

Skyhaven Airport Operation Commission

Skyhaven Airport

MINUTES OF MEETING NO. 17

DATE OF MEETING: *June 16, 2008*
LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Absent	Walt Colby- Present	Richard Jackson- Present	Sandra Keans- Present
Kenneth Ortmann- Present	Bill Richard- Present	Richard Wasson- Present	Sen. Kenney- Absent
Glen Horne	Aimee Clancy		

- SAOC Members in bold

Acceptance of Meeting Minutes of May 19, 2008:

A motion was made by Richard Wasson and seconded by Walt Colby to approve the minutes of May 19, 2008. Unanimous.

Standard Topics

FBO Update-

Glen made the following comments:

1. Fuel Prices – Avgas \$5.20, \$5.35 Jet. 2. The flight school has acquired approximately two new students per week. 3. The maintenance activity has been the same. 4. The old Taxiway “A” has pavement cuts that are too rough for taxiing aircraft. 5. The grassy areas need to be repaired from the snowplow damage, 6. Linoleum in Men’s Room is not adhering to the floor. 7. Parking lot pavement is crumbling near the entrance to the terminal building. (Plow damage) 8. OVA will no longer sell Jet Fuel once the tank has been emptied. 9. The Veeder Root fuel system has two flashing warning lights.

The following topics were discussed:

1. Debris from taxiway project (taxiway, fuel farm, Hangar 4) and there are divots
2. Light parts (approximately 6) broken off – Glen needs direction
3. Veeder Root flashing warning lights have been repaired
4. Linoleum in men’s bathroom has been repaired
5. Avgas is now at \$5.50
6. Would like to have a fly market 2nd weekend in August- question was raised on whether additional insurance was required. Tricia will check into it.

Hangar Wait List – No change

Finance Report – Excess revenue over expense \$11,105

Project List - No change.

Hangar Wait List – No change

Finance Report – No Anomalies

FBO Update – Status Quo. Fuel remains at \$5.50. Glen is looking into converting the jet fuel tank to 87 Octane. The SAOC fully supports the fuel conversion. Still working on the fly market.

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

gets them in the future.

MTG #14 On schedule. Weekly reports are great.

MTG #15 Next important date is April 28—The runway will be closed for one day.

Taxiway “A” will be closed for the remainder of the project. Project is on track –

Substantial completion will be in mid May. A question was asked if the water between the taxiway and the runway will remain after the project? It was answered that some water would remain due that the grading will not change along the runway edge.

MTG #16 Anticipated completion date for Taxiway Project is first week in June NOTE: The pavement from the old taxiway WILL be removed. This is a correction to what was originally stated in the meeting.

MTG #17 Taxiway completed.

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.

MTG #15 No change

MTG #16 No change

MTG #17 No change

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.

MTG #15 Underway.

MTG #16 It appears Skyhaven will be transferred to Pease Development Authority.

MTG #17 Jack Ferns and Dick Green are having a Long Range Planning Meeting Wednesday, June 18, 2008. Kenn Ortmann moved that a letter be sent to Peter J. Loughlin, Executive Committee, Vice Chairman, Marketing and Economic Development Committee from SAOC expressing an interest in being involved in the transition of the airport. Motion was seconded by Bill Richard. 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 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.

MTG #15 No change

MTG #16 Conducting emergency maintenance to date--normal maintenance will resume after July 1, 2008.

MTG #17 Not addressed

- 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 expected to be completed (substantial) 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.

MTG #15 Floor solution should be resolved in June.

MTG #16 The amendment to Horne Construction's lease will be put before G&C on May 21st. It is expected that the work will commence after June 16th, 2008.

MTG #17 Floor should be completed June 23 through June 27.

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.
 MTG #15 Tabled.
 MTG #16 Not addressed, hold for further discussions.
MTG #17 Not addressed.
- 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.
 MTG #15 Congress has currently funded only 75%. Approximately 6 out of the 11 projects statewide will be funded due to the Block Grant Program. Carol will be the lead on the project once it is funded.
 MTG #16 Awaiting federal funds.
MTG #17 Agreement issued. Carol will notify SAOC.
- 13.1 **Runway/Taxiway lights INOP**
 MTG #13 Refer to minutes on Finance Report above.
 MTG #14 Lights not consistently working.
 MTG #15 Lights will return to service by mid-May.
 MTG #16 Lights will be replaced his week on new taxiway.
MTG #17 Lights have been replaced.
- 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.
 MTG #15 In process to be repaired. (Beginning of May)
 MTG #16 To be repaired this week.
MTG #17 Repairs completed.
- 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.
 MTG #15 No change.
 MTG #16 No change.
MTG #17 No change – next scoping – late July or August.
- 15.2 **Beavers**
 MTG #15 Dick Jackson reported that the dam has extended east and west by multiple feet.
 MTG #16 Beavers have been removed. Water is still rising.
MTG #17 Robert McMaster was on site last week. Beaver removal and lowering of flood water.
- 16.1 **Airborne Check Point – VOR** The FAA has filed a NOTAM saying that the checkpoint is not usable. They flew the checkpoint to determine its new location. FAA will publish in the future.
MTG # 17 Determined to be waiting for approval
- 16.2 **Glycol SRE** – will do in the Fall, if the Bureau is still the airport management.

- 16.3 **MTG #17 Not addressed.**
Fuel Farm Alarms – Repaired.
MTG #17 Not addressed.
- 16.4 **Parking Lot Repair**—The parking lot will be repaired when the lot is enlarged and rehabilitated. Future Development
MTG #17 Not addressed.

New Business

Item	Description	Action
17.1	SAOC Taxiway Completion Ribbon Cutting Ceremony. Kenn will put something together.	
17.2	Regarding a memorial to Dr. Richards - Kenn Ortmann suggested contacting Dr. Richards' wife for a picture of Dr. Richards in his plane to be framed and placed in the Terminal Building Lobby.	

END OF MEETING: *Adjourned 9:55 a.m.*

NEXT MEETING: July 21, 2008

FUTURE MEETINGS: August 18, 2008 and September 15, 2008

Respectfully submitted,

Aimee Clancy for Sandra B. Keans