

Berlin Airport Authority  
April 21, 2021

Chair Grenier called the meeting to order at 5:31 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 1570 4245**, Passcode **788618**, 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 Jim Wheeler at 603-752-7532 or e-mail at: [jwheeler@berlinnh.gov](mailto: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 Mark Eastman, Peter Higbee, Mike Rozek and Russ Otis who said they were alone in their respective rooms; Commissioner Lee Dube was with his wife Beth Dube. Commissioner Tom Brady and Chair Paul Grenier were present via Zoom who said they were alone in their respective rooms with family members in the house.

Others present were City Manager James Wheeler, Airport Manager Marcel Leveille, Jay Poulin from HEB, Amy Gray from Stantec, Bob Furey from Hoyle Tanner, David Dinneen , Matt Caron & Armand Dufresne from Gale Associates, Barbara Tetreault Berlin Daily Sun.

### **Minutes of April 13, 2021 BAA Meeting**

Commissioner Otis moved to accept the minutes of the April 13, 2021 BAA meeting; Commissioner Eastman seconded and the motion carried unanimously by roll call.

### **Engineer of Record Selection Process**

Chair Grenier discussed the score sheet totals and how close they all were. Questioned if interviews should be conducted due to this. Commissioner Dube expressed it would be a good idea and beneficial to the City to move forward with interviews. Commissioner Higbee commented that not all BAA members scored the same. Some scored all items on the scoring sheets and some did not. It makes it hard to decide based on these results. Chair Grenier asked City Manager James Wheeler to comment on the process. Mr. Wheeler advised that usually there is more of a spread in the scores and it still doesn't look like the process shows a clear front runner. He suggested interviews also.

Chair Grenier advised he would like the interviews to be in person. He mentioned 6:00pm the evening of May 12, 2021, in the City Hall Auditorium so attendees could socially distance. He also suggested a fifteen minute limit for interviews. He would like the City Manager James Wheeler to set up the interview questions due to his engineering background. Commissioner Higbee agrees with the interview process, but feels fifteen minutes is short. Mr. Wheeler suggested we give each firm fifteen minutes to present followed by a Q&A session. Chair Grenier confirmed twenty minute limit for each firm to include presentation and Q&A session. All agreed to the process. Commissioner Higbee commented there is a conflict on May 12 as there is a BIDPA meeting scheduled that evening. Chair Grenier suggested scheduling the interviews on May 5, 2021 at 6:00pm. All were in agreement. Commissioner Otis moved to schedule interviews on May 5, 2021 at 6:00pm in the City Hall Auditorium; Commissioner Dube seconded and the motion carried unanimously by roll call. Airport Manager Marcel Leveille did express concerns in delaying the selection process as he is meeting with the division of aeronautics on Monday in regards to stimulus funding for the airport.

### **Other**

There were no items under other.

### **Adjournment**

Commissioner Rozek 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.