

Skyhaven Airport Advisory Council

Skyhaven Airport

NOTES OF MEETING NO. 39 (NO SAAC QUORUM)

DATE OF MEETING: April 12, 2010

LOCATION: Skyhaven Airport

ATTENDEES:

Peter Bruckner- Present	Richard Jackson- Absent	Rep. Sandra Keans- Present	Joseph Kenney - Absent
Charles Kinney- Absent	Anthony McManus- Absent	Kenneth Ortmann- Absent	Bill Richard- Absent
Richard Wasson- Present	William Bartlett Jr.	Stephen Bourque	Kelby Ferwerda
Martin Ferwerda	Mark Gardner	Lynn Hinchee	Bill Hopper
Walter Lewis	Eric Obssuth	Andrew Pomeroy	

- SAAC Members in **bold**

8:45 a.m. – Meeting called to order by Chair Sandra Keans.

Chair Sandra Keans called the meeting to order. With only three SAAC members present, there was no vote taken on the acceptance of the March minutes as there was no SAAC quorum.

Standard Topics

Finance Report

Bill Hopper presented the finance report. Mr. Hopper pointed out that commencing March 1, 2010 Aeroworks LLC has been the FBO. Mr. Hopper noted that the PDA has begun to capitalize fuel costs as of February 28, 2010. There have been overages in the budget with respect to wages and benefits in the form of administrative costs associated with managing the airport. There was no historical quantitative data from NHDOT regarding administrative costs. Also, general administrative costs are over budget, mainly due to additional pollution liability coverage that was recently purchased.

Immediate, future capital expenditures will involve tying into the city sewer for the Terminal Building, Hangar 5 and possibly the SRE building and installing bathroom facilities in Hangar 5 among other things.

There was some discussion about delinquent balances of hangar tenants.

There was some discussion about the sale of mogas at Skyhaven.

FBO Update

Eric Obssuth reported that the PDA has been very responsive with issues to be dealt with in Hangar 5 and that most all items have been dealt with or are in the process of being dealt with. Issues to be remedied include leaks in the roof and water infiltration at the landside pedestrian door. Also, the location of the thermostats might need to be adjusted to ensure proper operation. Eric answered questions from SAAC members.

Mr. Obssuth introduced Kelby Ferwerda, a flight instructor, whom he plans to begin a flight school with. The target market will be low-cost flight instruction.

Dick Wasson inquired about the Hangar 5 main door and if it can be opened fully, to which Mr. Obssuth answered that it could.

Bill Hopper pointed out items that remain to be addressed include the lip between asphalt and concrete on the Hangar 5 ramp, restroom installation in the hangar in conjunction with city sewer hook-up and possibly relocating the pedestrian door at the hangar to fix the water infiltration problem.

Airport Master Plan Project

Peter Bruckner requested that the final copy be distributed to all SAAC members. Sandra Keans inquired as to whether or not the PDA Board accepted the Skyhaven Master Plan and Bill Hopper replied, they had.

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

MTG #39 – No Discussion

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 understanding 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.

MTG #39 – Sandra Keans inquired if here had been any developments regarding property acquisition. Bill Hopper responded by saying that there was a scoping meeting at NHDOT and the process requires two appraisals which are in the process of acquisition.

New Business

Item Description

39.1 T-Hangar Rental Rates

MTG #39 – Bill Hopper presented a survey conducted by PDA staff of t-hangar rates from local airports. The proposed hangar rate increase will be brought before the PDA Board of Directors at the April 22, 2010 meeting for approval. Peter Bruckner presented a hangar assessment sheet he devised as a tool to gauge the market value of the t-hangars. Also, Mr. Bruckner requested that the PDA defer the decision to vote on a hangar increase for one month. Mark Gardner and Bill Hopper indicated that this request would be brought before the PDA Board. Bill Hopper closed by saying that he would like the t-hangar rate increase, if approved, to be implemented by July 1 to coincide with the fiscal year. Also, the rental rate increase would mean an annual increase of over \$7,500 in revenue toward Skyhaven.

39.2 Minimum Standards for Airport Operators

MTG #39 – There was some discussion about the FAA's perspective on through the fence operators. Peter Bruckner presented AOPA's position on through the fence operators and suggested that there be a discussion of minimum standards when the SAAC has a quorum. There was discussion about a recent letter that was sent to former FBO operator Glen Horne requesting that he discontinue maintenance operations at Skyhaven.

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.

MTG #39 – Sandra Keans inquired about Mr. Jackson's driveway. Mark Gardner responded by saying that the PDA is trying to determine the areas of responsibility with respect to the driveway and the easement for the driveway is not precise. On the surface, it appears that the driveway is Mr. Jackson's responsibility and the cause of the flooding is PDA's problem. Stephen Bourque reported that the grate protecting the culvert is continually plugged up with vegetation and attendants continue to clean it off.

Peter Bruckner commented on the role and relevance of the SAAC and expressed concern that the Council has not been fully involved in the processes and decision making involved in managing the airport. He went on to say that the advisory role of the SAAC has been

preempted by well meaning action of the PDA and has put the SAAC out of the loop. He cited two examples, to include the letter to Mr. Horne and the proposal to raise the t-hangar rental rates.

Peter Bruckner reported that the EAA Young Eagles is requesting to have a pancake breakfast and lunch event at Skyhaven on June 12, 2010 with a rain date of June 13, 2010.

Public Comment

MTG #39 – None

END OF MEETING: *Adjourned approximately 10:12 a.m.*

NEXT MEETING: May 10, 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