

September 27, 2016
Berlin Airport Authority

Present were: Chair Paul Grenier, Commissioners Michael Rozek, Michael Gentili, Russ Otis, Peter Higbee, and Tom Brady

Others present: City Manager Jim Wheeler, and Airport Manager Eric Kaminsky

Chair Grenier opened the meeting at 6:00 p.m. and introduced Commissioner Brady who is also Chair of the Coos County Commission.

Minutes

Commissioner Rozek moved to accept the minutes of the March 31, 2015 Airport Authority meeting; Commissioner Otis seconded and the motion carried.

Financials

Mr. Kaminsky reviewed the financials that show the first two months of the new fiscal year. He noted that fuel sales have not been great. Aviation is tied to the economy and when things are tight, people are not flying.

There are a few local events that will increase traffic coming up including the Parachute Club on October 14 & 15 and the Glider Club. Commissioner Higbee noted that there is not the destination flying at this airport.

Chair Grenier stressed the importance of keeping the deficit to an absolute minimum. Commissioner Otis suggested marketing the high octane fuel to snowmobile and 4 wheeler clubs. Mr. Kaminsky cautioned that he's approached the FAA with that suggestion and because it is out of the realm of aviation, it was frowned upon. Snow machines and ATV's cannot be allowed on the ramp.

Commissioner Rozek moved to accept the financial report; Commissioner Brady seconded and the motion carried.

Sale of Land to Bob Chapman

Mr. Kaminsky explained that Bob Chapman has been interested in a piece of land owned by the airport. There was an appraisal done on the property and the asking price has been agreed to. Mr. Chapman has changed attorney. We have done everything we need to do to this point and it is now up to Mr. Chapman to complete the transaction.

Recommendation for Contract Award

Mr. Wheeler reported that the "Jet A Fuel System Upgrade, Refurbish Rotating Beacon and Replace Wind Cone Assembly" project was put out to bid and there were two bids received: Kobo and Moulison. Kobo's bid was \$191,475 and Moulison was at \$169,850; however the Moulison bid was found to be incomplete. HEB's recommendation was to go with Kobo's bid as it is still within the projected budget for the work and all of the paperwork was completed. DOT accepted the recommendation to award to Kobo.

Commissioner Higbee confirmed that the requirements of the bid would be met. Commissioner Rozek moved to accept the Kobo bid of \$191,475.00 for the Rotating Beacon and Wind Cone Assembly and Jet-A Fuel System Improvements; Commissioner Higbee seconded and the motion carried.

Airport Leases

Mr. Kaminsky noted that leases are for 20 years and they are reviewed every five years. There was some discussion about individual hangars and their potential for promoting the airport.

Commissioner Higbee moved to approve leases for a 5 year term with same language and no fee increase; Commissioner Otis seconded and the motion carried.

Other

Mr. Kaminsky said that he ordered skid plates and he is getting the plow truck inspected and the equipment ready for the winter.

Chair Grenier invited anyone who wanted to see the equipment used at the airport to stay after the meeting.

Commissioner Rozek moved to adjourn; Commissioner Brady seconded and the motion carried. The meeting ended at 6:24 pm.

Respectfully Submitted,
Susan Tremblay
Administrative Assistant