

SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of August 21, 2006

PRESENT: Keans, Colby, Hochgraf, Jackson,

ABSENT: Bergeron, Kenney, Gagne (resigned)

ALSO: Tricia Lambert, Kenn Ortmann, Carol Niewola, Aimee Clancy, Paul Arsenault, Bambi Miller

Meeting called to order 8:30 a.m.

1. Approval of Minutes of July 17, 2006 Motioned by Jackson, Seconded by Hochgraf
2. Old Business:
 - a. Environmental Mitigation Update - Project is complete. Thursday, September 7, 2006, 2:00 p.m. is the scheduled dedication. Additional federal funds to cover the change order relating to the culvert changes (dictated by Department of Environmental Services) has come through; amendment is being sent through G&C process on August 23, 2006 to attach state funds.
 - b. Fencing Project - Fence project is complete. Airport tenants will be offered training on the gate access system and given a minimum of 30 days notice before the gates are locked. The gate access will likely be with access codes rather than access cards. The final 300 feet of fence will not be installed (NHDOT decision) due to the area being wet and possibly classified as wetlands.
 - c. Taxiway Design Project - Carol Niewola gave a briefing on the status of the project. The consultant will be ready for a preliminary plan review meeting in early September. Carol will contact Fred to participate in this meeting. Fred mentioned that he has a checklist ready for this meeting. Carol noted that 60-percent plans should be ready this November.
 - d. Status reports and updates:
 - 1) FBO – (a) Business is returning with the better weather. (b) Collings Foundation bombers should be on display around September 27th. (c) Expect to hold a “pumpkin bombing” fundraiser at the end of October. (d) Have not done some of the grass mowing since there is no air show this year. Grass will continue to be cut within 20 feet from pavement edges once a year per contract.
 - 2) Hangar Wait List – 50 Names on the list. Hangars 2-6 and 2-10 have been filled.
 - 3) Rotating Beacon – The rotating beacon is still out of service. Dave Chase (NAVAID Technician) believes the problem lies either with the green lens or with the mechanics. Dave is working with the manufacturer to resolve the issues.
 - 4) OVA Shed – OVA has started to erect this shed. The site work is done and the floor frame has been constructed.
 - 5) OVA Contract – This contract is going through the G&C process to extend it for one year while the airport transfer discussions are on-going.

- 6) Beavers – The beavers are still clogging the culvert at the north end of the airport even though fencing to stop this has been installed.
- 7) Transfer of Airport – Still in negotiations between NHDOT (Carol Murray) and the city (John Scruton). There were discussions as to where SAOC can assist these negotiations and make the most impact for the long-range health of the airport. While waiting for these negotiations to conclude, some actions have had to be put on hold, for instance, the contract with Ossipee Valley Aviation. The drainage system for the proposed north aircraft parking apron is considered crucial for operational expansion which definitely would facilitate financial stability for the airport.
- 8) Hangar Maintenance – Light, routine hangar maintenance are the responsibilities of the hangar tenants per their lease agreement. Repairs, through no fault of the tenant, like replacement of hangar door cables, are the responsibility of the state. Cables and belting for the hangar doors are being ordered by the state now with the work intended to be completed by this winter.

3. New Business:

- a. OVA Lease Amendment #2 – This proposal will provide for emergency maintenance and repair services to be carried out at the airport for the state by OVA. A cap is proposed be set at \$10,000 over the remaining 4½ years of the OVA contract. No dissenting comments were expressed by members of the SAOC.
- b. Next Meeting: September 18, 2006
- c. Future Meeting Dates: October 16, 2006, and November 20, 2006
- d. Other – (a) Electrical meter readings in the hangars will be done today and invoices will be sent to the hangar tenants in next month's invoices, and (b) the annual hangar repair inspection and SWPPP inspection will occur September 18, 2006 following the SAOC meeting; a notice for these inspections will be posted today on the airport bulletin board and placed in upcoming hangar invoices to the tenants.

4. Non Public Session – None

5. Adjournment 10:06 a.m.

SAOC Members

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