

Berlin Airport Authority
April 13, 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 **864 6494 0509**, Passcode **963150**, or by clicking on the Berlin Airport Authority agenda on the City's website, 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 Jim Wheeler at 603-752-7532 or e-mail at: jwheeler@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, Mike Rozek, Tom Brady who said they were alone in their respective rooms; Chair Paul Grenier was present via Zoom and his wife was in the house. Commissioner Otis was absent.

Others present at City Hall were City Manager James Wheeler, Airport Manager Marcel Leveille, Eric Grenier from HEB, David Dinneen , Matt Caron & Armand Dufresne from Gale Associates.

Chair Grenier requested to add an item to the agenda under other to present a communication from Ashley Demers. Commissioner Higbee moved to add the item to the agenda; Commissioner Eastman seconded and the motion carried unanimously by roll call.

Minutes of April 6, 2021 BAA Meeting

Commissioner Higbee moved to accept the minutes of the April 6, 2021 BAA meeting; Commissioner Dube seconded and the motion carried unanimously by roll call.

Engineer of Record Selection Process

Chair Grenier stated that all applicants' information had been sent to all BAA members a few weeks back and all should have received the score sheets to fill out. Chair Grenier invited Marcel Leveille, Airport Manager to comment. Mr. Leveille stated he has been working with the current engineer of record for the past seven years and it's been going very well. He mentioned they have worked on a few projects and have performed effectively. Mr. Leveille commented that all firms that submitted applications have high standards and qualifications.

Commissioner Rozek commented that Eric Grenier from HEB currently brings so much knowledge to the airport and feels it is unfortunate there is a conflict of interest as he is the son of Chair Grenier. He suggested selecting another vendor, even though he feels Eric Grenier is more than capable of handling it. Mr. Leveille commented that they've had an engineer out of Portland in prior years and there was a delay in them getting to the airport in time sensitive situations.

Commissioner Higbee stated his concerns in regards to selecting based on the depth of qualifications, team leaders and amount of expertise from each firm. He mentioned all four firms would do a good job, but the BAA members would have to make a selection based on what they are looking for specifically.

Mr. Wheeler advised the next steps would be tallying up all score sheets, continue the current discussion and determine if a selection can be made tonight. Commissioner Dube mentioned he didn't submit a score sheet as he is new to the board and felt he couldn't rate accordingly. Commissioner Brady stated he hasn't submitted a score sheet as he's been on the road.

Chair Grenier asked if the board wants to make a decision tonight. Commissioner Rozek answered that he doesn't think a decision should be made tonight and questioned the score sheet process. Commissioner Higbee stated this is the regular process and is more than willing to discuss more with Commissioner Rozek. Mr. Wheeler advised it's the same process used for the last selection. Commissioner Rozek suggested waiting for all score sheets to be turned in before making a selection. All agreed to scheduling the next meeting Wednesday April 21, 2021 at 5:30pm. Commissioner Rozek asked that the link to next week's meeting be sent to the four firms who have submitted applications.

Other

Chair Grenier shared a communication from Ashley Demers dated April 7, 2021 requesting to use the Milan ball field owned by the airport for the Women's/Men's horseshoe league. This would be from the second week of May 2021 ending the last week of September 2021. Commissioner Rozek moved to

allow the use of the Milan ball field for the Women's /Men's horseshoe league; Commissioner Higbee seconded and the motion carried unanimously by roll call.

Adjournment

Commissioner Higbee moved to adjourn at 6:03 p.m.; Commissioner Rozek 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.