

SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of November 20, 2006

PRESENT: Keans, Colby, and Jackson

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

ALSO: Kenn Ortmann, Paul Arsenault, Dennis Mee, Walter Lewis, Bambi Miller, Eric Obsuth, Jim_____, and Carol Niewola

Meeting called to order 8:30 a.m.

1. Approval of Minutes of October 16, 2006 was not entertained due to lack of quorum.
2. Old Business:
 - a. Fencing Project – Fence project is complete with the exception of user training efforts that are expected in early December. A final inspection with FAA took place on November 14, 2006. Knox Boxes will be added to several gates as part of this project to facilitate emergency crews' access to the airfield.
 - b. Taxiway Design Project – Ms. Niewola gave a briefing on the status of the project. Ms. Niewola noted that 50-percent plans and specifications will be reviewed at a meeting to be held at NHDOT offices on Monday, November 27, 2006 at 1:00 p.m. FAA will be in attendance at this meeting and Fred Hochgraf has been invited as well. Anyone else from the SAOC is also welcome to attend. This will be the last time any significant tweaking of the design can be made before going out to bid later this winter.
 - c. Status reports and updates:
 - 1) FBO – (a) The 2nd Annual Pumpkin Bombing Contest was a success after having been rained out the October 28th and 29th; it was held the following weekend with proceeds and canned goods going to charity (Gerry's Food Pantry); (b) Carol brought new state and U.S. flags for the FBO to hang on the flag pole; and (c) FBO operations are steady.
 - 2) Hangar Wait List – 52 names still on the list.
 - 3) Rotating Beacon – The rotating beacon parts have arrived. Dave Chase (NAVAID Technician) expects to complete the repairs in December 2006.
 - 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 beaver trapper started on the job of removing all the beavers from the airport on November 1, 2006.
 - 7) Hangar Repairs Based on Hangar Inspections – The hangar repairs identified by the annual hangar and SWPPP inspections on September 18, 2006 will be carried out per lease agreement terms. NHDOT has some repairs to make for which parts are being ordered. There are seven tenants that still have not responded to letters asking them to come into compliance with the SWPPP. Carol noted that EAA is welcome to make needed minor repairs to their hangar roof.

- 8) Amendment #2 to OVA's Lease for Emergency Maintenance and Repairs – There is no longer a need for this agenda item and it will be removed for the next meeting.
 - 9) Food Trailer Vacancy – OVA's new food vendor/tenant has already completed some minor, non-permanent landscaping improvements. This new food vendor is expected to start operating in the spring 2007. The new vendor will have a similar set-up to the previous food vendor. OVA has been reminded of their responsibilities under their lease agreement to supply NHDOT with their sublessee information for approval.
 - 10) Aviation Service Providers – After some investigation by NHDOT, it was found that the Skyhaven Flying Club does not charge any fees for flight training services. Only Club members can take advantage of these services.
 - 11) New Sewer Utilities – The city of Rochester is installing a new sewer line along Airport Drive and a portion of Route 108 just past the airport terminal building. The project will leave a stub in the system to hook in the terminal building's sewer line at a later date – funds to do this are not in this year's budget. Kenn will check with the city to find out if a stub will be left for the SRE building as well.
3. New Business:
- a. Runway Lights – Based on comments from OVA at the previous SAOC meeting, NHDOT is working with an airfield electrical contractor to try to locate the source of the on-going outages. NHDOT has also ordered additional light bulbs for the system.
 - b. Request for Information – Bambi would like to receive news and information that is sent to airport tenants as the tiedown tenants haven't been receiving this information. Paul said that OVA is trying to improve this communication. Walter Lewis in Hangar 2-12 asked that he receive some assistance from NHDOT to move his hangar door higher.
 - c. Comment on Rotating Beacon – Eric noted that he uses the airport in Visual Flight Rules (VFR) weather conditions and that the rotating beacon is very important. Eric noted that he would like to see the rotating beacon be brought back online.
 - d. Next Meeting – December 18, 2006 at 8:30 a.m.
 - e. Future Meeting Dates* –January 22, 2007 and February 26, 2007 at 8:30 a.m.
4. Non Public Session – None.
5. Adjournment 9:20 a.m.

SAOC MEMBERS

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