

Skyhaven Airport Operation Commission Skyhaven Airport

MINUTES OF MEETING NO. 14

DATE OF MEETING: *March 17, 2008*
LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Present	Walt Colby- Present	Richard Jackson- Present	Sandra Keans- Present
Kenneth Ortmann- Present	Bill Richard- Present	Richard Wasson- Present	Sen. Kenney- Absent
Paul Arsenault	Walt Lewis	Hangar 2 Tenant	Tricia Lambert

- SAOC Members in bold

Acceptance of Meeting Minutes of February 11, 2008:

A motion was made by Kenn Ortmann and seconded by Peter Bruckner to approve the minutes of February 11, 2008 as amended. Unanimous.

Standard Topics

FBO Update-

Paul Arsenault noted that aircraft repair/maintenance work has slowed down as has the flight school activity, due to recent weather conditions. The state-owned Ariens walk-behind snowblower has started leaking oil and a decision regarding what to do about it is requested. Paul noted that Alton Bay's ice runway is currently closed (a NOTAM has been issued) due to too much water on and cracks in the ice. He expressed concern regarding ice conditions in relation to this coming weekend's Winter Festival. A discussion was held regarding snow removal efforts at Skyhaven. Paul mentioned the snow boulders left behind on the pavement that must be cleaned up after the plowing has been completed. OVA was not able to cover the damage to Hangar 1-1 with a tarp due to difficulty attaching the tarp to the damaged wall. Paul noted that no snow has blown into the hangar through the hole. Peter noted that inside Hangar 1-1 are spare hangar panels that could be used to make some of the needed repairs.

Same economic conditions. Maintenance work is up. There have been some inquiries regarding flight school. The taxiway project is going very well. The contractor is very accommodating and careful about clean-up of the taxiway at the end of each day. Hangar 3-3 door was slightly damaged by a Skyhaven Flying Club plane's wing tip last week.

Hangar Wait List

No change

Hangar 2-18 is empty. C-R Helicopters is vacating due to the undersized door.

Finance Report

Sandra Keans asked that the finance report be modified to include a note about whether the rental fees include the new increases or not. A question was asked about why the "Airport Infrastructure – General Repairs and Supply" is so large versus the budgeted amount. A response via e-mail to the SAOC members would be sufficient. A question was asked whether hangar tenants are paying the utility bills and Carol responded that to date, everyone has been paying them. Sen. Kenney asked a question about when pilots using Skyhaven Airport do most of their flying and the response was from May to November with some flying year 'round. Dick W. asked whether a pilot could fly to Skyhaven Airport at night and obtain aircraft fuel. The response was that a pilot can turn on the runway edge lights using the UNICOM frequency and, once on the ground, can purchase aircraft fuel through the use of the self-fueling system and a credit card. Bill asked about the status of the inoperative taxiway lights. Carol responded that it appears to be an intermittent problem. The Bureau had contacted Moulison North, electricians who are very familiar with aviation lighting systems, about it when it was first noticed and they couldn't replicate the outages. The Bureau is working with Moulison North to get on their schedule to get the lights repaired. In addition, the runway edge lights seem to be having the same problem. Dick W. asked if the Bureau could at least have the taxiway edge lights turned on for the south portion of the taxiway that was recently repaved and it was explained that they are on, but are having intermittent "inoperativeness" that the Bureau is trying to fix.

No report. Account 95 - \$19K available \$49K revenue account. Will send to members tomorrow. Will see a \$300 - \$500 decrease from grants to Airport Sponsors due to budget shortfall.

Requested Project List

Kenn Ortmann motioned and Peter Bruckner seconded that the list be accepted as presented.

Unanimous.

No change.

Old Business

Item	Description	Action
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 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 & C approval on October 3.</p>	

MTG #9 Announced schedule: Army Corps 30 days starting November 1st. G & C approval on October 17th. Waiting for final sign-off by DES on water quality.

MTG#10 The rehabilitation of Taxiway A (South End) is substantially complete. In the spring a second coat of marking will be applied and the taxiway lights will be relocated. Pike will shut down for the next few months with work on the north end beginning as early as January.

MTG #12 Weather permitting they will break ground in February for the second phase of the project.

MTG #13 Carol Niewola provided an update on this project. Progress has been slowed due to three winter storms last week preventing the removal of snow off the northerly end of the project. This week the contractor anticipates beginning to bring in dirt to start building up the new northerly portion of Taxiway 'A' and necessary drainage improvements after moving the snow out of the northerly end of the project area. The contractor expects to be using the snow-removal equipment (SRE) building gate to move these trucks onto the site. During construction hours, the existing skewed portion of Taxiway 'A' will serve as the haul route for these construction trucks and be closed to all aircraft movements. After construction activities are done each day, the contractor will be sweeping the pavement and reopen it to aircraft traffic. There are two NOTAMs in place for this work: (1) closing the existing skewed taxiway section during construction hours, and (2) personnel and equipment working to the west of Runway 15 threshold. The current construction schedule is dependent on weather conditions but the project is expected to be completed in May 2008. Dick Wasson said that he does not receive the project update "posters". Carol will double check her e-mail addresses to be sure he gets them in the future.

MTG #14 On schedule. Weekly reports are great.

1.6

OVA Contract Negotiations -

Aeronautics

MTG #4 It was requested that Aeronautics continue talks with OVA to renegotiate the lease. A draft lease was requested for the September Meeting.

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.

MTG #6 Non-public session approved by unanimous roll call

Jackson moved to come out of non-public session – approved by unanimous roll call.

MTG #7 OVA's lease was discussed in detail on how to proceed with negotiations

MTG #8 Kenn Ortmann moved that the Commission go into non-public session for the purposes of contract negotiations with OVA under RSA 91. 2nd the motion by Bill Richard. Roll Call Unanimous

Motion by Kenn Ortmann to come out of non-public session 2nd by Dick Jackson. Vote is Unanimous. Motion by Bill Richard, 2nd by Kenn Ortmann to seal minutes to non-public session.

MTG #9 Changes being incorporated. Most everyone seems to be of the same understanding.

MTG #10 Contract has been reviewed by Aeronautics. SAOC will present their figures to Glen (OVA) for discussion.

MTG #12 No change

MTG #13 Discussed in non-public session.

MTG #14 Discussed in non-public session.

1.7

Airport Transfer -

MTG #2 City must make the decision by March 2008

MTG #3 No change

MTG #4 No change

MTG #5 Some discussion but no change

MTG #6 Discussed in conjunction with OVA Contract Negotiations

MTG #7 Discussed in conjunction with OVA Contract Negotiations

MTG #8 City council will vote to approve a study contract with RKG to include possibility 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.

MTG #10 RKG will present their completed study to the City Council on November 20, 2007. SAOC passed a motion to write a letter to the City Council giving their comments to the study.

MTG #12 Some general discussion on RKG's survey results.

MTG #13 Discussed in non-public session.

MTG #14 Peter Bruckner moved that SAOC to write a letter to Director Ferns to explain that the role of the SAOC must be preserved and was seconded by Kenn Ortmann. Unanimous.

- 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.

MTG #10 Hangar repairs are complete for the winter. There is still a list of items that needs to be completed. Barring any emergencies, work will commence when it the weather gets warmer.

MTG #12 On-going. There have been a couple of ice dams.

MTG #13 Repairs are being addressed as they are identified.

MTG #14 Will continue with general maintenance when snow is gone. There have been some roof leak repairs.

- 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.

MTG #10 The Bureau of Public Works is working with Horne Construction to replace the incorrect sealant currently on the hangar floor. A meeting is being scheduled with the CEO of Horne Construction to remedy the issue.

MTG #12 The bureau is still negotiating with the insurance company. The wrong floor was put down due to wrong specs from Public Works. A solution is being investigated for a repair by June 2008.

MTG #13 Bureau of Aeronautics has received a quote for placing a sealant on the hangar floors but is currently researching options that are less costly. It is requested that an email update on the status of the insurance reimbursements be sent to the SAOC members.

MTG #14 Waiting on DOT Bureau of Public Works for floor repair solution.

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.

MTG #10 JEK submitted a cost analysis for the addition. Information will be saved for a future date and/or decision

MTG #12 This item to remain for further discussion.

MTG #13 Peter Bruckner recalled this was a tabled item from previous meetings(s). Carol Niewola confirmed that it has been tabled until such time as a decision has been made on the ownership of Skyhaven Airport. Kenn Ortmann and Bill Richard asked what types of uses this hangar could have. Carol suggested that aircraft storage, aircraft maintenance and repairs, and similar aviation uses are all possible. Kenn asked if in lieu one large hangar if several smaller T-hangars could be built instead. Carol said that the project description for the proposed bond to fund the project would need to be changed if this were to happen. Dick Wasson noted that a proponent of a proposed bus building in Rollinsford also wants to purchase and install a metal building, similar in concept to this topic's proposed conventional hangar. She said this title could be modified if something else were selected instead of the large hangar. He asked whether there would be any

economies of scale in the airport teaming up with this person to purchase and construct the two buildings. Bill noted that while that may be possible, the hangar may have some unique features that negate using the same bid specifications as the bus building.

MTG #14 No change.

10.1 **Master Plan Technical Study for Approaches and Runway Length –**

MTG #12 The Bureau is waiting on the 2008 funding. The project will commence no earlier than this summer.

MTG #13 Carol said that the state has the draft scope and fee from the consultant for this study and are preparing to submit the grant application for April 1, 2008. No work will be able to start on this project until the grant funds come in from FAA who is waiting on Congress to authorize and appropriate grant funds for FY 2008. Sen. Kenney asked when the funds might be released. Carol said that it could be June at the earliest or as late as September. The funding bill is caught on how to fund the FAA and its programs into the future. Sen. Kenney expressed a willingness to sign a letter encouraging our Congressional delegation to act on this bill expeditiously.

MTG #14 Continuing to wait for FAA Funding.

13.1 **Runway/Taxiway lights INOP**

MTG #13 Refer to minutes on Finance Report above.

MTG #14 Lights not consistently working.

13.2 **Hangar 1-1 Damage**

MTG # 13 Mark Perry, the Bureau's snow-removal contractor, contacted the Bureau on February 8, 2008 to report that he had accidentally backed the plow truck into the exterior wall of Hangar 1-1. The damage includes a hole in the exterior wall panels and damage to the pedestrian door and/or door-frame. Peter Bruckner, the tenant in Hangar 1-1, said that there are extra hangar panels stored within Hangar 1-1 that could be used in the repair.

MTG #14 The Bureau is working to contract with Construx to repair the Hangar. The person door will not be replaced due to the age of the building.

13.3 **SRE Building Heating Management**

MTG #13 Peter asked if there were any other New Business items to discuss. Bill Richard asked if the group had any interest in investigating alternative heating management techniques or mechanisms for the SRE building since the Financial Report shows this to be a growing budget item. Dick Jackson made a motion and seconded by Bill to investigate more efficient alternative heating systems for the SRE building after July 1, 2008. Unanimous.

MTG #14 Bill Richard recommends turning off the heat and installing a Glycol System. He will write a sample spec and forward to Trish.

New Business

Item	Description	Action
14.1	CIP MTG #14 Will continue to be eligible for \$150K Entitlement which can be saved and possibly banked (depending upon the passed legislation) if priority changes. It has been reported that Congress has allocated over 3.2 billion dollars nationally with 75% to be spent through June 2008. SAOC will continue to monitor this. Peter Bruckner made a motion that SAOC make a note that AMPU Analysis and Obstruction Removal are high priority issues. Motion was seconded by Bill Richard. Unanimous.	

Public Input	Hangar 2-14 tenant (Robert Rhoades?) reported that Hangars 2-10 through 2-16 are being blocked by Pike Equipment. Walter Lewis reported that leaking in his Hangar 2-12 is not caused by condensation. Trish will look into this. A billing problem was also mentioned.
10:30 a.m.	Kenn Ortmann moved to go into non-public session to discuss Contract Negotiations. Seconded by Peter Bruckner. Unanimous.
11:15 a.m.	Kenn Ortmann moved to seal the minutes of the non-public session. Seconded by Dick Wasson. Unanimous.

END OF MEETING: *Adjourned 11:20 a.m.*

NEXT MEETING: April 21, 2008

FUTURE MEETINGS: May 19, 2008 and June 16, 2008

Respectfully submitted,

Tricia Lambert for Sandra B. Keans