

Minutes of Airport Commission Meeting

Wednesday October 9th, 2019 7:00 P.M.

Draft subject to review, correction and approval at the next meeting.

Committee Members Present: Chairman Dick Guy, Matt Bjelobrk, Cliff Batchelder, Peter Kimball, and Bart Mann.

Excused Members: Stuart McDanolds (working elsewhere)

Airport Technician: Dan Freeto

Airport Manager: Brigitte Codling interim (not present, on vacation)

Members of the Public Present: Doug Henson, Mark Goodrich D&K, Howard Hatch and Dennis Cunningham.

Call Meeting to Order: The meeting was called to order at 7:03 P.M. by Chairman Guy.

There was a brief discussion regarding documentation of excused absences in meeting minutes. Cliff stated that he keeps track and has Stuart McDanolds listed as present for seven meetings this year. Chairman Guy would like excused members listed on minutes moving forward. Chairman Guy stated that he was led to believe a financial report was to be provided to the Commission last month, but he still has not seen it.

Agenda Approval: There were no amendments made to the agenda.

Consent Agenda: Peter stated there were a few places in the minutes where it stated he said something, but it was not Peter it was somebody else. The meeting recording will be reviewed so the minutes can reflect the correct Commission members.

Correspondence: None at this time.

Public Appearances: Doug Henson asked when the Airport House was scheduled to be burned and Chairman Guy explained that it was not in the Commission's hands. Doug asked if there was anything that needed to be removed from the house before the burn and Chairman Guy stated he'd like to remove the valuables and heating system since it's relatively new. Matt stated this was discussed at the last Selectboard meeting. Howard mentioned that there are records on the Pilot's table, including Haverhill Aeronautics records. Matt stated that the house will be burned in stages and it could take a few days to complete. Doug suggested using any salvageable materials from the house to fix up the old hangar.

Pending (Old) Business:

- **Melissa Ulery:** Chairman Guy explained that Melissa was born and raised in North Haverhill and she applied for flight lessons. Kimball made a motion to provide a scholarship to Melissa for flight lessons. Bart Mann seconded the motion. Chairman Guy explained that Melissa will need to take the Ground School portion of the lessons on her computer, per a new guideline. Once she completes and passes the course/test, the Commission will reimburse her for the course and test. New guidelines also dictate that she will have one year to complete her flight lessons. Upon completion of flight lessons, it will also be expected to have Melissa do a press release. The motion carried unanimously.
- **Community Day:** Chairman Guy shared that the six pilots were able to fly 51 children at Community Day. It was mentioned that the pilots expressed they were tired by 2:30 P.M. Commission members agreed to shorten the event next year and schedule it for three hours. Howard suggested making Dan and his equipment more visible next year. Doug suggested having a flyer at the event show-casing the scholarship program. The food vendor sold out and raised approximately \$345. Matt explained procedures regarding funds and accountability.
- **Airport House:** Chairman Guy explained that at the last meeting, Darwin asked if the Airport Commission would help pay for the asbestos removal at the airport house. Guy stated this cost isn't in the current budget, but he also isn't sure what's in the account either, since finance reports are not available. Matt believes the cost is about \$1,200. Matt stated his personal opinion is that the Town should pay for it, since it's a Town-owned building. Commission members expressed frustration that they do not know what's in their account, as they haven't received a financial report from the Town office. This discussion will be tabled until the next meeting.

New Business:

- **Financial Plan and Budget Needs for 2020:** Chairman Guy asked Matt Bjelobrk to talk to TM Codling about the Airport Commission's budget, as he has inquired about it three or four times both personally and via email. Specifically, he'd like to know if the insurance settlement went to the Commission or to the Town and he'd like to know where the \$7,500 from Nashua went after selling some of the entitlement money to them.
- **Fuel Farm:** It was stated that TM Codling spoke with NH-DOT about a five-year capital improvement plan and the State is all for funding that plan. A concern is whether the Commission would be able to obtain the 5% local share, as it's believed to exceed the annual budgeted amount. This would mean the Airport may require community financial support to make this happen. The AIM (Airport Improvement and Maintenance) grant is a State grant which is an 80/20 grant could be used for part of the project. The AIP grant is an FAA grant with a 5% local share could be used for other parts of the project including the expansion of the apron, installation of a new fuel pump and crack/sealing. Chairman Guy stated that Guy Rouelle explained the Town could be eligible for the AIP grant because the present system doesn't allow aircraft to enter and exit with a sufficient amount of space between wing tips and the apron would need to be redesigned. This indicates the project is also focused on safety.

- **Review Membership and Attendance:** Stuart has attended seven out of the last 10 meetings. Matt explained the policy that the Selectboard approved a few months back regarding attendance. Chairman Guy stated he'd like unexcused and excused absences indicated on meeting minutes moving forward.

- **Airport Commission:** Matt stated that the Airport Commission was first created to oversee airport zoning issues which is something that the Commission does not do currently. The airport is owned by the Town, it is a Town property. The Town Manager has direct control over the airport through the Airport Manager; which is a hired position. TM Codling is serving as the interim Airport Manager but is actively seeking a qualified Airport Manager. Matt suggests after the Commission adjourns the meeting that they review their legal authority and once they have a chance to review, then the Commission should only meet when there are airport zoning issues. Airport Commission members shared that they have known they don't have any power over the airport, that they are volunteers, and want to help the Town. Howard suggested discussing all of this and other issues directly with the Town Manager, since she was not present. Chairman Guy stated he has talked to TM Codling. Chairman Guy expressed his frustration with the financial accounting for the Commission. Matt asked how the Commission is expected to have a budget when members don't know where income is coming from or how much is due. Chairman Guy expressed displeasure with TM Codling having asked him for an itemized accounting of expenditures and revenue generated, at the Airport Community Day. Matt explained that all departments are expected to provide this level of accounting and that it is not unique to the Airport Commission. Chairman Guy stated that in the past, the Airport Commission has not spent more money than it brings in, with a few exceptions; there was disagreement over Chairman Guy's statement. There was also disagreement over the commissions lack of taking responsibility and accountability for discrepancies, lack of information, and for how the airport was managed in the past. It was cited that over the years the Airport House was left to fall into disrepair, the commission does not know where leases are, and they are not aware of what is owed regularly by various entities.

- Chairman Guy resigned from his position with the Airport Commission.

Adjourn Meeting: The meeting was adjourned at 8:10 P.M.

Minutes produced by Katie J. Williams.