

Skyhaven Airport Advisory Council

Skyhaven Airport

MINUTES OF MEETING NO. 37

DATE OF MEETING: *February 8, 2010*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Present	Richard Jackson- Absent	Rep. Sandra Keans- Present	Joseph Kenney - Absent
Anthony McManus- Present	Kenneth Ortmann- Absent	Bill Richard- Present	Richard Wasson- Present
William Bartlett Jr.	Steve Berardo	Stephen Bourque	Irving Canner
Jim Dubois	Mark Gardner	Bill Hopper	Walter Lewis
Andrew Pomeroy	Carlton Worster		

- SAAC Members in **bold**

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

Anthony McManus suggested that a standard format be adopted for the minutes. There was some discussion about the history behind the current format of the minutes. Bill Richard made a motion to accept the minutes from the last meeting as presented. Unanimous.

Standard Topics

Finance Report

Irv Canner, PDA's Director of Finance, presented the Skyhaven Airport FY 2010 Financial Report for the six month period ending December 31, 2009. Mr. Canner noted that 1) operating revenues were greater than budgeted amounts by approximately \$22,800 with the variance being primarily driven by higher than anticipated aviation fuel sales and 2) total operating expenses are over budget by approximately \$23,000 with the increase being attributable to a combination of a) higher than budgeted fuel procurement costs and b) higher than budgeted insurance expense associated with the pollution control coverage both of which have been offset by deferred building and maintenance costs.

Projecting the remaining six months of the fiscal year through June 30, 2010, Mr. Canner indicated that operating revenues will be over budget due to the current trend in fuel buying. It was then noted that net operating expenses are projected to be in line with the original budget but several permanent differences will be incurred relative to higher insurance expense and

personnel costs both of which are anticipated to be offset by an under run in building and maintenance costs due to the updated energy efficiency review that determined it appropriate to cancel the need to replace the majority of windows within the terminal building. It was noted that the current budget over-run associated with personnel costs is attributable to supervisory labor hours associated with airport operations as well as indirect services relative to accounting and legal support services being provided by the PDA.

Mr. Canner noted that from a net cash flow basis, that for the current fiscal year it is estimated that the Skyhaven Airport will show a negative cash flow, including the debt service payments to the State of New Hampshire, in excess of \$100,000.

It was also noted by Mr. Canner that during the first quarter of calendar year 2010, that the PDA will be updating internal accounting records to reflect the Skyhaven Airport asset transfer that occurred between the PDA and the State DOT.

Airport Master Plan Project

Steve Berardo of Jacobs presented the draft Skyhaven Airport Master Plan Update in which the findings and recommendations of Jacobs were presented. Mr. Berardo fielded some questions from SAAC and PDA members. In March, the plan will be taken before the PDA Board of Directors for approval. Property acquisition was discussed and Peter Bruckner requested a presentation of PDA's plan for acquiring local properties. Peter Bruckner suggested that ramp aircraft be moved to the north to make room for additional transient parking. Peter Bruckner requested blinds on the windows for presentations.

Old Business

Item	Description
14.1	<p>CIP</p> <p>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.</p> <p>MTG #15 No change.</p> <p>MTG #16 No change.</p> <p>MTG #17 No change – next scoping – late July or August.</p> <p>MTG #18 Next scoping in August.</p> <p>MTG #19 The Bureau's changes to the CIP were discussed.</p> <p>MTG #20 No report</p> <p>MTG #21 Plan to concentrate on CIP, Master Plan and Project List at next month's meeting.</p> <p>MTG #22 No report.</p> <p>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.</p> <p>MTG #24 Not Discussed.</p> <p>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.</p> <p>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</p>

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.

MTG #36 – Peter Bruckner indicated that the survey will remain on the website for people to comment. Mr. Bruckner inquired about the solicitation of quotes for adding access control to a door on the terminal building in order to provide 24 hour bathrooms. Stephen Bourque reported that All Points Systems provided a quote of \$2048.00 to add access control to a door. Mr. Bourque went on to add that there would be no ensuring that individuals secure doors on their way out of the building. Additionally, a camera system was quoted at around \$2700.00. Alternatively, a portable toilet could be provided for \$112.00 per month, however with a bus stop in front of the building, it would quickly become a public bathroom. There was some discussion about the camera system. There was some discussion about the most appropriate door to make accessible. Bill Richard asked about locking the pedestrian gate on the north side of the building. There was some discussion about transient pilots being able to exit the airfield. Jim Dubois reported that he had come in one night to do a lighting check to find an individual sitting on the fuel farm, smoking a cigarette while his kids were climbing on airplanes. Anthony McManus indicated that he would bring the estimates before the PDA Board for a vote.

MTG #37 – Steve Berardo indicated that the results of the survey could be included in the Airport Master Plan.

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.

MTG #36 - Stephen Bourque Reported that the most recent CIP purchase has yet to be delivered. Carol Niewola reported that Hilltop Chevrolet, the up fitter, has had to place the delivery on hold to tend to other vehicles. There was some discussion as to payment for the vehicle.

MTG #37 – Stephen Bourque reported that the last items to be addressed for the new plow truck should be done this week. (Going forward, this item will revert to “ 21.4 SRE Equipment Repair” as it was originally titled and will drop off the minutes. Equipment purchase discussions will fall under “14.1 CIP”)

23.1 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 Obsuth 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 Obsuth of Sandhill Aviation's interest in establishing a presence there. Eric Obsuth 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 Obsuth of Sandhill Aviation and his proposal would involve PDA paying a fee for him to operate. Mr. Mullen reported that he had asked Mr. Obsuth 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.

MTG #36 – Stephen Bourque reiterated that PDA has come to terms with Eric Obssuth of Sandhill Aviation to provide limited FBO services at Skyhaven. A condition of the terms is that PDA upgrade the heating system in the maintenance hangar, for which work has been scheduled. There was some discussion about a bathroom in the hangar.

MTG #37 – The hangar heating upgrade is moving forward for Sandhill to begin operations March 1, 2010. There was some discussion about Sandhill taking over some of the hours of attendance for the airport to which Bill Hopper reported that at present it is not part of the agreement with the PDA, but that it is something that will be considered in future agreements. Eric Obssuth detailed his operation and what he will be doing at Skyhaven. (Going forward, "FBO Update" will appear under "Standard Topics")

35.1 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.

MTG #36 – Bill Richard inquired as to whether or not the hold harmless agreement was an addition as he did not remember signing this. Mark Gardner responded by saying that the hold harmless agreement is a carry over from the NHDOT lease agreements. Mr. Gardner reported that the two tenants who have signed the agreements with the adopted changes had no difficulty meeting the

requirements. There was some discussion about tenants performing maintenance on hangars and doors. Richard Wasson brought up the Hangar door on Hangar 5 as a discussion item.

MTG #37 – No discussion. This item will drop off the minutes.

- 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.
- 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 – 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 airports 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.
- MTG #36 – Stephen Bourque presented the proposed SAAC meeting schedule for 2010. Richard Wasson reiterated that he has had discussions with UPS who is interested in operating out of

Skyhaven and inquired as to what would need to be done in order to make that happen. Bill Richard responded by saying that in past discussions with Trish Lambert that Skyhaven would not be suitable for commercial services.

MTG #37 – Stephen Bourque reported that the project to add access control and a camera system, as well as a cipher lock for the pedestrian gate at the terminal building is moving forward.

Richard Wasson again inquired about what would need to be done to bring in UPS.

Sandy Keans indicated that the mayor of Somersworth has made an appointment to the SAAC, Charles Kinney.

New Business

Item	Description
Public	MTG #37 - None
Comment	

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

NEXT MEETING: March 15, 2010

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