

Skyhaven Airport Advisory Council

Skyhaven Airport

MINUTES OF MEETING NO. 50

DATE OF MEETING: *Monday May 16, 2011*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Daniel Barufaldi	Peter Bruckner	Richard Jackson	Kenn Ortmann
Bill Richard	Frank Torr	Ken Weyler	Craig Wheeler
Stephen Bourque	Mark Gardner	Walter Lewis	Bambi Miller
Eric Obsuth			

- SAAC Members in **bold**

8:35 a.m. – Meeting called to order by Chair Peter Bruckner.

Kenn Ortmann made a motion to accept the minutes of the March 8, 2011 SAAC meeting. It was seconded by Daniel Barufaldi. Unanimous.

The newest SAAC member, Mr. Frank Torr gave a brief autobiography and was welcomed by the members of the group.

Standard Topics

Finance Report

Stephen Bourque presented the finance report. Mr. Bourque began by pointing out the variance between the budgeted and actual wages and benefits of around \$25,000. Mr. Bourque explained that the actual wages and benefits are reported quarterly and the overage is a three month roll-up. There were several follow up questions associated with this line item Peter Bruckner requested more detail. Kenn Ortmann requested an additional column of notes to help explain each of the line items. There was some discussion about aviation fuel sales and SAAC members requested a break out of fuel sales under, "Operating Expenses". Peter Bruckner requested the insurance costs related to the fuel be broken down and reported as well. Mark Gardner informed the SAAC that he will bring the concerns and requests about the Finance Report to Irving Canner, the PDA Finance Director.

Peter Bruckner inquired as to how the sales price of the aviation fuel is derived, and Stephen Bourque responded that the largest consideration is the cost of the fuel, followed by the nearby competitors' prices. There was some discussion about the profit markup for the aviation gas. Peter Bruckner requested that an agenda item titled, "Sub-Committee Reports" be added to future agendas.

Subcommittee Reports

Dan Barufaldi of the Marketing Subcommittee reported that they are considering three areas for marketing, to include a rack card, a tri or bi-fold brochure and/or enhanced web based marketing. There was some discussion about placing signage in the Terminal Building directing airport users to other intermodal transportation. Stephen Bourque cautioned that as a State agency, the PDA needs to be careful about not recommending one particular local business over another.

Dan Barufaldi also reported that the total cost of putting together initial marketing materials would be around \$2,000 and made a motion that SAAC request that PDA allocate those funds in order to market and promote Skyhaven Airport. It was seconded by Kenneth Ortmann. Unanimous. Frank Torr offered to take the request before the PDA Board of Directors. The next subcommittee meeting is scheduled for Friday, June 3 at the Skyhaven Terminal Building.

Aeroworks, LLC Update

Eric Obssuth reported that he is currently in negotiations with the PDA to offer full-service FBO services at Skyhaven. Mr. Obssuth expanded on the previous discussion about marketing the airport to say that Aeroworks, LLC, as a full-service FBO would be working with the local hotels, rental car companies and attractions to provide services to his customers. Mr. Obssuth reported a very successful turnout for the recent EAA Young Eagles Event at Skyhaven.

Old Business

Item Description

39.1 Property Tax

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 Obssuth 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.

MTG #43 – There was some discussion about a letter that has been submitted from the AG's office that would suggest that the hangars are not taxable. It was questionable as to whether or not the letter had been sent to the Rochester Tax Solicitor. Kenn Ortmann indicated that he would check into it.

MTG #44 – There was some discussion about the city's ability to tax the tenants of Skyhaven, including Aeroworks, LLC.

MTG #45 – No Discussion.

MTG #46 – Kenn Ortmann reported that in a casual conversation with the Rochester City Tax Assessor recently, he is moving along with the process and a letter from the Tax Assessor stating such will be forthcoming. There was some discussion about who will be responsible for paying the hangar property tax. There was some discussion about the burden of additional tax cost on Aeroworks, LLC.

MTG #47 – There was some discussion about the possible impending property tax on the T-hangars, but no new news. Kenn Ortmann requested of Mark Gardner that he send Mr. Weyler any and all correspondence on the issue.

MTG #48 – Mark Gardner reported that it appears that the city will be going forward with taxing the individual

hangar units and the PDA Board of Directors will discuss how to respond at the next PDA Board meeting. Peter Bruckner requested e-mail notification as to the Board's decision.

MTG #49 – Mark Gardner reported that the PDA Board of Directors has been apprised of the situation, but no definitive action plan has been developed yet. Mr. Gardner also reported that it is a matter that will be taken up at the next PDA Board of Directors meeting.

MTG # 50 – Peter Bruckner opened the discussion by requesting that the subject heading be changed from, “T-Hangar Rental Rates and Draft Letter of Agreement (property tax)” to, “Property Tax” to avoid future confusion. Mark Gardner reported that the City of Rochester is determined to go forward with the taxing of the T-hangars. T-hangar tenants will be receiving a tax bill due to the city. When asked about a price range, Mr. Gardner reported that it is his understanding that the tax bills range from approximately \$250 to \$900 per year. Dick Jackson commented that he believes the PDA should be making efforts to protect the airport against these charges and that he hears that tenants are thinking about relocating to other airports. Mr. Gardner responded by saying that there are two conflicting statutes and the issue is not over with yet. There was some discussion about the possible repercussions of a tenant refusing to pay their tax bill.

49.1 SAAC Meetings Frequency

MTG #49 – Daniel Barufaldi opened the topic by expressing that as members' time is valuable, and as the SAAC is advisory in nature, they could effectively do their job by meeting on a quarterly basis and made a motion to that effect. Also, Mr. Barufaldi added that the SAAC can be convened at any time by the call of the chair to address issues that might arise. Kenn Ortmann expressed that he would feel more comfortable with meetings every other month, rather than quarterly. Mark Gardner presented a draft amendment to the SAAC By Laws which is in keeping with the statute that governs the SAAC. A vote was taken to present an amendment to the Airport Manager stating that the SAAC will meet quarterly at a minimum and Bill Hopper acknowledged receipt of said amendment. Unanimous.

There was some discussion about the optimum day of the week to hold future SAAC meetings. It was decided that the next SAAC meeting will be held on Monday, May 16 at 8:30am.

MTG # 50 – Mark Gardner presented draft language that had previously been presented to the airport manager which would amend the By-laws to dictate that the SAAC will hold meetings not less than quarterly. Daniel Barufaldi made a motion to accept the amendment to the By-laws as presented. It was seconded by Ken Weyler. Unanimous. Richard Jackson expressed concern that the SAAC will not be up to date on events if they only meet quarterly to which Kenneth Ortmann responded by saying that the change to the By-laws does not mean that they will go to only quarterly meetings, but rather, will have the option to not hold a meeting for one month. Peter Bruckner requested that members please notify him if they are able or unable to attend SAAC meetings. This item will drop off the minutes.

49.2 EAA Young Eagles Rally

MTG #49 – Stephen Bourque reported that the Experimental Aircraft Association Young Eagles Rally will be held at Skyhaven Airport on May 14, 2011. Peter Bruckner reported that the EAA Young Eagles program at Skyhaven has a standing SAAC approval.

MTG # 50 – Kenn Ortmann reported that at the Young Eagles rally was a success despite the delayed start due to low ceilings. Bambi Miller expanded on the success of the event. There was some discussion about the geographical origins of the children that attended. Bambi reported that the demographic represented children from all over the local area. The next Young Eagles rally at Skyhaven will be held in September.

New Business

Item	Description
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Miscellaneous

MTG # 50 – Kenn Ortmann requested that the budget be placed on the agenda annually for discussion.

Kenn Ortmann inquired about the possibility of recycling or relocating part or all of the Dupont house to the airport. Mark Gardner indicated that he would bring the question to the attention of the PDA Engineering Department.

Kenn Ortmann requested that as an agenda item at the June 10 meeting that Sandra Keans be recognized as a member of the Skyhaven community. Craig Wheeler made a motion to move forward in the recognition of Sandra Keans as presented by Kenn Ortmann. It was seconded by Daniel Barufaldi. Unanimous.

Peter Bruckner distributed an updated SAAC roster with current contact information for posting on the Skyhavernh.com website.

Public Comment

MTG # 50 – None.

END OF MEETING: *Adjourned approximately 10:17 a.m.*

NEXT MEETING: Friday June 10, 2011 Aeroworks, LLC (Hangar 5), 7:00pm

FUTURE MEETINGS: Second Tuesday of each month, unless otherwise noted

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

Respectfully submitted, Stephen Bourque for Chair Peter Bruckner