

Skyhaven Airport Advisory Council

Skyhaven Airport

MINUTES OF MEETING NO. 35

DATE OF MEETING: *December 14, 2009*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Present	Walt Colby- Absent	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	Jim Dubois
Bill Hopper	Mark Gardner	Walter Lewis	Bambi Miller
Eric Obssuth	Andrew Pomeroy		

- SAAC Members in **bold**

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

Chair Sandra Keans reported that Walter Colby has tendered his resignation as an SAAC member. Peter Bruckner indicated that he would speak to the mayor of Dover to appoint a replacement.

Kenneth Ortmann made a motion to accept the minutes from the last meeting as presented. It was seconded by Richard Wasson. Unanimous.

Standard Topics

Finance Report

Stephen Bourque presented the finance report in Irv Canner's absence. Items of note included a budget variance in aviation fuel sales in the amount of \$14,685.00 which is a seasonal issue in that sales are heavily weighted to the summer months. Despite the variance, fuel is being sold at a profit.

Also wages and benefits for the month of October were over budget by \$6,574.00 which is associated with prepping snow removal equipment.

Operating expenses showed a budget deficit of \$20,647.00 which were budgeted for the rehabilitation of the airport buildings which has yet to be completed. There was some discussion

about the energy savings associated with replacing less energy efficient windows. Peter Bruckner suggested that any budgeted funds should be used to improve the aesthetics of the Terminal Building. There was some discussion about an airport restaurant.

Old Business

Item	Description
10.1	<p>Master Plan Technical Study for Approaches and Runway Length</p> <p>MTG #12 The Bureau is waiting on the 2008 funding. The project will commence no earlier than this summer.</p> <p>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.</p> <p>MTG #14 Continuing to wait for FAA Funding.</p> <p>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.</p> <p>MTG #16 Awaiting federal funds.</p> <p>MTG #17 Agreement issued. Carol will notify SAOC.</p> <p>MTG #18 Funds received. Once meetings have been established SAOC will be notified.</p> <p>MTG #19 See presentation by Jacobs (above)</p> <p>MTG #20 No report</p> <p>MTG #21 Not addressed- Jacobs will be attending the next meeting to present their findings thus far.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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 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.

MTG #31 – Carol Niewola of NHDOT, Stephen Berardo and Barry Hammer of Jacobs were present to discuss the Skyhaven Airport Master Plan. Mrs. Niewola presented highlights which would include an extension to the runway and taxiway on the north end. Also planned is a rehabilitation of Runway 15/33. Mrs. Niewola pointed out that previous iterations to the Master Plan included 500' extensions to both ends of the runway, however analysis by Jacobs identified that current and forecasted future aircraft demand wouldn't warrant runway length beyond an additional 500'. Also FAA would be unlikely to fund more than a single extension to one end. Sandra Keans expressed concern that the Master Plan had been adjusted without SAAC being part of the discussion. Mrs. Niewola pointed out that input from Jacob's last presentation to the SAOC was incorporated into the decision. There was some discussion about the addition of an approach lighting system and SAAC members expressed interest in adding this item to the Airport Master Plan. Peter Bruckner suggested shifting the entire runway to the north by 300 feet which would facilitate placing the entire ODALS system on airport property while meeting the 4,200' minimum. This would involve the runway rehabilitation and extension happening simultaneously and a relocated threshold on the south end of the airport. Carol Niewola indicated that this option would be included in the next draft of the Airport Master Plan. Dick Jackson inquired what the real benefits would be to adding a few hundred feet to the runway, to which Steve Berardo explained that small incremental improvements can be made and growth measured accordingly. Steve Berardo pointed out factors that contribute to the lack of growth at Skyhaven which include relatively high minimums, a lack of an FBO, fuel system constraints, limited transient parking and proximity to PSM. Mrs. Niewola indicated that discussions with NHDES regarding banked wetlands are ongoing. Questions from SAAC members were answered.

MTG #32 – Carol Niewola began with the presentation of meeting minutes from the June, 2009 focus meeting between PDA, NHDOT and Jacobs. Steve Berardo presented an alternatives plan depicting ODALS, runway extension, transient and based tie-downs and proposed new hangars and discussed aspects of the plan which allows for incremental improvements over the next twenty years. Mr. Berardo pointed out that the most pressing issue is to reconstruct the existing runway. The plan can allow projects to be completed independently or concurrently as funds allow. Some questions from SAAC members were answered by Mr. Berardo including questions on building heights, restrooms and parking airside and landside. Peter Bruckner presented a spreadsheet to help prioritize AIP projects. Kenneth Ortmann inquired about timing issues and the use of the spreadsheet to which Bill Hopper responded that perhaps the July SAAC meeting would be the most appropriate time to look at SAAC priorities. There was some discussion about wetlands and how these projects will fit in to the wetlands previously mitigated. Kenneth Ortmann made a motion to endorse the concepts on the draft alternatives plan as presented with a corrected date from the November, 2008 date on the plan. It was seconded by Richard Wasson. Unanimous. Kenn Ortmann requested the spreadsheet created by Mr. Bruckner be added as an agenda item for the October meeting.

MTG #33 – Bill Hopper reported that JEK is taking the information gleaned from the last SAAC meeting and incorporating it into the Master Plan. Peter Bruckner again presented a draft priorities spreadsheet for SAAC members to provide input as to their priorities preferences on capital projects and requested comments. Mr. Hopper pointed out that with respect to FAA funding, priority is given to safety items over capacity enhancements. There was some discussion about the width of a rehabilitated runway with respect to what FAA will fund. Richard Jackson expressed concern that rehabilitating the runway will preclude other projects that are more important for the benefit of the airport. There was some discussion about building additional hangars. Mr. Jackson reported that he was aware of individuals willing to build hangars at Skyhaven. David Mullen encouraged anyone with a proposal to develop T-Hangars to bring it forth so that it can be reviewed and evaluated. The possibility of putting the priorities spreadsheet on the website as an interactive form was discussed. A motion was made by Kenn Ortmann to approve the priorities spreadsheet as amended to include an aircraft washing area and 24 hour restrooms. It was seconded by Richard Wasson. Unanimous. Stephen Bourque offered to send the spreadsheet to Robert Mayrand for possible

interactivity on the Skyhavenh website.

MTG #34 – Bill Hopper reported that the master plan project is proceeding forward with JEK and there is nothing significant to report. Kenn Ortmann inquired as to whether or not the wetlands issue has been resolved, to which Bill Hopper reported it is still in discussion with DES and NHDOT.

MTG #35 - Bill Hopper reported that in discussions with JEK, they are looking to have some of the last items on the plan finalized. JEK will be back in February to make a presentation to the SAAC. After review and tweaking, it can be brought back for the March SAAC meeting and then on to the PDA Board for final approval. Kenneth Ortmann requested closure from DOT and DES regarding the wetlands banking issue. Bill Hopper reported that in a recent meeting with DOT, Carol Niewola reported that DES has agreed that the banked wetlands are sufficient to complete all of the projects on the Master Plan and that water quality issues will be looked at per project on a case-by-case basis. Bill Hopper reported that DOT presented a spreadsheet which he will forward on to the SAAC.

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 SAAC 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.

MTG #31 – Bill Hopper presented a draft CIP and pointed out that a CIP scoping meeting will immediately follow this SAAC meeting and that it would be appropriate to seek SAAC endorsement at the September SAAC meeting.

MTG #32 – The draft Skyhaven CIP schedule through FY19 was presented and discussed. The Purchase of a rotary plow in FY10 was discussed. Stephen Bourque reported that the existing rotary plow unit is being sent out to H. P. Fairfield for an estimate on rehabilitation. There was some discussion as to when FAA funds are actually appropriated. Tony McManus explained that there are deadlines for capital purchases and if it is decided that a new rotary plow is not needed, then it can be removed or postponed from FY10. Carol Niewola recommended that the rotary plow remain in FY10 as a place holder as DOT has until April 1 to submit a grant application. Depending on the estimate from H. P. Fairfield, a decision can be made as to when to replace the existing unit. Dick Jackson commented that certain items such as transient parking are more important than a rotary plow, to which Bill Hopper responded that the FAA will look at safety items like resurfacing the runway that need to be addressed before they will pay for a parking ramp. There was some discussion as to the shelf life of construction designs. Bill Bartlett expressed the point that the SAAC is an advisory council and a vote taken goes to Pease as a consideration. Kenn Ortmann made a motion that the SAAC recommend to the PDA the adoption of the draft CIP through FY19 with the understanding that the SAAC intends to modify its recommendations. Peter Bruckner amended the motion in consideration of FY10 and the possibility of extending the life of the existing rotary plow unit. It was seconded by Bill Richard. Unanimous. The vote to accept the amendment was also unanimous.

MTG # 33 – The existing rotary plow was discussed. Stephen Bourque reported that H.P. Fairfield responded with a quote of \$3500.00 to rehabilitate the existing unit. Kenn Ortmann indicated that some thought should be put into the decision to repair such items when weighed against the cost of a new item in terms of the required match. Bill Hopper reported that repairs to the existing unit will be made and snow removal operations will be handled in house this year which will give the PDA more control over the operation. Mr. Hopper had inquired with Carol Niewola as to when an application for a new rotary plow would have to be in by and she responded that April 1 is the deadline, which gives the PDA a season to grade the existing unit. There was some discussion about snow removal techniques and tactics.

MTG #34 – Regarding the priorities spreadsheet devised by Peter Bruckner, Mr. Bruckner reported that there were slightly over 50 responses, mostly from EAA members and Skyhaven Flying Club. Mr. Bruckner presented graphs depicting the breakdown of the scores from survey respondents. The results of the responses were discussed. Bill Hopper indicated that a request will be mailed out to all airport tenants requesting that they go to the website and respond to the survey. Anthony McManus volunteered to forward the results of the survey to the PDA Board and asked that the information be sent to folks working on the Master Plan. Peter Bruckner indicated that it has been sent to Barry Hammer of JEK. Peter Bruckner also requested that all members of SAAC fill out the survey if they have not done so already. There was some discussion about the T-hangar wait list. Bill Hopper informed the SAAC that Hangar 2-2 has become available and the next individual on the wait list has been contacted and is interested in taking the hangar. The interested party is currently serving the country over seas.

MTG #35 - Peter Bruckner presented the results from his survey of priorities of airport users and the results were discussed. Kenn Ortmann and Richard Wasson thanked Mr. Bruckner for his efforts on the spreadsheet. Mr. Bruckner indicated that the results of the survey will be published on the Skyhavennh.com website. There was some discussion about adding access control devices to the existing terminal building to facilitate 24 hour restroom use. Stephen Bourque indicated that he would price out options to make 24 hour rest room usage available to tenants. There was some discussion about the tie-down ramp and its current configuration. There was some discussion about derelict aircraft that are tied down and the possibility of relocating them.

21.4

SRE Equipment Purchase/Repair

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.

MTG #26 Bill Hopper reported that the application has been sent to FAA. Awaiting approval for a one ton vehicle with a dump body, V-plow and spreader box which can be utilized year round. Richard Wasson inquired as to the cost to which Bill Hopper replied around \$58,000.00. Stephen Bourque reported that the blower unit has been repaired and according to the snow contractor, it works better than it ever has.

MTG #27 – No Discussion.

MTG #28 – Bill Hopper indicated that delivery of a one-ton truck with a sander is anticipated in September. There was some discussion as to this item dropping off of the minutes until September.

Unless objected to, this item will drop off of the minutes until a future date.

MTG #35 – Bill Hopper indicated that delivery of the one-ton pick-up truck with sander box and dump box should be delivered by Christmas. There was some discussion about repairs to the existing blower unit.

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.

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.

MTG #31 – Bill Hopper reported that another RFP with a target release date of September 1 will be presented to SAAC members prior to finalization. The most recent iteration will be focused on getting FBO services on a fee basis. Advertising has been submitted to Aviation Digest and Atlantic Flyer for the next publication date. SAAC members expressed a sense of urgency and disappointment at the amount of time the process has taken.

MTG #32 – Bill Hopper reported that the FBO specifications have been made available to the public. There will be a mandatory meeting for interested parties on September 29 at Skyhaven at 11:00am. November 24 is the proposal deadline, at which point all proposals will be reviewed. A list of interested parties has been sent to SAAC members in advance of this meeting.

MTG #33 – Bill Hopper reported that the mandatory pre-proposal meeting on September 29 was relatively well attended. The deadline for submitting proposals is November 24, 2009.

MTG #34 – Bill Hopper reported that calls to individuals who attended the mandatory pre-proposal meeting have been made to gauge interest in submitting a proposal and there is still some interest. Mr. Hopper reported that November 24 is the deadline for submitting proposals. There was some discussion as to appointing an SAAC member to be present for the review process. Richard Jackson was the review process designee for the first round of RFP's with Kenn Ortmann as an alternate.

MTG #35 – Bill Hopper reported that on November 24, one proposal was received from Sandhill Aviation for FBO services. Sandhill and PDA have come to terms and a term sheet was presented to all members of the SAAC. Bill Hopper indicated that the terms sheet will be presented to the PDA Board of Directors on the following Thursday. Mr. Hopper reported that as a result of the negotiations between Sandhill and PDA, PDA will be upgrading the hangar heating system as it is sub-standard and hooking the hangar into the sewer system and adding bathroom facilities. In the interim, Sandhill employees are welcomed to use the bathrooms at the terminal building. The initial

agreement is for three years with two one year options to begin on February 1, 2010. Eric Obssuth of Sandhill Aviation began discussing specifics of the terms that were agreed to and questioning as to whether or not there was the possibility of further negotiation. Mr. Obssuth went into detail about what he describes as a consortium of operators that could handle different FBO functions at Skyhaven and fielded questions from SAAC members. There was some discussion about the terms of the agreement with respect to the cost of renting the hangar. Bill Bartlett said that this meeting is not the time or place to renegotiate the terms of the deal and that discussion will have to be had with the PDA Executive Director. Kenn Ortmann requested that if possible terms include a longer provision beyond the three years with two one year options. Peter Bruckner made a motion that SAAC approve a general acceptance of the terms of the agreement subject to the resolution of financial terms. It was seconded by Kenn Ortmann. Unanimous.

32

Tie-down Agreements

MTG #32 – Peter Bruckner inquired about the quarterly vs. monthly billing and the possibility of direct debit out of checking accounts. Irv Canner indicated that direct debit is a possibility and Mark Gardner said he would incorporate that into the agreement. The hold-harmless clause was called into question by SAAC members and Mark Gardner explained that this item is a policy decision by the PDA Board. Peter Bruckner made a motion that there be a limit to the hold-harmless agreement to exclude gross and wanton negligence by PDA staff. It was seconded by Kenn Ortmann and the document was rejected by Dick Jackson and Walter Colby. Mark Gardner indicated he would request a carve-out to the hold-harmless agreement as it might relate to gross and wanton negligence of PDA staff from the PDA Board of Directors. Peter Bruckner requested that if there are any other policies to be adopted, that they be written and shared with the SAAC.

MTG #33 – Irv Canner reported that the agreements will go out November 1 to be in place January 1 and thereafter on a quarterly basis. Richard Wasson requested a provision to move aircraft in an emergency. Peter Bruckner mentioned that at the last meeting there was some discussion about the hold harmless agreement with respect to a carve out for negligence on behalf of the PDA which was not included in the draft handed out. Kenn Ortmann and Peter Bruckner expressed objection to the agreement from the SAAC's perspective.

(Note – It was inadvertent that the draft of the Tie-Down Agreement that was handed out at the SAAC meeting was not the draft that was approved by the PDA Board. The approved version does have a carve out for negligence on the part of PDA staff. The approved version will be included in the distribution of the minutes.)

MTG #34 – Stephen Bourque reported that the Tie-down agreements have gone out with an implementation date of January 1. Peter Bruckner stated that in presenting the agreement to his insurance carrier, they seemed to have no issues with insuring an aircraft under this agreement.

MTG #35 – No Discussion.

34

State Aircraft Registration Check

MTG #32 – Bill Hopper explained that it is a matter of practice to ensure based aircraft are registered in the state of NH at PSM through an annual audit as the airport gets a percentage of the registration fee. This practice will be adopted at Skyhaven as well to ensure maximum revenues are generated for the airport.

MTG #33 – Bill Hopper reported the check is in progress. There was some discussion as to how much the airport receives from aircraft registrations, to which Mr. Hopper reported that

Skyhaven receives 25% of the registration fee.

MTG #34 – Stephen Bourque reported that there were a number of aircraft based at Skyhaven that were not registered with the State of NH. A portion of those were tie-down tenants and with the new tie-down agreement, a requirement is that the aircraft be lawfully registered which will take care of some of them. The remainder of the tenants whose aircraft are not registered with the State of NH will be receiving letters requiring them to do so.

MTG # 35 – No Discussion.

35

Hangar Agreement Changes for New Tenants

MTG #35 – Stephen Bourque reported that a couple of provisions have been added to new hangar agreements going forward. The first of which is that a one month rental rate security deposit will be required and second that tenants wishing to terminate their agreement do so on or before the first of the month and give 30 days written notice. Bill Hopper reported that these provisions came about because a tenant vacated and did not give 30 days notice and wished to be prorated for their time in the hangar. There was some discussion about redrafting all of the agreements in place. Peter Bruckner requested that changes to hangar agreements be brought before the SAAC for them to act on before implementation. Stephen Bourque indicated that he will get the SAAC a draft for discussion at the January meeting.

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.

MTG #31 – Stephen Bourque reported the airport safety inspection with NHDOT will be today at 13:00.

MTG #32 – Mr. Mark Gardner, PDA's legal counsel referred to a memo dated September 8 on The Right to Know Law which was sent to PDA staff and the SAAC and availed him self to answer any questions SAAC members might have. Peter Bruckner expressed a concern of a chilling effect the Right to Know Law had on the FBO process, to which Mr. Gardner replied that all public boards are faced with the same dilemma. Also Mr. Gardner stated that the best way to avoid violating the Right to Know Law is to not discuss items as a quorum or in sequential interpersonal, phone or e-mail conversations. Sandra Keans and Dick Jackson expressed concern about the amount of time it might take for the SAAC to approve items.

As October 12 falls on a holiday, the October meeting has been moved to Tuesday, October 13.

Stephen Bourque reported that the NHDOT inspection went well and information in the airport's master record was updated. Some obstructions in the form of trees were noted, however at this time they do not pose a safety risk for approaches or transitional surfaces.

Bill Hopper reported that on Saturday, September 5 a single engine aircraft made an excursion off of Taxiway A with no injuries and minor prop damage. The aircraft was towed out by PDA staff.

Dick Jackson expressed concern over the calling of the fire department by PDA staff for what was reported as excessive smoke from his chimney. Bill Bartlett stated that, from his experience as a former fire chief, making such a report in the first instance was the appropriate course of action.

MTG #33 – There was some discussion about a lightning strike that damaged some equipment in the terminal building.

There was some discussion about the addition of an airport web camera.

Stephen Bourque reported that a Pilatus PC-XII operated by Alpha Flying in Portsmouth, NH had blown a tire and become disabled on the runway.

MTG #34 – Stephen Bourque reported that the rotary plow has been returned, repaired.

MTG #35 – Peter Bruckner requested that the PDA look into the costs of blinds or shades to facilitate projection presentations.

Dick Jackson commented on the FAA's recent memorandum regarding through-the-fence operations and expressed interest in discussing with the PDA how his property might become a part of the airport in the future.

New Business

Item	Description
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.
	MTG #31 – None
	MTG #32 – None
	MTG #33 – None
	MTG #34 – None
	MTG #35 - None

END OF MEETING: *Adjourned approximately 10:25 a.m.*

NEXT MEETING: January 11, 2009

FUTURE MEETINGS: See 2010 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