

# ***Skyhaven Airport Advisory Council***

## ***Skyhaven Airport***

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### **MINUTES OF MEETING NO. 62**

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**DATE OF MEETING:** *Monday, January 7, 2013*

**LOCATION:** *Skyhaven Airport Terminal Building; 238 Rochester Hill Rd, Rochester, NH*

**ATTENDEES:**

<b>Daniel Barufaldi</b>	<b>Peter Bruckner</b>	<b>Christine Davis</b>	<b>Brandon Giuda</b>
<b>Fenton Groen</b>	<b>Richard Jackson</b>	<b>Kenneth Ortmann</b>	<b>William Richard</b>
<b>Jim Rogers</b>	<b>Matthew Spencer</b>	<b>Kenneth Weyler</b>	Stephen Bourque
Irving Canner	Kelby Ferwerda	Martin Ferwerda	John Gorham
Lynn Marie Hinchee	Walter Lewis	Bambi Miller	Nohea Nichols
Eric Obssuth			

- SAAC Members in **bold** ( \* denotes nonvoting member)
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**8:35 am – Meeting called to order by Chair Peter Bruckner.**

#### **Election of Officers**

**Kenneth Ortmann nominated Peter Bruckner as Chairman which was seconded by Kenneth Weyler. Kenneth Weyler moved that nominations be closed and cast one ballot. Unanimous**

**Kenneth Weyler nominated Kenneth Ortmann as Vice-Chairman which was seconded by Matthew Spencer. Peter Bruckner moved that nominations be closed. Unanimous.**

**Kenneth Ortmann nominated William Richard as Secretary/Treasurer. It was seconded by Richard Jackson. Kenneth Ortmann moved that the nominations be closed with one ballot cast. Unanimous.**

#### **Acceptance of the Minutes of the October 12, 2012 SAAC meeting**

**Richard Jackson made a motion to accept the draft minutes from meeting #61 as presented. It was seconded by Kenneth Weyler. Unanimous, with Matthew Spencer abstaining from the vote.**

#### **Aeroworks, LLC Update**

**Eric Obssuth reported that going forward, it will be Aeroworks, LLC and no longer Skyhaven Aviation Services. Mr. Obssuth reported that he and the PDA opted to extend his lease another year.**

### Airport Manager's Report

Stephen Bourque read from a statement prepared by Airport Manager Bill Hopper. Mr. Bourque mentioned the Runway 15/33 rehabilitation project and indicated that John Gorham of Jacobs would be fully addressing the runway reconstruction later in the meeting.

The PDA is waiting for information from our consultant regarding the demolition of the Pole Hangar. Lynn Hinchee indicated that it would likely be PDA maintenance that takes down the structure. Regarding the Former Dupont house, there will be a meeting shortly between NHDOT, NH Division of Historical Resources and PDA to discuss how best to address the historic significance of the house and then continue with its removal in a timely manner. The date of the meeting has not yet been scheduled.

Skyhaven had two storms dump a total of approximately 20" of snow between Christmas and New Year's Day. The airport was able to keep up with the removal of the snow.

There is a meeting scheduled for planning the next Wings and Wheels event at Skyhaven on January 14 at 8:00 AM in the Skyhaven Terminal Building to discuss the event. At the last meeting, it was determined that June, 2013 prior to school letting out would be the best time to have the event in order to get participants as well as volunteers. It is anticipated that a date will be decided at the January 14, 2013 meeting. Tracy Hayes reported that Rochester Police Department is again committed to its participation in the event.

### Finance Report

PDA's Director of Finance Irv Canner presented the financial report for the five month period ending November 30, 2012. Mr. Canner reported that operating revenues were in line with budgeted revenues but did indicate a projected negative variance of approximately \$10,000 in hangar rentals by the end of the fiscal year due to the necessity of relocating the tenants in the Pole Barn which will be demolished later this fiscal year. Mr. Canner also noted that fuel gallons sold to date (12,394) were only slightly ahead of the prior fiscal year (12,266) primarily due to the continued escalation in the price of fuel. Martin Ferwerda expressed concern over lagging fuel sales. Mr. Canner completed a review of operating expenses and indicated that they are in line with the current budget.

Mr. Canner then reviewed an historical statement of cash flow since the inception of the PDA's responsibilities. The analysis showed that through November 30, 2012 that the PDA had to directly absorb \$631,000 in cash deficiencies comprised primarily of 1) operating losses of \$419,000, 2) \$100,000 debt repayment to the State of New Hampshire and 3) capital improvements, net of any associated grant funding, of \$112,000. Mr. Canner noted that with the projected capital improvements associated with runway and Pole Barn, the PDA will need to provide up to what is currently projected to be an additional \$350,000 in supplemental funding by the end of fiscal year 2014.

Mr. Canner's final presentation focused on the current delinquent accounts receivable balances that have been outstanding for more than 30 days.

### Subcommittee Reports

Kenneth Ortmann reported that the Marketing Subcommittee had met just prior to this SAAC meeting. Mr. Ortmann reported on the activities planned by Rochester Aviation. Mr. Ortmann said that the Wings and Wheels event was an excellent marketing device for the airport. Mr. Ortmann indicated the Marketing Subcommittee will be focusing on ways to interest people in flying out of Skyhaven. The next SAAC Marketing Subcommittee meeting will precede the next scheduled SAAC meeting.

## Old Business

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### **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 Obsuth 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.

MTG #59 – Bill Hopper reported that four quotes were solicited and three were returned. Of the four solicitations, two were returned under budget and one was well over budget. The two vendors who submitted under budget quotes will be asked to submit proofs of the possible signage. Mr. Hopper said he will get the proofs to SAAC when they are available. The budget for the proposed sign has been set at \$2,500.

MTG #60 – Bill Hopper reported that PDA is still awaiting a proof from the Sundance Sign company which will be forwarded on to SAAC.

MTG #61 – Peter Bruckner presented a graphic of the proposed sign. There was some discussion about the proposed reader board which will utilize two lines of 4" text. Kenneth Weyler suggested the airport website be added to the sign. There was some discussion that the size of the proposed sign is inadequate, however the SAAC chose not to advise the PDA to increase the size of the sign. Public commentary included being cautious of casting light upward and affecting pilots, creating a mock-up of the sign in advance, adding the address and telephone number of the airport, adding, "Rochester" to the sign, adding, "Operated by PDA". Bill Hopper indicated that the PDA is interested in getting the sign project done as quickly as possible within the budgetary constraint of \$2,500 imposed by the Executive Director. Brandon

Giuda moved that the SAAC recommend to the PDA that the sign design be accepted, provided that an additional reader board line, and the airport website are added. The motion was seconded by Kenneth Ortmann. Unanimous.

**MTG #62 – Peter Bruckner began the discussion by saying that the original intent of the sign was as a placemaker for the airport and for the on airport businesses to advertise. Mr. Bruckner expressed offense that the PDA disregarded the recommendations of the SAAC and the sign built is only a placemaker. Mr. Bruckner inquired as to whether a second sign will be needed.**

There was some discussion about the amount of frontage at Skyhaven and perhaps two signs would cover the entire length of frontage. Mr. Bruckner stated that the city sign ordinance does not allow for the current marquee signs being used by Rochester Aviation and the Mustang Grill. Eric Obsuth stated it would be helpful if the PDA could provide guidelines as to what types of signs it might approve. Kelby Ferwerda added that the marquee sign is the number one way of reaching his customers.

Brandon Giuda suggested placing a sign on the fence with 6' or 4' letters using plywood or fabric. Stephen Bourque expressed concern about the fence being blown down in high winds or creating a debris hazard. Mr. Bourque also expressed concern about the aesthetics of large signs. Peter Bruckner stated there are concerns about obscuring the view of the airport from the public with such a sign. Kelby Ferwerda said a sign parallel to the road becomes invisible to the public. There was some discussion about signage changing often to keep it fresh. Kelby Ferwerda suggested incorporating artwork into airport signage and Lynn Hinchee cautioned about publicly displaying artwork as it has hindered some airport improvement projects. Lynn Hinchee added that if another sign is proposed, the PDA Board will consider it. Peter Bruckner asked that SAAC members take pictures of signs and send them to him for discussion.

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## **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.

MTG #59 – No new discussion.

MTG #60 – No new discussion.

MTG #61 – No new discussion.

**MTG #62 – No new discussion. This item will drop from the minutes.**

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## **59.1 Wings and Wheels 2012**

MTG #61 – Officer Tracy Hayes gave a synopsis of the August event which was very successful despite the planning constraints, weather issues and a TFR (Temporary Flight Restriction) imposed by the Obama Administration. There was some discussion about a date for the 2013 Wings and Wheels event.

**MTG #62 – Peter Bruckner reported that the next planning meeting for Wings and Wheels will be held in the Terminal Building at Skyhaven Airport on January 14 at 8:00am.**

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## **60.2 Pole Barn Structural Deficiencies**

MTG #60 – William Bartlett Jr. began the discussion by reading a prepared statement and indicated that PDA acted quickly to move tenants out of the pole hangar when it was deemed unsafe by the PDA's consulting structural engineer in the interest of personal safety and to avoid potential damage to stored aircraft. The PDA has requested that the consulting engineer prepare a report regarding the options with respect to the structure. There was some discussion about the language and timing of letters sent to the affected tenants and the revocation of the leases in place for the Pole Barn due to the safety issues.

MTG #61 – Peter Bruckner gave a synopsis of the structural issues with the pole barn to date. There was discussion about two reports that have been generated, one from PDA's consulting structural engineer and one from SAAC member William Richard. Both reports advocated the eviction of the current tenants to prevent property damage or loss of life and Mr. Richard's report suggested the demolition of the building. Bill Hopper indicated that options for the building are being explored, including the demolition of the building. Mr. Hopper added that the structural engineer reported that the building was not engineered properly. Brandon Giuda suggested getting estimates to repair the building. Mr. Giuda also suggested that as the building has been standing for 50 years, there is no danger of the structure coming down if defective members are replaced, and if the building is repaired, it would not have to be brought up to current codes. Mr. Giuda also suggested that a liability disclaimer designed to protect the PDA could be included in the leases of the tenants that occupy the hangar. Kenneth Weyler said he inspected the building before the meeting and, despite some delaminating, he thought the building was sound. Brandon Giuda moved that the SAAC recommend to the PDA that a cost/benefit analysis be conducted which would include estimates to repair the building, thereby recognizing future lease revenues vs. tearing it down. It was seconded by Kenneth Weyler. Unanimous.

**MTG #62 – Lynn Hinchee reported that PDA staff will be at Skyhaven Airport this week to discuss a plan for the demolition of the Pole Barn. Peter Bruckner asked the PDA consider replacement of the Pole Barn. Lynn Hinchee said replacement of the structure would have to first go through the PDA Finance Committee.**

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## **61.1 Planning and Logistics for Runway Reconstruction FY2013**

MTG #61 – Peter Bruckner introduced Consultant Steve Berardo and Engineer John Gorham of Jacobs Engineering. Bill Hopper gave a brief preamble regarding the early funding of the project and Steve Berardo presented some history of the Airport Master Plan as it relates to the runway reconstruction, including the installation of ODALS (Omni-directional Approach Light System). John Gorham presented preliminary phasing plans for the reconstruction of Runway 15/33. Mr. Gorham explained that there will need to be runway closures for collecting samples and also for the construction, but the phasing plan will help to minimize the amount of time the runway is unusable. Mr. Berardo and Mr. Gorham fielded questions from SAAC members and airport users.

**MTC #62 – John Gorham of Jacobs Engineering went over the proposed plan for rebuilding the runway and fielded questions.**

## **New Business**

### **62.2 Based Aircraft Counts**

MTG #62 – Peter Bruckner presented a list of approximately 30 aircraft that have vacated Skyhaven Airport since 2008. Daniel Barufaldi asked how many current based aircraft are not airworthy, which Stephen Bourque responded perhaps 10%. There was some discussion about Condominium style hangars. Lynn Hinchee added that to her knowledge, there has been no outside interest in building condominium hangars at Skyhaven. There was some discussion about creating a survey of aircraft that have vacated to find out why. Stephen Bourque cited the Skyhaven Airport Master Plan Update which predicted that in a low economic growth scenario in 2010, there would be 62 based aircraft, whereas now there are 60 which is not that far off, although every effort should be made to capture as many based aircraft as possible. There was some discussion about putting out an RFP for building hangars which Kelby Ferwerda expressed might be an impediment for some. Fenton Groen inquired about interest by the local based businesses of flying out of Skyhaven where there seems to be none at this point.

## **Miscellaneous**

Lynn Hinchee reminded the SAAC members that are appointees of the Senate or House they need to file financial disclosure forms which will be e-mailed to them by the PDA as a courtesy.

## **Public Comment**

None

**END OF MEETING:** Adjourned approximately 10:30 am.

**NEXT MEETING:** March 11, 2013

**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