

Skyhaven Airport Advisory Council

Skyhaven Airport

MINUTES OF MEETING NO. 58

DATE OF MEETING: *Monday, June 4, 2012*

LOCATION: *Skyhaven Airport Terminal Building*

ATTENDEES:

Robert Belmore	Peter Bruckner	Richard Jackson	Kenneth Ortmann
Matthew Spencer	Frank Torr	Kenneth Weyler	William Bartlett Jr.
Stephen Bourque	Irving Canner	Bill Hopper	Walter Lewis
Bambi Miller	Eric Obssuth		

- SAAC Members in **bold**

8:35 am – Meeting called to order by Chair Peter Bruckner

Acceptance of the Minutes of the April 2, 2012 SAAC meeting

Robert Belmore moved to accept the minutes of the April 2, 2012 SAAC meeting. It was seconded by Kenneth Weyler. Unanimous.

Skyhaven Aviation Services Update

Eric Obssuth reported that it has been business as usual for the most part, other than an overall decrease in operations for the first quarter of 2012, possibly attributable to weather. Mr. Obssuth reported that Aeroworks, LLC's annual open house will coincide with the upcoming EAA Young Eagles event on June 23. The Civil Air Patrol will also be on hand for the open house. Bambi Miller reported that FAA safety seminars will be recurring twice a year.

Kelby Ferwerda reported an increase in interest in flying lessons, coupled with a decrease in good weather flying days. Mr. Ferwerda reported that the prepaid fuel cards have been working well.

There was some discussion about Rochester Aviation's rental aircraft fleet. Matthew Spencer suggested that the Marketing Subcommittee could work on bringing in more aircraft renters.

Finance Report

Irv Canner, PDA Director Finance, presented an overview of the financial results of operation for the ten month period ending April 30, 2012. Key findings noted included:

1. Operating revenues are in line with the annual budget except for the favorable trend in fuel sales which are approximately 33% ahead of budget by \$33,000.
2. Operating expenses are approximately 10% over budget due to increased fuel purchases and the unbudgeted commencement of the contractual agreement with Aeroworks LLC in the day to day management of certain activities at the airport. Offsetting these increases, is an under run in PDA payroll expense due to the Aeroworks LLC agreement.
3. Aviation fuel activity to date has shown a total of 19,432 gallons being purchased at an average cost of \$5.45 / gallon. For the same ten month period in the prior year, the corresponding numbers were 18,875 gallons and \$4.66 which represents a 3% increase in gallons sold but a 17% increase in the retail price per gallon paid.
4. A historical cash flow analysis which depicted that since taking the airport from NHDOT in 2009 to, Pease Development Authority has absorbed a \$620,000 cumulative loss, including all capital expenditures net of any grant reimbursements.
5. The FY 2013 – FY 2015 Capital and Operating Budgets were presented noting that the PDA Board has reviewed the proposed capital projects but that each project would need their specific approval if they were to go forward. The PDA intends to increase the T-hangar rental rates by approximately 3% commencing July 1, 2013.

Subcommittee Reports

Kenn Ortmann presented a list of events, some in the past and most of them upcoming that the Marketing Subcommittee sees as opportunities to promote Skyhaven Airport. The events include the Boston-Portsmouth Airshow, fly-outs from Skyhaven, a poker run, etc. Mr. Ortmann discussed the possibility of the SAAC sharing the cost of a booth at the airshow with Skyhaven Aviation Services. Bill Hopper indicated that there may be an opportunity for PDA to take advantage of its unique relationship with the airshow producers and realize more savings on the cost of a booth which he would look into. There was some discussion about SAAC joining the Chambers of Commerce of Dover, Rochester and Somersworth and Bill Hopper said that the PDA would be willing to pay the membership dues for SAAC to join.

Old Business

Item Description

55.2 Landside Signage

MTG #55 - Peter Bruckner presented a sketch of a possible monument style sign for consideration. Peter Bruckner requested graphic representations for consideration at the next meeting. Bill Hopper requested pricing information for consideration, to which Eric Obssuth indicated he would get. Bill Richard cautioned against using PDA monies to advertise private businesses.

MTG #56 – Peter Bruckner presented a draft sketch of a possible entrance sign for Skyhaven. There was some discussion about city ordinances for signage. Kenn Ortmann indicated that if the sign is located on State property, it may not require planning board approval, however if the city has jurisdiction, it may require a variance. Mr. Ortmann indicated he would look into the City's requirements.

MTG #57 – Peter Bruckner began discussing the cost of a granite post sign with a digital message board would likely be around \$15,000. The PDA Executive Director has approved a \$5,000 budget figure for a

sign at Skyhaven. There was some discussion about using in house labor to erect the sign, thereby reducing costs and Ken Weyler suggested hardening the base of the sign for protection against vehicles. Mr. Canner suggested that a capital reserve fund could be created to offset the cost of future projects. Hangar revenues or fuel revenues could be adjusted so that a portion could be diverted to a capital reserve fund. Chair Bruckner requested more detail on a capital reserve fund for the next meeting. There was some discussion about the necessity to repair a wall in the Pilots' Lounge that will also require PDA funds. Dick Jackson proposed an aircraft or parts as a sign would attract more attention and be more fitting for the airport. Chair Bruckner convened a Signage Subcommittee, comprised of Brandon Giuda, Bambi Miller and Kenneth Ortmann.

MTG #58 – Peter Bruckner commented that there are signs in front of Skyhaven Airport that do not meet the requirements of the City of Rochester. A schematic of a proposed sign produced by PDA Engineering was distributed. Ken Weyler proposed that perhaps a sign could be placed on the side of Hangar 5. Bill Hopper suggested that it would be more appropriate for the airport to have a sign out front and if Aeroworks chose to place a sign on their hangar, it would be a business decision. There was some discussion about the current reader boards in front of the airport. Mayor Spencer suggested that the proposed sign have the capability of being upgraded in the future to an electronic message board. Robert Belmore moved that the Signage Subcommittee, be empowered by the SAAC to render any advisory approvals that may be required. It was seconded by Ken Weyler. Unanimous.

56.1 Airport Greeters

MTG #56 - Bambi Miller presented an idea at the request of Kenn Ortmann. The concept involves Skyhaven Airport tenants and other interested persons to become greeters at Skyhaven for transients and visitors. Peter Bruckner suggested that perhaps funds should be secured for official badges to identify the greeters. Matthew Spencer requested additional information for the next SAAC meeting.

MTG #57 – Bambi Miller elaborated on the concept of Airport Greeters which she said would be a volunteer position of local individuals who are familiar with Skyhaven. Airport Greeters would serve in a museum curator type capacity and be responsible for providing information and answering questions. Kenn Ortmann moved to express SAAC support of a protocol to be developed for Airport Greeters. It was seconded by Kenneth Weyler. Unanimous. Bill Hopper expressed concern about individuals escorting guests on the airfield due to safety concerns. William Bartlett requested that once a plan is penned, that it be presented to PDA's Legal Department for review.

MTG #58 – Bambi Miller explained that she is working on getting a plan for airport greeters to PDA Legal Department for review. Bambi gave a description of what she envisions airport greeters would be doing, which would be volunteers answering questions about Skyhaven Airport, escorting individuals on the airport and advising transient pilots as to where they could go in the tri cities. Bill Hopper commented that according to Bambi's plans, airport greeters seem to be fulfilling the responsibilities of Skyhaven Aviation Services in their contract with the PDA on an unpaid basis. Ken Weyler moved that SAAC endorse the idea of having Airport Greeters. It was seconded by Robert Belmore. Unanimous.

New Business

58.1 EAA Young Eagles June 23, 2012 (Rain date June 24)

MTG #58 – Eric Obssuth will time his open house to coincide with the Young Eagles event.

58.2 New England Aerobatic Club June 16, 2012 (Rain date June 17)

MTG #58 – Bill Hopper reported that the NEAC will also be practicing at Skyhaven on August 4 and

September 22.

Miscellaneous

There was some discussion about Skyhaven Airport having a booth at the Boston-Portsmouth Airshow. Kenn Ortmann moved that a request be made of PDA that up to \$250 be allocated toward the cost of a booth at the upcoming airshow if necessary. It was seconded by Ken Weyler. Unanimous.

Peter Bruckner brought attention to the recent FAA study of general aviation airports which has been posted on the Skyhavennh.com website.

There was some discussion about how to grow Skyhaven Airport. There was some discussion about EAA's Young Eagles Program. There was some discussion about the Skyhaven Master Plan. There was some discussion as to what Skyhaven's competitive advantage might be.

Peter Bruckner discussed the food service at Skyhaven. There was some discussion about what type of food service might draw people to Skyhaven Airport. Bill Hopper indicated that there needs to be some discussions with the owners of The Mustang Grill first and foremost.

Public Comment

Bill Hopper reported that the City of Rochester Police Department would like to have a car / aviation event at Skyhaven Airport, but that at this time, he has very few details.

END OF MEETING: Adjourned approximately 10:10 am

NEXT MEETING: To be determined

FUTURE MEETINGS: To be determined

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