

Skyhaven Airport Operation Commission

Skyhaven Airport

MINUTES OF MEETING NO. 24

DATE OF MEETING: *January 12, 2009*

LOCATION: *Skyhaven Airport*

ATTENDEES:

| | | | |
|-------------------------------------|------------------------------|-------------------------------------|---------------------------------------|
| Peter Bruckner- Absent | Walt Colby- Present | Richard Jackson- Present | Rep. Sandra Keans- Present |
| Kenneth Ortmann- Present | Bill Richard- Present | Richard Wasson- Absent | Sen. Kenney- Absent |
| Lynn Hinchee | Bill Hopper | Anthony McManus | Dave Mullen |
| Carlton Worster | Irv Canner | Stephen Bourque | Walter Lewis |
| Bob Rhoades | Jim Dubois | | |

- SAOC Members in **bold**

8:30 a.m. – Meeting called to order by Chair Rep. Sandra Keans.

8:35 a.m. - Acceptance of Meeting Minutes of December 15, 2008:

A motion was made by Kenn Ortmann and seconded by Sandra Keans to approve the minutes of December 15, 2008. Unanimous. Kenn Ortmann requested that the meeting minutes be posted on the Skyhaven website.

Standard Topics

Finance Report – PDA Finance Director, Irv Canner, provided a financial summary of the cost of operations for the five month period ending November 30, 2008 and a forecast through fiscal year end, June 30, 2009. In addition, the report also provided a preliminary forecast for FY 2010 and FY 2011.

Mr. Canner reviewed the assumptions and sensitivities associated with the projections but did indicate that operating losses are being forecast for the three year period. In addition, the three year period also show that projected cash disbursements exceed projected cash receipts by approximately \$450,000. Mr. Canner emphasized that the current financial projections assume that the PDA continue as the Fixed Based Operator and that is yet to be formally be determined until the Request for Proposal initiative has been completed.

Lynn Hinchee stated that the PDA Board of Directors has recognized the projected operating losses and that they have been reflected in the approved consolidated operating budget for the subsequent fiscal years.

There was some discussion as to when hangar rents are due and when they are in arrears. Lynn Hinchee indicated that the lease language needs to be cleaned up as to when hangar rents are due which will be taken care of after the airport transfer.

Rep. Sandra Keans inquired as to whether or not the issue of emergency egress had been addressed. Stephen Bourque of PDA reported that the 24 hr. number to Portsmouth International Airport has been included in the outgoing message on Skyhaven's voicemail. Rep. Keans was concerned that an individual might not be able to get their car out of the airport if the power to the electric gate was out.

Old Business

| Item | Description | Action |
|------|---|--------|
| 1.7 | <p>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. MTG #13 Discussed in non-public session. MTG #14 Peter Bruckner moved that SAOC to write a letter to Director Ferns to explain that the role of the SAOC must be preserved and was seconded by Kenn Ortmann. Unanimous. MTG #15 Underway. MTG #16 It appears Skyhaven will be transferred to Pease Development Authority. MTG #17 Jack Ferns and Dick Green are having a Long Range Planning Meeting Wednesday, June 18, 2008. Kenn Ortmann moved that a letter be sent to Peter J. Loughlin, Executive Committee, Vice Chairman, Marketing and Economic Development Committee from SAOC expressing an interest in being involved in the transition of the airport. Motion was seconded by Bill Richard. Unanimous. MTG #18 A motion was moved by Kenn Ortmann and seconded by Richard Wasson to draft a letter to Stephen LaBonte, Assistant Attorney General, indicating that SAOC strongly supports a temporary contract of no more than one year to allow a more deliberative process for a long term contract with PDA. Additionally SAOC requests the opportunity to review and comment on all contracts and leases relative to PDA and OVA prior to approval. A draft of this letter would be forwarded to Sandra Keans for comment and signature. Motion passed unanimously. MTG #19 Ongoing. It was noted that Stephen LaBonte, Assistant Attorney General is leaving his position. MTG #20 Dick Jackson is concerned that this property <u>must</u> remain an airport. There are rumors that PDA doesn't want this as an airport and would turn it over to a developer who would pay back the FAA and do away with the airport. He wants to make sure that if the lease continues with PDA it will contain language that assures that Skyhaven will remain an airport. Kenn Ortmann moved that a subcommittee be formed to initiate contact with the PDA Board of Directors for the purpose of discussing the takeover of</p> | |

Skyhaven Airport by the PDA prior to terms being settled. Seconded by Richard Wasson. Unanimous.

MTG #21 Openly discussed prior to SAOC Meeting.

MTG #22 Lynn Hinchee handed out a copy of a letter from NH/DOT regarding their request to have PDA draft legislation for the transfer of Skyhaven to the PDA. Ms. Hinchee said that PDA needs ownership of Skyhaven to operate effectively.

MTG #23 Peter Bruckner indicated that an ongoing definition of the SAOC is a necessity. Also there is a strong move toward having Pease manage DAW. Lynn Hinchee suggested a meeting with the SAOC sub-committee to discuss the language of the transfer legislation. Bill Bartlett indicated that he has spoken to Dave Campbell who would like legislative language before Christmas. Lynn Hinchee suggested drafting a proposal to legislation to make the SAOC an advisory board to the PDA Board. Dick Jackson expressed concern that rushing the legislative language will tend to produce results that are not well thought out and not all parties have a chance to review. Bill Bartlett indicated that the current statute which states that the SAOC "oversees" all operations at DAW seems too broad. Peter Bruckner stated there is no reason to diminish that definition. A special meeting with the SAOC sub-committee and PDA is scheduled for Wednesday, December 17 at 12:00pm at DAW. Peter Bruckner expressed concern that fuel prices at DAW were too high. Bill Hopper responded by saying that retail prices are gauged at about a 40% to 60% markup which is consistent with local airports.

MTG #23 The SAOC subcommittee handling the airport transfer met on 12/17/2008 with PDA to discuss the legislative language. Lynn Hinchee handed out copies of the proposed legislation to all present arising from the 12/17/2008 meeting.

Language was added with the intent of enhancing the regional airport system.

Mrs. Hinchee went on to say that the debts of the DOT are not the debts of the PDA and if there is a prior environmental issue, the PDA will not be held responsible for it, the clean-up of which would deplete airport funds. Mrs. Hinchee also said that DES would be doing a level one environmental assessment. Mrs. Hinchee asked what other language the SAOC would want in the legislation to which Mr. Ortmann requested that specific language be included ensuring Skyhaven would remain an airport. There was then some discussion as to the number of SAOC members which was intended to include the surrounding communities while keeping the SAOC membership to an odd number for voting purposes.

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.

MTG #16 Conducting emergency maintenance to date--normal maintenance will resume after July 1, 2008.

MTG #17 Not addressed

MTG #18 Not addressed

MTG #19 On-going

MTG #20 No report

MTG # 21 Not addressed

MTG #22 Not addressed

MTG #23 Not addressed

MTG #24 Not Addressed

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 expected to be completed (substantial) 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.

MTG #13 Bureau of Aeronautics has received a quote for placing a sealant on the hangar floors but is currently researching options that are less costly. It is requested that an email update on the status of the insurance reimbursements be sent to the SAOC members.

MTG #14 Waiting on DOT Bureau of Public Works for floor repair solution.

MTG #15 Floor solution should be resolved in June.

MTG #16 The amendment to Horne Construction's lease will be put before G&C on May 21st. It is expected that the work will commence after June 16th, 2008.

MTG #17 Floor should be completed June 23 through June 27.

MTG #18 Project complete. Awaiting reimbursement from insurance company.

MTG #19 Repairs complete. Waiting for insurance settlement.

MTG #20 Attorney continues to work with insurance adjuster.

MTG #21 Expecting to receive \$140,000.00. Three details regarding confidentiality still need to be determined.

MTG #22 Not discussed.

MTG #23 Not discussed.

MTG #24 Rep. Sandra Keans inquired as to whether or not lost hangar rents due to the fire could be submitted to the insurance company. Research by PDA Legal post-meeting #24 revealed that since the damaged hangars were back in service before PDA entered into a lease with DOT, that PDA would not be entitled to lost rents.

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.

MTG #13 Peter Bruckner recalled this was a tabled item from previous meetings(s). Carol Niewola confirmed that it has been tabled until such time as a decision has been made on the ownership of Skyhaven Airport. Kenn Ortmann and Bill Richard asked what types of uses this hangar could have. Carol suggested that aircraft storage, aircraft maintenance and repairs, and similar aviation uses are all possible. Kenn asked if in lieu one large hangar if several smaller T-hangars could be built instead. Carol said that the project description for the proposed bond to fund the project would need to be changed if this were to happen. Dick Wasson noted that a proponent of a proposed bus building in Rollinsford also wants to purchase and install a metal building, similar in concept to this topic's proposed conventional hangar. She said this title could be modified if something else were selected instead of the large hangar. He asked whether there would be any economies of scale in the airport teaming up with this person to purchase and construct the two buildings. Bill noted that while that may be possible, the hangar may have some unique features that negate using the same bid specifications as the bus building.

MTG #14 No change.

MTG #15 Tabled.

MTG #16 Not addressed, hold for further discussions.

MTG #17 Not addressed

MTG #18 Not addressed

MTG #19 Hope to re-appropriate \$650,000 in the next biennium budget.

MTG #20 No report

MTG #21 Move to discuss project with PDA

MTG #22 Not discussed.

MTG #23 Not discussed.

MTG #24 Not Discussed.

10.1

Master Plan Technical Study for Approaches and Runway Length –

MTG #12 The Bureau is waiting on the 2008 funding. The project will commence no earlier than this summer.

MTG #13 Carol said that the state has the draft scope and fee from the consultant for this study and are preparing to submit the grant application for April 1, 2008. No work will be able to start on this project until the grant funds come in from FAA who is waiting on Congress to authorize and appropriate grant funds for FY 2008. Sen. Kenney asked when the funds might be released. Carol said that it could be June at the earliest or as late as September. The funding bill is caught on how to fund the FAA and its programs into the future. Sen. Kenney expressed a willingness to sign a letter encouraging our Congressional delegation to act on this bill expeditiously.

MTG #14 Continuing to wait for FAA Funding.

MTG #15 Congress has currently funded only 75%. Approximately 6 out of the 11 projects statewide will be funded due to the Block Grant Program. Carol will be the lead on the project once it is funded.

MTG #16 Awaiting federal funds.

MTG #17 Agreement issued. Carol will notify SAOC.

MTG #18 Funds received. Once meetings have been established SAOC will be notified.

MTG #19 See presentation by Jacobs (above)

MTG #20 No report

MTG #21 Not addressed- Jacobs will be attending the next meeting to present their findings thus far.

MTG #22 Jacobs did not attend meeting as planned, but will attend December meeting. Peter Bruckner made recommendation that roads on ALP be shown better.

MTG #23 Stephen Berardo and Heath Mansden of Jacobs Edwards and Kelcey presented their findings thus far. Mr. Berardo explained that Skyhaven currently fits the criteria of airport design group BII, easily accommodating a Beechcraft King Air.

Operational constraints at DAW include limited transient parking, no FBO services and no Jet-A fuel sales. Kenn Ortmann asked if the forecast is consistent with general trends, to which Mr. Berardo responded by saying that if costs and the economy stabilize, DAW could see as much as .5% growth with an FBO. Without an FBO, local operations will decline significantly. Also, the current runway length is not prohibitive to accommodating corporate aircraft. Mr. Mansden indicated that an LPV approach is scheduled to be added to Runway 33 in October 2009. A viable option might be to increase the length of the runway to 4200' to accommodate an ILS. Jon Ribeau asked if

the runway lengthening would be worth it to realize a minimal increase in operations. Kenn Ortmann responded by saying that if it adds business to Rochester, then it is a benefit to the city. Mr. Berardo concluded by saying that an alternatives report would be published in February and operational improvements are needed.

MTG #24 Sandra Keans inquired as to what was discussed at the last meeting and a question was raised as to how a small increase in runway length would be a benefit. Kenn Ortmann explained that benefits to the airport through infrastructure improvements can't be measured by the increase in activity, but rather should be looked at as a benefit to the community through increased business in Rochester. Mr. Jackson responded by saying that IFR approaches are more important than runway length. Jacobs Edwards and Kelcey will return in February to discuss the Master Plan for DAW.

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

15.2 **Beavers**

MTG #15 Dick Jackson reported that the dam has extended east and west by multiple feet.

MTG #16 Beavers have been removed. Water is still rising.

MTG #17 Robert McMaster was on site last week. Beaver removal and lowering of flood water.

MTG #18 Not addressed

MTG #19 Beavers are back, the Bureau has contacted Bob McMaster.

MTG #20 Dick Jackson reports that "all is quiet."

MTG #21 Beavers seem to be gone although the water level is high. To be removed from agenda.

MTG #22 No report.

MTG #23 Not addressed

MTG #24 Not Discusses

19.1 MTG #19 Taxi/Runway Lights – Waiting for parts to be delivered

MTG #20 Moulison has not been responsive until this week. Very dangerous situation exists.

MTG #21 Expect work to be completed soon.

MTG #22 Lights have been repaired. There are some items such as the two obstruction lights are not covered by the DOT budget and PDA will look into their repair.

MTG #23 Not addressed.

MTG #24 Not Discussed

19.4 MTG # 19 Hangar inspection with the SWPPP Compliance is done one time per year. Next inspection set for September 15, 2008.

MTG #20 Inspection will be completed today.

MTG #21 DOT found no significant deficiencies.

MTG #22 No discussion.

MTG #23 No discussion.

MTG #24 Not Discussed

- 21.0 MTG #21 There is concern with OVA Webpage – SAOC would like to see continuation as Skyhaven. Tony McManus said the PDA webmaster will be asked to contact OVA's webmaster Bob Mayrand.
 MTG #22 The PDA will propose to Bob Mayrand a month to month agreement for the website. Mr. Mayrand has quoted \$180/month. It will also be important that the website be transferable should the PDA contract for FBO services with a 3rd party.
 MTG #23 Not addressed.
MTG #24 Not Discussed
- 21.1 MTG #21 Inspection was completed by Michael Pouliot from the Bureau and was distributed.
 MTG #22 No discussion
 MTG #23 No discussion
MTG #24 Not Discussed
- 21.3 MTG #21 Glycol for SRE building is on hold- Waiting for PDA to make their decision on this issue.
 MTG #22 Bill Hopper reported that Alan Weston, PDA Maintenance Manager, had reported that it would not be in the best interest to glycol the SRE. Mr. Hopper could not recall the specifics, but will report at the December meeting.
 MTG #23 Bill Hopper reported that it would be best not to use glycol for safety concerns with freeze/flow. It will be more economical to monitor the building.
MTG #24 Sandra Keans requested the glycol issue be brought back into discussion, specifically why PDA had decided not to glycol the building. Mr. Hopper replied that safety is the main driver in that the cost of heat vs. glycol does not measure up to winterizing the building. Mr. Richards stated that the intention was to limit the amount of heat used and not turn it off all together. David Mullen responded by saying that PDA will glycol the building at PDA's expense.
- 21.4 MTG #21 The blower is in need of repair work for this winter. Repair is in process.
 MTG #22 The parts have been delivered and Mark Perry is going to make repairs.
 MTG #23 Not discussed.
MTG #24 The blower unit has been repaired and cutting edges have been ordered with delivery expected this week. Bill Hopper reported that after consultation with DOT, the most likely eligible purchase would be a one-ton dump truck with a sander box. The purchase would be approximately \$50,000 and the remaining \$100,000 could be carried over to the following year for additional purchases. Kenn Ortmann stated that at DAW, sanding has never been a high priority and questioned as to whether or not the gain from the expenditure will offset the cost. Bill Hopper indicated that advice is welcomed. Bill Richard queried as to whether or not the \$150,000 needs to be paid back, to which Mr. Hopper replied it does not.

New Business

| Item | Description | Action |
|------|---|--------|
| 21.5 | <p>MTG #21 Two obstruction lights out (3 years old – should be 5 – 10 year life for the bulbs?)</p> <p>MTG #22 PDA has been informed by DOT that they do not have money budgeted to repair the obstruction lights in the money budgeted to Moulison. PDA will look into the cost to do this under their contract with Richardson Electric.</p> <p>MTG #23 Two obstruction lights are still OTS. Stephen Bourque indicated that a request for an estimate was made with Richardson Electric, the PDA's electrical services contractor with no response yet. A follow-up call will be made today.</p> <p>MTG #24 Not Discussed</p> | |
| 23 | <p>FBO Update</p> <p>MTG #23 A request for interest for FBO services was made public by DOT prior to transferring to PDA November 1. Three interested parties responded and one of the interested parties, Mike Hart has expressed concern over the standard \$3.7 million liability where his is only at \$1 million. Acting Executive Director David Mullen indicated that PDA staff has been circulating a draft RFP. Kenn Ortmann requested a timeline on the completed RFP to which David Mullen responded would be within a couple of weeks. Dick Jackson expressed concern that in a power outage, the electric gate will not work.</p> | |

The lock on the fuel pumps gate has been damaged and replaced with a key lock. Stephen Bourque indicated that the key lock will be replaced with a combination lock by COB today. Bill Hopper recommended the phone number to PSMs 24-hour operations office should be posted on the electric gate and a meeting with Frisbee should be set up to establish airfield entry protocols. Peter Bruckner requested that reflective stakes be replaced at the electric gate.

MTG #24 Mr. Hopper reported that an RFP is in the finishing stages with a final draft to be released for dissemination later this week. Walter Colby asked if in this economy, will we get an FBO to which Mr. Hopper responded the PDA has received three initial responses. Mr. Ortmann requested a draft copy be sent to SAOC to which Mr. Hopper responded that that would not be a problem.

Public Comment **MTG #22 None**

END OF MEETING: *Adjourned approximately 10:20 a.m.*

NEXT MEETING: February 9, 2009

FUTURE MEETINGS: 2009 schedule is attached.

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

Respectfully submitted,

Stephen Bourque for Chair Sandra Keans