

Annual Meeting Skyhaven Airport Advisory Council Skyhaven Airport

MINUTES OF MEETING NO. 57

DATE OF MEETING: *Monday, April 2, 2012*
LOCATION: *Skyhaven Airport Terminal Building*

ATTENDEES:

Peter Bruckner	Daniel Barufaldi	Robert Belmore	Brandon Giuda
Fenton Groen	Richard Jackson	Kenn Ortmann	William Richard
Matthew Spencer	Kenneth Weyler	William Bartlett Jr.	Stephen Bourque
Irving Canner	Bill Hopper	Walter Lewis	Bambi Miller
Chris Nevin	Eric Obsuth		

- SAAC Members in **bold**

8:32am – Meeting called to order by Chair Peter Bruckner

Acceptance of the Minutes of the March 5, 2012 SAAC meeting

Kenneth Ortmann moved to accept the minutes of the March 5, 2012 SAAC meeting. It was seconded by Daniel Barufaldi. Unanimous.

SAAC Recognition

Chair Bruckner presented both Kenneth Weyler and Chris Nevins with recognition in the form of a framed aerial of Skyhaven Airport for their efforts in representing the interests of the hangar tenants at Skyhaven. Both Representatives Nevins and Weyler said a few words in appreciation for the recognition.

Skyhaven Aviation Services: Update

Bambi Miller reported that Aeroworks, LLC is working with FAA to host safety seminars. Ms. Miller also reported calls to the airport from parties interested in flying in to Skyhaven are increasing. Lastly, the Skyhaven Calendar is up and running on the Skyhavennh.com website as a central location for happenings at Skyhaven and other airports in the state.

Finance Report

Irving Canner presented the Financial Report and began with the operating revenues and expenses. The operating expenses are over budget, mostly in the purchasing of aviation fuel which is sold for profit. Mr. Canner pointed to wages and benefits, which are running under budget. Also, Mr. Canner pointed to an actual charge of \$8,000, as opposed to a budgeted charge of \$2,000 under, "Marketing and Professional Services" which is being paid to Aeroworks, LLC for managing the Terminal Building. Mr. Canner fielded questions from SAAC members. There was some discussion about the setting of the price of 100LL aviation fuel available for sale. Mr. Canner presented a preliminary FY2013 operating budget and Mr. Hopper explained some of the capital outlays in detail. Mr. Canner concluded that most all of the aging receivables have been brought into currency.

Subcommittee Reports

Co-Chair Kenneth Ortmann reported that at the last meeting of the Marketing Subcommittee, a list of events that seem most suited to bringing pilots and non-pilots to Skyhaven Airport was discussed and each event was assigned to an individual or entity for further research.

Old Business

Item Description

14.1 CIP

MTG #14 Will continue to be eligible for \$150K Entitlement which can be saved and possibly banked (depending upon the passed legislation) if priority changes. It has been reported that Congress has allocated over 3.2 billion dollars nationally with 75% to be spent through June 2008. SAOC will continue to monitor this. Peter Bruckner made a motion that SAOC make a note that AMPU Analysis and Obstruction Removal are high priority issues. Motion was seconded by Bill Richard. Unanimous.

MTG #15 No change.

MTG #16 No change.

MTG #17 No change – next scoping – late July or August.

MTG #18 Next scoping in August.

MTG #19 The Bureau's changes to the CIP were discussed.

MTG #20 No report

MTG #21 Plan to concentrate on CIP, Master Plan and Project List at next month's meeting.

MTG #22 No report.

MTG #23 Airport Manager Bill Hopper indicated there have been no changes to the CIP and Pease is discussing utilization of funds for SRE, possibly a one-ton truck with a sander.

MTG #24 Not Discussed.

MTG #25 Bill Hopper indicated adjustments will be made because what is on the CIP this year was less than what was anticipated. We will be carrying a portion of the CIP money which can be carried for four years. Kenn Ortmann requested the topic of trucks and sand be added as an agenda item for the March SAOC meeting.

MTG #26 Bill Hopper explained that a hard look will be given to the FAA-funded CIP. This is needed when considering that the snow removal equipment came in significantly under budget and that the SAOC has expressed a disinterest in the perimeter fence project. Bill will be getting with Carol of Aeronautics to address a CIP schedule that best reflects the airport's needs. Items that will be considered are resurfacing the runway and additional aircraft parking ramps.

MTG #27 – Richard Wasson inquired as to what SRE equipment purchase was, which was explained.

MTG #28 – Bill Hopper indicated that there will be a meeting with NHDOT in August and prior to that meeting, submission plans will be made available for SAOC review. Peter Bruckner inquired about, and it was explained that the state may not be budgeting for matching funds.

MTG #29 – Bill Hopper indicated that a draft list will be presented to the SAOC at the July meeting.

MTG #30 – Bill Hopper reported that PDA had a meeting with DOT and FAA to go over the CIP and presented a draft CIP. There was some discussion about the rotary plow in use and its possible replacement in 2010. Kenn Ortmann inquired as to how the decision came about to rebuild the runway at 75' width as opposed to 100' width, to which Bill Hopper responded that it was largely a financial decision in that FAA will only fund 75'. There was some discussion regarding obstruction removal.

Kenn Ortmann requested that the cost of the design only for the rehabilitation be examined as it seems high. Peter Bruckner indicated that it would be helpful to have copies of the ALP in these discussions and Sandra Keans indicated that it would be more helpful if the ALP could be presented before the August meeting to cut down on discussion time. Dick Jackson reported that in the past, SAOC members were present at discussions with FAA regarding the Master Plan and SAAC representation at these meetings would be beneficial. Kenn Ortmann inquired as to the State's transportation improvement plan and how it might relate to Skyhaven Airport. Bill Hopper reported that the transportation improvement plan relates only to surface transportation and not airports.

MTG #31 – Bill Hopper presented a draft CIP and pointed out that a CIP scoping meeting will immediately follow this SAAC meeting and that it would be appropriate to seek SAAC endorsement at the September SAAC meeting.

MTG #32 – The draft Skyhaven CIP schedule through FY19 was presented and discussed. The Purchase of a rotary plow in FY10 was discussed. Stephen Bourque reported that the existing rotary plow unit is being sent out to H. P. Fairfield for an estimate on rehabilitation. There was some discussion as to when FAA funds are actually appropriated. Tony McManus explained that there are deadlines for capital purchases and if it is decided that a new rotary plow is not needed, then it can be removed or postponed from FY10. Carol Niewola recommended that the rotary plow remain in FY10 as a place holder as DOT has until April 1 to submit a grant application. Depending on the estimate from H. P. Fairfield, a decision can be made as to when to replace the existing unit. Dick Jackson commented that certain items such as transient parking are more important than a rotary plow, to which Bill Hopper responded that the FAA will look at safety items like resurfacing the runway that need to be addressed before they will pay for a parking ramp. There was some discussion as to the shelf life of construction designs. Bill Bartlett expressed the point that the SAAC is an advisory council and a vote taken goes to Pease as a consideration. Kenn Ortmann made a motion that the SAAC recommend to the PDA the adoption of the draft CIP through FY19 with the understanding that the SAAC intends to modify its recommendations. Peter Bruckner amended the motion in consideration of FY10 and the possibility of extending the life of the existing rotary plow unit. It was seconded by Bill Richard. Unanimous. The vote to accept the amendment was also unanimous.

MTG # 33 – The existing rotary plow was discussed. Stephen Bourque reported that H.P. Fairfield responded with a quote of \$3500.00 to rehabilitate the existing unit. Kenn Ortmann indicated that some thought should be put into the decision to repair such items when weighed against the cost of a new item in terms of the required match. Bill Hopper reported that repairs to the existing unit will be made and snow removal operations will be handled in house this year which will give the PDA more control over the operation. Mr. Hopper had inquired with Carol Niewola as to when an application for a new rotary plow would have to be in by and she responded that April 1 is the deadline, which gives the PDA a season to grade the existing unit. There was some discussion about snow removal techniques and tactics.

MTG #34 – Regarding the priorities spreadsheet devised by Peter Bruckner, Mr. Bruckner reported that there were slightly over 50 responses, mostly from EAA members and Skyhaven Flying Club. Mr. Bruckner presented graphs depicting the breakdown of the scores from survey respondents. The results of the responses were discussed. Bill Hopper indicated that a request will be mailed out to all airport tenants requesting that they go to the website and respond to the survey. Anthony McManus volunteered to forward the results of the survey to the PDA Board and asked that the information be sent to folks working on the Master Plan. Peter Bruckner indicated that it has been sent to Barry

Hammer of JEK. Peter Bruckner also requested that all members of SAAC fill out the survey if they have not done so already. There was some discussion about the T-hangar wait list. Bill Hopper informed the SAAC that Hangar 2-2 has become available and the next individual on the wait list has been contacted and is interested in taking the hangar. The interested party is currently serving the country over seas.

MTG #35 - Peter Bruckner presented the results from his survey of priorities of airport users and the results were discussed. Kenn Ortmann and Richard Wasson thanked Mr. Bruckner for his efforts on the spreadsheet. Mr. Bruckner indicated that the results of the survey will be published on the Skyhavennh.com website. There was some discussion about adding access control devices to the existing terminal building to facilitate 24 hour restroom use. Stephen Bourque indicated that he would price out options to make 24 hour rest room usage available to tenants. There was some discussion about the tie-down ramp and its current configuration. There was some discussion about derelict aircraft that are tied down and the possibility of relocating them.

MTG #36 – Peter Bruckner indicated that the survey will remain on the website for people to comment. Mr. Bruckner inquired about the solicitation of quotes for adding access control to a door on the terminal building in order to provide 24 hour bathrooms. Stephen Bourque reported that All Points Systems provided a quote of \$2048.00 to add access control to a door. Mr. Bourque went on to add that there would be no ensuring that individuals secure doors on their way out of the building.

Additionally, a camera system was quoted at around \$2700.00. Alternatively, a portable toilet could be

provided for \$112.00 per month, however with a bus stop in front of the building, it would quickly become a public bathroom. There was some discussion about the camera system. There was some discussion about the most appropriate door to make accessible. Bill Richard asked about locking the pedestrian gate on the north side of the building. There was some discussion about transient pilots being able to exit the airfield. Jim Dubois reported that he had come in one night to do a lighting check to find an individual sitting on the fuel farm, smoking a cigarette while his kids were climbing on airplanes. Anthony McManus indicated that he would bring the estimates before the PDA Board for a vote.

MTG #37 – Steve Berardo indicated that the results of the survey could be included in the Airport Master Plan.

MTG #38 – Bill Hopper pointed to page ten to of the Skyhaven Airport master Plan Update Executive Summary where the CIP is laid out and called out the projects that concern themselves with acquiring property (See New Business). Stephen Bourque reported that the airport has taken delivery of the one ton, dump body snow removal truck with a sander box. There was some discussion about the logo on the sides of the truck.

MTG #39 – No Discussion

MTG #40 – No discussion. This item will drop off the minutes until a future date.

MTG # 53 – Steve Berardo of Jacobs began the discussion regarding the CIP by referencing a July meeting with DOT. Mr. Berardo pointed out that In that meeting, the runway reconstruction was discussed, as well as the 200' extension. Mr. Berardo pointed out that DOT did state that without justification, FAA would not build an extension, nor install an ILS. DOT indicated that a 200' extension could not be justified just based on the remote possibility that an ILS may be installed at DAW, particularly since there are other design issues that would have to be addressed to qualify for an ILS. The discussion centered around the proposed runway width of 75' and Brandon Giuda inquired as to what documentation FAA might need to justify keeping the runway at 100'. Steve Berardo explained that given the airport design category, FAA would only likely fund a 75' wide runway. Typically if a sponsor wants to exceed FAA design standards, FAA will pay for a facility to meet their standard, and the sponsor must pay the difference in cost. Peter Bruckner requested that 100' vs. 75' be an agenda item for the next meeting. Daniel Barufaldi made a motion to study the cost difference between the two runway widths. It was seconded by Ken Weyler. Unanimous. Ken Weyler made a motion that SAAC support the retention of a 100' runway if possible. It was seconded by Brandon Giuda. Unanimous. The discussion concluded with Mr. Giuda inquiring of Mr. Berardo's professional opinion of 100' vs. 75' paved runway, to which Mr. Berardo responded by saying that it is worth looking at and if you can justify it, 100' would be a better runway. Mr. Berardo recommended that before studying the issue of the runway width further, a call should be made to Carol Niewola at DOT to discuss their position.

MTG #54 – Bill Hopper offered that the CIP discussion at the last SAAC meeting was focused on a 100' vs. 75' runway reconstruction. Mr. Hopper added that for Skyhaven's airport category, a 100' wide runway would be a tough sell to the FAA which would leave PDA responsible for over \$600,000 worth of additional paving. Also, a 200' extension to the runway at this time would likely not be justified due to the current annual number of operations at the airport by the design category aircraft, which is a Beechcraft King Air. Mr. Hopper said that adding a 200' extension at a later date would most likely not require a complete runway shutdown, leaving the airport operational.

MTG #55 – Bill Hopper began by saying that there is nothing new to report. The airport management department is working with the finance department at the PDA to outlay future funding for capital projects. FY12 will be an off year when available FAA funds will be held over for future projects. Mr. Hopper discussed the future runway reconstruction and added that while a 100' wide runway would be preferred, FAA will likely only fund a 75' wide runway reconstruction.

MTG #56 – Stephen Bourque presented two CIP documents, one was a timeline of FAA reimbursable projects and the other was a timeline of non-grant projects. The non-grant projects include connecting the airport building to the sanitary sewer, which was completed last year. Projects in FY2013 include replacing the roof on Hangar 2, an airport entrance sign, and conducting a storm drain survey. The only project in FY 2014 is reopening the Jet-A fuel tank, however this item will move forward as needed. In FY2015, projects include repaving the Terminal parking lot, repainting the obstruction poles and replacing the obstruction lights and replacing wiring and sensors at the fuel farm. FY2016 includes improvements to drainage and pavements around Hangar 2 and FY17 includes addressing the floor in Hangar 1 and solving drainage problems around Hangar 5.

Bob Belmore expressed reluctance to vote on capital projects with no background information. Daniel

Barufaldi expressed that he believes the SAAC's role is more advisory and less of an operational one. Kenn Ortmann suggested a tour of Skyhaven Airport for the newest SAAC members. Stephen Bourque gave a brief synopsis of the condition of the roof on Hangar 2. Kenn Ortmann suggested a placeholder in the out years for any drainage issues that might be discovered. There was some discussion about combining Hangar 2 projects to recognize economies of scale.

The reimbursable projects include acquiring adjacent properties in FY2011 and FY2013, repaving the existing runway in place in FY2014, and designing and constructing a new tie-down apron in FY2016 and FY2017.

Bill Richard asked for background information on the cost of demolition of the recently acquired Dupont house at \$130,000. Stephen Bourque responded that he would get that information to the SAAC. There was some discussion about utilizing the house for training exercises prior to demolition and Bill Bartlett explained that the PDA's insurance would not allow exposure to any liability that might be incurred from such uses. There was some discussion about the proposed 75' runway width and the approach lighting system.

MTG #57 – Bill Hopper offered to answer any questions about the CIP. There were none. Mr. Hopper added that Mr. Canner spoke to all of the CIP items in the Financial Report. This item will be dropped from the minutes until future SAAC meetings.

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.

55.3 Planning Airport Events for 2012 Calendar Year

MTG #55 - Peter Bruckner inquired as to what events SAAC members would like to see in 2012 at Skyhaven Airport. Chair Bruckner reconvened the SAAC Marketing Subcommittee and appointed Kenn Ortmann as the Chair. Mr. Bruckner tasked the SAAC Marketing Subcommittee with researching local events that could attract people to Skyhaven. The next meeting of the SAAC Marketing subcommittee will be held on March 5, 2012 at 7:30am in the Skyhaven Airport Terminal Building.

MTG #56 – Chair Peter Bruckner indicated that the SAAC will look forward to the recommendations of the

Marketing subcommittee.

MTG #57 – No discussion. This item will drop from the minutes.

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.

New Business

None

Miscellaneous

Stephen Bourque reported that crack sealing and painting will be taking place over the next couple of weeks which will involve prior permission for operations and limitations on touch and go operations, as well as planned low approaches. Bambi Miller presented a display that is planned for the pilots' lounge showing some of the history of Skyhaven Airport.

Public Comment

Walter Lewis requested that if a capital reserve account is established, the least harmful financial effect to the airport tenants should be considered.

END OF MEETING: Adjourned approximately 10:15 am

NEXT MEETING: Friday, May 11, 2012 7:00 pm (preceded at 6:00 pm by a B-B-Q hosted by the EAA)

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