

SKYHAVEN AIRPORT OPERATION COMMISSION

Minutes of February 26, 2007

PRESENT: Sandy Keans, Dick Wasson, Peter Bruckner, Dick Jackson, Walt Colby, Bill Richard (New Governor's Rep.)

ALSO: Tricia Lambert, Kenn Ortmann, Walter Lewis, Peter Richards, and Carol Niewola, Norm Houle and two UNH Students.

Meeting called to order 8:30 a.m.

1. Approval of Minutes of January 22, 2007. Motioned by Mr. Jackson, seconded by Mr. Wasson. Unanimous.
2. Old Business:
 - a. Fencing Project – Fence and Obstruction projects are complete. Excess funds from the grant will be used to purchase a rotating beacon. Grant to be kept open until the end of June 2007.
 - b. Taxiway Design Project – Project at 95% design. Meeting to be held following SAOC to discuss the specifics of the project. Dick Jackson is very concerned with the design not having a run-up area at the end of Runway 15. He feels that the area has a congestion problem during the peak operational times. Jackson moved that the SAOC go on record that the taxiway project includes a run-up area on Runway 15. 2nd by Walt Colby Unanimous
 - c. Status reports and updates:
 - 1) FBO- OVA not in attendance
 - 2) Hangar Wait List – Drop to 49 Names
 - 3) Rotating Beacon – The current Beacon is now operational. The new beacon is being purchased with AIP-17 FAA grant funds. Waiting for the beacon to arrive so it may be installed by BII Fence/Moulison North. Project must be completed and closed by the end of June 2007.
 - 4) OVA Contract Renegotiations (Term Extension) – Extension still open. Still waiting.
 - 5) Airport Transfer – on hold
 - 6) Hangar Repairs Based on Hangar Inspections – Parts are bought. Work will commence in the spring. (Warmer weather)
 - 7) Food Trailer Vacancy – Will open on or before April 1st.
 - 8) SAOC Vacancies All filled.
 - 9) Terminal Flooring- Five quotes for vinyl flooring and some sub-flooring. Low quote was Somersworth Flooring Co. \$4,100+/- . Bill Richard suggested that Epoxy be considered, Carol Niewola will look into it.
3. New Business:
 - a. Fence Access- Aimee is inputting data into the computer. A training date will be set up for anyone who is interested. It is expected that this can be accomplished and gate will be closed by April 1, 2007.

- b. Hangar 3-2 Fire February 3, 2007. Affected the whole hangar, mostly Hangar 3-2, 3-1, 3-4 and 3-6. Fire was deemed an accident by the Fire Marshall. OVA accidentally plugged in a space heater to a timer that was scheduled to go off at 6:00 am. The space heater ignited a fabric chair and a fire ensued. Fire damage was contained to Hangar 3-2, and adjacent walls. Additional damage included smoke and soot damage to all the hangars in building 3. The Bureau obtained 3 quotes, ServiceMaster AAA was awarded the contract. Attorney General's Office is handling the insurance claim.
 - c. Governor's Budget- No impact on Skyhaven Operational Budget- a dedicated fund. Grants to Airport Sponsors funds were cut from \$60,000 to \$30,000. Bill Richard and Peter Bruckner asked for additional information as it relates to the financial report. Such as to add a column to show projected revenue and expenses, and to add what is currently in the Skyhaven funds. Class 95, 96 and Revenue fund. This would allow for better planning for the future.
 - d. Six UNH students will be conducting a comparative financial analysis and survey of local businesses-all for the purpose of determining the long-range future of the airport. The report is expected to be completed by April 24, 2007. Dick Wasson suggested they contact Fred Hochgraf.
 - e. Peter Bruckner suggested we have a wish list developed for the airport by the tenants. Tricia Lambert suggested that the list be developed and held by the SAOC.
 - f. Dick Wasson mentioned that he thought it would be in the best interest of the FBO (OVA) that additional space be made available to them to expand their operation, or to at least to accommodate the current demand for maintenance that they are already experiencing.
 - g. Next Meeting – March 19, 2007
 - h. Future Meeting Dates - April 16, 2007
4. Non Public Session – None.
5. Adjournment 10:35 a.m.

SAOC MEMBERS

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