

Skyhaven Airport Advisory Council (SAAC)
Meeting Minutes – March 23, 2026

Skyhaven Airport
238 Rochester Hill Rd.
Rochester, NH 03867

Present: Peter Bruckner, Chair SAAC

 Kenneth Weyler, Vice Chair SAAC

 Michael Scala, Secretary/Treasurer SAAC

 Guy Eaton, City of Dover

 Jim Rogers, City of Dover

 Jim Gray, Senator

 John Meehan, Airport Manager (PDA)

 Melanie Walsh, Executive Administrator (PDA)

Meeting Minutes: It was noted that the last couple of meetings did not have a quorum, therefore no meeting minutes were produced. Meeting minutes that remained on the website over four years old and have been removed.

Election of Officers: Ken Weyler nominated Peter Brucker as Chair, Michael Scala seconded it, and Peter Bruckner accepted. Ken Weyler was nominated as Vice Chair, Michael Scala seconded it, and Ken Weyler accepted. All in attendance approved

Governor Appointments: It was unclear as to the current state of governor appointments.

Finance Report (Attached):

- Operating revenues, approximately \$9,000 higher than budgeted, have been driven by higher fuel sales. Fuel sales, year to date are 13% higher than the previous year.
- Operating expenses, \$2000 over budget. Expenses are attributed to the busy snow season which includes fuel sales, labor, parts, etc.
- Capital expenditure, which include the upcoming wildlife perimeter fence and the reconstruction of the terminal parking lot, was a total of \$132,000. Grants funded were \$106,000.
- Aviation Fuel Consumption Analysis shows that sales are up. Current price per gallon is \$6.08.

- At the last PDA Board of Directors meeting the Capital Improvement Plan was approved. No significant changes for Skyhaven Airport.

Webpage: Old pictures have been removed and replaced with updated photos of the new Meeting area.

Subcommittee Reports: None

Airport Traffic Report: System has not been working appropriately. Traffic loads can be approximated by fuel sales. Airport Manager, John Meehan will look into the issue.

Rochester Court House Project: Project is moving along; steel has been erected and the outer shell almost complete. Michael Scala advised that they are ahead of schedule.

Rasmussen Aviation: Currently working towards meeting requirements per the Minimum Standards. Once achieved, will provide flight training and possibly lease space in the terminal.

New Business: John Peltier, Jacobs Engineering was in attendance to provide an overview of both the Terminal Apron Construction and Wildlife Perimeter Fence projects. Project plans will be placed on the webpage.

Terminal Apron Rehab Construction:

- Contractor will be clearing the area on or before 4/18/26. Official start date is anticipated to be 6/22/26 and expected to be complete on or before 8/7/26. Project was initiated several years ago, however the discretionary funding from the FAA to fund the project was just received last year.
- DES requires containment around the fueling pad which is not eligible for FAA funding. PDA will cover 100% of the cost.
- The apron will be closed for 3-6 calendar days. Fuel will not be available during the duration of the project.
- Catch basin that is currently in position will be replaced, along with the drain line.
- The containment pad will be uniformly sloped with the apron. When the water runs off the pavement, it runs down through the turf, as opposed to running along the edge pavement.
- 21 tie-downs will all be replaced and marked accordingly. be marked the spot numbers.
- Concerns were raised that there will be fewer tie-downs which will mean less revenue. The new layout will provide space for “group 2” size aircraft, which will in turn create larger fuel sales. The Jet fuel jet fuel tank will remain in theory operational.

- Fuel shut off is not designed for catastrophic failure, but rather a small quantity which is controlled by a thickened edge.
- There will be temporary tie-downs for current tenants to relocate.

Wildlife Fence Construction:

- Fence installation will happen along the west side of the property.
- Trees will be cleared prior to 4/15/26. Needs to be completed by the end of July, 2026.
- Fence will be 8 feet with a foot of barbed wire on top. A 5 foot skirt will be secured to the ground to prevent wildlife from entering the airfield.
- Construction of the fence should not impact on the everyday activity at the airport. If equipment is required to cross the runway, there will be crossing guards.

Terminal Parking Lot:

- Plans have been designed.
- Currently in discussion with the state in terms of jurisdiction, property lines. John Pelletier explained some back history that the original plans for the project were submitted, the right of way was changed to the new road alignment, but the deed was never filed. So, essentially, DOT has prescriptive rights through a certain point. PDA has to do a right of way transfer. So, essentially, PDA gets one side of the old right away, DOT gets the other side. Senator Gray suggested PDA check with the city to see where the property stands and offered assistance with the DOT if needed.
- The project will reduce the total width and become a more standard driveway. There will be 2 rows of parking. One row, terminal building side and one row street side.
- Peter Bruckner raised concerns that the plans were not provided for review to the committee. John Meehan indicated that an opportunity for review will be provided prior to submitting the final plans, and that it will be a priority to get all plans uploaded to the Skyhaven website.

Wings and Wheels: Tentatively scheduled for 2 days, June 13th and 14th. Michael Scala advised that a Special Event permit needs to be filed. Meetings will be scheduled soon.

Hangar Development: Jonathan Hill, a current tenant on the airfield, is looking to bring a proposal and conceptual design to the SAAC committee for review. They've partnered with Gale Engineering and plans should be completed in April, 2026. Senator Gray raised concerns regarding the terms of a land lease. John Meehan advised that the PDA would be looking for a long-term 20 year lease, with options to extend, and include a revolving CPI rate that doesn't exceed a certain amount of percentage.

Public Comment: None

Non Public Session: N/A

Upcoming Meetings & Events: TBD

Other:

- Peter Bruckner raised a safety concern regarding lighting at the entry gate, which needs to be fixed or updated. The airfield is very dark and tenants do enter the hangars at night.
- Signage for the building. John Meehan advised that signage will be included in the parking lot project. The Rochester Fire Department recently received an updated map of the airport which identified all buildings and hangars.

Accepted by the SAAC Members in attendance at the meeting of August 27, 2026.

**SKYHAVEN AIRPORT
FY2026 FINANCIAL REPORT
FOR THE SEVEN-MONTH PERIOD ENDING
JANUARY 31, 2026**



**SKYHAVEN AIRPORT ADVISORY COMMITTEE
MARCH 23, 2026**



PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN
For the Seven Months Ended January 31, 2026

	Actual Jan FY 2026	Budget Jan FY 2026	Variance From Monthly Budget	% Variance		Actual YTD FY 2026	Budget YTD FY 2026	Variance From YTD Budget	% Variance
OPERATING REVENUES									
HANGAR RENTALS/TIE DOWNS	\$14,085	\$13,170	\$915	6.9%		\$91,977	\$92,190	(\$213)	(0.2%)
CONCESSION REVENUE	\$0	\$500	(\$500)	-		\$3,167	\$3,500	(\$333)	(9.5%)
AVIATION FEES	\$0	\$0	\$0	-		\$60	\$0	\$60	#DIV/0!
FUEL SALES	\$1,592	\$3,171	(\$1,579)	(49.8%)		\$55,974	\$46,976	\$8,998	19.2%
OTHER REVENUE	975	92	883	959.8%		\$1,075	\$644	\$431	66.9%
TOTAL OPERATING REVENUES	16,652	16,933	(281)	(1.7%)		152,253	143,310	8,943	6.2%
EXPENSES									
WAGES AND FRINGE BENEFITS	14,281	12,214	(2,067)	(16.9%)		81,571	74,808	(6,763)	(9.0%)
BUILDING AND FACILITIES	3,718	4,836	1,118	23.1%		27,605	33,852	6,247	18.5%
GENERAL AND ADMINISTRATIVE	1,882	2,754	871	31.6%		16,712	19,945	3,233	16.2%
UTILITIES	4,507	4,043	(464)	(11.5%)		20,466	18,627	(1,839)	(9.9%)
PROFESSIONAL SERVICES	443	436	(7)	(1.6%)		3,075	3,052	(23)	(0.8%)
MARKETING AND PROMOTION	399	192	(207)	(107.8%)		399	1,344	945	70.3%
OTHER OPER EXP - FUEL	932	3,258	2,327	71.4%		42,340	38,652	(3,688)	(9.5%)
TOTAL OPERATING EXPENSES	26,162	27,733	1,571	5.7%		192,168	190,280	(1,888)	(1.0%)
OPERATING INCOME/(LOSS)	(9,510)	(10,800)	1,290	(11.9%)		(39,915)	(46,970)	7,055	(15.0%)
NON-OPERATING (INCOME) EXPENSE	0	0	0	0		0	0	0	0
DEPRECIATION	35,178	35,500	322	0.9%		245,114	248,500	3,385	1.4%
NET OPERATING INCOME/(LOSS)	(44,688)	(46,300)	1,612	3.5%		(285,029)	(295,470)	10,440	3.5%

Skyhaven operating revenues through January are \$9,000 higher than budget, driven by higher fuel sales. Year-to-date gallons of fuel sold are trending 13% higher than the previous year.

Operating expenses are \$2,000 over budget and include cost overruns in fuel purchases, part-time wages and environmental expenses.

PEASE DEVELOPMENT AUTHORITY - SKYHAVEN
Statement of Cash Flows
Year-to-Date For the Seven Months Ended January 31, 2026

	YTD Actual Thru Jan FY 2026	Actual FY2025	Prior Periods	Cumulative Total **
OPERATING INCOME (LOSS)	<u>(40)</u>	<u>(125)</u>	<u>(1,454)</u>	<u>(1,619)</u>
<u>ADJUSTMENTS</u>				
CAPITAL EXPENDITURES				
TAXILANE PAVEMENT / DRAIN	0	0	(1,784)	(1,784)
FUEL TANK UPGRADE	0	0	(15)	(15)
RUNWAY IMPROVEMENTS	0	0	(5,701)	(5,701)
SNOW REMOVAL EQUIPMENT	0	9	(495)	(486)
LED LIGHTING	0	0	(26)	(26)
DUPONT PROPERTY	0	0	(374)	(374)
HANGAR ROOF REPLACEMENT	0	0	(119)	(119)
SEWER DESIGN /HOOK UP	0	0	(80)	(80)
HEATING INSTALLATION	0	0	(14)	(14)
TERMINAL APRON DESIGN/CONSTRUCT (SBG 15-09)	0	(5)	(160)	(165)
RUNWAY/HANGAR LIGHTING	0	0	(37)	(37)
TERMINAL UPGRADES	0	0	(29)	(29)
JOHN DEERE ROTARY CUTTER	0	0	(11)	(11)
WILDLIFE PERIMETER FENCE	(66)	(63)	(25)	(154)
RECONSTRUCT TERMINAL PARKING LOT	(56)	(70)	(13)	(139)
FORK FOR FORKLIFT	0	0	(7)	(7)
ROOF REPLACEMENT	(10)	0	(7)	(17)
FUEL PIPE REPLACEMENT	0	0	(10)	(10)
	<u>(132)</u>	<u>(129)</u>	<u>(8,907)</u>	<u>(9,168)</u>
GRANT FUNDS	106	140	8,139	8,385
DEBT REPAYMENT- STATE OF NEW HAMPSHIRE	0	0	(100)	<u>(100)</u>
TOTAL ADJUSTMENTS	<u>(26)</u>	<u>11</u>	<u>(868)</u>	<u>(883)</u>
NET CASH FLOW	<u>(66)</u>	<u>(114)</u>	<u>(2,322)</u>	<u>(2,502)</u>

**** EFFECTIVE NOVEMBER 1, 2008, THE PDA ASSUMED OPERATIONAL RESPONSIBILITIES FROM THE STATE OF NEW HAMPSHIRE DOT.**

SKYHAVEN AIRPORT AVIATION FUEL CONSUMPTION ANALYSIS

MONTH	FY 2025 CURRENT MONTH SALES	FY 2025 CURRENT MONTH GALLONS	FY 2026 CURRENT MONTH SALES	FY 2026 CURRENT MONTH GALLONS	FY 2025 CURRENT YTD SALES	FY 2025 CURRENT YTD GALLONS	FY 2026 CURRENT YTD SALES	FY 2026 CURRENT YTD GALLONS	FY 2025 AVERAGE PRICE/ GALLON	FY 2026 AVERAGE PRICE/ GALLON
JULY	\$9,089	1,475	\$10,442	1,787	\$9,089	1,475	10,442	1,787	\$6.16	\$5.84
AUGUST	\$5,445	888	\$9,898	1,689	\$14,534	2,362	\$20,340	3,476	\$6.15	\$5.85
SEPTEMBER	\$9,470	1,546	\$13,055	2,225	\$24,004	3,908	\$33,396	5,701	\$6.14	\$5.86
OCTOBER	\$10,595	1,810	\$9,422	1,594	\$34,599	5,718	\$42,818	7,294	\$6.05	\$5.87
NOVEMBER	\$6,771	1,159	\$3,877	662	\$41,370	6,877	\$46,694	7,956	\$6.02	\$5.87
DECEMBER	\$4,587	785	\$6,183	1,037	\$45,957	7,662	\$52,877	8,993	\$6.00	\$5.88
JANUARY	\$3,015	518	\$1,662	281	\$48,972	8,180	\$54,540	9,274	\$5.99	\$5.88
FEBRUARY	\$1,771	305			\$50,743	8,485			\$5.98	#DIV/0!
MARCH	\$4,941	839			\$55,684	9,324			\$5.97	#DIV/0!
APRIL	\$6,707	1,148			\$62,391	10,472			\$5.96	#DIV/0!
MAY	\$4,430	764			\$66,821	11,236			\$5.95	#DIV/0!
JUNE	\$10,446	441			\$77,267	11,677			\$6.62	#DIV/0!

NOTE: SALES REFLECT THE NET CASH RECEIVED AFTER CONSIDERATION FOR ANY CREDIT CARD FEES THAT MAYBE INCURRED.

SUMMARY OF CONSTRUCTION WORK IN PROCESS AS OF JANUARY 31, 2026

(\$000's)

<u>PROJECT NAME</u>	BALANCE AT 06-30-25	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 01-31-26
SKYHAVEN AIRPORT					
TERMINAL APRON RECONSTRUCT	19	-	-	0	19
WILDLIFE PERIMETER FENCE	88	66	-	66	154
ROOF REPLACEMENT	-	10	-	10	10
TERMINAL PARKING LOT CONSTRUCT	-	23	-	23	23
TERMINAL PARKING LOT DESIGN	83	33	-	33	116
	<u>190</u>	<u>132</u>	<u>0</u>	<u>132</u>	<u>322</u>