

Skyhaven Airport Advisory Council

Skyhaven Airport

MINUTES OF MEETING NO. 42

DATE OF MEETING: *Monday, July 12, 2010*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Daniel Barufaldi - Present	Peter Bruckner- Absent	Sen. Jackie Cilley - Present	Richard Jackson- Present
Rep. Sandra Keans- Present	Charles Kinney- Absent	Anthony McManus- Present	Kenneth Ortmann- Present
Bill Richard- Present	William Bartlett, Jr.	Stephen Bourque	Bill Hopper
Walter Lewis	Eric Obssuth		

- SAAC Members in **bold**

8:32 a.m. – Meeting called to order by Chair Sandra Keans.

Bill Richard made a motion to accept the minutes of the June 14, 2010 SAAC meeting. It was seconded by Kenn Ortmann. Unanimous.

Daniel Barufaldi, the newest SAAC member who has been appointed by the Mayor of Dover gave a brief autobiography. Mr. Barufaldi expressed his interest in capitalizing on Skyhaven for the economic development of the City of Dover.

Kenn Ortmann made a motion to accept the minutes of the June 18, 2010 evening “Users’ Group” meeting. It was seconded by Richard Jackson. Unanimous. Mr. Ortmann reported that the feedback he received about the meeting was very positive and the local population has expressed an interest in having these meetings on a regular basis. Dick Jackson indicated that the meeting was useful to “break the ice” that has built up between the tenants and the PDA. Sandra Keans asked Walter Lewis, a tenant, about the meeting and he responded by saying that the meeting was very useful, and helped to clear up a lot of confusion. Anthony McManus indicated that the PDA response to the meeting was very positive and it should be done on a regular basis. Eric Obssuth reported that he has had a significant amount of feedback and most of it was positive. Stephen Bourque suggested Friday, October 22, 2010 as a tentative date for the next Users’ Group meeting.

Standard Topics

Financial Report

Bill Hopper presented the finance report. Mr. Hopper reported 100LL fuel sales to date have amounted to \$66,000 and a one time capitalization of \$17,000 was made in February.

Wages and benefits are over budget due to a lack of information to forecast the administrative costs of running the airport. There is a significant under run in the costs of maintenance of buildings and facilities due to anticipated costs of upgrading the Terminal Building with respect to energy efficiencies that have been deemed to be unnecessary. A \$114,000 deficit in net operating revenues is mainly driven by higher than anticipated administrative costs. Bill Hopper fielded questions from SAAC members. Bill Richard inquired as to whether or not the administrative costs will diminish over time, to which Bill Hopper responded by saying that it is a baseline for future budgets. Sen. Jackie Cilley asked if it is possible to get a breakdown of the administrative costs. Daniel Barufaldi requested a threshold for budget items that, if exceeded, could bear closer examination by SAAC. Bill Bartlett responded by repeating that this year's budget was essentially a guess without any knowledge from NHDOT as to how much the airport cost to run. Dick Jackson inquired about the cost of snow plowing for the past snow season. There was some discussion about the types of aviation fuel and what is available at Skyhaven. Bill Hopper indicated that with the amount of interest at the Users' Group Meeting in Mogas, that could be a possibility along side the 100LL.

FBO Update

Eric Obssuth of Aeroworks, LLC. Reported that things have been progressing well with Aeroworks, LLC. and Rochester Aviation, the flight school. The flight school has surpassed 100 hours flown and is approaching the 800 gallon mark in fuel sales. They are pursuing the purchase of another aircraft and interviewing for another flight instructor. Mr. Obssuth indicated that he is preparing a package to be presented to PDA detailing the future plans of both companies. Sen. Jackie Cilley inquired about generating interest outside Skyhaven.

Airport Master Plan Project

Bill Hopper reported that the Airport Master Plan is making its way through the FAA for approval. There was some discussion as to the focus of the Airport Master Plan.

Old Business

Item	Description
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38.1	Property Acquisition
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	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.

38.1	Property Acquisition
	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.

38.1	Property Acquisition
	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.

38.1	Property 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.

MTG #41 – Art Nickless began by discussing the new hangar agreement. He pointed out that the new agreement is nearly identical to NHDOT's agreement, to which there seemed to be little opposition. He discussed the paragraph relating to the maintenance of the hangars and pointed out that there needs to be an underlying responsibility of the tenant when it comes to the maintenance of the hangars. Regarding insurance, Mr. Nickless pointed out that the PDA is not looking for tenants to insure the PDA, but rather indemnify the PDA in the event that the tenant does something negligent. Peter Bruckner pointed out that in the past, despite the agreements in place, NHDOT took care of the maintenance of the hangars.

Kenn Ortmann made a motion to open the meeting to the public for comment. Anthony McManus opened the discussion by pointing out some of the responsibilities of the SAAC, mainly where it deals directly with the community at Skyhaven. Peter Bruckner proposed that an annual or semi annual informational meeting be held for the tenants at Skyhaven, the first of which is to be held this Friday night. Eric Obsuth offered the use of the maintenance hangar for this purpose.

Tenants Steve Morgan, Bob Rhodes and Doug Ferguson commented on the Letter of Agreement and asked questions which were answered.

Bill Beauvais commented that the meeting minutes should be approved and posted in a timelier manner.

There was some discussion about the tax clause included in the new Letter of Agreement.

Jim Dubois asked if the tie-down agreements will be reworded as have the hangar agreements, to which

Mark Gardner indicated that they would with respect to the hold harmless agreement.

Art Nickless thanked everyone for being civil and asking reasonable questions and pointed out that PDA has full-time staff dedicated to running the airport and encouraged people to reach out to them with questions and/or issues.

MTG #42 – No Discussion. Kenn Ortmann requested that this item remain on the agenda until the issue of property tax with respect to the T-hangars is resolved.

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.

MTG #41 – Peter Bruckner gave a brief summary of minimum standards and how they might be utilized at Skyhaven. Anthony McManus suggested that perhaps a survey of the tenants would be helpful in sizing up the issue. Peter Bruckner pointed out that there is a comments section on the Skyhaventnh.com website and comments will be distributed before SAAC meetings for discussion. Kenn Ortmann pointed out that in both Pease's and Sanford's minimum standards there were no mechanisms for through the fence operators to perform work on those airports. Bill Hopper responded by saying that that activity is not allowed at Pease with the caveat that Skyhaven and Pease are different airports. Mr. Hopper went on to say that that type of activity is discouraged at most airports. There was some discussion about aircraft owners working on their own aircraft and it was pointed out that that type of activity is allowed by the FAA. Dick Jackson pointed out that minimum standards could contribute to increased costs at Skyhaven and requested that the FAA Advisory Circular be posted on the Skyhaventnh.com website.

MTG #42 – Bill Hopper offered to begin proceeding to draft minimum standards as a baseline for discussion. Mr. Hopper also suggested that a survey be placed on the website for users to express their interest in what the minimum standards might require of commercial operators.

40.1 EAA Young Eagles

MTG #41 – Vice-Chair Bruckner reported that the EAA Young Eagles event flew 31 young folks and Eric Obsuth reported the flight school now had five student starts as a result of the event.

MTG #42 – Stephen Bourque again reported that the EAA flew 31 kids and young adults. This item will drop from the minutes.

41.1 New England Aerobatic Club (NEAC)

MTG #41 – Stephen Bourque reported that the NEAC will be having an aerobatic practice on July 17 with a rain date of July 18. Kenn Ortmann requested that the protections built in last year such as regular breaks in the flying and no flying before noon on Sunday be incorporated in this year's right of

entry, which Stephen Bourque reported that they have been. There are plans to work with Aeroworks in making an event of this year's aerobatic practice. Bill Richard made a motion that a public viewing area be set up for the NEAC event. It was seconded by Kenn Ortmann. Unanimous. There was some discussion about public parking.

MTG #42 – Bill Hopper reported that the PDA will be placing grade stakes and caution tape to set up a viewing area for the public. There was some discussion about traffic pattern shifts and safety elements in place.

New Business

Item	Description
	MTG #42 – None

Miscellaneous

MTG #42 - Sen. Jackie Cilley inquired as to what networks have been established among local GA airports as well as Canadian airports. Bill Hopper responded by pointing out that the Granite State Airport managers Association (GSAMA) fulfills that role and meets quarterly.

Public Comment

MTG #40 – None

END OF MEETING: *Adjourned approximately 9:51 a.m.*

NEXT MEETING: August 9, 2010

FUTURE MEETINGS: Second Monday 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