

**Minutes of the Airport Advisory Board Meeting Held 20 February 2024**

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

Board Members absent: J. Cote  
H. Yanofsky

Also in attendance: A. Anderson (Associate)  
J. Anderson (Associate)  
T. Callum (Associate)  
C. Whalen (Associate)  
B. Sparkman (Associate)  
J. Howe  
V. Kesian  
D. Rowe

Airport Co-Manager R. Kloeppel called the meeting to order at 1830 local.

The board members reviewed the minutes for the meeting held 18 January 2024. J. Merriman moved to accept the minutes as amended, seconded by R. Kelsea. ***The motion passed unanimously.***

**Old Business**

1. Airport FICONS:
  - a. Flooding, Wildlife and Condition  
East side of the runway is flooded over. The last 600' of runway 18 is NOTAM'd closed.
2. Security at Parlin
  - a. Status: Purchase of security cameras and WiFi bridge  
Cameras are still on the way. Electrician is still needed (2 possibilities). Install should be quick. There was discussion on whether another camera should be acquired to look down runway 18 and the runway 36 approach. There was consensus to replace the camera that is not working.

**New Business**

1. Parlin Field
  - a. Airport Operations - Anderson and Kelsea  
J. Anderson reported 43 operations last month: 18 locally based 41% of total. All were recorded on FlightAware so no manipulation of entries was needed. Not a good weather month. He will continue report.  
R. Kelsea reported that H. Marsden sent out the technical specifications of the GARD upgrade and imported a sample CSV file for analysis. This file doesn't have arrival / departure information. The system doesn't actually collect arrival / departure times. It is unclear how aircraft get on the file sheets. There seems to be one date and time. A list of questions will be

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generated for R. Kelsea to talk to the representative about. Information was successfully imported but still needed to be manipulated. J. Merriman asked: can we ask for what is wanted? It was agreed this is possible, depending on whether the company can provide data we can use. What is available now is not different in terms of work. Want this to be more automated. It would be if what is wanted is accessible, but so far this is not eliminating handwork and the results are ambiguous. Reporting takes R. Kelsea 45 minutes every 10 days and J. Anderson an hour to do. We could buy data from FlightAware, but it is expensive.

**2. Manager's Notes****a. Fuel Sales**

500 gallons were sold in January. 19,000 gallons, \$88,000.00 worth was sold last year. This is 2000 gallons less than the highest year.

**Open Forum****1. Master Plan update**

H. Marsden reported he has narrowed down the FAA and non FAA (AIM) alternatives cost estimates. There will be one more public meeting. The FAA alternative keeps a less than 2930' runway with no runway move. There are some developments on obstructions highlighting non town owned parcels. Plan calls for a Layout PV for runway 18 and a non LPV for runway 36. Need to get back with obstructions. The non FAA alternative paves the runway in place lifting the last 600' resulting in a runway of a little less than 3400'. A PAPI is planned for in both FAA and AIM alternatives. No date yet for a public meeting. H. Marsden will ask to coordinate with AAB. J. Merriman stated the AAB should add to this. A presentation should allow a decision be made with AAB additions. An RFP for the Environmental Assessment is forthcoming. The new Town Manager needs to be briefed.

**3. ACE Camp Planning**

Not much yet. The Hypertherm grant needs to be submitted. The presenters need to be contacted. The request to have Blackhawks needs to be submitted. T. Renner will update the website. Inquiries are already being made. Dates are TBD. Same field trips as last year. Cross country flights will be discussed.

**4. Lebanon Airport awarded RV build**

No changes. In the planning phase, working on a curriculum for a regular class. Will want volunteers after this. They have a kit now.

**5. Parlin Flying Club - Josh Howe**

J. Howe reported that the Lebanon flying club has 40 people for two planes. He wanted to discover if there was interest in a flying club at Parlin. Costs would be for aircraft, a hangar and maintenance. R. Kloeppel reported there is interest in building 4 T hangars, one is sold. It was agreed that it would be feasible to have 10 to 12 people for an aircraft, a hangar would be the most expense. D. Rowe stated an interest in providing student training. There would be insurance issues for this. A club would be a private operation, not part of airport business.

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

The meeting adjourned at 1908 local. Minutes respectfully submitted by S. Mc Coy.