

Berlin Airport Authority
May 13, 2021

Chair Grenier called the meeting to order at 6:30 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 **824 1011 3570**, Passcode **316438**, 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, Russ Otis, Mike Rozek and Chair Grenier who said they were alone in their respective rooms. Commissioner Tom Brady was present accompanied by his brother Mark. Commissioner Peter Higbee was absent.

Others present were City Manager James Wheeler, Airport Manager Marcel Leveille, Eric Grenier and Jay Poulin from HEB, David Dinneen, Matt Caron, Bree Sullivan, Nicholas Ippolito & Armand Dufresne from Gale Associates, Janice Bland, Amie Gray & Gregg Cohen from Stantec, Bob Furey from Hoyle, Tanner & Associates and Barbara Tetreault, Berlin Daily Sun.

Minutes of May 5, 2021 BAA Meeting

Commissioner Otis moved to accept the minutes of the May 5, 2021 BAA meeting; Commissioner Eastman seconded and the motion carried unanimously by roll call. Commissioner Rozek commented that in his opinion, he saw a conflict at the May 5, 2021 meeting and wants it on the record.

Engineer of Record Applicant Interviews

City Manager James Wheeler discussed his conversation with Carol Niewola, Senior Aviation Planner from NH DOT/Bureau of Aeronautics as far as where the BAA was at in the selection process and how they should proceed. Mrs. Niewola gave her recommendations and Mr. Wheeler put a [complying process](#) together which he emailed to Carol for confirmation. She did confirm this process would comply.

Chair Grenier advised that commissioner Brady can't participate in the second round of interviews or be part of the selection process. He will be able to vote when determining the selection committee. Commissioner Rozek asked if Mr. Leveille had ever voted in the selection of the Engineer of Record. Chair Grenier replied that no, but should have been included in the process all along per the rules. Mr. Wheeler stated the selection committee should consist of individuals who participated in the whole process. Commissioner Eastman asked where the [three listed questions](#) came from. Mr. Wheeler explained he put them together and that the BAA can choose to ask different questions as long as they all agree and ask all firms the same questions.

Commissioner Eastman moved to form a selection committee to include; Airport Manager Marcel Leveille, Commissioners Otis, Rozek, Eastman and Dube; Commissioner Otis seconded and the motion carried unanimously by roll call. Chair Grenier commented that they now have a five member selection committee.

Chair Grenier offered to ask the interview questions since he wasn't part of the selecting process. Commissioner Rozek agreed. The firms were interviewed in the following order;

1. Stantec
2. Gale Associates
3. HEB Engineers

Hoyle, Tanner & Associates were scheduled to be 3rd in the second interview process, but Mr. Furey who represented the firm suggested they withdraw from the process and continue on with the 3 great consultants present. He stated it was his understanding they ranked 4th and weren't supported after the last interview. It wasn't clear to him there would be interviews again tonight. Chair Grenier thanked Mr. Furey for his honesty, dignity and for expressing interest.

Chair Grenier asked the selection committee if they wanted to deliberate or just vote. Commissioner Eastman stated they should deliberate. Airport Manager Marcel Leveille asked the firms what were their smallest Grant and largest Grant they've worked with and if they are working with a larger Grant, would they stay focus more on that larger Grant over the smaller Grant. Commissioner Rozek stated this same question should be asked to all firms so it's fair. Chair Grenier asked Mr. Leveille to write

down his question and submit via email so he could ask the 3 firms the question. Chair Grenier recessed for a 2 minute break while Mr. Leveille prepared and send the question. The 3 firms were asked the 4th question in the following order;

1. Stantec
2. Gale Associates
3. HEB Engineers

Chair Grenier stated there is no more questions and the five members from the selection committee could deliberate. Commissioner Eastman discussed that after tonight they've gained a lot of information and will need to select based on qualifications and experience. He expressed he was tending towards Gale Associates due to their depth of bench, tons of experience and they seem to have a vision to expand the airport. He commented that Stantec was also top of the line and that HEB has done a good job in the past years. He would like to see more experience in regards to aviation.

Commissioner Dube thanked all 3 firms. He commented that Gale Associates & Stantec both had excellent presentations both times interviewed and were very comparable. They both definitely have the experience to work at our airport. He also stated that HEB has done an excellent job servicing the airport and his opinion is to continue with them.

Commissioner Otis commented that all 3 firms were qualified. He stated there hasn't been any shortfalls with HEB and feels confident they would do an excellent job if selected. They represent the airport very well and likes that they're local.

Commissioner Rozek commented that all 3 firms were qualified and some more than qualified. He stated he's been on the BAA for quite a few years and feels the airport has kind of just sat there for the last 10 years. He would like to see growth and development. He didn't know there was potential to see economic development at the airport. He would like to try something different, get out of the box currently in and be more of a central area. He gave the example of the OHRV and how it's developed quickly over the years. He stated he would like to see the airport grow based on aviation experience and because of this, supports Gale Associates.

Airport Manager Marcel Leveille commented in response to Commissioner Rozek's comment that the airport has just been sitting there for the past 10 years. Mr. Leveille expressed he has been there for several years and has seen many changes at the airport throughout the years. He gave the example of the increased amount of traffic coming in from different areas just to enjoy snow machining. He stated that HEB has done a great job with the improvement projects they have worked on from runway pavement, beacons or wind sock. He commented that Stantec is up there also and that all firms come with great experience.

Chair Grenier advised that the vote is not a secret ballot and the selection committee would vote publicly by raised hand or voice vote. He stated he would call out the firms and the committee would vote. He called out the firms and the results were as follows;

Stantec – No vote from selection committee members.

Gale Associates - Commissioners Eastman and Rozek voted in favor.

HEB – Airport Manager Marcel Leveille, Commissioners Otis and Dube voted in favor.

Chair Grenier advised the BAA, as a whole, needs to accept the recommendations from the selection committee. Commissioner Otis moved with a second from Commissioner Rozek to accept the recommendations from the selection committee. So moved, the motion carried by roll call vote. Dube - yes, Rozek – no, Eastman – no, Otis – yes, Brady – yes.

Chair Grenier stated HEB is the official winner of the EOR and thanked all participants for their patience and interest.

Adjournment

Commissioner Rozek moved to adjourn at 7:46 p.m.; Commissioner Otis 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.