

Berlin Airport Authority

April 14, 2025

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

Others present included Airport Manager Marcel Leveille and City Manager Phillip L. Warren Jr.

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

Minutes of February 11, 2025 BAA Meeting

Commissioner Valerino moved to accept the minutes of the February 11, 2025 BAA meeting, Commissioner Grenier seconded and the motion carried by all in favor.

Horseshoe Tournament Request – Z. Chambers

Discussion held on request to use the facilities as in the past. Warren recommended that authority vote to approve and have him handle future requests. Motion made by Valerino, seconded by Morency to allow horseshoe and cornhole tournaments throughout the year, as requested and to further move that these requests be handled by the City Manager directly, voted 5-0

Softball Field Use

The Berlin Boom Piers softball group requests to use the softball fields under airport control for a girls and adult league. A discussion was held where the group stated they will make improvements to the facility and will need use of the facility during the week and on the weekend. Tim White who represented the group stated that they are in need of field space, that improvements would be performed by the group at no cost to the authority and that Boom Piers group would work with the horseshoe tournament folks. It was also discussed that the Boom Piers would have priority use of the field. Warren requested that the group provide a certificate of insurance. Motion made by Grenier, seconded by Valerino to authorize the Berlin Boom Piers softball group to improve and use the softball field and to further authorize the City Manager to oversee this use for this and coming years. Voted 5-0

Certificate of Authority

As part of the National Guard lease the State requires a Certificate of Authority to allow the City Manager to execute contracts. Motion made by Grenier, seconded by Valerino to authorize the City Manager to execute and deliver for, on behalf of the Airport Authority any contracts with the State of New Hampshire. Voted 5-0

Other

Leveille stated the need for a fuel truck. Warren stated that funds should be included in the upcoming Capital Improvement Program. Leveille advised that the National Guard will be training at the airport June 1-15 of this year.

Warren stated that Leveille will not be able to continue temporarily as the manager and has recommended that David Arsenault be appointed as temporary manager in his absence. This is a part time, non-benefited position. Motion made by Grenier, seconded by Valerino to appoint David Arsenault as temporary airport manager. Roll Call vote – all voted yes.

Adjourn

There being no further business Commissioner Grenier moved to adjourn; Commissioner Valerino seconded and the motion carried by all in favor. The meeting ended at 5:20pm.

Respectfully Submitted

Phillip L. Warren Jr.

City Manager