

Berlin Airport Authority

November 3, 2025

Present were; Chair Cone, Commissioners Grenier, Higbee and Valerino. Commissioners Theberge, Morency and Nolet were absent.

Others present included Airport Manager Marcel Leveille, Interim Airport Manager David Arsenault and City Manager Phillip L. Warren Jr.

Chair Cone opened the meeting at 5:00 p.m.

Minutes of April 14, 2025 BAA Meeting

Commissioner Grenier moved to accept the minutes of the April 14, 2025 BAA meeting, Commissioner Valerino seconded, and the motion carried by all in favor.

BAA's Right to First Refusal on Sale of Hangar – Correspondence from DWP Berlin Realty LLC

Mr. Warren presented the request received from DWP Berlin Realty LLC. Commissioner Grenier moved to not exercise the Authority's right of first refusal, seconded by Commissioner Higbee. The motion carried with all in favor.

Bearcat Training Request

Mr. Warren read the request received from the PD and asked that the BAA allows the City Manager to authorize uses like this in the future. Commissioner Valerino moved to authorize the PD to conduct their bearcat training at the Berlin Regional Airport and further allow the City Manager to authorize requests of this nature in the future. Commissioner Higbee seconded, and the motion carried with all in favor.

Other

Mr. Warren advised there are two items under other. The first one being the use of BAA land. Right now, the Boompiers use the baseball field. Flint Farm also uses the land, but the BAA does not have an agreement or an insurance certificate currently in place. Because it's municipal property, a bid should be put out allowing people to use it and whoever responds to that bid should have an agreement along with an insurance certificate. He is requesting support from the BAA to send correspondence to anyone currently using the property informing them they can no longer use the property without permission. Flint Farm currently uses acres of BAA land to hay and plant corn without an agreement in place or an insurance certificate on file. Commissioner Grenier suggested not putting it out to bid and charging the current user \$10 per acre of usage and request an insurance certificate. Commissioner Grenier moved to authorize the airport managers to execute an agreement to use airport space for farming. Commissioner Valerino seconded, and the motion carried with all in favor.

Mr. Warren advised that interim airport manager David Arsenault has been researching issues related to airport hangars being used as storage. FAA guidance suggests it is not allowed. Mr. Warren will consult with the city attorney to determine what the next steps should be. Chair Cone requested the cost to put up a hangar. Mr. Warren will look into it.

Adjourn

There being no further business Commissioner Valerino moved to adjourn; Commissioner Grenier seconded, and the motion carried with all in favor. The meeting ended at 5:32pm.

Respectfully Submitted

Danielle Rioux

Executive Assistant