

Berlin Airport Authority  
February 16, 2021

Chair Grenier called the meeting to order at 6:15 pm. Due to the State of Emergency declared by the Governor as a result of COVID-19 pandemic and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04 this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Authority have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-558-8656, meeting ID **8470489 1123**, Passcode **324784**, or by clicking on the Berlin Airport Authority agenda on the City's website, [www.berlinnh.gov](http://www.berlinnh.gov).

- b) *Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have been provided on the City of Berlin's website of the Council at City Council-agendas

- c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call Pam Laflamme at 603-752-8587 or e-mail at: [plaflamme@berlinnh.gov](mailto:plaflamme@berlinnh.gov)

- d) *Adjourning the meeting if the public is unable to access the meeting*

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. By roll call, each member is to state their presence, and whether there is anyone in the room during this meeting, which is required under the Right to Know law.

The following members were present via Zoom at roll call: Commissioners Lee Dube, Mark Eastman, Mike Rozek, and Russ Otis who said they were alone in their respective rooms; Chair Grenier was present via Zoom and his wife was in the house.

Others present at City Hall were City Manager Jim Wheeler, and Airport Manager Marcel Leveille.

#### **Minutes of November 23, 2020 BAA Meeting**

Commissioner Rozek moved to accept the minutes of the November 23, 2020 BAA meeting; Commissioner Otis seconded and the motion carried unanimously by roll call.

#### **Engineering Consultant Selection**

Mr. Wheeler explained that the FAA has a prescribed process for choosing an engineer of record. In general, airports are required to go through the process every five years. This is a quality based selection process where firms are asked to submit their qualifications and a firm is chosen based on the qualifications. The price is negotiated. Chair Grenier noted that the engineer of record only gets paid if they do projects; there is no standing fee. Mr. Wheeler added that we need to follow the FAA's rules to get the 90% grant money they offer. Commissioner Eastman moved with a second from Commissioner Rozek to go forward with an RFQ for an engineer of record for the Berlin Regional Airport. So moved, the motion carried unanimously by roll call.

Mr. Wheeler asked how the Authority wants to proceed with choosing the Engineer. Chair Grenier would like each member to receive the responses and the Authority can then discuss how many firms to interview. He noted that Mr. Wheeler should review as well. When asked if any of the Authority members wanted a paper copy of the proposals, all favored receiving the electronic copies only.

#### **AIP Grant**

Mr. Wheeler referred to an e-mail from Carol Niewola in the packet that describes how the BAA was awarded a grant to pursue work on the Airport taxi way. At the time, the Governor had put a hold on State grant funding leaving the City/Airport to pay 10% of the project. We were recently alerted that state has opened their grant program again and we are eligible for the 5% funding from the State. We need to redo the application packet.

#### **Airport Proposed Budget**

The Authority reviewed the proposed expenses and revenues that will be included in the City's overall budget. Mr. Wheeler stated that there is time to work with Marcel if there are refinements. There is \$242,000 in the revenues that is federal grant money. The Airport's anticipated revenue is \$171,950 and the proposed expenses are \$207,956 so there is still some work to do. The goal is for fuel sales to pay for expenses.

Commissioner Eastman confirmed that the main source of revenue is fuel sales, sand sales and leases. He commented that the airport sorely needs a fuel truck. Mr. Leveille indicated that he would like to get a used one from the 90's which sells for between \$18,000 to \$30,000. Commissioner Eastman emphasized that the vehicle is delivering fuel to the aircraft and we want to accommodate so they keep coming back.

Commissioner Rozek asked Marcel to send members of the Authority pictures of the 1962 truck, noting its mileage and condition. Military surplus was suggested for a replacement fuel truck.

#### **Terminal Carpet Replacement**

Commissioner Eastman said that the carpet in the terminal building is in bad shape and it could be replaced. Mr. Leveille informed the group that he has asked for an estimate from Color Works.

**Other**

There are no items under other.

**Adjournment**

Commissioner Rozek moved to adjourn at 6:46 p.m.; Commissioner Eastman seconded and the motion carried unanimously by roll call.

Chair Grenier noted that he will try to keep future meetings on a Tuesday night and he will try to accommodate everyone to attend.

Respectfully Submitted,  
Susan Tremblay  
Administrative Assistant

\*Minutes are unofficial until they have been accepted by the Berlin Airport Authority by motion.