

Skyhaven Airport Advisory Council Skyhaven Airport

MINUTES OF MEETING NO. 38

DATE OF MEETING: March 15, 2010
LOCATION: Skyhaven Airport

ATTENDEES:

Peter Bruckner- Absent	Richard Jackson- Present	Rep. Sandra Keans- Present	Joseph Kenney - Absent
Charles Kinney- Present	Anthony McManus- Present	Kenneth Ortmann- Present	Bill Richard- Present
Richard Wasson- Present	Steve Berardo	Stephen Bourque	Jim Dubois
Lynn Hinchee	Bill Hopper	Walter Lewis	Bambi Miller
Andrew Pomeroy			

- SAAC Members in **bold**

8:33 a.m. – Meeting called to order by Chair Sandra Keans.

Sandra Keans began by introducing the newest SAAC member, Charles Kinney of Somersworth who gave a brief autobiography. Lynn Hinchee offered for the PDA to do a formal outreach to the appointing groups in order to bring SAAC membership up to the appropriate level. Stephen Bourque indicated that the minutes and agenda format would return to a format consistent with NHDOT's format, however the information would still be there. There was a vote to accept the minutes as presented. Unanimous.

Standard Topics

Finance Report

Bill Hopper presented the finance report in Irving Canner's absence. Mr. Hopper pointed out that there have been unanticipated overages with respect to administrative staffing. Dick Jackson expressed concern that before the PDA took over, the airport ran at break-even. Carol Niewola responded by saying that the DOT did not identify its employee costs because they were picked up by the General Fund.

Additionally, monies budgeted for building maintenance will go unused as a recent assessment indicates that a majority of the planned improvements will not be necessary, namely the replacement of windows.

FBO Update

Sandra Keans inquired about Aeroworks, LLC and the process of moving in. Bill Hopper reported that the heating system upgrade is in progress and expected to be completed later this week. Bambi Miller reported that they are in the process of moving in and that the PDA has been responsive to concerns brought forward by Eric Obssuth.

Richard Wasson inquired about maintenance work being conducted through the fence. Bill Hopper reported that all efforts will be made to ensure that all entities interested in performing maintenance work are on a level playing field. The opportunity to conduct business was offered to all interested parties through the RFP process. Lynn Hinchee added that there should be a reasonable transition period to allow current operators to wind down operations. Charles Kinney requested clarification that an operator can seek approval and provided they have requisite insurance and pay a comparable fee to what Aeroworks, LLC is paying, that they will be allowed to come and go and perform maintenance work at Skyhaven. Bill Hopper offered to draft minimum standards for review by SAAC to which Dick Jackson indicated would be a negative to which he will be opposed. Carol Niewola stated that the minimum standards for Skyhaven could be tailored to meet the specific needs of Skyhaven.

Airport Master Plan Project

Steve Berardo of Jacobs presented the Executive Summary of the Airport Master Plan Project and pointed out highlights of the plan which include runway extension and resurfacing as well as additional hangars. Mr. Berardo opened the floor for questions from SAAC members which he answered. There was some discussion about what must be done in order to grow the airport. Kenn Ortmann requested the ultimate ALP be placed on the Skyhavenh website. There was some discussion about the proposed runway length. There was some discussion about property acquisitions and easements with respect to minimizing obstruction hazards. Mr. Ortmann mentioned that in the past promises were made to abutters that there would not be light impacts such as might be experienced by an approach lighting system. There was some discussion about new T-hangars and who might pay for such a project. Kenn Ortmann made a motion that the SAAC endorse the draft Skyhaven Airport Master Plan Update with the changes as presented. Unanimous.

Old Business

Item	Description
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14.1	CIP
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	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.

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.

MTG #38 – Bill Hopper pointed to page ten to of the Skyhaven Airport master Plan Update Executive Summary where the CIP is laid out and called out the projects that concern themselves with acquiring property (See New Business). Stephen Bourque reported that the airport has taken delivery of the one-ton, dump body snow removal truck with a sander box. There was some discussion about the logo on the sides of the truck.

New Business

38.1 Property Acquisition

MTG #38 – Bill Hopper stated that in recent weeks, a property owner to the south of the airport

approached the PDA with an offer to sell and discussions are ongoing. If a deal can be struck, the PDA will work with NHDOT in securing FAA funding to facilitate the purchase in addition to utilizing entitlement funds. Chair Keans inquired about the selling price. Lynn Hinchee replied by saying that the FAA requires an appraisal and a confirming appraisal. Approval from the PDA Board of Directors will be sought at this Thursdays Board meeting to secure the appraisals. Mrs. Hinchee encouraged attendance at the Thursday Board meeting. Mr. Ortmann asked if the operational costs of acquiring the property would be rolled in to the capital cost, to which Lynn Hinchee replied, it would.

Kenn Ortmann made a motion that the SAAC go on record as supportive of acquiring the property to the south of the airport with the understand that other CIP items will be pushed to later dates because property must be acquired when it is available. It was seconded by Richard Wasson. Unanimous.

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- 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.

MTG #38 – Dick Jackson reported that for the second time this spring the water is flowing over his driveway. Mr. Jackson expressed concern over the possibility of his driveway washing out.

Stephen Bourque reported that an access control system has been added to the terminal building as well as a four camera DVR system to facilitate 24 hour restroom use for the local based tenants.

Public Comment

MTG #38 – Bambi Miller reported that she has received a notice that two aircraft were stolen through out the nation in the month of February which is an unusually high number and that local based folks should remain vigilant.

END OF MEETING: *Adjourned approximately 10:00 a.m.*

NEXT MEETING: April 12, 2010

FUTURE MEETINGS: See 2010 meeting 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