

## SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of September 18, 2006

PRESENT: Keans, Colby, Hochgraf, Jackson,

ABSENT: Bergeron, Kenney, Gagne (resigned)

ALSO: Kenn Ortmann, Carol Niewola, Norman Houle, Walt Lewis, Dennis \_\_\_\_\_

Meeting called to order 8:30 a.m.

1. Approval of Minutes of August 21, 2006 Motioned by Mr. Jackson, Seconded by Mr. Colby with amendment adding a sentence that SAOC would be interested in other options if the city of Rochester does not take possession (e.g., county, state, airport authority). Unanimous.
2. Old Business:
  - a. Environmental Mitigation Update – Project is complete. The dedication of site by the Society for Protection of New Hampshire Forests (SPNHF) was held on Thursday, September 7, 2006, at 2:00 p.m.
  - b. Fencing Project – Fence project is complete with the exception of user training efforts. Airport tenants will be offered training on the gate access system and given a minimum of 30 days notice before the gates are locked. Mr. Jackson asked if emergency service vehicles could fit through this gate. Mr. Ortmann offered to consult with the city's emergency providers.
  - c. Taxiway Design Project – Ms. Niewola gave a briefing on the status of the project. A preliminary plan review meeting was held September 6, 2006 at which Mr. Hochgraf, Ms. Niewola and the consultants attended. Taxiway 'A' is recommended to meet the apron in the shape of a wide "J." Ms. Niewola noted that the Bureau of Aeronautics concurs with the consultant's recommendations for Taxiway 'A' layout but that Mr. Hochgraf disagrees with Taxiway 'A' layout, especially with regards to FAR Part 77 surfaces. Ms. Niewola noted that 60-percent plans should be ready for review this November; the last time any significant tweaking of the design can be made before going out to bid later this winter.
  - d. Status reports and updates:
    - 1) FBO – (a) The shed construction is substantially complete (also item #2.d.4 on the agenda). (b) Business is going along as usual – status quo. (c) 100LL (fuel) will be decreasing in price to \$3.75/gallon with the next storage tank fill up. (d) Previous business has left and the New Hampshire Association for the Blind was expected to inspect the site today (9-18-06) as a possible venue (also item #2.d.11 on the agenda).
    - 2) Hangar Wait List – 52 names on the list.
    - 3) Rotating Beacon – The rotating beacon parts have arrived. Dave Chase (NAVAID Technician) was expected at the site today (9-18-06) to complete the repairs.
    - 4) OVA Shed – OVA has substantially completed this shed. Only final site work and door installation remain to be completed.

- 5) OVA Contract Negotiations for Term Extension – This contract is going through the G&C process to extend it for one year while the airport transfer discussions are on-going. There has been no change since last month.
- 6) Airport Transfer – No change since last month.
- 7) Beavers – The beavers continue to add debris to the culvert for which NHDOT/District 6 personnel monitor and clean out as necessary. Beginning in November 2006, these beavers will be trapped and removed from the area.
- 7) Hangar Inspection and SWPPP Inspection – Being conducted today (9-18-06).
- 8) Hangar Repairs Based on Hangar Inspection – Any hangar repairs identified by the above inspections will be carried out per lease agreement terms.
- 9) Amendment #2 to OVA's Lease for Emergency Maintenance and Repairs – In accordance with SAOC concurrence at August 21, 2006 SAOC Meeting, documents have been prepared. Waiting for signed documents by OVA then request is going before G&C.

3. New Business:

- a. Grass Cutting – OVA has started this activity and will be completed by October 31, 2006. Mr. Jackson noted that some brush has grown up and should also be cut.
- b. Airport Safety Inspection Results – On August 16, 2006, NHDOT conducted an annual airport safety inspection that identified possible trees growing up into the approach surface to Runway 15. NHDOT survey crew is expected to be on site within the next few days to survey-locate these possible obstructions. If these trees are true obstructions, NHDOT will formulate an action plan to address this issue for the October 2006 SAOC meeting.
- c. Airport Transfer Options – SAOC is interested in reviewing all the options to the airport ownership transfer currently being considered to include, but not limited to: continue state ownership, set up an independent airport authority (but with lack of cash flow, this may not be viable).
- d. Next Meeting – October 16, 2006
- e. Future Meeting Dates – November 20, 2006 and December 18, 2006
- f. Public Input –
  - 1) Request that the abandoned railroad ties in the grass near the “lower” gate be removed so that the grass can be mowed.
  - 2) Request that the damaged traffic cone near Hangar #3 be removed.
  - 3) Request that the trash (i.e., old work bench) near Hangar #2 be removed.
  - 4) Request that the list of Commissioners be updated in the display case.

4. Non Public Session – None.

5. Adjournment 9:57 a.m.

**SAOC Members**

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