

Skyhaven Airport Operation Commission

Skyhaven Airport

MINUTES OF MEETING NO. 1

DATE OF MEETING: *March 19, 2007*

LOCATION: *Skyhaven Airport, Terminal Building Conference Room*

ATTENDEES:

Walt Colby	Richard Jackson	Peter Bruckner	Bill Richard
Sandra Keans	Dick Wasson	Tricia Lambert	Aimee Clancy
Walt Lewis	Bambi Miller	Paul Arsenault	Kenn Ortmann

* SAOC Members in bold

Old Business

Item	Description	Action
1.1	Fence Project Update- The last portion of the project is the change order for the new rotating beacon. We are still waiting for the beacon to be delivered. A suggestion was made by Peter Bruckner that new signage be placed on Route 108 or a speed reduction to accommodate the new gate procedure. Kenn Ortmann offered to speak with the Rochester police to determine 1. If there have been a number of accidents in the vicinity of the airport access. 2. Suggest that they monitor the road to see if a problem develops.	Kenn Ortmann Follow up
1.2	The closure to the gate is slated for April 2, 2007. There was a computer glitch that was found that may delay the closure. Aimee is working with the contractor to get the system working. Taxiway Design Project- A letter was distributed regarding the outcome to the alternatives of the turnaround. Tricia Lambert stated that a turnaround or stub will not be constructed as part of this project, due to any renegotiation of the wetlands mitigation project would delay the project. A turnaround will be contracted as planned as part of the runway extension. Tricia stated that it would be preferable that the runway extension be constructed with the next runway rehabilitation. The airport demand would drive the possibility.	Aeronautics
1.3	Taxiway project is going out to bid by the first week in April for a Grant application by May 1, 2007. Will require a schedule of construction to develop a displaced threshold as needed to keep the airport open. Will require back taxiing to keep the airport open. Bill Richard asked about the washstand depicted on the mitigation package drawings. Tricia Lambert stated that the washstand is conceptual on those drawings, that a location still needs to be determined. A washstand is not a federally funded project. Bill Richard	Aeronautics

	stated that a washstand could cost \$10,000-\$100,000 to construct depending upon location. It was recommended to look at the old site next to hangar 2 first. Tricia said that she would have Carol Niewola from her office evaluate it for separation standards.	
1.4	FBO Update- Flight School is slow. It was mentioned that some areas of the airport need to be blown back from the last snowstorm. Airshow is planned for August 2008	Aeronautics
1.5	Hangar Wait List- 49 names- No Change	
1.6	OVA Contract Negotiations- No Change	
1.7	Airport Transfer- No Change	
1.8	Hangar Repairs- Dick Jackson mentioned that the roof over hangar 2-0 is still leaking. They have made some minor repairs but it is still leaking. It was recommended that the roof be repaired as soon as possible. Dick Jackson said that if the supplies were purchased that EAA would do the repair. Tricia mentioned that a large project of this type needs to go out to bid to an approved vendor due to liability issues. Tricia said that she would look into accomplishing this project in the next fiscal year.	Aeronautics SAOC BR
	The hangar work identified in September will be performed in the spring. There was no intention by the Bureau to conduct the repairs in the winter.	Aeronautics
	Walt Lewis asked Aeronautics for help on replacing his door seal and is still in need of having his door readjusted.	Aeronautics
1-9	Food Trailer- Operator is unavailable. Paul Arsenault stated that the trailer will be removed should the operator not open for business within a reasonable amount of time.	
1-10	Terminal Floor- Bill stated that the sub-base to the terminal building is not adequate for an Epoxy material application. Vinyl will be used and Somersworth Flooring will do the work	Aeronautics
1-11	New Legislative Bill- Sen. Cilley proposed the Bill.	Legislature
1-12	Hangar 3 Fire- Inspection of Cleaning Service to be completed today. Aeronautics is waiting on 4 quotes from contractors to repair the building. It was determined and approved by the AG's office that rent is to be collected from the tenants after the date of the fire. Should the tenant feel as though they incurred a loss due to the fire they can submit a claim against the OVA's insurance. Tricia stated that any written correspondence regarding the failure to pay rent, legal or liability issues regarding the Hangar 3 fire will be directed to the Attorney General's office for review and response.	
	Bambi Miller, part owner of an aircraft in 3-3 stated that she was asked to move items or be charged \$35.00 per hour to be cleaned. All inquiries regarding this issue are to be sent to the Attorney General's Office.	
1-13	Finance Report- Sheet a great improvement. Requested a breakdown of actual revenue and expenses	Aeronautics
1-14	Intern Study- Intern preliminary report to be presented on March 30 th at 10:00 am in Rochester City Hall	
1-15	New Agenda and Meeting Minutes format was accepted	
1-16	Peter Bruckner requested a digital format of the Ultimate Airport Layout Plan. Tricia agreed to supply it in a PDF format. Peter will review and graphically depict the projects at the airport.	Aeronautics SAOC-PB
1-17	Tricia Lambert will provide a list of on-going projects for the operational budget, which will be evaluated by the SAOC. The SAOC will then provide a list of additional projects, if necessary	Aeronautics SAOC

New Business

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END OF MEETING: *Time 10:55 AM*

NEXT MEETING: April 16, 2007 at 8:30 AM

FUTURE MEETINGS: May 21, 2007 and June 18, 2007

Respectfully submitted,

Tricia Lambert for Sandra Keans