

Skyhaven Airport Operation Commission

Skyhaven Airport

MINUTES OF MEETING NO. 25

DATE OF MEETING: *February 9, 2009*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Present	Walt Colby- Present	Richard Jackson- Present	Rep. Sandra Keans- Present
Kenneth Ortmann- Present	Bill Richard- Present	Richard Wasson- Present	Sen. Kenney- Absent
Lynn Hinchee	Bill Hopper	William Bartlett Jr.	Dave Mullen
Carlton Worster	Irv Canner	Stephen Bourque	Walter Lewis
Bob Rhoades	Jim Dubois		

- SAOC Members in **bold**

8:30 a.m. – Meeting called to order by Chair Rep. Sandra Keans.

Standard Topics

Finance Report

PDA Finance Director Irv Canner, provided the Commission with a brief update toward the fiscal year end operating budget variance noting that current projections forecast a net operating deficit of approximately \$147,000. Based on financial projections provided during the Commission's prior meeting, the deficit had increased primarily due to the revised (lower) aviation fuel sales. Mr. Canner noted that the DOT had maintained a cash balance of \$94,121 as of July 1, 2008 and that given the current operating forecast for fiscal year 2009, the Skyhaven fund balance would be in deficit at June 30, 2009.

Mr. Canner also noted that his preliminary discussions with the State Treasurer relative to the potential refinancing of the current bonds outstanding may not result in any refinancing opportunities as the bonds may in fact be noncallable debt instruments. Mr. Canner also noted that the February tenant billings had been released including both hangar and tie down units. It was noted that the tenant billings also incorporated the Commission's guidance toward the previously discussed issue of the application of late fees.

In closing, Mr. Canner also informed the Commission that he has had recent discussions with the State's Office of Legislative Budget Assistant specific to the \$650,000 appropriation to support the construction of a hangar for maintenance and aircraft storage at the Skyhaven Airport. Mr. Canner noted that all appropriations are under review by the State in support of the Governors FY2010-FY2011 budget process. These monies have been reserved by the State under House Bill 25-FN-A during the calendar year 2006.

Old Business

Item	Description	Action
1.7	<p>Airport Transfer -</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 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</p> <p>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.</p> <p>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.</p> <p>MTG #12 Some general discussion on RKG's survey results.</p> <p>MTG #13 Discussed in non-public session.</p> <p>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.</p> <p>MTG #15 Underway.</p> <p>MTG #16 It appears Skyhaven will be transferred to Pease Development Authority.</p> <p>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.</p> <p>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.</p> <p>MTG #19 Ongoing. It was noted that Stephen LaBonte, Assistant Attorney General is leaving his position.</p> <p>MTG #20 Dick Jackson is concerned that this property <u>must</u> 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.</p> <p>MTG #21 Openly discussed prior to SAOC Meeting.</p> <p>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.</p> <p>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</p>	

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.

MTG #24 The SAOC subcommittee handling the airport transfer met on 12/17/2008 with PDA to discuss the legislative language. Lynn Hinchee handed out copies of the proposed legislation to all present arising from the 12/17/2008 meeting. Language was added with the intent of enhancing the regional airport system. Mrs. Hinchee went on to say that the debts of the DOT are not the debts of the PDA and if there is a prior environmental issue, the PDA will not be held responsible for it, the clean-up of which would deplete airport funds. Mrs. Hinchee also said that DES would be doing a level one environmental assessment. Mrs. Hinchee asked what other language the SAOC would want in the legislation to which Mr. Ortmann requested that specific language be included ensuring Skyhaven would remain an airport. There was then some discussion as to the number of SAOC members which was intended to include the surrounding communities while keeping the SAOC membership to an odd number for voting purposes.

MTG #25 – Lynn Hinchee reported that last Wednesday there was a meeting of the overview committee and governor and council and they consented to the extension of the PDA operating lease through June 30. Bill Bartlett inquired as to who from the SAOC will attend tomorrow's meeting to show support for the transfer legislation and Kenn Ortmann indicated that he may be able to attend. Bill Bartlett indicated that a paragraph has been added to the legislation which will retain the current SAOC members and keep the committee intact. Kenn Ortmann inquired as to whether or not the legislation is the same as what the SAOC had previously seen. Lynn Hinchee responded by saying that HB570 is the same with some very minor changes (less than 4). Kenn Ortmann and Dick Jackson again reiterated that they would like to see specific language that ensures Skyhaven will remain an airport. Dick Jackson also expressed concern that airports like DAW are being lost across the country. Lynn Hinchee recited the verbiage in the legislation relating to keeping DAW an airport to which the subcommittee members seemed satisfied. Peter Bruckner motioned that the subcommittee vote to recommend the SAOC proceed with the transfer according to the amended agreements and the proposed legislation. Kenn Ortmann seconded the motion. 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.

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

MTG #24 Not Addressed

MTG #25 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.

MTG #24 Rep. Sandra Keans inquired as to whether or not lost hangar rents due to the fire could be submitted to the insurance company. Research by PDA Legal post-meeting #24 revealed that since the damaged hangars were back in service before PDA entered into a lease with DOT, that PDA would not be entitled to lost rents.

MTG #25 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.
 MTG #24 Not Discussed.
MTG #25 Not Discussed. JEK will return for the March Meeting.
- 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.

MTG #24 Sandra Keans inquired as to what was discussed at the last meeting and a question was raised as to how a small increase in runway length would be a benefit. Kenn Ortmann explained that benefits to the airport through infrastructure improvements can't be measured by the increase in activity, but rather should be looked at as a benefit to the community through increased business in Rochester. Mr. Jackson responded by saying that IFR approaches are more important than runway length. Jacobs Edwards and Kelcey will return in February to discuss the Master Plan for DAW.

MTG #25 Bill Hopper reported that JEK will return for the March SAOC meeting. They will present various development alternatives with the runway and improved approaches. DOT intends to give draft alternatives to the SAOC one week before the March SAOC meeting. Peter Bruckner requested that if it is available earlier, the SAOC would appreciate additional time for review.

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.

MTG #24 Not Discussed.

MTG #25 Bill Hopper indicated adjustments will be made because what is on the CIP this year was less than what was anticipated. We will be carrying a portion of the CIP money which can be carried for four years. Kenn Ortmann requested the topic of trucks and sand be added as an agenda item for the March SAOC meeting.
Beavers

15.2

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
 MTG #24 Not Discussed.
MTG #25 Not Discussed.
- 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.
 MTG #24 Not Discussed.
MTG #25 Not Discussed.
- 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.
 MTG #24 Not Discussed.
MTG #25 Not Discussed.
- 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.
 MTG #24 Not Discussed.
MTG #25 Not Discussed.
- 21.1 MTG #21 Inspection was completed by Michael Pouliot from the Bureau and was distributed.
 MTG #22 No discussion
 MTG #23 No discussion
 MTG #24 Not Discussed.
MTG #25 Not Discussed.
- 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.
 MTG #24 Sandra Keans requested the glycol issue be brought back into discussion, specifically why PDA had decided not to glycol the building. Mr. Hopper replied that safety is the main driver in that the cost of heat vs. glycol does not measure up to winterizing the building. Mr. Richards stated that the intention was to limit the amount of heat used and not turn it off all together. David Mullen responded by saying that PDA will glycol the building at PDA's expense.
MTG #25 Bill Hopper reported that the SRE building has been glycoled. This item will be dropped from the agenda and future minutes.
- 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.
 MTG #24 The blower unit has been repaired and cutting edges have been ordered with delivery expected this week. Bill Hopper reported that after consultation with DOT, the most likely eligible purchase would be a one-ton dump truck with a sander box. The purchase would be approximately \$50,000 and the remaining \$100,000 could be carried over to the following year for additional purchases. Kenn Ortmann stated that at DAW, sanding has never been a high priority and questioned as to whether or not the gain from the expenditure will offset the cost. Bill Hopper indicated that advice is welcomed. Bill Richard queried as to whether or not the \$150,000 needs to be paid back, to which Mr.

Hopper replied it does not.

MTG #25 Bill Hopper reported that advertisement for bids for a one-ton dump truck with a sander box went out on 1-28-2009. The bid opening will be 2-17-2009. The grant offer will be sometime in March followed by a 120 day period for equipment purchase. Dick Jackson inquired as to where the sand will go and that DAW has never used sand before for additional traction. Peter Bruckner expressed concern over damaged props from sand to which Kenn Ortmann responded by saying that icy runways and taxiways are also a problem. Dick Jackson remarked that as the blower unit continues to be a problem, why not trade it in for a new one. Peter Bruckner expressed dissatisfaction with the snow removal operations this year, that taxiways are too narrow. Stephen Bourque responded by saying that without a working blower, snow can not be cast beyond the lights. Dave Mullen added that the PDA has a difference of opinion as to how the blower has been maintained, and had it been maintained properly, it would be working, additionally the conditions of the contract are not being met by the contractor. Lynn Hinchee stated that PDA mechanics have examined the snow removal equipment and have determined that it has not been maintained properly, also the current contract expires in June and the snow removal process will be examined at that time. Sandra Keans inquired as to the cost of the blower repair to which Stephen Bourque responded around \$1000.00.

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.

MTG #24 Not Discussed.

MTG #25 Stephen Bourque reported that Richardson Electrical submitted an estimate of \$2944.00 for replacement of the two OBS lights that are OTS. The significant cost item is the rental of a bucket truck for a day. The lamps cost \$255.00 a piece so replacement of all four would cost \$3454.00. There has been some internal discussion in the PDA as to how and when would be the best to repair the lights. Kenn Ortmann inquired as to whether or not a reason could be determined as to why the failed and if there might still be a warranty still in place. Bill Hopper responded by saying that the PDA will inquire with DOT as to warranty coverage but the lights are probably outside the warranty period.

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 PSMs 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.

MTG #24 Mr. Hopper reported that an RFP is in the finishing stages with a final draft to be released for dissemination later this week. Walter Colby asked if in this economy, will we get an FBO to which Mr. Hopper responded the PDA has received three initial responses. Mr. Ortmann requested a draft copy be sent to SAOC to which Mr. Hopper responded that that would not be a problem.

MTG #25 Peter Bruckner inquired as to whether or not the RFP has been discussed with the current potential FBO. Lynn Hinchee responded by saying that any potential bidder should not be privy to any portions of the RFP as it would be considered collusion. Dave Mullen stated that the RFP will be modified yet still

after today's work but it will be advertised in aviation trade journals and local papers on the 18th of February. Dick Jackson expressed concern that the draft RFP had too many "Shalls" and not enough "Mays" which might place undue burden on potential bidders. Dave Mullen responded by saying that recent changes have been made in an effort to limit the obligations on the potential contractor. The RFP will start with the core requirements and then allow bidders to offer additional services which will increase their chances of selection. Also snow removal will be removed as an obligation as it would prove to not be economical to the contractor and should be an operational cost of the PDA. Kenn Ortmann asked for a timeline for the RFP. Dave Mullen reported that the RFP will be available Feb. 18, there will be a mandatory pre-proposal meeting March 4 @ 1100L at DAW, proposal deadline April 3 @1600L, proposal review April 6-17, SAOC review April 20 and final approval by the PDA Board at the April 23 Board meeting.

Misc. Kenn Ortmann expressed appreciation for the signage installed by the PDA on fences and gates with after hours contact information. Walt Colby requested that tenants be reminded not to direct prop wash toward open hangars. Stephen Bourque responded that a reminder to that effect will go on the next hangar invoice.

New Business

Item	Description	Action
Public Comment	MTG #25 None	

END OF MEETING: *Adjourned approximately 9:25 a.m.*

NEXT MEETING: March 16, 2009

FUTURE MEETINGS: See 2009 schedule.

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

Respectfully submitted,

Stephen Bourque for Chair Sandra Keans