

# *Skyhaven Airport Operation Commission*

## *Skyhaven Airport*

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### MINUTES OF MEETING NO. 5

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**DATE OF MEETING:** *August 20, 2007*

**LOCATION:** *Skyhaven Airport, Terminal Building Conference Room*

#### **ATTENDEES:**

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\* SAOC Members in bold

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Acceptance of Minutes of July 16, 2007 moved by Dick Wasson, seconded by Walt Colby.

#### Standard Topics

##### **FBO Update-**

Fuel sales and rentals are down \$50K. Glenn-OVA discussed his needs for future growth and is unable to expand business without additional hangar space. He will prepare a list of potential needs in order to expand.

##### **Hangar Wait List**

Hangar 2-10 vacated August 3, 2007.

##### **Finance Report**

No Discussion

##### **Requested Project List**

No Discussion

#### Old Business

Item	Description	Action
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- 1.2 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.
- 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.
- MTG #2 Bids were received on April 26, 2007 and prices came in around \$1.6 Million, which were better than expected. We are waiting for the grant, if the whole project is granted it is anticipated to arrive in the August/September timeframe due that it will be discretionary funds.
- MTG #3 FAA discretionary funds will be granted by the end of September for this project. MTG #4 FAA discretionary funds will be granted by the end of September for this project. **MTG #5 Still waiting for funds to be granted by the FAA. FAA has informed the Bureau that the Base bid will be funded at a minimum. The FAA is still looking for the remainder of the funds for the entire project.**
- 1.3 Washstand - 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 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. Aeronautics
- MTG #2 Need to discuss options to develop a washstand. Need to obtain cost estimates on the minimum requirements for the washstand, per DES and the SWPPP. Aeronautics
- MTG #3 Design is more advanced than expected to meet the Environmental Regulations. This washstand will be used seasonally. Bill recommends removable cover on drain leading to the oil/water separator. Will look at the location near Pole Hangar. Peter suggested this might be premature until we have the ramp fully constructed. Tricia will investigate the removable cover option. Aeronautics
- MTG #4 Peter Bruckner will work on an economic evaluation of the washstand. Peter Bruckner
- MTG #5 Peter looking at washstand needs and believes it would not pay for itself. High estimates would be 25 uses per week. First blush would say that it is not feasible. Will continue looking at options.**
- 1.6 OVA Contract Negotiations- Aeronautics
- MTG #4 It was requested that Aeronautics continue talks with OVA to renegotiate the lease. A draft lease was requested for the September Meeting.
- MTG #5 Jackson moves: Because of the delay caused by Rochester's decision on acquiring Skyhaven Airport, it has come to the attention of the SAOC that OVA has made the business decision to leave Skyhaven if a new contract is not signed by December 2007. The Commission respectfully requests that the (City) encourage the State of New Hampshire to quickly come to terms with OVA. The SAOC strongly believes that OVA has shown, during the previous 20 years, it is a profitable operation. OVA provides critical services which can not be easily duplicated. Seconded by Wasson. Vote is Unanimous.**
- 1.7 Airport Transfer-
- MTG #2 City must make the decision by March 2008
- MTG #3 No change
- MTG #4 No change

**MTG #5 Some discussion but 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.

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.

Walt Lewis asked Aeronautics for help on replacing his door seal and is still in need of having his door readjusted.

MTG #2 One hangar has been repaired (Walt Lewis). Aeronautics is looking to set aside 3 days in the next month or two to work on some of the hangar repairs. Hangar 2 Roof has been repaired.

MTG #3 Mike Pouliot and Aimee Clancy spent three days working on Hangar 2. More work needs to be completed. EAA Office Space is still leaking.

MTG #4 The initial work on Hangar 2 is now complete. Additional pulleys were ordered to make some additional repairs. Prime Roofing has been called for the repair of Hangar 2 and 5 (Roof).

**MTG #5 Hangar 2 – Pulleys have arrived for Hangar 2. The Bureau will try and schedule repair dates for Hangar 2 before winter. EAA Office and Hangar 5 roof repair \$1,500.**

- 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.

MTG #2- Bids were received to repair Hangar 3- Cost \$100,578. It is currently waiting G&C approval. Once a notice to proceed is issued it may take up to 6 weeks for the hangar parts to arrive from the manufacturer. Contract lists 40 days to complete from start to finish. May be the end of summer before complete-worst case scenario.

Some tenants may be having trouble recouping the loss (from the insurance company) to non-aeronautics items that were lost in the fire (i.e. cars, boats, motorcycles, mowers, etc.) The AG's opinion that the damage to the contents of the hangar is not the responsibility of the State. The FAA grant assurances prohibit the use of hangars for anything non-aviation related. (See attached)

MTG #3 Passed G&C. Horne Construction is the contractor. Today at 11:00 am is the preconstruction meeting for the project. It will take 4-6 weeks for the building parts to arrive.

MTG #4 Letters have been sent to the Hangar 3 tenants addressing the timeframe of the project. Additional letters were sent to the remaining hangar tenant notifying them of the pending work. We are currently waiting for the building parts to arrive from Erect-A-Tube. Anticipated start time will be in August.

**MTG # 5 Horne Construction will be finished with the Hangar repair within 2 weeks (September 15, 2007). Schedule allows for the end of September. Repairs are**

going well.

- 3.1 Letters to and from Tenants regarding Non-Aeronautical use in Hangars – Peter Bruckner feels the existing lease is fairly restrictive. Dan McCue reviewed the history of this issue. This practice was precipitated by an individual several years ago who did not have a plane and used his hangar for personal storage while owners of planes used tie-downs.

Peter Bruckner suggested an inappropriate heater was the cause of the fire – not storage of personal items.

Tricia said it would be all right to store a car temporarily if the owner is storing it while flying the airplane.

Dick Jackson moved that we ask the State to modify the current interpretation and wording of the hangar contract to allow expanded use of space in hangars for personal items. Motion was seconded by Dick Wasson and passed unanimously.

Dan McCue offered to acquire copies of leases from other FAA obligated airports and provide them to the SAOC.

MTG #4 Waiting for Dan McCue

**MTG #5 Waiting for Dan McCue**

- 3.4 SAOC Sub-Committees

Bill Richard suggested forming a sub-committee to find a better system to run airport funds. Tricia explained the application process to obtain federal funds and how the FAA appropriates funds (i.e. there may not be an ability to access more.)

MTG #4- No Assignments to Date

**MTG #5 Additional Meeting scheduled -September 6, 2007 – 8:30 am Business Plan SAOC and OVA contract.**

- 3.5 Airport Operational Count

Peter Bruckner stated that it appears from the UNH Survey that we are not properly recording usage of the airport, which is having an impact on the City's opinion of the value of the facility. State does have aircraft counters, which may no longer be usable. Tricia will discuss with others in the Bureau other ways to count traffic.

MTG #4 Questions were raised regarding the ability to track flight operations including through the fuel farm sales.

**MTG #5 No Discussions**

- 3.6 Airport Appraisal

MTG #4 An airport appraiser was contacted from NJ- he quoted \$5000-\$8000 for a GA airport depending upon its size. In addition, research showed that a study was completed for Pawtucket Airport in RI. There was an appraisal with a business plan completed-total cost was \$15,000 to the appraiser. Tricia is trying to obtain that study for reference.

**MTG #5 Sample Appraisal and Business Plan were handed out for informational purposes. (Rhode Island)**

- 4.1 Runway Grass/Crack Repair

Grass has been treated. The Runway will be repaired and repainted this summer.

**MTG# 5 Runway Cracks are being repaired on August 20-24, 2007. Runway Painting will commence in late August Early September. Date to be announced.**

- 4.2 Maintenance of Fence/Lilacs Route 108

A permit application will be filed to treat the fence this year (OCT.)

An arrangement has been made between District 6, DOT Road Improvement and Aeronautics to remove the invasive species near the lilacs along the airport property/Route 108.

**MTG #5 The lilacs are planted and look great.**

- 4.3 Beavers

Beavers are back and have plugged the culvert. Contact has been made to address this issue.

**MTG #5 Some beavers have been removed.**

## **New Business**

<b>Item</b>	<b>Description</b>	<b>Action</b>
5.1	Ray Burton stopped at Skyhaven on his Statewide Airport Tour. Well attended by local officials.	
5.2	Letter was sent to T-Hangar tenants regarding illegal dumping.	
5.3	An Airport Inspection for Repairs, SWPPP and Compliance will be conducted on September 17, 2007	
5.4	Airport 5010 inspection was completed on August 8, 2007 by Inspector Mike Pouliot. Some trees need to be cut in the Object Free area. Tricia stated that a tree removal plan is being formulated to cut trees and brush over a period of time, using a statewide contract.	
5.6	Peter: FAA is looking at eliminating redundant approaches, which would not be good for Skyhaven. Tricia will look into this immediately and confer with Jack. Moved and voted that SAOC be opposed to proposed bill. Vote is unanimous. This will be discussed on September 6, 2007	

**END OF MEETING: *Time 9:55 AM***

**NEXT MEETING: September 6, 2007 at 8:30 AM**

**FUTURE MEETINGS: September 17, 2007 and October 22, 2007**

Respectfully submitted,

Tricia Lambert for Sandra B. Keans