

Berlin Airport Authority

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

September 21, 2020

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 Council 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 6423 0225, Passcode 897449, or by clicking on the City Council 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 Pam Laflamme at 603-752-8587 or e-mail at: 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; Commissioners Higbee, Otis and Eastman via Zoom

Others present: at City Hall City Manager James Wheeler, via Zoom, HEB Engineer Eric Grenier, and Community Development Director Pamela Laflamme

Minutes of August 3, 2020

Commissioner Otis moved with a second from Commissioner Rozek to accept the minutes of the August 3, 2020 BAA meeting. So moved, the motion carried unanimously by roll call vote.

Project Review - Rehab Aircraft Parking Apron

Eric Grenier reported that there were two groups of CARES Act funding for the Airport. There was \$16,000 for Capital projects and group 2 funds of \$30,000 for operation costs. The Airport has a scoped a project for the main apron and taxiway for construction in 2021 that was estimated at \$166,000. With the grant, there would be no anticipated cost to the city. HEB completed the design and the project was bid.

The project is pavement preservation, with full depth crack repair and a 1 inch pavement overlay; pavement markings and area lighting improvements. The base bid came in at \$181,600 with the Alternate at \$29,000. for the entire project. In following up on the bid prices, it was determined that the FAA specs for paving are significantly more stringent than those of the DOT.

Mr. Grenier reviewed four options:

1. Award base bid with no pavement overlay at no cost to the City;
2. Award the base bid plus Bid Alternate #1 with no pavement overlay at no cost to the City;
3. Award the base bid only at a cost to the City of \$3,935.66
4. Award the entire project at a cost of \$6,835.66

Mr. Grenier noted that the Governor has paused all projects requiring State match with no end date to the pause. The airport would be using its FAA entitlement funds of which there is \$271,992.15

Commissioner Eastman asked if we have anything we need the money for in the near future. Mr. Leveille said that there is a 10 year capital plan with fencing and a low lead fuel tank on the list for the future. Mr. Grenier said that the Airport receives \$150,000 per year and they are allowed to carry it over for a number of years. Commissioner Eastman commented that the runway is in great shape, striping is new, and cracks have been repaired. He asked if replacing the electrical vault is a safety issue and Mr. Grenier indicated that at this time it is not working.

Commissioner Rozek asked if we should just do the electrical and put the overlay out again in the spring. Mr. Grenier noted that we would not have the benefit of CARES ACT funding and there would be 5% cost to the city. Chair Grenier asked if the City could come up with \$7,000. and Mr. Wheeler stated that the airport is an enterprise fund which is subsidized by the city.

Commissioner Eastman moved to go forward with option 4 and do the entire \$210,600 project with matching funds of approximately \$7,000; Commissioner Higbee seconded and the motion carried unanimously by roll call.

Adjourn

Commissioner Higbee moved to adjourn at 6:31 pm; Commissioner Eastman seconded and the motion carried unanimously by roll call vote.

Respectfully Submitted,
Susan Tremblay
Administrative Assistant

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