

SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of September 15, 2003

PRESENT: Colby, Hochgraf, Berube, and Keans

ALSO: Ron Wanner, Alan Dobrowolski, Kenn Ortmann, Bill Hounsel, Bob Stiner

Meeting called to order 8:30am

1. Moved by Hochgraf and seconded by Colby to accept the minutes of the August 11, 2003 meeting – Approved, one abstention

2. Old Business:

- a. FAA environmental folks, Richard Doucette, have the bulk of EA in hand for review and comment along with the Storm Water Pollution Prevention Plan (SWPPP). Kenn Ortmann is in contact with abutters for possible mitigation sites.
- b. Storm Water Pollution Prevention Plan (SWPPP) at FAA. Training for OVA folks and Aeronautics scheduled for October 1, 2003 at Skyhaven.
- c. FAA – ALP update: Airport Layout Plan (ALP) awaiting FAA approval. Ralph N-R has in possession awaiting EA review for compatibility.
- d. Status reports and updates:
 1. FBO – Still growing and successful. Has new customer with turbo-prop aircraft for service and maintenance. Glen reports he needs additional space to conduct business. Would like to at least double present maintenance space.
 2. Celebration of Flight activities were a success for all involved, well done!
 3. Hangar waiting list – Minor changes with 64 names currently on the wait list. Hangar 3-2 is currently vacant but expected to be rented shortly. Looking toward a commercial tenant for hangar 1-10.

Alan Dobrowolski presented Fred Hochgraf a plaque expressing the appreciation of the sponsors of the Aviation Career Education (ACE) camps this past summer for Fred's volunteer efforts in working with the young folks interested in aviation. Fred's participation was appreciated by all involved. Well Done!

4. Hangar inspection by Public Works structural engineers determined the building to be unsafe to use due to the bi-fold door structure. Ron working to find a way to replace door and upgrade electrical service to make the hangar suitable for renting.
5. Fuel card reader – Repairs currently under way to fix reflection problem.
6. Terminal building repairs – Front door entrance replaced and door jam problem repaired. Floor repair will be delayed until later in the year to enable carpenters to complete outdoor assignments before winter sets in.

Fred reports concerns with fuel system, hose dirty, take-up reel inoperative, and no soap in men's room. Walter reports the bathroom is in better shape than ever!

7. Brush cutting - Awaiting G&C approval of modification to OVA contract to allow annual brush cutting at the airport.
8. Pavement issues in front of hangar 2-6 and 1-10 have been corrected.
9. Joint seal around hangar 3 and 4 is causing some concern. Space is wider/deeper than anticipated and seal is not practical without some sort of subsurface preparation. We had hoped a quick joint seal would help keep the water from draining under the pavement. Will continue to work to get an estimate for adequate repair of the joint between the blacktop and the concrete hangar floor.
10. Obstruction Beacons and fence project awaiting Governor and Executive Council approval, not on agenda as yet.
11. Runway line painting will be delayed until next spring.

3. New Business:

- a. Joint seal repairs addressed above in item 9.
- b. SWPPP training for OVA and Aeronautics folks will be conducted October 1, 2003 tenants will be invited to attend if they desire.
- c. Nav-Aid technician was promoted and left Aeronautics and currently works in DOT as a Communications Supervisor. Aeronautics now has two vacancies, the Nav-Aid technician, and Account Clerk. Ron will try to get a previous Nav-Tech on as a temp part time for coverage.

Plan for annual hangar inspections in mid-October. Tenants will be notified in October billing.

- d. Hangar 1-10 proposals – Mr. McCue called and proposed paying a lower rent, \$100.00 per month, and he would sign an agreement to hold harmless regarding the hangar door. He feels this is in line with the understanding he and the Director had regarding the future of the hangar. Classic Aircraft Restorations have stated they are willing to put on door if given credit over a period of time. Would also like to insulate, upgrade electrical, and heat the hangar. SAOC had thoughts of Eastern Topographics as a possible tenant and the decision was made to contact them before concluding any agreement. Ron checked with Schweiss to get a feel for door costs and obtained the following: 14X40 new door without aluminum skin and installation, but including everything else, belt drive, free standing header, shipping is under \$6,000.
- e. Roof leak in office area of hangar 2 – have not found location, but will continue to investigate.
- f. Next Meeting: October 20, 2003
- g. Future meeting dates: 11/17/03, and 12/15/03

SAOC Members

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

