

SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of December 18, 2006

PRESENT: Keans and Jackson

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

ALSO: Kenn Ortmann, Glen Horne, Walter Lewis, Dick Wasson, Peter Richards, and Carol Niewola

Meeting called to order 8:30 a.m.

1. Approval of Minutes of October 16, 2006 and November 20, 2006. Motioned by Mr. Jackson, seconded by Ms. Keans. Unanimous.
2. Old Business:
 - a. Fencing Project – Fence project is complete with the exception of user training efforts that are expected in early January at which time each tenant can try out their unique access code. Mr. Lewis suggested a mnemonic code such as a tenant's aircraft tail number. Knox Boxes have been added to many of the gates as part of this project to facilitate emergency crews' access to the airfield.
 - b. Taxiway Design Project – There was a meeting on November 27, 2006 at NHDOT offices to review the 50-percent plans and specifications for this project. In attendance at this meeting were Ms. Keans, Mr. Jackson, Mr. Ortmann, Ms. Niewola, Mr. Bob Siris from the FAA, Mr. Barry Hammer and Mr. Luke Garrison from Edwards & Kelcey. This was a good meeting where options to make the taxiway parallel to the runway were discussed. The consultants will evaluate the options and return their findings to FAA and NHDOT for decisions during this week. The SAOC would like to be kept informed as to these findings. A project update will be presented to the NHDOT's Natural Resource Agency Coordination Meeting in January 2007. Ms. Niewola noted that the FAA has hired a new engineer who is expected to work with NH airports starting January 2007.
 - c. Status reports and updates:
 - 1) FBO – FBO operations are steady even though fuel sales may be slightly lower than last year at this time, but this appears due to less student pilot flying in OVA aircraft. Aircraft maintenance is steady or slightly up a little over last year's figures. Mr. Horne feels that the general economy is having an impact on his business. He feels that he may be down on the order of \$100,000 in annual revenues this year. Mr. Horne noted that he does have an immediate need for more aircraft maintenance space.
 - 2) Hangar Wait List – 52 names still on the list.
 - 3) Rotating Beacon – The rotating beacon parts have arrived. Mr. 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. Senator-elect Cilley has prepared a bill to extend the exclusive negotiation for airport ownership

between the state and City of Rochester for an additional two years beyond the previous expiration date of July 1, 2006.

- 6) Beavers – The beaver trapper has removed two of the beavers from the airport since November 1, 2006. The trapper feels that there may be two more beavers to trap and will continue to work on that.
- 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. The parts for the repairs that NHDOT will be making are expected to be shipped to the airport tomorrow (NHDOT staff to unload at SRE building). Mr. Jackson noted that EAA made the needed minor repairs to their hangar roof.
- 8) Food Trailer Vacancy – OVA has been reminded of their responsibilities under their lease agreement to supply NHDOT with the remaining sublessee information for review and approval (primarily insurance).
- 9) New Sewer Utilities – The city of Rochester has installed a new sewer line along Airport Drive and a portion of Route 108 right across from the Homemakers. The project has left 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 checked with the city to find out if a stub will be left for the SRE building as well. He found out that the existing design will facilitate that extension in the future.
- 10) Runway Lights – NHDOT continues to work with an airfield electrical contractor to try to locate the source of the on-going outages. NHDOT has also delivered additional light bulbs for the system to OVA but more is needed.

3. New Business:

- a. Next Meeting – January 22, 2007 at 8:30 a.m.
- b. Future Meeting Dates* – February 26, 2007 and March 19, 2007 at 8:30 a.m.

4. Non Public Session – None.

5. Adjournment 9:40 a.m.

SAOC MEMBERS

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