

Minutes of the Airport Advisory Board Meeting Held 18 January 2024 - Amended

Board Members in attendance: R. Kloeppel (Chair / Airport Co-Manager)
H. Marsden (Airport Co-Manager)
R. Kelsea
S. Mc Coy
J. Merriman
T. Renner

Board Members absent: J. North (BoS representative)
J. Cote
H. Yanofsky

Airport Co-Manager R. Kloeppel called the meeting to order at 1840 local.

The board members reviewed the minutes for the meeting held 17 October 2023. R. Kelsea moved to accept the minutes as submitted, seconded by J. Merriman. ***The motion passed unanimously.***

Old Business

1. Airport FICONS:
 - a. Flooding and wildlife
Standing water is not frozen.
2. Security at Parlin
 - a. Status of Purchase of Cameras
Waiting for cameras. The installed modem router is toast and will be replaced. There was consensus to buy cameras and a new WiFi bridge.
 - b. Selection of Electrician
Waiting for Spring to install cameras so no action now.
3. Crack Sealing:
 - a. 27 October
Made it part way down the runway. Large crack sealing material was not available at the time. Contractor wanted to seal untouched (previously unsealed) cracks. Still will work, better than nothing.

Will need to seal twice a year to be operational into the future especially if a new runway is years away.

The south 600' of runway (18) is NOTAM'd as irregular surface. Not plowed. Will determine if it is usable in the Spring. There was discussion on this. It is up to the pilot to determine use.

Airport will tap the town highway department on ways to clear out the clog in the culvert caused by beavers.

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New Business

1. Parlin Field

a. Airport Operations - Anderson and Kelsea

R. Kelsea reported on local and transient operations, and submitted documentation. J. Anderson has stated that there is a 20% under count for the approximately 1600 operations per year. Sunday is the heaviest traffic day. Local based traffic appears heaviest on the week days. Transient traffic is heaviest on Sunday or Friday.

H. Marsden asked if the GARD software should be upgraded to report ADS-B. This would produce results similar to what R. Kelsea must do every 10 days. There is a one time fee to upgrade. There was consensus to examine capabilities.

b. Driving Schools – Primex and Kids

Will do on weekends for kids. There will be an impact on weekend traffic. Activities should be accommodated on the least busy days (Tuesdays?). Primex training should be during the week for municipal training. The airport gets \$5,000.00 for this. Runway wear is negligible. There was discussion about appropriate use. There are issues about insurance. There was consensus that an activity have prior permission, be on a low impact traffic day, meet criteria, have a contractual agreement, be charged at least \$500.00 and have insurance. Appropriate use is on Tuesdays and Saturdays.

2. Manager's Notes

a. Fuel Pricing and recent purchase: 25 September, 5,000 gals.

Good on pricing, cheapest within 50 miles. Making money.

3. Events

a. Chamber of Commerce Fireworks 9 Feb - Winter Carnival

Event to start at 5:30 PM.

4. Open Forum

- H. Marsden reported on the Master Plan. The consultant has worked with the Technical Advisory Committee (TAC) to update plan alternatives. The Plan has to meet FAA requirements; be as compliant as possible. One alternative to meet the 3000' length requirement is to shift the runway east. Another is a AIM funded alternative resulting in a length of 3200'. The only viable option that meets FAA requirements for runway length is to shift the runway, no others meet aircraft standards.

H. Marsden summarized three alternatives: the first meets FAA requirements by shifting the runway, the second is a state (AIM) funded runway of 3200' and third is to do nothing.

To be FAA compliant requires completion of the Master Plan. Then an Environmental Assessment (EA) is required. The town must solicit an EA, submitting this a year out while concurrently removing town owned obstructions. Obstructions on private property not voluntarily removed will require easements. This may take two years. Assuming FAA requirements have been met, the estimated cost (including the EA) of shifting the runway is \$9,000,000.00. The town and state are each required to fund 5% of this. The town will need \$450,00.00 in discretionary funds for it's contribution to the project and must continue to come

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up with 5% of the airport funding thereafter. There is an estimate of at least 5 years to complete an FAA funded project. There is no guarantee that funding will be forthcoming. Also, the federal government has money going forward but is limited to what it can be used for.

A state (AIM) funding alternative has a higher probability of happening in 3 years with construction take to 4 to 5 years. AIM will fund 80% of a project but the cost would be \$1,200,000.00 because the runway will not need to be shifted. The town will need \$250,00.00 in discretionary funds for it's contribution to the project. With AIM runway projects take funding priority, as do small General Aviation (GA) airports.

There was discussion on the alternative of doing nothing. A dedicated airport fund should be recreated, then runway work be funded with a bond.

There was consensus that this is a complex problem and that much work will be needed to put together the alternatives for the town. For instance doing an EA but not the FAA compliant construction means having to pay it back. No payback is great deal.

The question was asked are there state obligations like the FAA for AIM funding? Answer is that none have be seen so far, but perhaps that assumption can't be made. The intent of AIM is to fund airports like Parlin. There may be some obligations but not like the FAA.

It was agreed that the AAB role is to produce documentation to summarize the alternatives; to parse them down and to simplify. The BoS is looking for recommendation; to address airport sustainability going forward. There needs to be a list of questions for the town. Creation of a matrix: if this, then that. The consultants should run their presentation of the Plan by the AAB.

- T. Renner stated that ACE camp planning needs to start.
- Lebannon HS was selected to do an RV build. This will start in the fall and they are looking for volunteers to help.

With no further business to conduct, Chairman Kloeppel called for a motion to adjourn. So moved by J. Merriman, seconded by S. Mc Coy. ***The motion passed unanimously.***

Meeting adjourned at 2035 local.

Minutes respectfully submitted by S. Mc Coy.