

# ***Skyhaven Airport Operation Commission***

## ***Skyhaven Airport***

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### **MINUTES OF MEETING NO. 9**

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**DATE OF MEETING:** *October 15, 2007*

**LOCATION:** *Skyhaven Airport, Terminal Building Conference Room*

**ATTENDEES:**

<b>Peter Bruckner</b>	<b>Walt Colby</b>	<b>Richard Jackson</b>	<b>Sandra Keans</b>
<b>Sen. Kenney-Absent</b>	<b>Kenneth Ortmann</b>	<b>Bill Richard - Absent</b>	<b>Dick Wasson</b>
Dennis Mee	Tricia Lambert	Larry Schmidt	

\* SAOC Members in bold

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Acceptance of Minutes of September 17, 2007 with changes moved by Kenn Ortmann and 2<sup>nd</sup> by Walt Colby - Unanimous

### **Standard Topics**

**FBO Update-**

It was requested by Glen that the State order more taxiway lights and sockets. (20 each)

**Paul not available**

**Hangar Wait List**

Approximately 49 on the list - One hangar is empty, movement is in progress

**No movement to date**

**Finance Report**

No new report submitted.

**Reviewed Year to Date**

**Requested Project List**

No Change

**Progress Report-** Add Repair of Pavement around Hangar 3 & 4 in the Out Years  
add the placement of a Port-O-Potty on the north end of the airport.

## Old Business

Item	Description	Action
1.2	<p><b>Taxiway Design Project</b> - 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 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.</p> <p>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.</p> <p>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.</p> <p>MTG #3 FAA discretionary funds will be granted by the end of September for this project.</p> <p>MTG #4 FAA discretionary funds will be granted by the end of September for this project.</p> <p>MTG #5 Still waiting for funds to be granted by the FAA. FAA has informed the Bureau that the Base bid will be funded at a minimum. The FAA is still looking for the remainder of the funds for the entire project.</p> <p>MTG #6 Not addressed</p> <p>MTG #7 Not addressed</p> <p>MTG #8 Taxiway Grant received and signed September 12, 2007. Base bid is guaranteed to construct the extension of taxiway. If additional funds do not arrive this federal fiscal year, the remainder of the project will be completed next year. Looking for G &amp; C approval on October 3.</p> <p><b>MTG #9 Announced schedule: Army Corps 30 days starting November 1<sup>st</sup>. G &amp; C approval on October 17<sup>th</sup>. Waiting for final sign-off by DES on water quality.</b></p>	
1.6	<p><b>OVA Contract Negotiations -</b></p> <p>MTG #4 It was requested that Aeronautics continue talks with OVA to renegotiate the lease. A draft lease was requested for the September Meeting.</p> <p>MTG #5 Jackson moves: Because of the delay caused by Rochester's decision on acquiring Skyhaven Airport, it has come to the attention of the SAOC that OVA has made the business decision to leave Skyhaven if a new contract is not signed by December 2007. The Commission respectfully requests that the (City) encourage the State of New Hampshire to quickly come to terms with OVA. The SAOC strongly believes that OVA has shown, during the previous 20 years, it is a profitable operation. OVA provides critical services which can not be easily duplicated. Seconded by Wasson. Vote is Unanimous.</p> <p>MTG #6 Non-public session approved by unanimous roll call</p> <p>Jackson moved to come out of non-public session – approved by unanimous roll call.</p> <p>MTG #7 OVA's lease was discussed in detail on how to proceed with negotiations</p> <p>MTG #8 Kenn Ortmann moved that the Commission go into non-public session for the purposes of contract negotiations with OVA under RSA 91. 2<sup>nd</sup> the motion by Bill Richard. Roll Call Unanimous</p> <p>Motion by Kenn Ortmann to come out of non-public session 2<sup>nd</sup> by Dick Jackson. Vote is Unanimous. Motion by Bill Richard, 2<sup>nd</sup> by Kenn Ortmann to seal minutes to non-public session.</p> <p><b>MTG #9 Changes being incorporated. Most everyone seems to be of the same understanding.</b></p>	Aeronautics
1.7	<p><b>Airport Transfer -</b></p> <p>MTG #2 City must make the decision by March 2008</p> <p>MTG #3 No change</p> <p>MTG #4 No change</p> <p>MTG #5 Some discussion but no change</p> <p>MTG #6 Discussed in conjunction with OVA Contract Negotiations</p> <p>MTG #7 Discussed in conjunction with OVA Contract Negotiations</p> <p>MTG #8 City council will vote to approve a study contract with RKG to include possibility</p>	

of hangar rental expansion. Ortmann moves that SAOC support the economic potential of hangar expansion as part of the RKG study. Motion was seconded by Richard – Unanimous

**MTG #9 Kenn Ortmann and Peter Bruckner met with Rochester Economic Development Commission (REDC). They seem to be supporting a PDA takeover due to financial stability issues. A working meeting was tentatively set up for November 1 at the City offices.**

- 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.

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.

Walt Lewis asked Aeronautics for help on replacing his door seal and is still in need of having his door readjusted.

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.

MTG #4 The initial work on Hangar 2 is now complete. Additional pulleys were ordered to make some additional repairs. Prime Roofing has been called for the repair of Hangar 2 and 5 (Roof).

MTG #5 Hangar 2 – Pulleys have arrived for Hangar 2. The Bureau will try and schedule repair dates for Hangar 2 before winter. EAA Office and Hangar 5 roof repair \$1,500.

MTG #6 Not addressed

MTG #7 Not addressed

MTG #8 Hangars 2.2, 2.6, 2.7 were worked on. Hangar repair is on going.

**MTG #9 The work planned for this summer has been complete. Misc. work will continue as issues arise.**

- 1.12 **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.

MTG # 5 Horne Construction will be finished with the Hangar repair within 2 weeks (September 15, 2007). Schedule allows for the end of September. Repairs are going well.

MTG #6 Not addressed

MTG #7 Not addressed

MTG #8 Repair due to fire damage is expected to be completed (substantial) by October 1st.

**MTG #9 Discovered the wrong sealant has been installed which will cause 2 weeks of inconvenience for the tenants in Hangars 3-1,3-2, 3-3 and 3-4. Tricia is meeting with Horne and the Engineer this week to develop a plan to repair the floor and to perform a walk through to determine punch list items.**

- 3.1 **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. 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.

MTG #4 Waiting for Dan McCue

MTG #5 Waiting for Dan McCue

MTG #6 Not addressed

MTG #7 Not addressed

MTG #8 Waiting on Dan McCue

**MTG #9 Many tenants cleaned up the hangars for the inspection. No letters are going out due to the potential transfer of the airport.**

- 3.3 **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.

MTG #5 Sample Appraisal and Business Plan were handed out for informational purposes. (Rhode Island)

MTG #6 Not addressed

MTG #7 Not addressed

**MTG #8 To be removed-Not addressed**

- 4.2 **Beavers**

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

MTG #5 Some beavers have been removed.

MTG #6 Not addressed

MTG #7 Not addressed

MTG #8 Trapper is on site and tree cutting is underway. The Bureau will look to increase the capacity of the culvert as part of an FAA project.

**MTG #9 Beavers all trapped. Dam temporarily breached.**

- 5.3 **Hangar Inspections** – Completed September 17, 2007 including SWPPP compliance.

**MTG #9 Inspection went well-letters were sent.**

- 5.6 **Approaches**

**MTG #9 The intent of the commission is to keep the existing approaches.**

- 6.1 **Door Replacement Project in Airport Terminal**

MTG # 6&7- No Discussion

MTG #8 Glen is getting a quote to do the work on the doors.

SAOC

- MTG #9 Bureau of Aeronautics has posted the advertisement**
- 7.1 **Hangar Rental Increase –**  
It was voted unanimous by the SAOC members, motioned by Peter Bruckner, seconded by Kenn Ortmann to raise the Hangar rentals (1,2,3 & 4) by 12.5% to the nearest \$1.00. MTG #8 Kenn Ortmann moved to amend the Hangar rental increase to reflect the inflation/CPI rate since 2003 (the last increase) 12.5% to the nearest \$5.00. 2<sup>nd</sup> by Dick Wasson – Unanimous
- MTG #9 No response**
- 8.1 Budget Costs for New Hangar- Jacobs Edwards and Kelcey (JEK) provided a cost estimate for both a 100 x 80 and 65 x 75 hangar. The cost for the 100 x 80 was over the amount available in the Capital Budget. It was asked that we look into the possibility of building an addition in lieu of a new hangar.
- MTG #9 Awaiting information from JEK on the addition.**

## **New Business**

<b>Item</b>	<b>Description</b>	<b>Action</b>
9.1	<b>Requested Information on the Bonds</b> Schedule in late 90's to set up level payments in \$45 - \$50 K range	
9.2	<b>Airport Zoning</b> Kenn Ortmann presented potential changes to City of Rochester's zoning. Keen requested that Tricia email the changes that Aeronautics made to the Airport Zoning.	

Mtg 9: Dennis Mee mentioned the leak in his Hangar 4-6 and the disrepair of the pavement around Hangars 3 & 4.

**END OF MEETING: *Time 11:15 AM***

**NEXT MEETING: Special Meeting November 1, 2007**

**FUTURE MEETINGS: November 19, 2007, December 17, 2007**

Respectfully submitted,

Tricia Lambert for Sandra B. Keans