

**Minutes of the Airport Advisory Board Meeting Held 18 December 2018 - Amended**

Board Members in attendance: R. Kloeppel (Chair / Airport Co-Manager)  
R. Kelsea  
H. Marsden (Airport Co-Manager)  
S. Mc Coy  
J. Merriman  
W. Wilmot (BoS representative)  
J. Cote (Alternate)

Board Members absent: H. Yanofsky  
J. Branch (Alternate)  
T. Thomas (Alternate)

Also in attendance: T. Callum (Associate)  
C. Henderson (Associate)  
J. Anderson (Associate)

Chairman R. Kloeppel called the meeting to order at 1831 local.

**Old Business**

Chairman Kloeppel called for members to review the minutes for the meeting held 16 October 2018. The minutes were amended as directed.

R. Kelsea moved to accept as amended, second by J. Cote. ***The motion passed unanimously.***

**1. Airport Needs/Issues Planning:**

**a. Runway Light Modification Plan**

J. Merriman reported that he and R. Kelsea have completed most of the work needed. The lower 600' of the runway has been disconnected. The light globes have been replaced. More work will be done in the spring. That the lights are non-standard is already noted. A NOTAM will be made for the closure of the 1<sup>st</sup> 600' of the runway and it will not be plowed.

**b. Airport Master Plan Runway draft document**

R. Kelsea reported that the Airport Advisory Board (AAB) members have received the report. There are still some questions on the 2012 to Present section. Most of the report information is from town reports and documentation from the highway department. One unknown is when the work was done on the north 300' – 400' of the runway. Paving was done in 1989 and adjustments are needed. The year after that plans were made to resurface and this was done a year later (1991). Two years later (1993) the runway was resurfaced again. The runway was resurfaced 3 times in six years. A poor paving job was done in 1989, probably on a wet surface. The runway base is probably reclaim material. The runway south end subsurface is probably gravel.

This is a work in progress. The next section to work on is the current limitations and problems. H. Marsden asks if this should be done in a subcommittee meeting. There was discussion on this. R. Kelsea suggested starting with a straw man and to identify what is not in the straw man.

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J. Cote reported that today's meeting was about the airport in winter mode. The plowing done by H. Marsden with the help of T. Callum was described. ACE planning discussed was and a 10 minutes trailer for ACE has been planned. The major effort on documenting the runway was discussed.

J. Cote asked was there anything to cover in January? H. Marsden responded get people thinking about ACE. There will be applications in January this year.

A question on insurance coverage for activities was discussed. H. Marsden stated that coverage was needed by the airport from event sponsors and will be needed by the Corbin Bridge event.

**3. Proposed Solar Array Change**

W. Wilmot reported that construction will not begin until next spring. Payments to the town will be made for the delay. This is dealing with electric rates.

**4. Newport Summit**

H. Marsden did a presentation for the airport. Every organization spoke at the event.

**5. Drone Web Pages Update**

There was discussion on this. Consensus is for the new pages to go live. Action item taken by S. Mc Coy.

**6. AOPA FBO Best Practices Recommendations**

R. Kelsea reported that this subject is in regards to the businesses serving pilots: Fixed Bases Operators (FBOs) not posting charges. The recommendation (attached as Appendix A) is that if you have fees they should be posted.

Parlin Field collects fees for fuel, tie downs and hangar space at a per day and monthly rate. The airport does not have fees that other airports do. It could charge for several services but does not. There was discussion on this and about identifying those services and fees. There was consensus that it would be worth having a fee and services webpage on the airport site. Also that these be posted on signage at the airport. H. Marsden and S. Mc Coy to coordinate on this effort.

**7. New Fuel Terminal and Provider**

Airport Co-Manager H. Marsden has signed the contract with Shell Aviation. The resulting pricing is lower than the previous provider Phillips. The new terminal is upgraded from M3000 to M4000 providing wireless and Cat5 network connections instead of using phone lines. This is a faster and cheaper system making reporting easier. It is cloud based with QC audit. A signoff by H. Marsden for safety and security documentation is complete. There is a 5 year commitment.

Terminal installation is to be scheduled. Replacement of the current terminal would have cost \$16,000.00. With the new contract there is no cost. The upgrade to Shell will take place tomorrow. The firebox and equipment will need new signage.

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New Business

1. Manager's Notes

a) H. Marsden reports:

- 1) Fuel sales are down due to weather. Sales in November 2017 were 1637 gal, this November 589 gal. The total for this year 19,000 gals. The operations sign in sheets need to be entered into spreadsheets so software can map/plot origins. J. Anderson suggests putting the plot on NCTV and there was agreement on this.
- 2) Halloween next year is to be a town wide event. The airport is to be involved. Suggestions for this include a Haunted Hangar and Haunted Trail. This would be a moneymaker for the airport in that the pass fee system is split with local businesses. Timeframe is the 1<sup>st</sup> weekend before Halloween.

2. Open

- a) There was discussion on the use of the DHART extraction landing site during a recent event. Conclusion was to disseminate site use information to the whole DHART organization.
- b) There was discussion regarding the change of location for the recent police department spike strip training. A potential airport closure was avoided. Communication to the town regarding airport operations will be maintained.
- c) The current snow blower will be traded in for a 10' snow pusher and rear mount PTO driven blower. 3 snow events so far this year.
- d) 80/20 payments from the state for improvements for the airport will be available. The 1<sup>st</sup> priority will be the community hangar roof. The last estimate for this was \$24,000.00 to \$25,000.00. The 2<sup>nd</sup> priority will be for a maintenance shed for the tractor. There is competition with other airports for these funds. The grant application deadline is the end of January. The town needs to commit to its share. Grants are awarded in June – July. There is no impact on historic building status.

With no further business to conduct, Chairman Kloeppel called for a motion to adjourn.

So moved by W. Wilmot, seconded by J. Cote. ***The motion passed unanimously.***

Meeting adjourned at 1942 local.

Minutes respectfully submitted by S. Mc Coy

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## Appendix A



**GENERAL AVIATION INDUSTRY RECOMMENDED**  
**BEST BUSINESS PRACTICES**  
**"Know Before You Go"**

The undersigned organizations collectively represent individuals and businesses comprising the vast majority of the general aviation community in the United States.

Included in this uniquely American industry are Fixed Base Operators, or FBOs, which play a key role in enabling access to airports, and the communities they serve, throughout the country. From their airport locations, FBOs provide a critical range of aviation-support services, including but not limited to fueling, parking, tie-downs, aircraft maintenance and flight instruction.

Most operators of general aviation aircraft using FBOs are individuals and small businesses, which strive to optimize the value of their aircraft, as well as their cost efficiencies. That said, FBOs are also used by individuals and organizations involved in law enforcement and other civic services, medevac and humanitarian operations, aerial coverage by local television stations and other news organizations, aircraft sight-seeing and photography and other important functions.

Although these operations may vary widely in type and function, they all rely on FBOs to provide high safety standards and strong professional service. For their part, FBOs actively compete for business on many of these same attributes. Simply put, FBOs and those they serve are components of a complex aviation infrastructure that benefits the economic vitality of a nation.

While retail fuel prices are readily available online at multiple websites, it is presently not common practice for FBOs to make available online other prices and fees. However, ensuring the highest level of customer service and transparency is a longstanding hallmark for FBOs and by expanding online communication of prices and fees, the customer experience for general and business aviation users will only be further enhanced.

Therefore, we, the undersigned, hereby support and encourage the adoption of the following "Know Before You Go" best business practices:

1. **Best Communications Practices** Fixed-Based Operators (FBOs) will provide for all General Aviation and corporate-configured aircraft types in routine personal or business use a description of available services and a listing of current applicable retail fuel prices, fees and charges. This includes FBO fees and charges for services, pre-planned special events, infrastructure, facility, ramp, parking, handling, and security, as well as airport pass through fees.

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2. A Best Communications Practices FBO will make current applicable retail charges and fees, and what they are for, accessible to aircraft operators on-line in a user-friendly manner and with sufficient clarity that a pilot operating a general aviation or corporate-configured aircraft type in routine personal or business use can make an informed decision. This on-line information should have as one focus eliminating any misunderstanding or miscommunication on fees and charges related to the products or services FBOs provide.
3. FBOs should move expeditiously to implement these practices. Some FBOs may require greater flexibility and, depending on their individual circumstances, may need more time to develop on-line display capabilities or develop appropriate alternatives.
4. Best Communications Practices FBOs will invite and encourage customers to contact them prior to visiting so that customers can ask questions, know and evaluate their options, and make informed decisions.

With this declaration, we remain committed to promoting the widespread adoption of these best practices, which will strengthen the flight experience, communication and transparency for general aviation overall.