

SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of November 17, 2003

PRESENT: Colby, Berube, Hochgraf, Jackson and Keans

ALSO: Ron Wanner, Tricia Lambert, W. Lewis, Kenn Ortmann, K. Pollard, Bill Hounsell, and two members of the public

Meeting called to order 8:30am

1. Moved by Colby and seconded by Jackson to accept the minutes of the October 20, 2003 meeting – Approved unanimous

2. Old Business:

- a. Environmental Assessment (EA) expected from FAA by Mid-December. Preliminary discussions sound good. Meeting with the resource groups is scheduled for the morning of January 21, 2004 at the DOT in Concord. A public hearing is scheduled for Thursday, January 29, 2004 at 7:00 pm in the Rochester City Council Chambers.
- b. Hangar 1-10 plan for the future. The hangar reverted to the State in July 2003 per contract. The structure door and header system were found to be unsound and the building requires an electrical upgrade. Evaluation of the repairs required indicates approximately \$15,000 will be needed for the upgrade. Ron will attempt to install concrete pads to support an external door header system before the middle of December. Ron is working with DOT operations and OVA to complete the work ASAP. Decision on rental of the space is as follows: Ron will start on top of hangar waiting list to see if any are interested in repairing hangar 1-10 and then leasing the space. Ron will also run list for hangar space 2-18 (garage space at end of hangar 2). Ron will also notify those folks who are in violation of the sub-letting provisions of their lease.
- c. FAA signed ALP. Ralph N-R returned ALP with letter of approval. Copy provided to SAOC and to OVA for posting. Mr. Hochgraf objects to ALP beyond phase 1 and Mr. Jackson is concerned we are not moving ahead fast enough to provide more expansion for the FBO.
- d. Status reports and updates:
 1. FBO – Business slowed as it usually does this time of year.
 2. SWPPP – Inspection completed October 2003 and report provided to SAOC. Several discrepancies have already been corrected.
 3. Hangar inspection completed October 2003 and report provided to SAOC. Several hangars have items other than those associated with aircraft storage, i.e. significant amounts of household goods. One unit was being heated with multiple electrical heaters.
 4. Hangar waiting list – Minor changes with 64 names currently on the wait list.
 5. Hangar roof condensation and drip problem – Looking at a product to encapsulate beams and isolate rust, especially in older section of hangar 2. Product may require warm temperatures for installation.
 6. Terminal building repairs – Front door work completed and interior flooring of old section of building will be replaced. OVA advises of

fascia damage during recent windstorm that will require replacement of some aluminum trim.

7. Brush cutting completed in October 2003 and the airport looks very good. OVA did an excellent job!
8. Hangar 2 office leak is difficult to track down. Attempting to identify the source. Fred Hochgraf thinks leak may be around roof stack and will continue to investigate. Fred and Ron will do the best they can to try and eliminate the problem. Fred also mentioned concerns about the electrical metering for the hangar 2 office space.
9. Snow removal preparations – Should be no problems.
10. Obstruction Beacons and fence project awaiting Governor and Executive Council approval, not on agenda as yet.

3. New Business:

- a. Plan to move equipment stored in 2-18 into SRE and make 2-18 space available for ultra-light storage. One-half size hangar.
- b. Fuel truck in vicinity of hangars 3 and 4 – must be removed before snow removal operations.
- c. Dirt bike access near SRE Building – Folks are apparently bypassing the gate in the vicinity of the SRE building to gain access to the airport. Kenn Ortmann says its more common in warmer weather but he will coordinate with city for increased patrols to discourage.
- d. Next Meeting: December 15, 2003
- e. Future meeting dates: 1/26/04 and 2/23/04

SAOC Members

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

Meeting adjourned 10:30 am