

Berlin Airport Authority

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

October 26, 2020

At 6:00 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 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 **845 0593** 2142, Passcode **231587**, 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 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 at City Hall; Commissioners Higbee, Otis and Eastman via Zoom

Others present: at City Hall City Manager James Wheeler, via Zoom, Airport Manager Marcel Leveille, and Community Development Director Pamela Laflamme

Minutes of September 21, 2020

Commissioner Otis moved with a second from Commissioner Higbee to accept the minutes of the September 21, 2020 BAA meeting. So moved, the motion carried unanimously by roll call vote.

Brush Cutting and Timber Cut

Mr. Leveille reported that brush cutting has been a project that has been advised by the FAA for several years. Mr. Wheeler said that a project costing more than \$15,000 is typically put out to bid per the City's purchasing ordinance. The project being considered is brush clearing along with a timber cut that would, hopefully cost under \$15,000. Commissioners asked about equipment that might be needed. Mr. Wheeler noted that a forester could determine if the proposed contractor has the proper equipment to do the job.

Mr. Wheeler said that, under the ordinance, we don't have to advertise; we will need to solicit prices from three contractors who are qualified to do the job. Commissioner Rozek moved with a second from Commissioner Higbee to authorize a brush cutting project at the Airport as well as a timber cut to cover the cost. So moved, the motion carried unanimously by roll call.

Other

Chair Grenier reported that he spoke with Lee Dube who is the new Milan representative to the BAA and he asked if the Authority could schedule meetings on any other day but Monday. He is a Milan selectman and their meetings are on Monday. He added that no decision is needed now. He suggested that perhaps the meeting could be ½ hour earlier so that Mr. Dube can attend the virtual meeting.

Adjourn

Commissioner Rozek moved to adjourn at 6:20 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.