

Skyhaven Airport Advisory Council

Skyhaven Airport

MINUTES OF MEETING NO. 40

DATE OF MEETING: *Monday, May 10, 2010*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Peter Bruckner- Present	Sen. Jackie Cilley - Absent	Richard Jackson- Absent	Rep. Sandra Keans- Present
Charles Kinney- Present	Anthony McManus- Present	Kenneth Ortmann- Present	Bill Richard- Absent
Stephen Bourque	Irving Canner	Kelby Ferwerda	Martin Ferwerda
Mark Gardner	Bill Hopper	Dave Mullen	Art Nickless
Carol Niewola	Eric Obssuth	Andrew Pomeroy	Richard Wasson

- SAAC Members in **bold**

8:32 a.m. – Meeting called to order by Vice-Chair Peter Bruckner. *Chair Keans was not present at the start of the meeting, but arrived after the meeting started.*

Kenn Ortmann made a motion to accept the minutes of the March 12, 2010 meeting, it was seconded by Richard Wasson. Unanimous.

Peter Bruckner disagreed with the notes of the April 12, 2010 meeting in that comments he made regarding the role of the SAAC did not accurately reflect his remarks.

Art Nickless commented that there have been a lot of good things happening at Skyhaven since the PDA took over. Mr. Nickless pointed out that the PDA Board of Directors has the final say on decisions that are made about Skyhaven and SAAC should be involved in anything that is passed forward to the PDA Board. He also pointed out that there have been some fits and starts in the evolving relationship between the SAAC and the PDA, but things are different than when NHDOT ran the airport. Peter Bruckner responded by saying that the SAAC wants to be involved to improve the process of developing the airport. Art Nickless closed by saying that there will be times that already developed products will be brought before the SAAC to be acted upon before going before the PDA Board.

Standard Topics

Financial Report

Irv Canner, PDA Director of Finance, provided a comprehensive overview of the financial report for the nine month period ending March 31, 2010. Mr. Canner indicated that both

operating revenues and operating cost trends forecasted earlier in the fiscal year have remained consistent. On a year to date basis, operating revenues have totaled approximately \$156,000 while operating costs have totaled approximately \$266,000 providing for a current net operating loss of \$110,000. Mr. Canner noted that a new page was added to the monthly finance report which identifies capital expenditures. On a year to date basis, a total of approximately \$73,000 have been expended toward capital improvement. Sandra Keans inquired as to the process of acquiring property, to which David Mullen responded by saying that the PDA is in the process of acquiring the required appraisals.

FBO Update

Eric Obsuth of Aeroworks, LLC. Reported that the maintenance operation is moving right along and the upcoming flight school has acquired a training aircraft. There was some discussion about the occupation of some office space in the terminal building as well as possible replacement of the carpet in the office. Bill Hopper reported that negotiations are under way to rent out approximately 70 sq.ft. and the PDA will look into estimates for replacement of the carpet.

Airport Master Plan Project

Carol Niewola reported that the Airport Master Plan is still awaiting comments from the FAA on the final ALP set.

Old Business

Item	Description
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 Skyhavenh.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

MTG #40 – No discussion. This item will drop off the minutes until a future date.

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 there 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.

MTG #40 – Awaiting appraisals (see finance report).

39.1 T-Hangar Rental Rates and Draft Letter of Agreement

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.

MTG #40 – A draft of the Letter of Agreement was handed out and questions by SAAC Members were addressed. Kenn Ortmann inquired about Para. G which is concerned with tenants making minor repairs to the hangar and doors. Richard Wasson expressed concern that the overhead door at Hangar 5 could have some safety issues. Stephen Bourque reported that all of the safety and operational issues with the overhead door at Hangar 5 have been dealt with appropriately. Mark Gardner pointed out that the draft Letter of Agreement has already gone before the PDA Board and has been approved, the only new item for discussion is Para. Q, which deals with the City of Rochester's attempt to tax the hangar lessees. Mark Gardner reported that the Rochester City Assessor has approached the PDA with a request for all of the t-hangar tenants for the purposes of taxation. The State AG will have to weigh in to determine if the hangars are taxable. Peter Bruckner indicated that he will have a discussion with the Rochester Mayor and explain how this action will have a chilling effect on tenancy at the airport.

There was some discussion regarding t-hangar rates. Kenn Ortmann suggested that it would appear that any SAAC votes regarding t-hangar rates might be a conflict of interest. Mark Gardner agreed with Mr. Ortmann and indicated that if it came before the PDA Board, that he would inform the PDA Board that two SAAC members are tenants at the airport and the decision to vote or not is theirs to make. Kenn Ortmann made a motion that the rental rate increase as proposed be approved by SAAC, it was seconded by Charles Kinney. Unanimous.

While pointing out that he is a Skyhaven tenant, Kenn Ortmann made a motion that the SAAC recommend approval to the PDA Board with a request that in the letter of agreement, or as an addendum, that there is clarification regarding tenant responsibility with respect to hangar maintenance. It was seconded by Richard Wasson. Unanimous.

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.

MTG #40 – Carol Niewola pointed out two documents which some airports use interchangeably, namely rules and regulations and minimum standards for airport operators. She also pointed out that the FAA discourages through-the-fence commercial aviation operators, but will consider on a case by case basis if it is deemed to be beneficial to the airport. Bill Hopper offered to provide the SAAC with Pease's and Sanford Airport's minimum standards. Tony McManus suggested that there should be minimum standards to protect the local FBO and to limit liability.

New Business

Item	Description
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40.1	EAA Young Eagles
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MTG #40 – Stephen Bourque reported that the EAA Young Eagles pancake and BBQ fundraising event will be held on June 12 with a rain date of June 13.

Miscellaneous

MTG #40 – Sandra Keans reported that Joe Kinney is no longer an SAAC member and has been replaced by Senator Jackie Cilley.

Public Comment

MTG #40 - None

END OF MEETING: *Adjourned approximately 10:15 a.m.*

NEXT MEETING: June 14, 2010

FUTURE MEETINGS: Second Tuesday of each month

All Meetings take place in the Skyhaven Airport terminal building starting at 8:30 a.m.

Respectfully submitted, Stephen Bourque for Sandra Keans