

Berlin Airport Authority

April 20, 2022

Present were; Chair Grenier, Commissioners Eastman, Morency, Dube and Theberge. Commissioners Higbee and Brady were absent.

Others present included Airport Manager Marcel Leveille, Interim City Manager Pamela Laflamme and Eric Grenier from HEB (airport engineer of record).

Chair Grenier opened the meeting at 6:03 p.m.

Minutes of February 28, 2022 BAA Meeting

Commissioner Morency moved to accept the minutes of the February 28, 2022 BAA meeting, Commissioner Theberge seconded and the motion carried by all in favor.

Mr. Eric Grenier gave an update as to where the airport is at with projects. He discussed the apron project that was completed in mid-September 2021 which included pavement maintenance on a large portion of the apron and replacement of two apron lights. He commented Governor and Council approved funding for the perimeter fencing, gates, signage and lighting project today. These funds were part of the ARPA funds made available in early 2021. This project was designed last year and put out to bid in December 2021. The approved amount is for \$330,515 and is 100% federal funded requiring no match from the City. The construction for this project will start this summer.

Chair Grenier asked if there are any future project we will pursue after the fencing project. Mr. Eric Grenier responded the airport gets \$150,000 per year from the FAA for engineering and capital improvement projects. Because this last project was 100% funded, this leaves \$150,000-\$200,000 available for a new project. The cycle was to do a project every other year before all the federal funding became available. He mentioned the next project on the capital improvement plan is the removal of hazard beacons. The FAA is currently funding the removal of hazard beacons for obstructions. The Berlin Airport has six beacons that the FAA is considering hazardous. This would be 90% funded by the FAA, 5% funded by DOT and 5% local match. The capital improvement plan has four beacons to be removed first and the other two are for future years. He mentioned infrastructure funding may become available and if so, a potential new terminal building will be looked into. He advised there is a meeting scheduled next month with DOT to review capital improvement projects, funding and adjust priorities if needed.

Airport Manager Marcel Leveille advised he increased the Jet A fuel price by \$0.50 bringing the new total price to \$5.50/gallon which is still \$0.30 lower than the average New England area pricing of \$5.80/gallon. He is asking the authority to increase the selling price for sand. It is currently set at \$4/per cubic yard. He is requesting to increase it to \$5/per cubic yard which is lower than nearby areas selling sand at \$6-\$7/per cubic yard. Commissioner Morency moved to authorize the Airport Manager to increase the sand sale price from \$4/per cubic yard to \$5/per cubic yard, Commissioner Eastman seconded and the motion carried by all in favor. Mr. Leveille commented there wasn't much traffic

through the winter but it's starting to pick up. He also stated the new credit card machine came in and he is working on scheduling the installation.

Commissioner Eastman asked if there was an update on a courtesy car. Mr. Leveille responded he did not have any update as he hadn't pursued acquiring a courtesy car. Commissioner Morency commented the Police Department is on a 2 vehicle per year rotation and might have one available for the airport to use as a courtesy vehicle. It is something to consider.

Meeting with the NH National Guard

Mr. Gordon Leedy who is a Principal Landscape Architect at Tighe & Bond lead a presentation via Zoom along with Members of the National Guard on the proposed conceptual plans for the Berlin Regional Airport. The presentation included a review of the proposed Site Plan and Architectural plans. Questions from the Chair, Commissioners and Staff in regards to the plans were asked and answered by the presenters. Chair Grenier asked the presenters what they were expecting from the Berlin Airport Authority this evening. Mr. Leedy advised they would like to move forward with a lease agreement which would allow them to do their due diligence and start negotiations with the National Guard Bureau to fund the project. Once the funding is resolved, they would have a project and develop plans based on the due diligence materials. Commissioner Eastman moved to begin negotiations with the National Guard on a lease for a potential project at the airport of which the physical size of the property as yet to be determined. Councilor Morency seconded and the motion carried by all in favor.

Adjourn

There being no further business Commissioner Theberge moved to adjourn; Commissioner Morency seconded and the motion carried by all in favor. The meeting ended at 7:05pm.

Respectfully Submitted
Danielle Rioux
Executive Assistant