

Skyhaven Airport Advisory Council (SAAC)
Meeting Minutes – Meeting #98

November 15, 2021

Present: Peter Bruckner, Chair SAAC, City of Rochester
Mike Scala, City of Rochester
Rep. Ken Weyler, State Rep & SAAC
Jim Rogers, SAAC, City of Dover
Bill Richards, SAAC
James Gray, NH Senate, SAAC
Robin Comstock, SAAC
Dan Barufaldi, SAAC
Andrew Pomeroy, PDA

Next Meeting: February 7, 2022

1. Standard Topics

- a) Meeting called to Order at 9:00 am
- b) Acceptance of the Minutes was unanimous.
- c) Finance Report: Andrew Pomeroy
 - a) Report represents the first quarter (first three months) of FY2022.
 - b) Fuel Sales were lower this past three months when compared to the same three in FY21. FY21 was an extremely good year for fuel sales at Skyhaven, and FY2022 numbers are more like an average year with one exception.
 - c) In the last two weeks of July, and first week of August, there was a malfunction with our self-serve fuel system, where the Pulse Counter was only counting about every third gallon pumped. Therefore they system was only charging customers for roughly $\frac{1}{2}$ - $\frac{1}{3}$ the actual gallons pumped. We discovered this issue and had to remove the fuel farm from service until new parts could arrive and be installed. Therefore fuel sales for the months of July and August are low.
 - d) The fuel price at the pump was recently increased to \$5.10/gallon due to increased fuel purchase price. Andrew explained that the price per gallon on the finance report is the amount the PDA receives following the credit card and service fees charged by the self-serve fuel system. Andrew read off the current fuel prices from other airports within a 60 mile radius of Skyhaven and Skyhaven is still very competitively priced at \$5.10
 - e) Building maintenance expenses are up as we are currently renovating the terminal building. It has not had a face lift since the mid 80s and PDA Maintenance has been addressing several issues with the building to modernize it, make it more efficient, marketable and to bring it up to current building codes and ADA Compliance.
 - f) The group discussed the recent increase in fuel price around the area and how we price fuel.
 - g) Since conception, PDA has invested approximately 1.7 million in maintaining and operating Skyhaven.

2. Webpage:

- a) Andrew stated that we have extended our fuel loyalty program.

- b) There was a group discussion about the website, its utility and the desire to have more frequent news articles.
 - c) The possibility of social media pages and how to manage those was discussed.
 - d) Andrew stated that the PDA has hired a graphic and web designer (Sara Van Wert) whose job it is to develop and update the PDA's web presence for all PDA Divisions to include Skyhaven.
- 3. **T-Aviation:** Andrew informed the group that T-Aviation is doing very well and growing. T-Aviation has submitted its request to exercise the first of its one year lease options. Andrew shared that document with the group. A motion was made by Sen James Grey to recommend the PDA BOD approve the T-Aviation Lease Option, It was seconded by Bill Richards and passed unanimously.
- 4. **Subcommittee Reports:**
 - a. Wings & Wheels will be hosting their annual event in June, 2022, planning meetings to begin shortly.
 - b. Marketing: Peter inquired as to the Skyhaven sign replacement. Andrew informed the group that one of Sara Van Wert's tasks is designing new logos for each of the PDA Lines of business that both Identify it as a PDA interest while speaking to the character and individuality of the facility. Whether that be a big airport, a small airport, a golf course, a business park or port. Andrew shared some early conceptual mock up examples of the new logo that Sara has been creating for Skyhaven, and showed the logos from other Departments in the PDA to demonstrate how they relate to one another. Robin Comstock commented that she loved the idea and how it linked all the PDA Properties together under one umbrella while preserving the character of the individual places.
- 5. **Old Business:**
 - a. Airport Traffic Report: Andrew presented the traffic reports since the last meeting the total operations for CY 2021 to date is an estimated, 11,122 operations with a month and a half to go. Andrew expects to have approximately 12,000 operations by year's end. This is lower than the 13,009 estimated operations in 2020, but still higher than all previous recorded years. 2020 being a record breaking year for Skyhaven with good flying weather and low fuel prices. 2021 has had less favorable weather and higher gas prices.
 - b. The old key pad gate access system is being swapped out and tenants will be issued a prox card that will open the gate. This will help with the numbers of people simply accessing the airfield using a tenant's code. Cards will only be issued Issue to people that have an up to date lease agreement with the Pease Development Authority. The keypad access will remain at the terminal will transfer over as well. The Pedestrian gate will remain as is.
- 6. **New Business:**

- a) Terminal Apron Rehab Design Project: The original plan was to tear up and repave the apron. We presented that and had a designed project approved. In the interim we have been actively seeking hanger developers. Skyhaven is in desperate need of additional hanger space. All hangers are currently full and waitlist of 17 people.

The FAA has changed its rules, and private hangers are ineligible for AIP funding. If we have hangers developed the contractor or the PDA will need to refund the FAA for those AIP funds. The idea is to provide the developer an area that costs will not be so high that he can come in and build the units.

We were designing to rebuild this entire ramp as it sits with AIP funds. If we do, we can't put hangers there and that's the only stretch of asphalt that is ready to accept hangers. We are in a recouping of the design project which is significantly different than what we were originally talking about. This will allow for a quick build of 15 hangers.

John Pelletier showed the 30% Apron Design Plans. Some of the challenges involve the Apron slopes and the need to match taxi lanes with the existing taxiway A. There is up to a 4' change in elevation. These plans are only at a thirty percent design and much will depend on the hangar developer's plans and building schedule.

- b) Skyhaven Terminal Building Renovations: Renovations of the terminal building have begun. Andrew showed the group the work that had been done so far and described those items yet to come. The porches have been rebuilt and shrubs and fencing have been removed. New windows and doors have been hung, lighting and electrical has been rewired, and new sheetrock has been hung as well. There will be bathroom renovations to meet ADA Standards and new flooring installed as well.

7. Public Comment:

8. Other New Business:

Non Public Session (If Required)

Next Meeting: February 7, 2022

Meeting was adjourned at 10:15

Respectfully submitted, Andrew Pomeroy