

Skyhaven Airport Operation Commission

Skyhaven Airport

MINUTES OF MEETING NO. 4

DATE OF MEETING: *July 16, 2007*

LOCATION: *Skyhaven Airport, Terminal Building Conference Room*

ATTENDEES:

* SAOC Members in bold

Acceptance of Minutes of June 18, 2007 moved by Peter Bruckner, seconded by Walt Colby.

Old Business
Item

	Description	Action
1.1	<p>Fence Project Update- The last portion of the project is the change order for the new rotating beacon. We are still waiting for the beacon to be delivered.</p> <p>A suggestion was made by Peter Bruckner that new signage be placed on Route 108 or a speed reduction to accommodate the new gate procedure. Kenn Ortmann offered to speak with the Rochester police to determine 1. If there have been a number of accidents in the vicinity of the airport access. 2. Suggest that they monitor the road to see if a problem develops.</p> <p>The closure to the gate is slated for April 2, 2007. There was a computer glitch that was found that may delay the closure. Aimee is working with the contractor to get the system working.</p> <p>MTG #2 Gate as of last week is not functioning, may be related to a storm event. There may be a need to add a surge protector. Contractor has been called. Beacon is installed and working properly.</p> <p>MTG #3 Gate is still not functioning. BII Fence has looked at the gate and believes that it was struck by lightening. Parts are currently on order.</p> <p>MTG#4 Fence Project is complete and Gate is operational. This is the last entry for this project</p>	<p>Kenn Ortmann Follow up</p> <p>Aeronautics</p> <p>Aeronautics</p>
1.2	<p>Taxiway Design Project- A letter was distributed regarding the outcome to the alternatives of the turnaround. Tricia Lambert stated that a turnaround or stub will not be constructed as part of this project, due to any renegotiation of the wetlands mitigation</p>	

project would delay the project. A turnaround will be contracted as planned as part of the runway extension. Tricia stated that it would be preferable that the runway extension be constructed with the next runway rehabilitation. The airport demand would drive the possibility.

Taxiway project is going out to bid by the first week in April for a Grant application by May 1, 2007. Will require a schedule of construction to develop a displaced threshold as needed to keep the airport open. Will require back taxiing to keep the airport open.

MTG #2 Bids were received on April 26, 2007 and prices came in around \$1.6 Million, which were better than expected. We are waiting for the grant, if the whole project is granted it is anticipated to arrive in the August/September timeframe due that it will be discretionary funds.

MTG #3 FAA discretionary funds will be granted by the end of September for this project.

MTG #4 FAA discretionary funds will be granted by the end of September for this project.

- 1.3 Wash Stand - Bill Richard asked about the washstand depicted on the mitigation package drawings. Tricia Lambert stated that the washstand is conceptual on those drawings that a location still needs to be determined. A washstand is not a federally funded project. Bill Richard stated that a washstand could cost \$10,000-\$100,000 to construct depending upon location. It was recommended to look at the old site next to Hangar 2 first. Tricia said that she would have Carol Niewola from her office evaluate it for separation standards. Aeronautics
- MTG #2 Need to discuss options to develop a washstand. Need to obtain cost estimates on the minimum requirements for the washstand, per DES and the SWPPP. Aeronautics
- MTG #3 Design is more advanced than expected to meet the Environmental Regulations. This washstand will be used seasonally. Bill recommends removable cover on drain leading to the oil/water separator. Will look at the location near Pole Hangar. Peter suggested this might be premature until we have the ramp fully constructed. Tricia will investigate the removable cover option. Aeronautics
- MTG #4- Peter Bruckner will work on an economic evaluation of the washstand.** Peter Bruckner
- 1.4 FBO Update- Flight School is slow. It was mentioned that some areas of the airport need to be blown back from the last snowstorm. Airshow is planned for August 2008 Aeronautics
- MTG #2 No Update
- MTG #3 No update
- MTG #4 Glenn gave an update. People have been dumping trash and batteries near Hangar 5. Aeronautics will write a no dumping letter to be included in the hangar bills. Weather has been cooperating. There was a discussion on the affect of the TFR for Bush's visit to Maine.**
- 1.5 Hangar Wait List- 50 names
- 1.6 OVA Contract Negotiations- **It was requested that Aeronautics continue talks with OVA to renegotiate the lease. A draft lease was requested for the September Meeting.**
- 1.7 Airport Transfer-
- MTG #2 City must make the decision by March 2008
- MTG #3 No change
- MTG #4 No change**
- 1.8 Hangar Repairs- Dick Jackson mentioned that the roof over hangar 2-0 is still leaking. They have made some minor repairs but it is still leaking. It was recommended that the roof be repaired as soon as possible. Dick Jackson said that if the supplies were purchased that EAA would do the repair. Tricia mentioned that a large project of this type needs to go out to bid to an approved vendor due to liability issues. Tricia said that she would look into accomplishing this project in the next fiscal year. Aeronautics SAOC BR
- The hangar work identified in September will be performed in the spring. There was no intention by the Bureau to conduct the repairs in the winter. Aeronautics

	Walt Lewis asked Aeronautics for help on replacing his door seal and is still in need of having his door readjusted.	Aeronautics
	MTG #2 One hangar has been repaired (Walt Lewis). Aeronautics is looking to set aside 3 days in the next month or two to work on some of the hangar repairs. Hangar 2 Roof has been repaired.	
	MTG #3 Mike Pouliot and Aimee Clancy spent three days working on Hangar 2. More work needs to be completed. EAA Office Space is still leaking.	Aeronautics
	MTG #4 The initial work on Hangar 2 is now complete. Additional pullies were ordered to make some additional repairs. Prime Roofing has been called for the repair of Hangar 2 and 5 (Roof).	
1.11	New Legislative Bill - Sen. Cilley proposed the Bill. MTG #2 Waiting for House Action MTG #3 No change	Legislature
1.12	MTG #4- The Bill was on the Governor's desk and has most likely been signed. Hangar 3 Fire- Inspection of Cleaning Service to be completed today. Aeronautics is waiting on 4 quotes from contractors to repair the building. It was determined and approved by the AG's office that rent is to be collected from the tenants after the date of the fire. Should the tenant feel as though they incurred a loss due to the fire they can submit a claim against the OVA's insurance. Tricia stated that any written correspondence regarding the failure to pay rent, legal or liability issues regarding the Hangar 3 fire will be directed to the Attorney General's office for review and response.	
	Bambi Miller, part owner of an aircraft in 3-3 stated that she was asked to move items or be charged \$35.00 per hour to be cleaned. All inquiries regarding this issue are to be sent to the Attorney General's Office.	
	MTG #2- Bids were received to repair Hangar 3- Cost \$100,578. It is currently waiting G&C approval. Once a notice to proceed is issued it may take up to 6 weeks for the hangar parts to arrive from the manufacturer. Contract lists 40 days to complete from start to finish. May be the end of summer before complete-worst case scenario.	
	Some tenants may be having trouble recouping the loss (from the insurance company) to non-aeronautics items that were lost in the fire (i.e. cars, boats, motorcycles, mowers, etc.) The AG's opinion that the damage to the contents of the hangar is not the responsibility of the State. The FAA grant assurances prohibit the use of hangars for anything non-aviation related. (See attached)	
	MTG #3 Passed G&C. Horne Construction is the contractor. Today at 11:00 am is the preconstruction meeting for the project. It will take 4-6 weeks for the building parts to arrive.	
	MTG #4 Letters have been sent to the Hangar 3 tenants addressing the timeframe of the project. Additional letters were sent to the remaining hangar tenant notifying them of the pending work. We are currently waiting for the building parts to arrive from Erect-A-Tube. Anticipated start time will be in August.	
1.13	Finance Report- Sheet a great improvement. Requested a breakdown of actual revenue and expenses.	Aeronautics
	MTG #2 Looking Good- \$25K to the airport from OVA's Gross receipts fee.	
	MTG #3 OK	
1.14	MTG #4 Some numbers may change once the books for FY 2006 are closed. Intern Study - Intern preliminary report to be presented on March 30 th at 10:00 am in Rochester City Hall	
	MTG #2 Interim Draft Report is available.	

- MTG #3 Aeronautics offered to host any future students in their office, to give them a background in aviation (other airports) in the State.**
- 1.17 Tricia Lambert will provide a list of on-going projects for the operational budget, which will be evaluated by the SAOC. The SAOC will then provide a list of additional projects, if necessary. Aeronautics
SAOC
- MTG #2 Updated Project List
MTG #3 Tricia will provide via a mailing.
- 3.1 **MTG #4 Electrifying of the tie down was added by Peter Bruckner**
Letters to and from Tenants regarding Non-Aeronautical use in Hangars – Peter Bruckner feels the existing lease is fairly restrictive. Dan McCue reviewed the history of this issue. SAOC
This practice was precipitated by an individual several years ago who did not have a plane and used his hangar for personal storage while owners of planes used tie-downs.
- Peter Bruckner suggested an inappropriate heater was the cause of the fire – not storage of personal items.
- Tricia said it would be all right to store a car temporarily if the owner is storing it while flying the airplane.
- Dick Jackson moved that we ask the State to modify the current interpretation and wording of the hangar contract to allow expanded use of space in hangars for personal items. Motion was seconded by Dick Wasson and passed unanimously.
- Dan McCue offered to acquire copies of leases from other FAA obligated airports and provide them to the SAOC. Dan
McCue
- 3.3 **MTG #4 Waiting for Dan McCue**
Partnership Discussions-
MTG# 3-No Discussions
- 3.4 **MTG #4- No Discussions**
SAOC Sub-Committees
Bill Richard suggested forming a sub-committee to find a better system to run airport funds. Tricia explained the application process to obtain federal funds and how the FAA appropriates funds (i.e. there may not be an ability to access more.)
- 3.5 **MTG #4- No Assignments to Date**
Airport Operational Count
Peter Bruckner stated that it appears from the UNH Survey that we are not properly recording usage of the airport, which is having an impact on the City's opinion of the value of the facility. State does have aircraft counters, which may no longer be usable. Tricia will discuss with others in the Bureau other ways to count traffic.
- 3.6 **MTG #4 Questions were raised regarding the ability to track flight operations including through the fuel farm sales.**
Airport Appraisal
MTG #4 An airport appraiser was contacted from NJ- he quoted \$5000-\$8000 for a GA airport depending upon its size. In addition, research showed that a study was completed for Pawtucket Airport in RI. There was an appraisal with a business plan completed-total cost was \$15,000 to the appraiser. Tricia is trying to obtain that study for reference.
- 3.7 OVA Notification of Fuel Farm Repairs
MTG #4 Glen has addressed most of these repairs

New Business

Item	Description	Action
4.1	Runway Grass/Crack Repair Grass has been treated. The Runway will be repaired and repainted this summer.	

4.2 Maintenance of Fence/Lilacs Route 108

A permit application will be filed to treat the fence this year (OCT.)

An arrangement has been made between District 6, DOT Road Improvement and Aeronautics to remove the invasive species near the lilacs along the airport property/Route 108.

4.3 Beavers

Beavers are back and have plugged the culvert. Contact has been made to address this issue.

END OF MEETING: *Time 11:05 AM*

NEXT MEETING: July 16, 2007 at 8:30 AM

FUTURE MEETINGS:

Respectfully submitted,

Tricia Lambert for Sandra Keans