

Skyhaven Airport Advisory Council Skyhaven Airport

MINUTES OF MEETING NO. 44

DATE OF MEETING: *Monday, September 13, 2010*

LOCATION: *Skyhaven Airport*

ATTENDEES:

Daniel Barufaldi - Present	Peter Bruckner - Present	Sen. Jackie Cilley - Present	Richard Jackson - Absent
Rep. Sandra Keans - Present	Charles Kinney - Present	Michael McMahon - Absent	Anthony McManus - Present
Kenneth Ortmann - Present	Bill Richard - Absent	William Bartlett, Jr.	Stephen Bourque
William Hopper	Walter Lewis	Eric Obssuth	John Perkins
Robert Rhoades	Richard Wiechert		

- SAAC Members in **bold**

8:34 a.m. – Meeting called to order by Vice-Chair Peter Bruckner. Sandra Keans arrived shortly after the start of the meeting.

Kenn Ortmann made a motion to accept the minutes of the August 9, 2010 SAAC meeting as presented. It was seconded by Charles Kinney. Unanimous.

Standard Topics

Financial Report

Bill Hopper presented the finance report. Mr. Hopper discussed the operating revenues and expenses of the current fiscal year to date, as well as a Fuel Consumption Analysis, additional information which was requested by the SAAC. Mr. Hopper speculated that the increased fuel sales could be attributed to the activities of Rochester Aviation and Aeroworks, LLC. Mr. Hopper fielded a question from Daniel Barufaldi. Kenn Ortmann made a motion to accept the finance report as presented, it was seconded by Daniel Barufaldi. Unanimous.

FBO Update

Eric Obssuth of Aeroworks, LLC, reported that Rochester Aviation has added a Cessna 172 and has seen a steady increase in the number of students flying. There have been 26 student starts and the Cessna 150 has just completed its 2nd 100 hour inspection. Two

Flight instructors have been added and the flight school is searching for a light-sport aircraft to suit that market. Mr. Obssuth mentioned the upcoming Young Eagles event on October 2 and the October SAAC Users' Group Meeting, which will be held in the maintenance hangar. There was some discussion about posting the meeting announcement in Foster's Daily Democrat. Options for advertising and promoting Aeroworks, LLC and Skyhaven were discussed. There was some discussion about forming an SAAC subcommittee with an interest in promotion and advertising of Skyhaven Airport.

Airport Master Plan Project

Bill Hopper reported that the Airport Master Plan is complete, and two portions are still awaiting approval. The SWPPP (Storm Water Pollution Prevention Plan) is still pending as is the banked wetlands from NHDES.

Old Business

Item	Description
-------------	--------------------

38.1	<u>Property Acquisition</u>
-------------	------------------------------------

MTG #38 – Bill Hopper stated that in recent weeks, a property owner to the south of the airport approached the PDA with an offer to sell and discussions are ongoing. If a deal can be struck, the PDA will work with NHDOT in securing FAA funding to facilitate the purchase in addition to utilizing entitlement funds. Chair Keans inquired about the selling price. Lynn Hinchee replied by saying that the FAA requires an appraisal and a confirming appraisal. Approval from the PDA Board of Directors will be sought at this Thursdays Board meeting to secure the appraisals. Mrs. Hinchee encouraged attendance at the Thursday Board meeting. Mr. Ortmann asked if the operational costs of acquiring the property would be rolled in to the capital cost, to which Lynn Hinchee replied, it would. Kenn Ortmann made a motion that the SAAC go on record as supportive of acquiring the property to the south of the airport with the understanding that other CIP items will be pushed to later dates because property must be acquired when it is available. It was seconded by Richard Wasson. Unanimous.

MTG #39 – Sandra Keans inquired if there had been any developments regarding property acquisition. Bill Hopper responded by saying that there was a scoping meeting at NHDOT and the process requires two appraisals which are in the process of acquisition.

MTG #40 – Awaiting appraisals (see finance report).

MTG #41 – No Discussion.

MTG #42 – Tony McManus reported that the first appraisal is underway. Kenn Ortmann reported that the appraiser was in his office last week. There was some discussion about the abandoned house on the property which will most likely be torn down. There was some discussion about the RPZ and the portions of it that are on the Dupont property.

MTG #43 – Bill Hopper reported that there appeared to be some reluctance on the behalf of the property owner, but that there appears to still be some interest in selling the property. Anthony McManus added that there still needs to be a second appraisal.

MTG #44 – Bill Hopper reported that the PDA is still awaiting the second appraisal.

39.1 T-Hangar Rental Rates and Draft Letter of Agreement (property tax)

MTG #39 – Bill Hopper presented a survey conducted by PDA staff of t-hangar rates from local airports. The proposed hangar rate increase will be brought before the PDA Board of Directors at the April 22, 2010 meeting for approval. Peter Bruckner presented a hangar assessment sheet he devised as a tool to gauge the market value of the t-hangars. Also, Mr. Bruckner requested that the PDA defer the decision to vote on a hangar increase for one month. Mark Gardner and Bill Hopper indicated that this request would be brought before the PDA Board. Bill Hopper closed by saying that he would like the t-hangar rate increase, if approved, to be implemented by July 1 to coincide with the fiscal year. Also, the rental rate increase would mean an annual increase of over \$7,500 in revenue toward Skyhaven.

MTG #40 – A draft of the Letter of Agreement was handed out and questions by SAAC Members were addressed. Kenn Ortmann inquired about Para. G which is concerned with tenants making minor repairs to the hangar and doors. Richard Wasson expressed concern that the overhead door at Hangar 5 could have some safety issues. Stephen Bourque reported that all of the safety and operational issues with the overhead door at Hangar 5 have been dealt with appropriately. Mark Gardner pointed out that the draft Letter of Agreement has already gone before the PDA Board and has been approved, the only new item for discussion is Para. Q, which deals with the City of Rochester's attempt to tax the hangar lessees. Mark Gardner reported that the Rochester City Assessor has approached the PDA with a request for all of the t-hangar tenants for the purposes of taxation. The State AG will have to weigh in to determine if the hangars are taxable. Peter Bruckner indicated that he will have a discussion with the Rochester Mayor and explain how this action will have a chilling effect on tenancy at the airport.

There was some discussion regarding t-hangar rates. Kenn Ortmann suggested that it would appear that any SAAC votes regarding t-hangar rates might be a conflict of interest. Mark Gardner agreed with Mr. Ortmann and indicated that if it came before the PDA Board, that he would inform the PDA Board that two SAAC members are tenants at the airport and the decision to vote or not is theirs to make. Kenn Ortmann made a motion that the rental rate increase as proposed be approved by SAAC, it was seconded by Charles Kinney. Unanimous.

While pointing out that he is a Skyhaven tenant, Kenn Ortmann made a motion that the SAAC recommend approval to the PDA Board with a request that in the letter of agreement, or as an addendum, that there is clarification regarding tenant responsibility with respect to hangar maintenance. It was seconded by Richard Wasson. Unanimous.

MTG #41 – Art Nickless began by discussing the new hangar agreement. He pointed out that the new agreement is nearly identical to NHDOT's agreement, to which there seemed to be little opposition. He discussed the paragraph relating to the maintenance of the hangars and pointed out that there needs to be an underlying responsibility of the tenant when it comes to the maintenance of the hangars. Regarding insurance, Mr. Nickless pointed out that the PDA is not looking for tenants to insure the PDA, but rather indemnify the PDA in the event that the tenant does something negligent. Peter Bruckner pointed out that in the past, despite the agreements in place, NHDOT took care of the maintenance of the hangars.

Kenn Ortmann made a motion to open the meeting to the public for comment. Anthony McManus opened the discussion by pointing out some of the responsibilities of the SAAC, mainly where it deals directly with the community at Skyhaven. Peter Bruckner proposed that an annual or semi annual informational meeting be held for the tenants at Skyhaven, the first of which is to be held this Friday night. Eric Obssuth offered the use of the maintenance hangar for this purpose.

Tenants Steve Morgan, Bob Rhodes and Doug Ferguson commented on the Letter of Agreement and asked questions which were answered.

Bill Beauvais commented that the meeting minutes should be approved and posted in a timelier manner.

There was some discussion about the tax clause included in the new Letter of Agreement.

Jim Dubois asked if the tie-down agreements will be reworded as have the hangar agreements, to which Mark Gardner indicated that they would with respect to the hold harmless agreement.

Art Nickless thanked everyone for being civil and asking reasonable questions and pointed out that PDA has full-time staff dedicated to running the airport and encouraged people to reach out to them with questions and/or issues.

MTG #42 – No Discussion. Kenn Ortmann requested that this item remain on the agenda until the issue of property tax with respect to the T-hangars is resolved.

MTG #43 – There was some discussion about a letter that has been submitted from the AG's office that would suggest that the hangars are not taxable. It was questionable as to whether or not the letter had been sent to the Rochester Tax Solicitor. Kenn Ortmann indicated that he would check into it.

MTG #44 – There was some discussion about the city's ability to tax the tenants of Skyhaven, including Aeroworks, LLC.

39.2 Minimum Standards for Airport operators

MTG #39 – There was some discussion about the FAA's perspective on through the fence operators. Peter Bruckner presented AOPA's position on through the fence operators and suggested that there be a discussion of minimum standards when the SAAC has a quorum. There was discussion about a recent letter that was sent to former FBO operator Glen Horne requesting that he discontinue maintenance operations at Skyhaven.

MTG #40 – Carol Niewola pointed out two documents which some airports use interchangeably, namely rules and regulations and minimum standards for airport operators. She also pointed out that the FAA discourages through-the-fence commercial aviation operators, but will consider on a case by case basis if it is deemed to be beneficial to the airport. Bill Hopper offered to provide the SAAC with Pease's and Sanford Airport's minimum standards. Tony McManus suggested that there should be minimum standards to protect the local FBO and to limit liability.

MTG #41 – Peter Bruckner gave a brief summary of minimum standards and how they might be utilized at Skyhaven. Anthony McManus suggested that perhaps a survey of the tenants would be helpful in sizing up the issue. Peter Bruckner pointed out that there is a comments section on the Skyhavennh.com website and comments will be distributed before SAAC meetings for discussion. Kenn Ortmann pointed out that in both Pease's and Sanford's minimum standards there were no mechanisms for through the fence operators to perform work on those airports. Bill Hopper responded by saying that that activity is not allowed at Pease with the caveat that Skyhaven and Pease are different airports. Mr. Hopper went on to say that that type of activity is discouraged at most airports. There was some discussion about aircraft owners working on their own aircraft and it was pointed out that that type of activity is allowed by the FAA. Dick Jackson pointed out that minimum standards could contribute to increased costs at Skyhaven and requested that the FAA Advisory Circular be posted on the Skyhavennh.com website.

MTG #42 – Bill Hopper offered to begin proceeding to draft minimum standards as a baseline for discussion. Mr. Hopper also suggested that a survey be placed on the website for users to express their interest in what the minimum standards might require of commercial operators.

MTG #43 – Bill Hopper again offered to draft minimum standards. Mr. Hopper indicated that there would be a draft available at the next SAAC meeting. Tony McManus brought up that at the last meeting there was discussion about generating a survey to get a feel for what the tenants would like to see in minimum standards. Kenn Ortmann questioned the possibility of a draft before the next meeting with the upcoming Pease airshow and Mr. Hopper indicated that the PDA will give it a try. Dick Jackson discussed the FAA A/C related to minimum standards with respect to granting exclusive rights which can be a violation of grant assurances.

MTG #44 – There was some discussion about what elements should be included in minimum standards for Skyhaven Airport. Bill Bartlett indicated that the PDA can present draft minimum

standards for the next SAAC meeting. Peter Bruckner suggested forming a sub-committee to include the current FBO to discuss what the issues are and what should be included in minimum standards. Bill Hopper suggested that the PDA come up with an outline to include important points that minimum standards should include. Mr. Hopper also suggested that there should be a balance between the freedoms that Skyhaven users enjoy and the regulations that protect them and the PDA. Also, Mr. Hopper suggested that rules and regulations should be adopted after minimum standards are drafted. Peter Bruckner made a call for SAAC volunteers for the sub-committee. Kenn Ortmann and Peter Bruckner volunteered and Mr. Bruckner indicated that Eric Obsuth should also be on the sub-committee. Mr. Hopper volunteered either himself or Stephen Bourque.

New Business

Item	Description
-------------	--------------------

44.1	<u>Hangar Inspections</u>
-------------	----------------------------------

	Stephen Bourque reported that the hangar inspections began in August and the on duty attendants have completed most of the inspections that do not involve climbing on ladders. It appeared that the hangar door motors were over filled with gear oil at some point and the ones serviced seemed low on oil. The plan for the rest of September is to continue with the inspections. There was a considerable amount of work that was done over the last year which included the replacement of many cables. There was some discussion about greater tenant involvement in the inspections.
--	--

44.2	<u>New England Aerobatic Club</u>
-------------	--

	John Perkins of the NEAC informed the SAAC that they will have a practice day at Skyhaven on October 16 with a rain date of October 17. An area to the northeast of the airport will be used for the aerobatic box and traffic for both runways will be shifted to the west side of the runway. There was some discussion about noticing the practice. Bill Hopper indicated that the PDA will get with John Perkins and get out an announcement for the practice. Kenn Ortmann requested that Rochester PD be notified as there is potential for accidents from drivers rubbernecking.
--	---

Miscellaneous

MTG #44 – Jackie Cilley suggested taking a look at other airports across the country that are similar to Skyhaven and seeing what has worked to promote those airports. There was some discussion about local attractions and how they might be integrated with Skyhaven in promoting the airport. Peter Bruckner suggested that there be an economic development sub-committee of the SAAC. Volunteers for this sub-committee included Sen. Jackie Cilley, Daniel Barufaldi and Bambi Miller. Peter Bruckner requested that the sub-committee produce a list of local attractions so they can be added to the website.

Bill Bartlett pointed out an article written by Bill Richard about his efforts to help the victims of the Haiti earthquake using his personal aircraft.

There was some discussion about individuals attending the building during hours of attendance and Peter Bruckner suggested that Rochester Aviation have a presence in the building. There was some discussion about adding signage directing people to Aeroworks, LLC.

Bill Hopper reported that there was a very recent bid opening, with an apparent low bid of around \$47,000 to connect both the Terminal Building, Hangar 5 and the SRE building to the city sewer.

Bill Hopper reported that tomorrow at NHDOT in Concord, the PDA will be going over the CIP for Skyhaven. Peter Bruckner indicated he would be in attendance.

Charles Kinney reported that he was able to attend the 2010 Boston-Portsmouth Airshow and it was very well attended. His sentiments were echoed by other SAAC members.

Public Comment

MTG #44 – None

END OF MEETING: *Adjourned approximately 10:22 a.m.*

NEXT MEETINGS: Tuesday, October 13, 2010
 Friday, October 22, 1800L, Hangar 5

FUTURE MEETINGS: **Second Monday of each month**

All Meetings take place in the Skyhaven Airport terminal building starting at 8:30 a.m.

Respectfully submitted, Stephen Bourque for Sandra Keans