

# ***Skyhaven Airport Operation Commission Skyhaven Airport***

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## **MINUTES OF MEETING NO. 12**

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**DATE OF MEETING:** *January 22, 2008*

**LOCATION:** *Skyhaven Airport*

### **ATTENDEES:**

<b>Peter Bruckner</b>	<b>Walt Colby</b>	<b>Richard Jackson</b>	<b>Sandra Keans</b>
<b>Sen. Kenney-Absent</b>	<b>Kenneth Ortmann</b>	<b>Bill Richard - Absent</b>	<b>Dick Wasson</b>
Norm Houle	Tricia Lambert	Dr. Richards	Glen Horne

- SAOC Members in bold
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### **Standard Topics**

#### **FBO Update-**

Glen updated on the status of the FBO—Sales and work has been slower. Fuel sales have been down. Aircraft rental is down.

#### **Hangar Wait List**

32 names - solid.

#### **Finance Report**

In-line with exception of gross receipts off \$30,000

#### **Requested Project List**

Relocate the Port-O-Potty's to the out years

Add road signage to the out years

### **Old Business**

<b>Item</b>	<b>Description</b>	<b>Action</b>
1.2	<b>Taxiway Design Project</b> - 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.

MTG #6 Not addressed

MTG #7 Not addressed

MTG #8 Taxiway Grant received and signed September 12, 2007. Base bid is guaranteed to construct the extension of taxiway. If additional funds do not arrive this federal fiscal year, the remainder of the project will be completed next year. Looking for G & C approval on October 3.

MTG #9 Announced schedule: Army Corps 30 days starting November 1<sup>st</sup>. G & C approval on October 17<sup>th</sup>. Waiting for final sign-off by DES on water quality.

MTG#10 The rehabilitation of Taxiway A (South End) is substantially complete. In the spring a second coat of marking will be applied and the taxiway lights will be relocated. Pike will shut down for the next few months with work on the north end beginning as early as January.

**MTG #12 Weather permitting they will break ground in February for the second phase of the project.**

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.

MTG #6 Non-public session approved by unanimous roll call

Jackson moved to come out of non-public session – approved by unanimous roll call.

MTG #7 OVA's lease was discussed in detail on how to proceed with negotiations

MTG #8 Kenn Ortmann moved that the Commission go into non-public session for the purposes of contract negotiations with OVA under RSA 91. 2<sup>nd</sup> the motion by Bill Richard. Roll Call Unanimous

Motion by Kenn Ortmann to come out of non-public session 2<sup>nd</sup> by Dick Jackson. Vote is Unanimous. Motion by Bill Richard, 2<sup>nd</sup> by Kenn Ortmann to seal minutes to non-public session.

MTG #9 Changes being incorporated. Most everyone seems to be of the same understanding.

MTG #10 Contract has been reviewed by Aeronautics. SAOC will present their figures to Glen (OVA) for discussion.

**MTG #12 No change**

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

MTG #6 Discussed in conjunction with OVA Contract Negotiations

MTG #7 Discussed in conjunction with OVA Contract Negotiations

MTG #8 City council will vote to approve a study contract with RKG to include possibility of hangar rental expansion. Ortmann moves that SAOC support the economic potential of

hangar expansion as part of the RKG study. Motion was seconded by Richard – Unanimous

MTG #9 Kenn Ortmann and Peter Bruckner met with Rochester Economic Development Commission (REDC). They seem to be supporting a PDA takeover due to financial stability issues. A working meeting was tentatively set up for November 1 at the City offices.

MTG #10 RKG will present their completed study to the City Council on November 20, 2007. SAOC passed a motion to write a letter to the City Council giving their comments to the study.

**MTG #12 Some general discussion on RKG's survey results**

- 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.

MTG #6 Not addressed

MTG #7 Not addressed

MTG #8 Hangars 2.2, 2.6, 2.7 were worked on. Hangar repair is on going.

MTG #9 The work planned for this summer has been complete. Misc. work will continue as issues arise.

MTG #10 Hangar repairs are complete for the winter. There is still a list of items that needs to be completed. Barring any emergencies, work will commence when the weather gets warmer.

**MTG #12 On-going. There have been a couple of ice dams.**

- 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.

MTG #6 Not addressed

MTG #7 Not addressed

MTG #8 Repair due to fire damage is expected to be completed (substantial) by October 1st.

MTG #9 Discovered the wrong sealant has been installed which will cause 2 weeks of inconvenience for the tenants in Hangars 3-1, 3-2, 3-3 and 3-4. Tricia is meeting with Horne and the Engineer this week to develop a plan to repair the floor and to perform a walk through to determine punch list items.

MTG #10 The Bureau of Public Works is working with Horne Construction to replace the incorrect sealant currently on the hangar floor. A meeting is being scheduled with the CEO of Horne Construction to remedy the issue.

**MTG #12 The bureau is still negotiating with the insurance company. The wrong floor was put down due to wrong specs from Public Works. A solution is being investigated for a repair by June 2008.**

6.1 **Door Replacement Project in Airport Terminal**

MTG # 6&7- No Discussion

MTG #8 Glen is getting a quote to do the work on the doors.

MTG #9 Bureau of Aeronautics has posted the advertisement

MTG #10 Project was awarded to Hudson Carpentry and will commence shortly.

**MTG #12 4 of the 6 doors are repaired in the terminal building. The remaining 2 doors will be repaired as funds allow.**

8.1 **Budget Costs for New Hangar-** Jacobs Edwards and Kelcey (JEK) provided a cost estimate for both a 100 x 80 and 65 x 75 hangar. The cost for the 100 x 80 was over the amount available in the Capital Budget. It was asked that we look into the possibility of building an addition in lieu of a new hangar.

MTG #9 Awaiting information from JEK on the addition.

MTG #10 JEK submitted a cost analysis for the addition. Information will be saved for a future date and/or decision

**MTG #12 This item to remain for further discussion**

10.1 **MTG #12 Master Plan Tech Study - The Bureau is waiting on the 2008 funding. The project will commence no earlier than this summer.**

## **New Business**

<b>Item</b>	<b>Description</b>	<b>Action</b>
12.1	Hunters – Signs will be posted this summer.	
12.2	Signage Rte 108 – There is concern regarding traffic slowing for the Gate	
12.3	Election of SAOC Officers – Chair-Sandra Keans and Vice-Chair Peter Bruckner – Vote was unanimous	
12.4	Preserve NH Airports Stickers were handed out	
12.5	CIP – Draft Spread Sheet Handout	
12.6	Taxiway Lights at the Airport are inop. They will remain inop until that can be replaced as part of the taxiway project (2008)	

**10:15 am:** Moved to go into non-public session in order to vote on contract negotiation. Voting yes – Colby, Jackson, Wasson, Bruckner, Ortmann and Keans. State will not negotiate with OVA owing arrears. Trying to get status report so we can move on contract extension. Colby left at 10:30 am. Moved to come out of non-public session at 10:40 am.

**END OF MEETING:** *Adjourned 10:46 am*

**NEXT MEETING:** February 11, 2008

**FUTURE MEETINGS:** March 17, 2008

Respectfully submitted,

Tricia Lambert for Sandra B. Keans