

Skyhaven Airport Operation Commission

Skyhaven Airport

MINUTES OF MEETING NO. 23

DATE OF MEETING: *December 15, 2008*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Present	Walt Colby- Present	Richard Jackson- Present	Rep. Sandra Keans- Absent
Kenneth Ortmann- Present	Bill Richard- Present	Richard Wasson- Absent	Sen. Kenney- Absent
Heath Marsden	Stephen Berardo	Mike Pouliot	Dave Mullen
Lynn Hinchee	Bill Hopper	Anthony McManus	Stephen Bourque
Carlton Worster	Irv Canner	Bill Bartlett	Bob Rhoades
Jon Riebau			

- SAOC Members in **bold**

8:30 a.m. – Meeting called to order by Vice-Chair Mr. Peter Bruckner.

8:35 a.m. - Acceptance of Meeting Minutes of November 17, 2008:

A motion was made by Kenn Ortmann and seconded by Peter Bruckner to approve the minutes of November 17, 2008. Unanimous.

Standard Topics

Finance Report – PDA Finance Director, Irving Canner, has developed spreadsheets for monthly reports and copies were given to all present. The spreadsheets forecast a loss of \$213,005 by Skyhaven Airport in FY09. Peter Bruckner suggested that ideas on how to bring income and expenses into line would be welcomed and suggested we do everything we can to stop the financial hemorrhaging.

Kenn Ortmann motioned that the ongoing FBO search be added as a separate agenda item.

Old Business

Item	Description	Action
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.

MTG #18 A motion was moved by Kenn Ortmann and seconded by Richard Wasson to draft a letter to Stephen LaBonte, Assistant Attorney General, indicating that SAOC strongly supports a temporary contract of no more than one year to allow a more deliberative process for a long term contract with PDA. Additionally SAOC requests the opportunity to review and comment on all contracts and leases relative to PDA and OVA prior to approval. A draft of this letter would be forwarded to Sandra Keans for comment and signature. Motion passed unanimously.

MTG #19 Ongoing. It was noted that Stephen LaBonte, Assistant Attorney General is leaving his position.

MTG #20 Dick Jackson is concerned that this property must remain an airport. There are rumors that PDA doesn't want this as an airport and would turn it over to a developer who would pay back the FAA and do away with the airport. He wants to make sure that if the lease continues with PDA it will contain language that assures that Skyhaven will remain an airport. Kenn Ortmann moved that a subcommittee be formed to initiate contact with the PDA Board of Directors for the purpose of discussing the takeover of Skyhaven Airport by the PDA prior to terms being settled. Seconded by Richard Wasson. Unanimous.

MTG #21 Openly discussed prior to SAOC Meeting.

MTG #22 Lynn Hinchee handed out a copy of a letter from NH/DOT regarding their request to have PDA draft legislation for the transfer of Skyhaven to the PDA. Ms. Hinchee said that PDA needs ownership of Skyhaven to operate effectively.

MTG #23 Peter Bruckner indicated that an ongoing definition of the SAOC is a necessity. Also there is a strong move toward having Pease manage DAW. Lynn Hinchee suggested a meeting with the SAOC sub-committee to discuss the language of the transfer legislation. Bill Bartlett indicated that he has spoken to Dave Campbell who would like legislative language before Christmas. Lynn Hinchee suggested drafting a proposal to legislation to make the SAOC an advisory board to the PDA Board. Dick Jackson expressed concern that rushing the legislative language will tend to produce results that are not well thought out and not all parties have a chance to review. Bill Bartlett indicated that the current statute which states that the SAOC "oversees" all operations at DAW seems too broad. Peter Bruckner stated there is no reason to diminish that definition. A special meeting with the SAOC sub-committee and PDA is scheduled for Wednesday, December 17 at 12:00pm at DAW. Peter Bruckner expressed concern

that fuel prices at DAW were too high. Bill Hopper responded by saying that retail prices are gauged at about a 40% to 60% markup which is consistent with local airports.

- 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.
- MTG #16 Conducting emergency maintenance to date--normal maintenance will resume after July 1, 2008.
- MTG #17 Not addressed
- MTG #18 Not addressed
- MTG #19 On-going
- MTG #20 No report
- MTG # 21 Not addressed
- MTG #22 Not addressed
- MTG #23 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.

MTG #18 Project complete. Awaiting reimbursement from insurance company.

MTG #19 Repairs complete. Waiting for insurance settlement.

MTG #20 Attorney continues to work with insurance adjuster.

MTG #21 Expecting to receive \$140,000.00. Three details regarding confidentiality still need to be determined.

MTG #22 Not discussed.

MTG #23 Not discussed.

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

MTG #18 Not addressed

MTG #19 Hope to re-appropriate \$650,000 in the next biennium budget.

MTG #20 No report

MTG #21 Move to discuss project with PDA

MTG #22 Not discussed.

MTG #23 Not discussed.

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.
 MTG #18 Funds received. Once meetings have been established SAOC will be notified.
 MTG #19 See presentation by Jacobs (above)
 MTG #20 No report
 MTG #21 Not addressed- Jacobs will be attending the next meeting to present their findings thus far.
 MTG #22 Jacobs did not attend meeting as planned, but will attend December meeting. Peter Bruckner made recommendation that roads on ALP be shown better.
MTG #23 Stephen Berardo and Heath Mansden of Jacobs Edwards and Kelcey presented their findings thus far. Mr. Berardo explained that Skyhaven currently fits the criteria of airport design group BII, easily accommodating a Beechcraft King Air. Operational constraints at DAW include limited transient parking, no FBO services and no Jet-A fuel sales. Kenn Ortmann asked if the forecast is consistent with general trends, to which Mr. Berardo responded by saying that if costs and the economy stabilize, DAW could see as much as .5% growth with an FBO. Without an FBO, local operations will decline significantly. Also, the current runway length is not prohibitive to accommodating corporate aircraft. Mr. Mansden indicated that an LPV approach is scheduled to be added to Runway 33 in October 2009. A viable option might be to increase the length of the runway to 4200' to accommodate an ILS. Jon Ribeau asked if the runway lengthening would be worth it to realize a minimal increase in operations. Kenn Ortmann responded by saying that if it adds business to Rochester, then it is a benefit to the city. Mr. Berardo concluded by saying that an alternatives report would be published in February and operational improvements are needed.

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.
 MTG #18 Next scoping in August.
 MTG #19 The Bureau's changes to the CIP were discussed.
 MTG #20 No report
 MTG #21 Plan to concentrate on CIP, Master Plan and Project List at next month's meeting.
 MTG #22 No report.

MTG #23 Airport Manager Bill Hopper indicated there have been no changes to the CIP and Pease is discussing utilization of funds for SRE, possibly a one-ton truck with a sander.

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.
 MTG #18 Not addressed
 MTG #19 Beavers are back, the Bureau has contacted Bob McMaster.
 MTG #20 Dick Jackson reports that "all is quiet."
 MTG #21 Beavers seem to be gone although the water level is high. To be removed from agenda.

- MTG #22 No report.
MTG #23 Not addressed
- 19.1 MTG #19 Taxi/Runway Lights – Waiting for parts to be delivered
 MTG #20 Moulison has not been responsive until this week. Very dangerous situation exists.
 MTG #21 Expect work to be completed soon.
 MTG #22 Lights have been repaired. There are some items such as the two obstruction lights are not covered by the DOT budget and PDA will look into their repair.
MTG #23 Not addressed.
- 19.4 MTG # 19 Hangar inspection with the SWPPP Compliance is done one time per year.
 Next inspection set for September 15, 2008.
 MTG #20 Inspection will be completed today.
 MTG #21 DOT found no significant deficiencies.
 MTG #22 No discussion.
MTG #23 No discussion.
- 21.0 MTG #21 There is concern with OVA Webpage – SAOC would like to see continuation as Skyhaven. Tony McManus said the PDA webmaster will be asked to contact OVA's webmaster Bob Mayrand.
 MTG #22 The PDA will propose to Bob Mayrand a month to month agreement for the website. Mr. Mayrand has quoted \$180/month. It will also be important that the website be transferable should the PDA contract for FBO services with a 3rd party.
MTG #23 Not addressed.
- 21.1 MTG #21 Inspection was completed by Michael Pouliot from the Bureau and was distributed.
 MTG #22 No discussion
MTG #23 No discussion
- 21.3 MTG #21 Glycol for SRE building is on hold- Waiting for PDA to make their decision on this issue.
 MTG #22 Bill Hopper reported that Alan Weston, PDA Maintenance Manager, had reported that it would not be in the best interest to glycol the SRE. Mr. Hopper could not recall the specifics, but will report at the December meeting.
MTG #23 Bill Hopper reported that it would be best not to use glycol for safety concerns with freeze/flow. It will be more economical to monitor the building.
- 21.4 MTG #21 The blower is in need of repair work for this winter. Repair is in process.
 MTG #22 The parts have been delivered and Mark Perry is going to make repairs.
MTG #23 Not discussed.

New Business

Item	Description	Action
21.5	MTG #21 Two obstruction lights out (3 years old – should be 5 – 10 year life for the bulbs?) MTG #22 PDA has been informed by DOT that they do not have money budgeted to repair the obstruction lights in the money budgeted to Moulison. PDA will look into the cost to do this under their contract with Richardson Electric. MTG #23 Two obstruction lights are still OTS. Stephen Bourque indicated that a request for an estimate was made with Richardson Electric, the PDA's electrical services contractor with no response yet. A follow-up call will be made today.	
23	FBO Update MTG #23 A request for interest for FBO services was made public by DOT prior to transferring to PDA November 1. Three interested parties responded and one of the interested parties, Mike Hart has expressed concern over the standard \$3.7 million liability where his is only at \$1 million. Acting Executive Director David Mullen indicated that PDA staff has been circulating a draft RFP. Kenn Ortmann requested a timeline on the completed RFP to which David Mullen responded would be within a couple of weeks. Dick Jackson expressed concern that in a power outage, the electric gate will not work. The lock on the fuel pumps gate has been damaged and replaced with a key lock. Stephen Bourque indicated that the key lock will be replaced with a combination lock by COB today. Bill Hopper	

recommended the phone number to PSM's 24-hour operations office should be posted on the electric gate and a meeting with Frisbee should be set up to establish airfield entry protocols. Peter Bruckner requested that reflective stakes be replaced at the electric gate.

Public **MTG #22 None**
Comment

END OF MEETING: *Adjourned approximately 10:15 a.m.*

NEXT MEETING: January 12, 2009

FUTURE MEETINGS: Draft 2009 schedule is attached.

All Meetings take place in the Skyhaven Airport terminal building starting at 8:30 a.m.

Respectfully submitted,

Stephen Bourque for Chair Sandra Keans