

Berlin Airport Authority
August 25, 2021

Present were; Chair Grenier, Commissioners Higbee, Eastman, and Dube. Commissioners Otis, Rozek and Brady were absent.

Others present included Airport Manager Marcel Leveille.

Chair Grenier opened the meeting at 6:05 p.m.

Minutes of May 13, 2021 BAA Meeting

Commissioner Eastman commented a minor correction needed on page 3, paragraph 2. Should read "depth of bench" instead of "depth bench". Commissioner Eastman moved to accept the minutes of the May 13, 2021 BAA meeting with the grammatical error corrected; Commissioner Higbee seconded and the motion carried unanimously by all in favor.

Lease Agreement – Expires 9/1/2021

Airport Manager Marcel Leveille commented he reviewed the current lease agreement and suggested it remains the same for another five-year term. He commented that the lessees have complained about their property taxes going up. Commissioner Higbee commented on page 3, section 4 under AREA B of the lease agreement, the written amount is listed as "Two Hundred Twenty-Five (\$250), it should be corrected to read "Two Hundred Fifty". Commissioner Dube questioned if the lessees are taxed by the Town of Milan. Chair Grenier responded yes, the Town's contracted appraiser appraises the property and then they send a separate tax bill. Councilor Eastman asked if they're taxed on the property itself or just the building. Chair Grenier responded just the building. Commissioner Eastman moved to proceed with setting the lease agreements with the amounts remaining the same for another five-year term; Commissioner Higbee seconded and the motion carried unanimously by all in favor.

National Guard

Mr. Leveille commented the National Guard is interested in a piece of property at the Berlin Airport and are happy to see that the Airport Authority is showing interest. He commented they had a lot of opposition with Whitefield and are currently having issues with leases over in Concord. Because of this, they'd rather own instead of lease. They are requiring 2-4 acres of land where they would build a hanger, a bunkhouse and fence it in. Mr. Leveille explained if anything would go wrong and they'd have to leave, they would give the Berlin Airport the buildings. Commissioner Eastman questioned if this agreement would include them purchasing the fuel from the Berlin Airport. Mr. Leveille responded that yes, the agreement would include them purchasing the fuel from the Berlin Airport. He also stated he did an estimate and this would generate approximately \$93,000 per year in fuel sales. Commissioner Eastman commented that because the Berlin Airport would be donating the land to them, would it be possible to charge a premium for the fuel they purchase. For example, an extra dollar. Commissioner Higbee commented that would be difficult to track at the pump as it's measuring and multiplying by a single factor. Mr. Leveille commented it would be difficult to track and set up at the pump. Commissioner Eastman questioned how the Berlin Airport compared to other airports in regards to fuel

price. Chair Grenier commented the Berlin Airport is less or even to other airports in the area. Mr. Leveille commented that Whitefield doesn't offer kerosene.

Commissioner Dube questioned when Berlin considers this, will there be a presentation to the Town of Milan selectman. Chair Grenier responded that yes there would be a presentation and he's stated they would need to go to site plan as they would be putting up a building. Commissioner Dube commented the Town of Milan would have a public meeting in regards to this as they've received multiple complaints from residents of Milan. He also commented it would be nice if the National Guard could provide some sort of demonstration so the Milan residents would know what to expect and be able to see the aircraft. Commissioner Dube also stated they would need to file activity hazard analysis records with the Town of Milan. Commissioner Eastman commented that when the National Guard did their presentation, he asked about PR, if they'd be willing to meet with school kids when they're at the airport and they responded they would be willing and anything the airport would want to do they would accommodate. Chair Grenier commented that Commissioner Dube has a legitimate concern about overuse and impact on quality of life. Commissioner Eastman commented that he feels the National Guard would probably more than happy to do a demonstration. Chair Grenier commented that the plan is to site them on the back side of the runway to minimize impact to residents. Commissioner Dube stated he has been looking into it and he found that they have whisper technology where they can make the helicopters quieter. Chair Grenier commented that it's imperative for the authority to do their homework so it doesn't create an adversarial relationship with the host community.

Chair Grenier advised the Berlin Airport Authority can't identify the piece of land being donated before the National Guard provides to the Engineer of Record the height of the building they want to build. Commissioner Higbee commented that he doesn't feel the airport should upcharge the fuel sold to the National Guard as they will be using land that is not currently in use and the benefit from the fuel sale should be enough in his opinion. Commissioner Eastman questioned where the process is at. Chair Grenier stated now it's up to the Engineer of Record putting a proposal together with the National Guard, which would then go to the Berlin Airport Authority and to the Town of Milan.

Commissioner Higbee moved to proceed with the Berlin Airport Authority donating up to 5 acres of land to the National Guard subject to the location of the property and meeting with the Town of Milan; Commissioner Eastman seconded and the motion carried unanimously by all in favor.

Lack of Transportation

Mr. Leveille explained a lot of pilots have to wait here at the airport for various reasons and they would like to have a courtesy vehicle. He is requesting that the Airport Authority looks into this and review liabilities involved with having a courtesy vehicle at the airport. Commissioner Eastman asked how the Airport Authority would go about verifying liabilities and such. Chair Grenier commented it should be the same process as any other City owned vehicles, but he will confirm with the City Manager. Commissioner Eastman asked if the City owned any other cars the airport could use. Mr. Leveille responded that he spoke with Roland at the Public Works garage and he has a Tahoe that needs some body work that could be considered. Commissioner Higbee commented that maybe Berlin City might come up with a courtesy vehicle with their name on the side, something used. It would be advertisement for them. Chair Grenier commented he would look into this.

Other

Mr. Leveille advised the board that the SARA unit for the credit card processing is starting to go. It needs repairs and replacement parts which they do not make anymore. He stated they've been trying to get him to purchase a new unit for 3 years now. He commented a new unit is \$10,000. He also informed the board that Carol Niewola, Senior Aviation Planner at NHDOT/Bureau of Aeronautics advised him another stimulus package in the amount of \$14,000 will be coming this year. He is wondering if these funds could be used to purchase a new SARA unit. Chair Grenier responded absolutely and advised Mr. Leveille to obtain more information on the stimulus package coming in and price a new SARA unit.

Adjourn

There being no further business Commissioner Higbee moved to adjourn; Commissioner Dube seconded and the motion carried. The meeting ended at 6:50pm.

Respectfully Submitted

Danielle Rioux

Executive Assistant