

Skyhaven Airport Operation Commission

Skyhaven Airport

MINUTES OF MEETING NO. 30

DATE OF MEETING: *July 30, 2009*
LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Present	Walt Colby- Present	Richard Jackson- Present	Rep. Sandra Keans- Present
Joseph Kenney- Absent	Anthony McManus- Present	Kenneth Ortmann- Present	Bill Richard- Present
Richard Wasson- Present	William Bartlett Jr.	Stephen Bourque	Irving Canner
Bill Hopper	Bambi Miller	David Mullen	Andrew Pomeroy
Robert Rhoades	Carlton Worster		

- SAOC Members in **bold**

8:32 a.m. – Meeting called to order by Chair Sandra Keans.

Walter Colby made a motion to accept the minutes from the last meeting as presented. It was seconded by Bill Richard. Unanimous

Standard Topics

Finance Report

Irving Canner presented the eleven month Skyhaven operating budget variance through May 31, 2009 noting that there were only minor fluctuations from that previous presented for the period ending April 30, 2009. Mr. Canner indicated that the firm of Runyon, Kersteen and Ouellette will be commencing the year end independent audit during the week of August 31, 2009. Mr. Canner fielded questions from SAAC members including questions regarding the Airport Capital Improvement Program. Peter Bruckner requested, from Mr. Bill Hopper, that a SAAC presence be included at an upcoming CIP meeting. Mr. Hopper indicated that notice of future meetings would be made available to SAAC members for attendance.

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.

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.

MTG #26 – William Bartlett reported that there will be a committee meeting tomorrow to finalize the recommendations.

MTG #27 – William Bartlett reported that there will be a hearing tomorrow at 3:00pm at ED & A for HB570 and inquired as to whether or not the SAOC was still in approval of the legislative language. Kenn Ortmann indicated that if the language has not changed then the SAOC is still in favor of passing the legislation.

MTG #28 William Bartlett reported that HB-570 passed the senate and finance committee and the bill will pass as written.

MTG #29 – Bill Bartlett indicated that the transfer legislation has passed through the house and the senate. He was unsure if the Governor had signed it. Lynn Hinchee said the closing is tentatively scheduled for the week of the 22nd of June which would hopefully give enough time for the DOT commissioner to certify the transfer effective between midnight June 30 and July 1.

MTG #30 – David Mullen reported that the airport transfer did occur and now SAOC is SAAC (Skyhaven Airport Advisory Council). Letters will go out to appointing officials to increase membership and by-laws are required as a part of the legislative change. Lynn Hinchee will be working with the SAAC to adopt by-laws. Peter Bruckner indicated that he had thought that the legislative language had been modified to keep the SAOC as SAOC rather than SAAC. William Bartlett opened a discussion about appointed members and expired terms and apparently Walter Colby's appointment has been expired for quite some time. Anthony McManus indicated that he would speak to the mayor of Dover in relation to this matter.

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

MTG #26 Not Addressed

MTG #27 Not Addressed

MTG #28 Not Addressed

MTG #29 – Not Addressed

MTG #30 – Not Addressed

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 hangars. 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.

MTG #26 Not Discussed.

MTG #27 Not Discussed

MTG #28 Not Discussed

MTG #29 – Not Discussed

MTG #30 – 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.

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.

MTG #26 Bill Hopper explained that JEK will return for the April SAOC Meeting to discuss development alternatives. Peter Bruckner requested that if draft copies of the findings are available before the April SAOC Meeting, the SAOC would appreciate advanced preview.

MTG #27 Stephen Berardo and Heath Mansden from JEK discussed possible options and enhancements to the airport given the forecast demand. Possibilities include runway extensions of various lengths and widths in conjunction with a rebuilding of the runway, addition of an approach light system and possible relocation of the fuel farm and based aircraft parking and the costs associated with the different options. The different options were viewed with respect to impacts on wetlands and adjacent property acquisitions and/or easements. Also, these alterations and enhancements were discussed as to how they would affect the airports FAR Part 77 imaginary surfaces. Mr. Berardo pointed out that the recent

taxiway A project resulted in approximately 5.5 acres of wetland impact, leaving about 6.3 acres of wetlands still covered under the mitigation agreement. The taxiway project consumed more banked wetlands than the original environmental assessment had allowed for. If the hangars were built to the north of the airport, there would be approximately 1.2 acres of wetland mitigation remaining to accomplish any possible runway expansion, which would be insufficient. SAOC members expressed concern over the shortfall of banked wetlands for future projects and asked for future clarification as to how this situation occurred. Additionally, alternative parking configurations were discussed with respect to based and transient aircraft and runway width.

MTG #28 Bill Richard inquired as to whether or not there might be some liability for the lack of banked wetlands. Bill Hopper presented copies of an e-mail from NHDOT describing how the Mitigation Agreement tagged wetland impacts to airport improvements. There was some discussion as to whether or not the wetland impacts were underestimated or if the state changed how wetlands impacts are calculated. Bill Hopper indicated that He would ask Carol Niewola to be present at the next SAOC meeting to try to explain the deficit. Kenn Ortmann asked that in addition to having Carol come to the next meeting, that if specific information is available, that it be forwarded to the SAOC in advance.

MTG #29 – Carol Niewola indicated discussions with PDA are on going to move forward and finalize or refine alternatives based on comments received at the last SAOC meeting. Also DOT is in discussions with NHDES regarding the wetlands impact from the Taxiway A project. In a review of the Skyhaven Airport wetlands mitigation agreement, DES has acknowledged that while the 11.84 acres of wetlands was needed for future projects and mitigated by using the Champlain property, there may be other areas that are impacted as a result of water quality issues. Despite this, DES has indicated that the mitigation efforts more than met the criteria for preservation. DOT is working to get DES to sign off as to the exact amount of wetlands impacted by the Taxiway A project.

MTG # 30 – Bill Hopper presented a discussion topic before the SAAC in the possible addition of an approach lighting system, specifically ODALS (Omni-Directional Approach Lighting System), which would reduce the new LPV instrument approach minimums to Runway 33 by ¼ mile, from 1-mile to ¾-mile visibility. Mr. Hopper presented a white sheet prepared by JEK detailing the pros and cons of such a system. Peter Bruckner indicated that he would be in favor of the addition of such a system and Kenn Ortmann agreed that it is consistent with what the SAAC has been interested in in making the airport more functional. Sandra Keans added that there should be more information with respect to cost/benefit of such a system. Bill Hopper also pointed out that ODALS would have an impact on the local community in the form of light pollution and that there would have to be property acquisitions or easements for an ODALS. Kenn Ortmann inquired as to how JEK resigned on an ODALS as an enhancement over other ALS's and Bill Hopper indicated that he would find an answer to that question. Bill Hopper also indicated that he would bring the draft CIP to the August SAAC meeting for endorsement by the council. SAAC members requested information in advance of the August meeting for review.

Wetlands Banking – Bill Hopper reported that in discussions with Carol Niewola, she is working with DES and it appears that a number of acres of wetland will be coming back to Skyhaven Airport and the details are being worked out.

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.
 MTG #26 Bill Hopper explained that a hard look will be given to the FAA-funded CIP. This is needed when considering that the snow removal equipment came in significantly under budget and that the SAOC has expressed a disinterest in the perimeter fence project. Bill will be getting with Carol of Aeronautics to address a CIP schedule that best reflects the airport's needs. Items that will be considered are resurfacing the runway and additional aircraft parking ramps.
 MTG #27 – Richard Wasson inquired as to what SRE equipment purchase was, which was explained.
 MTG #28 – Bill Hopper indicated that there will be a meeting with NHDOT in August and prior to that meeting, submission plans will be made available for SAOC review. Peter Bruckner inquired about, and it was explained that the state may not be budgeting for matching funds.
 MTG #29 – Bill Hopper indicated that a draft list will be presented to the SAOC at the July meeting.
MTG # 30 – Bill Hopper reported that PDA had a meeting with DOT and FAA to go over the CIP and presented a draft CIP. There was some discussion about the rotary plow in use and its possible replacement in 2010. Kenn Ortmann inquired as to how the decision came about to rebuild the runway at 75' width as opposed to 100' width, to which Bill Hopper responded that it was largely a financial decision in that FAA will only fund 75'. There was some discussion regarding obstruction removal. Kenn Ortmann requested that the cost of the design only for the rehabilitation be examined as it seems high. Peter Bruckner indicated that it would be helpful to have copies of the ALP in these discussions and Sandra Keans indicated that it would be more helpful if the ALP could be presented before the August meeting to cut down on discussion time. Dick Jackson reported that in the past, SAOC members were present at discussions with FAA regarding the Master Plan and SAOC representation at these meetings would be beneficial. Kenn Ortmann inquired as to the State's transportation improvement plan and how it might relate to Skyhaven Airport. Bill Hopper reported that the transportation improvement plan relates only to surface transportation and not airports.

21.5

Obstruction Lights OTS

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.

MTG #26 Kenn Ortmann asked that the obstruction lights be re-added as an agenda item and requested an update. Stephen Bourque reported that the PDA electrician had found a breaker box on the bottom of one of the poles and managed to get one of the two obstruction lights working, so currently there are three of four operational. After internal discussion, it would make sense to wait until snow melted because the electrician believes there might be a hand hole in the ground containing a splice that should be investigated before spending thousands of dollars to get one light working. MTG #27 – No Discussion.

MTG #28 – Stephen Bourque reported that initial reports of the height of the poles were inaccurate and that a 50,000lb lift would have to be used to replace the lamp that is out of service. Dick Jackson recommended and Kenn Ortmann made a motion that an FAA waiver be requested rather than spend the money to repair the light.

MTG #29 – Stephen Bourque reported that a telephone discussion with FAA Obstructions Analysis revealed that the FAA would not be interested in granting a waiver for an object that FAA has already determined to be a hazard to air navigation and therefore must be lighted and marked. The choices are to perpetually NOTAM the OTS obstruction light or make the repair. Internal discussions at PDA have leaned toward continuing the active NOTAM and to repair/replace all four lights in the event that another light goes out. There was some discussion regarding a motion to approve the repair if a second light were to go out with a NTE dollar limit. Lynn Hinchee suggested that the motion be made in the form of a recommendation as after the transfer, if Pease decides that for safety reasons the lights must be repaired, regardless of the amount of the repair they will have to be fixed. A motion was made by Peter Bruckner to recommend that the lights be repaired/replaced if a second light goes out. It was seconded by Kenn Ortmann. Unanimous. Unless objected to, this item will drop off of the minutes until a future date.

MTG #30 – No Discussion. Unless objected to, this item will drop off the minutes.

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.

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.

MTG #26 Bill Hopper reported a positive response at the mandatory pre-proposal meeting at which 10 individuals showed up representing various groups. There was some previous discussion as to appointing a SAOC member to the selection committee. Peter Bruckner explained that Dick Jackson has been sort of unofficially appointed and made a motion to appoint Mr. Jackson. David Mullen expressed concern that if Glenn Horne submits a proposal, there would be a conflict of interest in having a family member appointed to the selection committee and an alternate should be appointed in case that happens. Richard Wasson motioned that Kenn Ortmann be the alternate and Bill Richard seconded. Kenn Ortmann reluctantly accepted the nomination.

MTG #27 – Bill Richard inquired as to whether or not it is prudent to seek out an FBO in this economy or wait until economic conditions improve. Bill Hopper replied by saying it is a good idea to continue and see what is proposed as there has been some interest by at least one party. Peter Bruckner stated that it would be interesting to know what might have precluded others from possibly submitting a proposal and what the next step might be if there are no adequate proposals. David Mullen indicated that after the process is complete, there will be a post-mortem and then it might be appropriate to examine contracting out FBO services.

MTG #28 – Bill Hopper reported that in response to the FBO RFP, one envelope was received from Sandhill Aviation. Eric Obsouth of Sandhill Aviation seemed more interested in operating a maintenance shop with line service with the exception of fueling, rather than a full FBO. There was some discussion as to the insurance requirements which might be prohibitive to bringing in an FBO. Bill Hopper indicated that since the RFP process has come to a close, the PDA is now capable of discussing possible alternatives to a single FBO operator. Bill Hopper indicated that he would come up with a plan with respect to recommendations he has received and any ideas presented, as well as meet with interested parties to discuss opportunities prior to the next SAOC meeting.

MTG # 29 – David Mullen reported that discussions with Mike Hart of Hampton Airfield revealed that Mr. Hart is not interested in pursuing the prospect of an FBO at Skyhaven, but is fully supportive of Eric Obsouth of Sandhill Aviation's interest in establishing a presence there. Eric Obsouth is composing an extension of his letter of interest which is anticipated tomorrow or later this week. There was some discussion as to exactly how many aircraft are based and flying at Skyhaven which would be a determining factor for any FBO contemplating basing at Skyhaven. Peter Bruckner discussed measuring the number of operations at the airport. Bill Hopper indicated PDA would look into options for counting traffic and present these options at the next SAOC meeting.

MTG # 30 – David Mullen reported that PDA is reformatting the RFP for an FBO which will be going out shortly in search of a fee-based operator. There have been several discussions with Eric Obsouth of Sandhill Aviation and his proposal would involve PDA paying a fee for him to operate. Mr. Mullen reported that he had asked Mr. Obsouth to present a plan based on Sandhill Aviation operating at Skyhaven solely as a maintenance facility, which he did last Thursday. Mr. Mullen indicated that without an FBO, PDA could fall back on Sandhill Aviation for maintenance, however he expressed concern that this could remove the lucrative side of any possible FBO. Peter Bruckner inquired what services would be sought to which Mr. Mullen reported that the core service would be maintenance, and possibly a flight school. Also a restaurant would be an aside.

New England Aerobatic Club (NEAC)

MTG #26 Weston Liu, president of NEAC was available to answer questions the

SAOC might have about the possibility of approving two aerobatic training days over the course of the summer with scheduled rain dates. The initial plan is to practice on Saturday, June 20 with June 21 as a rain date. If that goes well the NEAC would come back in August or September for another practice day. Dick Jackson asked, why the NEAC would like to utilize DAW, to which Weston Liu responded by saying that DAW has fuel and food locally and a densely wooded area with no population just east of the runway. Dick Jackson expressed both positive and negative comments about these activities and expressed concern about the safety of these types of operations and the impact on the local community. The NEAC seemed very amenable to working with the SAOC and the PDA in order to mitigate the negative effects on the community. Ideas presented were to have pilots hold at 3600 feet, allowing breaks in the flying and not starting before noon on the Sunday rain date. Kenn Ortmann motioned that the SAOC endorse the application for the NEAC to practice at Skyhaven on June 20 with a rain date of June 21 with the understanding that the club will be sensitive to the intensity of the event and particularly sensitive to not holding practice during church service on the rain date. Richard Wasson seconded. Unanimous.

Update – On Thursday, March 19, 2009 the PDA Board of Directors approved the NEAC's use of Skyhaven Airport for aerobatics practice.

MTG #27 – No Discussion.

MTG #28 – Stephen Bourque indicated that the NEAC will be at Skyhaven on the 20th of June with a rain date of June 21 and that all of the requests and recommendations of the SAOC have been incorporated into the right of entry for the NEAC.

This item will be tabled and removed from the minutes until after the NEAC has practiced.

MTG #29 – No Discussion

MTG #30 – Stephen Bourque reported that the NEAC was rained out and will probably be seeking approval for another practice day in the fall. There was some discussion regarding events at the airport and the processes that are in place within the PDA regarding granting rights of entry.

Fueling Pedestal

Bill Hopper apologized for not presenting this matter to the SAOC and reported that the purchase of this item was held off for that reason. Stephen Bourque reported that the manufacturer of the fueling pedestal will no longer support the M1000 in place at DAW after June 30, 2009. After researching alternatives, it appears that the QT Technologies upgrade from the current M1000 to the M3000 would be the most fiscally responsible after taking advantage of the \$3500.00 trade in for the current unit. Pricing of competitive units revealed that the closest price competitor to be \$3600.00 more than staying with the current manufacturer. Bill Richard inquired about the inclusion of a service agreement, to which Stephen Bourque responded that QT Technologies offers their Platinum service agreement with the upgrade which includes no charge on parts or shipping, free software updates and 24/7 tech support for one year. Peter Bruckner made a motion to approve the purchase/upgrade from QT Technologies. It was seconded by Richard Wasson. Unanimous.

MTG #29 – No Discussion.

MTG #30 – Stephen Bourque reported that the fueling pedestal has been replaced with little complaints or problems. Kenn Ortmann inquired about information that can be gleaned from the new unit with respect to transient vs. based aircraft and Mr. Bourque indicated that he would look into the possibility of generating reports for the August meeting. Stephen Bourque also reported that at the request of the SAOC at the June meeting, records of operations have begun to be kept by the attendants at Skyhaven. Bill Bartlett reported that of approximately 109 credit cards used, 9 of them accounted for 57% of the fuel purchases. This information is useful in determining the activity at the airport for discussions with potential FBO's. There was some additional discussion regarding the price of fuel. David Mullen reported that it has been the policy of the PDA to determine a reasonable charge for fuel in light of nearby competitors. Bill Richard reported that the SAAC has been advocating for some time that the price of fuel be lower at Skyhaven, to which

- Bill Hopper reported that as a state agency, the PDA has to be careful about severely undercutting the private sector. There was then some discussion regarding the price of hangars at Skyhaven.
- 29 **Mogas**
 MTG #29 – Bill Hopper said that that the item was added to the agenda, however PDA did not have any opinion as to the sale of mogas. Kenn Ortmann discussed that other airports are selling mogas and it is competition with Skyhaven. Peter Bruckner inquired as to the possibility of offering a discount on gas on weekends. Bill Hopper reported that he would discuss the fuel discount with the PSM FBO, Port City Air.
- MTG #30 – Kenn Ortmann inquired as to the possibility and logistics of adding an above ground tank for mogas. Bill Hopper reported that there is the unused Jet-A tank, or an FBO could choose to bring in an above ground tank, however there is a trigger point at which a SWPPP (Storm Water Pollution Prevention Plan) would be required. There was some additional discussion about bringing in an FBO.**
- Misc. MTG # 29 - There was some further discussion about the prospects of an FBO at Skyhaven. David Mullen again reported that discussions with Sandhill Aviation are ongoing.
- MTG #30 – Kenn Ortmann suggested that there are situations where the interests of Skyhaven and the interests of Portsmouth International Airport are competing and inquired as to how those types of situations will be resolved. William Bartlett indicated that PDA Board packages can be sent to members of the SAAC. David Mullen reported that the PDA Board packages are already being sent to members of the SAAC. It was decided that the PDA Board meeting agendas will be mailed to individuals without e-mail and others will be sent via USPS. Bill Hopper indicated that he would add SAAC members to the distribution for PSM master Plan meetings.**

New Business

Item	Description	Action
Public	MTG #27 None	
Comment	MTG #28 – None	
	MTG #29 – None	
	MTG #30 – Bill Hopper presented a revised proposed SAAC meeting schedule which would allow SAAC meetings to occur before PDA Board meetings which was discussed. It was decided that SAAC meetings would take place the second Monday of the month, except where that Monday is a holiday, in which case it will be the second Tuesday of the month.	

END OF MEETING: *Adjourned approximately 10:30 a.m.*

NEXT MEETING: August 17, 2009

FUTURE MEETINGS: See revised 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