

Commission Meeting

November 14, 2018

Present: Jay McCusker, James Ash, Dayton Goudie, Tim O'Neil, John Tholl, Jay Ennis, Wendy Roberts, Nik Ippolito

Quorum Established

Public Budget Hearing – Opened at 6:35 pm

No public members present, commission discussed amending proposed budget to include legal fees to address ongoing issues with leases, Tim O'Neil moved to amend the budget to change professional fees line item to professional/legal fees and amend amount to 3000 and reduce other line item to 2000, seconded by John Tholl all voted in favor. No further comment made. Hearing closed at 6:51.

Engineer Report- provided by Nik Ippolito, advised the final scope has been delineated with Carol in conference call with the airport, Carol and Nik. IFE services need to be obtained. Still need CAD files from prior consultant.

Discussion had regarding having an Independent Fee Estimate performed on project. Explained that the cost to the airport would be approximately \$125 to 200 but we would have to pay the whole fee initially, estimated to be between \$2500 to \$4000, but be reimbursed with the grant. Wendy and Jay Ennis, during conference call, agreed that having the IFE performed, considering the cost vs. project cost, was a good idea to ensure we are being prudent with public money. Commission agree. Jim Ash moved to retain services of Independent Fee Estimate provider, seconded by John Tholl, all voted in favor. Jay Ennis will look into IFE providers.

Airport Manager's Report

Snow Clearing Update – Airport has been closed since yesterday. Town had some issues with equipment & staffing. Alan Smith did work on clearing with the tractor. Wendy checked the airport last night and this morning and discussed with Alan that snow chunks cannot be left on runway and taxiway. Alan came back out today and finished the clearing. Jay Ennis checked prior to the meeting and it looks good. There is still some ice in places so will post a field conditions report NOTAM.

Aviation Radio Purchase- discussion had regarding purchasing another radio so the Town truck would have radio while plowing, Jim Ash moved to authorize up to \$200 to purchase portable Unicom aviation radio, seconded by John Tholl, all voted in favor

Tenant leases – new tenant is requesting changes to lease, discussion had that we created a standard lease and that we are not changing the standard leases

Taxiway Lights – Jay McCusker replaced the signs with the new kits, ordered three more kits, the runway lights were all working last run, the windsock light is popping the breaker and he is thinking that the light is junk, he will look at it when he has a chance. Jay Ennis questioned if we can adjust the sensitivity of the radio frequency as the runway lights are being tripped throughout the day, Nik offered to speak with one of his electrical contractors and get back to us. Jay Ennis also hiked out to rotating beacon and equipment is in pretty good shape. Will need to cut some trees around the area. We need to get that onto our maintenance plan.

National Guard Update – Guard sent an email that they are still moving forward and that a full Environmental Assessment is not being required. Want to set up a conference call to discuss lease terms and payment. Wendy and Jay McCusker will continue to handle.

Littleton Budget Committee Presentation – November 27, 2018 at 4 pm, Dayton, Wendy & Jay Ennis will attend

Payment for Rehab Airfield & Pavement Markings - Carol has reviewed and sent questions to Rick, awaiting Rick's reply, not moving forward until that occurs

Fuel System Report- we are up to date with all of our inspections, need to purchase another filter to have on hand.

Terminal Building Maintenance – still working on Home Depot grant

Hangar Inspections

Results & Actions – Tim O'Neil is raising using Dave Madden for his expertise to assist with the hangar inspections. Discussion had regarding whether he will have an official role on behalf of the commission. Consensus was that Tim can utilize him as he sees fit to help him but there will be no official role and Dave Madden is not to speak on behalf of the commission.

Snow Removal Plan – has been revised to tailor to our needs and abilities – revised draft will be forwarded to everyone by Jay for comments.

Civil Air Patrol – now have a chapter, a plane is based here, have 6 pilots and starting training.

SRE key – still no copy has been made

Meeting adjourned