

Berlin Airport Authority  
April 6, 2021

Chair Grenier called the meeting to order at 5:35 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 **883 2320 8691**, Passcode **287231**, 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, Peter Higbee who said they were alone in their respective rooms; Commissioner Tom Brady was present accompanied by his brother Michael, Chair Grenier was present via Zoom and his wife was in the house.

Others present at City Hall were City Manager Jim Wheeler, Community Development Director Pamela Laflamme and Airport Manager Marcel Leveille. Commissioners Rozek & Otis were absent.

#### **Minutes of February 16, 2021 BAA Meeting**

Commissioner Eastman moved to accept the minutes of the February 16, 2021 BAA meeting;  
Commissioner Higbee seconded and the motion carried unanimously by roll call.

#### **Review the selection process for the engineer of record**

Chair Grenier discussed the process for the selection of the engineer of record and mentioned that airports are required to go through this process every five years. He confirmed that four firms had submitted their qualifications. He also stated that the BAA will not interview the firms as all their information was submitted to the BAA members along with the scoring sheets. He advised members to complete their scoring sheets as they will be discussing at the next meeting. He also commented that he would like the Airport Manager's opinion and that he should also complete a scoring sheet.

Mr. Wheeler reminded the members that it is important to follow the FAA's rules in regards to the selection process in order to get the grant money they offer.

Chair Grenier stated that his son works for HEB which is the current engineer of record and because this is a conflict of interest, he will run the meeting, but will not be able to have a vote.

Marcel Leveille, Airport Manager, informed that he had met with two of the firms as they stopped at the airport and spent quite some time with them. He did comment that he is very satisfied with the current engineer of record as they are very reliable and very thorough with follow ups.

Chair Grenier did express that it is not proper to make a selection without following the selection process and suggested meeting in two weeks to review score sheets and make a selection. Commissioner Higbee proposed meeting in one week instead as this should be plenty of time to submit score sheets and review the four firm's proposals. Chair Grenier agreed to meeting in one week on April 13, 2021.

Commissioner Eastman addressed Mr. Leveille in regards to meeting with only two out of the four firms. Mr. Leveille responded that he is willing to meet with them if they have any interest.

#### **Other**

There were no items under other.

#### **Adjournment**

Commissioner Dube moved to adjourn at 5:52 p.m.; Commissioner Higbee seconded and the motion carried unanimously by roll call.

Respectfully Submitted,  
Danielle Rioux  
Executive Assistant

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