

Skyhaven Airport Advisory Council

Skyhaven Airport

MINUTES OF MEETING NO. 60

DATE OF MEETING: *Tuesday, September 11, 2012*

LOCATION: *Skyhaven Airport Terminal Building*

ATTENDEES:

Daniel Barufaldi	Peter Bruckner	Richard Jackson	Kenneth Ortmann
William Richard	Matthew Spencer	Frank Torr *	William Bartlett Jr.
Stephen Bourque	Mark Gardner	Bill Hopper	Walter Lewis
Bambi Miller	Eric Obssuth	John Perkins	Jim Rogers

- SAAC Members in **bold** (* denotes nonvoting member)

8:49 am – Meeting called to order by Chair Peter Bruckner. The meeting started late as a quorum was reached with the arrival of Mayor Matthew Spencer at approximately 8:49 am. The item of the recent assessment of the pole hangar was brought to the fore in order to accommodate time constraints of some PDA staff members (See Item 60.2 below).

There was a moment of silence in observance of the attacks of September 11, 2001.

Acceptance of the Minutes of the July 9, 2012 SAAC meeting

Kenneth Ortmann made a motion to accept the draft minutes from meeting #59 as presented. It was seconded by Matthew Spencer. Unanimous.

Skyhaven Aviation Services Update

Bambi Miller reported August was a busy month with the Wings and Wheels event. Ms. Miller indicated a written plan for the Skyhaven Greeters will be forthcoming. Eric Obssuth added that a maintenance company based at Biddeford Airport has closed down due to the retirement of its owner. The Biddeford closure has seen an uptick in Aeroworks, LLCs business recently.

Finance Report

Bill Hopper reported that there is little change from the last report and the PDA continues to work toward a break-even status with respect to operations and maintenance of the airport. Mr. Hopper pointed to a new item in the category of General/Administrative that provides some cushion for the collection of doubtful accounts. Mr. Hopper reported that fuel sales are up from the previous year. Lastly, Mr. Hopper reported that the out-of-pocket expense for PDA is approximately \$629,000 since

taking over Skyhaven. Mr. Hopper fielded a question from the William Richard, which centered on the pricing of fuel.

Subcommittee Reports

Kenneth Ortmann began to discuss the Wings and Wheels event, but the discussion was tabled as that event has its own placeholder under, "Old Business". Kenneth Ortmann reported that the next Marketing Subcommittee meeting will be held one hour prior to the next SAAC Meeting which is currently scheduled for October 12, 2012 at 7:00 pm.

Old Business

Item Description

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 Obssuth 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.

MTG #58 – Peter Bruckner commented that there are signs in front of Skyhaven Airport that do not meet the requirements of the City of Rochester. A schematic of a proposed sign produced by PDA Engineering was distributed. Ken Weyler proposed that perhaps a sign could be placed on the side of Hangar 5. Bill Hopper suggested that it would be more appropriate for the airport to have a sign out front and if Aeroworks chose to place a sign on their hangar, it would be a business decision. There was some discussion about the current reader boards in front of the airport. Mayor Spencer suggested that the proposed sign have the capability of being upgraded in the future to an electronic message board. Robert Belmore moved that the Signage Subcommittee, be empowered by the SAAC to render any advisory approvals that may be required. It was seconded by Ken Weyler. Unanimous.

MTG #59 – Bill Hopper reported that four quotes were solicited and three were returned. Of the four solicitations, two were returned under budget and one was well over budget. The two vendors who submitted under budget quotes will be asked to submit proofs of the possible signage. Mr. Hopper said he will get the proofs to SAAC when they are available. The budget for the proposed sign has been set at \$2,500.

MTG #60 – Bill Hopper reported that PDA is still awaiting a proof from the Sundance Sign company which will be forwarded on to SAAC.

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.

MTG #58 – Bambi Miller explained that she is working on getting a plan for airport greeters to PDA Legal Department for review. Bambi gave a description of what she envisions airport greeters would be doing, which would be volunteers answering questions about Skyhaven Airport, escorting individuals on the airport and advising transient pilots as to where they could go in the tri cities. Bill Hopper commented that according to Bambi's plans, airport greeters seem to be fulfilling the responsibilities of Skyhaven Aviation Services in their contract with the PDA on an unpaid basis. Ken Weyler moved that SAAC endorse the idea of having Airport Greeters. It was seconded by Robert Belmore. Unanimous.

MTG #59 – No new discussion.

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New Business

60.2 Pole Barn Structural Deficiencies

MTG #60 – William Bartlett Jr. began with a prepared statement stating that the best interest of personal safety and property damage, PDA acted quickly to vacate the pole hangar as soon as possible when it was deemed unsafe by the PDA's consulting structural engineer. The PDA has requested that the consulting engineer prepare a report regarding the options with respect to the structure. There was some discussion about the language and timing of letters sent to the affected tenants and the revocation of the leases in place for the Pole Barn due to the safety issues.

Miscellaneous

None

Public Comment

None

END OF MEETING: **Adjourned approximately 9:18 am with the departure of Daniel Barufaldi, thereby not having a quorum.**

NEXT MEETING: **October 12, 2012 7:00 pm, Hangar 5**

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