

**Berlin Airport Authority**  
**June 1, 2020**

**Pursuant to Executive Order 2020-04, Section 8 and Emergency Order #12, Section 3**

At 6:30 p.m. Mayor Grenier opened the meeting. 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 BAA 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 820 6254 5221, or by clicking on the BAA 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 Pam Laflamme at 603-752-8587 or e-mail at: [plaflamme@berlinnh.gov](mailto:plaflamme@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.

Present at roll call were: Chair Grenier and Commissioner Rozek at City Hall; via Zoom, Commissioners Otis, Higbee, and Eastman.

Others present: City Manager James Wheeler and Marcel Leveille, Airport Manager, Roger Godbout and public

**Minutes of January 13, 2020 BAA Meeting**

Commissioner Rozek moved with a second from Commissioner Otis to accept the minutes of the January 13, 2020 BAA meeting. So moved, the motion carried unanimously by roll call.

**Sale of Crathern Hangar**

Mr. Leveille noted that the hangar is to be purchased by Jim Ottolini who will be renting space to house aircraft. Dr. Crathern no longer has an aircraft. The BAA has a right to first refusal on the sale.

Commissioner Rozek moved not to act on the right to first refusal; Commissioner Otis seconded and the motion carried unanimously by roll call.

**Paving on Hangar Alley**

Mr. Leveille reported that there is a large pothole that goes through two layers of pavement on Hangar Alley. Airplanes need to taxi through and pilots are concerned that the rocks and dirt could damage the aircraft. There is also a drain that is sinking and the pavement needs to be repaired. There is an area by #10 hangar that has a frost heave that needs to be cut out and fixed. Mr. Leveille added that he got two estimates: Morency at \$27,000 and North Country Paving at \$16,435.

Commissioner Rozek commented that there are plenty of potholes in the city that we don't have the money to fix. The airport does not generate enough revenue to cover its expenses. It seems that only the worse pothole should be patched and make do with the rest. Mr. Leveille noted that the FAA sends the airport funds, \$166,000 this year, however they do not allow the money to be used next to private hangars. The airport received \$30,000 from CARES that has no strings and could be used to do the paving.

Commissioner Eastman added that the pavement has been deteriorating for 3 years. These pilots have big investments in their aircraft. It is worthwhile to get the project done. Chair Grenier agreed saying that there would still be \$13,000 to apply to the operational deficit.

Commissioner Rozek moved to get the paving done on Hangar Alley as described; Commissioner Higbee seconded and the motion carried unanimously by roll call.

Commissioner Rozek moved to award the paving contract to North Country Paving at \$16,435 subject to receiving the quote in writing; Commissioner Higbee seconded and the motion carried unanimously by roll call

**Other**

Commissioner Rozek reported that he was contacted by Bud Chapman who felt that his questions regarding purchasing land had not been answered. Mr. Leveille noted that he left two messages a few days apart and Mr. Chapman drives by most every day. Mr. Wheeler added that there is a prescribed process to follow that is not negotiable.

Mr. Leveille stated that at one time, Mr. Chapman wanted to buy all 400 acres. He suggested that the BAA keep at least 200 feet beyond the fence for a buffer. Mayor Grenier concluded that Mr. Chapman needs to meet with Marcel and Jim.

Commissioner Rozek questioned the lengthy process that requires an appraisal prior to purchase and then the acreage may be scaled down requiring additional investment. Mr. Chapman may spend a lot of money and not get the acreage he wants to buy.

Dealing with the FAA and city government cannot be circumvented. Mr. Wheeler said that as long as we continue to get funding from the FAA, we need to follow their process. Commissioner Eastman asked if we should find out how much land the FAA will allow us to sell. Mr. Wheeler stated that we could ask; however past experience shows us that the FAA works from a plan and appraisal of the property.

Commissioner Rozek moved to adjourn; Commissioner Higbee seconded and the motion carried unanimously by roll call.

Respectfully Submitted,  
Susan Tremblay  
Administrative Assistant

\*Minutes are unofficial until they have been accepted by the Berlin Airport Authority by motion