor and clean out as necessary. Beginning in November 2006, these beavers will be trapped and removed from the area.
- 7) Hangar Repairs Based on Hangar Inspections – Any hangar repairs identified by the annual hangar and SWPPP inspections will be carried out per lease agreement terms. NHDOT has some repairs to make as well for which parts are being ordered.
- 8) Amendment #2 to OVA's Lease for Emergency Maintenance and Repairs – This request is scheduled to go before G&C on October 25, 2006.
- 9) Food Trailer Vacancy – Mr. Arsenault noted that the *Services for Blind and Visually Impaired* were on site September 18<sup>th</sup> and had declined using the airport as one of their venues. OVA has selected a new vendor/tenant that will arrive within the next few weeks to do some minor, non-permanent landscaping improvements and install a new utility pole to service the new vendor. The new vendor is expected to start operating in the spring 2007. The new vendor will have a similar set-up to the previous food vendor.
- 10) Airport Safety Inspections – The annual FAA 5010 inspection (a.k.a. airport safety inspection) identified some trees of concern on the northeast side of the airport, possibly in the approach to Runway 15. NHDOT had one of their survey crews identify the location and elevation of these trees. It was determined that these trees are outside of the approach surface and are not an immediate safety concern. However, many of them are penetrations to the transitional surface and could be addressed at a later date.

### 3. New Business:

- a. Grass Cutting – Completed.
- b. Next Meeting – November 20, 2006
- c. Future Meeting Dates\* – December 18, 2006 and January 22, 2007 at 8:30 a.m.
- d. Aviation Service Provider – A complaint has been filed that the Skyhaven Flying Club is operating as a flight school for compensation. The organization has no Commercial Aviation Operator's certificate and their hangar lease specifically precludes all commercial operations in any form except as approved by SAOC and NHDOT in writing as part of a separate lease. The SAOC directed Ms. Niewola to send the Skyhaven Flying Club

a letter notifying them that if this claim is true, then they are in violation of their lease agreement, and if they wish to continue commercial operations then they must submit an Application for New Hampshire Commercial Aviation Operator Registration and negotiate a lease with NHDOT for the conduct of commercial aviation operations at Skyhaven Airport.

- e. Proposed Sewer Utilities – The city of Rochester's new sewer line project from Airport Drive to the Homemaker's of Strafford County has just been awarded to Lyons Construction. They will be bringing the new sewer line northerly along the easterly side of Route 108 (the airport side). A stub in the sewer line will be provided for future airport terminal building hook-up to the sewer line. The project is expected to be started around November 1<sup>st</sup> and is expected to reach the airport terminal building around the 2<sup>nd</sup> or 3<sup>rd</sup> week of November.

4. Non Public Session – None.

5. Adjournment 9:45 a.m.

#### **SAOC MEMBERS**

\* **Please note meeting dates and advise Sandy Keans of any conflicts. Your attendance is important**