

# MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Daniel Webster College, 20 University Drive, Eaton Richmond Center (same building as Collings Auditorium), Room 100, on Tuesday, December 9, 2014.

Interim Chairman Dennis Stephens called the meeting to order at 6:00pm

## ROLL CALL

**Present:** Vice Chairman Stephens  
Treasurer Rosenblum  
Secretary Moushegian  
Director Jackson  
Director Cushing-Adams

## PUBLIC INPUT

None

## MINUTES – November 2014

**MOTION BY** Secretary Moushegian to accept the Nashua Airport Authority's November 2014 minutes as presented.

**SECONDED BY** Director Cushing-Adams

**MOTION CARRIED. (14-82)**

## TREASURERS REPORT - November 2014

Treasurer Rosenblum commented that our income for the month of November was \$43,109 and we budgeted \$39,467. We are up \$3600 for the month due to the snow removal income. Year to date for income is approximately \$8000 more than we anticipated. Our year to date expense is approximately \$16,000 under budget; however, we are \$24,000 ahead of our anticipated budget. Overall, we have a deficit of \$12,000.

**MOTION BY** Treasurer Rosenblum to accept the November and October 2014 financial reports as presented pending annual audit.

**SECONDED BY** Director Cushing-Adams

**MOTION CARRIED. (14-83)**

## COMMUNICATIONS

NAA-14-060	Hillsborough Superior Court / Sweeney vs. NAA <i>et al.</i>	FILED
NAA-14-061	Pilgrim Aviation / Request for Signage	FILED

## **REPORTS**

### ***Tower Report***

Manager Bourque reported that the number of flights increased by 367 operations in comparison to November 2013 which is a 9% increase. Year to date comparison, we are up by 2.5% to 3%. If oil prices continue to decline and we start seeing a reflection in aviation fuel prices, hopefully we will see a higher increase in activity.

### ***Airport Manager***

- Wildlife activity on the airport has been light with no reported strikes.
- Working with our consultant, the Airport has finalized an Aircraft Wash Plan. The plan has been submitted to NHDES in order to request a waiver to allow aircraft washing which has been granted. Interim Chairman Stephens hopes to work with airport users to provide large drums of water to transport to the area for washing.
- Work on rehabilitating our perimeter fence has begun. The project is expected to take 90 days.

### ***Airport Engineer***

Nick Ippolito of Gale Associates updated the Board concerning the ongoing projects at Nashua Airport.

1. Avigation Easement Acquisition NHDOT #SBG-12-04-2009
  - Complete / Waiting for state approval to close out project.
2. Runway 14-32 Obstruction Removal and Approach Survey NHDOT #SBG-12-06-2010
  - Complete / Waiting for state approval to close out project.
3. Wildlife Hazard Assessment, State Historic Preservation Office (SHPO) Area Form and SWPP Update NHDOT # 12-10-2013
  - Final report expected by the end of 2014. Nik will reach out to USDA this week.
  - Close out of this project is scheduled for January of 2015.
4. Install Perimeter Fence and Gates NHDOT #SBG-12-12-2013 & 12-14-2014
  - Project is currently on day 54 of 90.
  - Gale has submitted an application to the City of Nashua ZBA to seek a variance for the height of the fence for the installation of fencing around the two properties recently acquired by the airport. The Nashua Airport Authority will review and approve the document.
5. Property Acquisition 31 Charron Avenue, NHDOT #SBG-12-13-2014; and Property Acquisition 79 Pine Hill Road, NHDOT # SBG-12-15-2015
  - Property acquisition and relocation of homeowners complete. Awaiting final cost for relocation and demolition is scheduled for early 2015. Bids will be requested for demolition on both properties in January.

## **COMMITTEES**

### ***Canon Committee***

Interim Chairman Stephens discussed highlights of the meeting that was held on December 4, 2014. Eleven of the twelve committee members attended with an additional 7 or 8 participants. The process in how the committee will be run was discussed. Rob Holland was elected chairman of the committee. A vote of 8 members is needed to approve any change, addition, or deletion of the current rules or regulations. The next meeting is scheduled for January 12, 2015.

## **OLD BUSINESS**

### ***AOPA Fly In 2015***

Manager Bourque reported no new news from AOPA.

### ***Underground Fuel Farm***

Interim Chairman Stephens commented that the underground fuel farm is due to be removed by December 2015. The NAA is working with Nashua Jet Aviation to come to a resolution on how we will move forward. Secretary Moushegian expressed that we have not exhausted all our options with NJA and would like to continue discussions.

### ***Fence Line Modification to Include Property Recently Acquired***

Interim Chairman Stephens discussed whether the fence line should include the property recently acquired. The NAA board discussed what the area could be used for in the future. The concern today is the NAA's liability with respect to the existing structures. Weston Liu asked if there will be any removal of the trees in the area. Nik of Gale Associates responded that there will be some clearing of brush and the row of arborvitaes will stay. Interim Chairman Stephens suggests we secure the area with temporary fencing and install the permanent fencing once the demolition is complete. He has requested for Nik to create two designs to show the fence placement options and have them put on our website for airport community input.

## **NEW BUSINESS**

### ***Director Assignments to Key Tasks***

Secretary Moushegian – CIP and CIC

Director Jackson – Marketing

Treasurer Rosenblum – CIC

Interim Chairman Stephens – Lead and liaison for Canon Committee

Director Cushing-Adams – Communications and liaison for Canon Committee

### ***Sweeney vs. NAA et al.***

Interim Chairman Stephens commented that we have been served a summons of claimant in relation to tree clearing for the runway project. This dates back 2 ½ to 3 years. Listed in the complaint is Ladd Site Work, Epsom Land Clearing, NAA and Gale Associates. We will respond to the summons.

***Charter for Marketing Committee***

Director Jackson discussed the creation of a marketing committee. This committee would research and gather information regarding marketing plans for GA airports. He has reached out to the two FBO's, a charter service, general aviation users, Daniel Webster College and general business to become members along with other who wish to participate. He has put together a charter and requested it to be placed on the website. Interim Chairman Stephens suggested to hold the first meeting after the next board meeting toward the end of January. He also recommended that the committee come back to the board with information to see how this will affect our bottom line. Glenn Carter of Daniel Webster College has a group of students who are taking a course in the spring and are interested in obtaining the best marketing plan for the airport.

**MOTION BY** Interim Chairman Stephens to form a marketing committee.

**SECONDED BY** Secretary Moushegian

**MOTION CARRIED. (14-84)**

***CIC & CIP Review and January Budget Committee***

Interim Chairman Stephens opened conversation regarding CIC request to be submitted to the city. Treasurer Rosenblum recommended to meet with Mayor Lozeau prior to the city meeting on January 5, 2015 to discuss our requests. It was decided to include the fuel farm removal, the airport's share of the acquisition of the two properties, and the fence project. Going forward, Interim Chairman Stephens suggested to keep the board involved and updated with this process.

***Pilgrim Aviation***

Mark Strangio of Pilgrim Aviation is seeking approval to hang signage on the hangar he will be renting for flight training business on the airport. Director Cushing-Adams suggested to obtain other documentation needed prior to our approval of the signage.

***Approval to divest underground and aboveground fuel farms***

Interim Chairman discussed whether or not the board would like to continue to be in the fuel business. He discussed how we receive approximately \$1800 a month. In addition to maintenance, testing responsibility, and liability, our expenses are approximately \$6000 a year. All members are interested in exploring other options.

***Elect Chairman for the NAA Board of Directors***

**MOTION BY** Secretary Moushegian to table the election of a new Chairman until January 2015.

**SECONDED BY** Interim Chairman Stephens

**MOTION CARRIED. (14-85)**

**OTHER**

***Approve 2015 Nashua Airport Authority Holiday Schedule***

**MOTION BY** Director Cushing-Adams to approve the 2015 Holiday Schedule as presented for the Nashua Airport Authority.

**SECONDED BY** Interim Chairman Stephens

**MOTION CARRIED. (14-86)**

**PUBLIC INPUT**

None

**MOTION BY** Secretary Moushegian to move to non-public session to discuss personnel actions in accordance with RSA 91-A:3, para II(a).

**SECONDED BY** Director Jackson

**MOTION CARRIED 8:00pm (14-87)**

**ROLL CALL**

**Present:** Vice Chairman Stephens  
Treasurer Rosenblum  
Secretary Moushegian  
Director Jackson  
Director Cushing-Adams

Annual performance evaluations of pertinent employees were discussed along with certain personnel actions.

**MOTION BY** Treasurer Rosenblum to adjourn the non-public session, move to the public session and seal the minutes.

**SECONDED BY** Secretary Moushegian

**MOTION CARRIED 8:33pm (14-88)**

Returned to public session at 8:34pm

**ROLL CALL**

**Present:** Vice Chairman Stephens  
Treasurer Rosenblum  
Secretary Moushegian  
Director Jackson  
Director Cushing-Adams

**MOTION BY** Secretary Moushegian to approve salary action for employee who satisfied the performance evaluation.

**SECONDED BY** Director Cushing -Adams

**ROLL CALL VOTE:**

Interim Chairman Stephens - Yes  
Treasurer Rosenblum - Yes  
Secretary Moushegian - Yes  
Director Jackson - Yes  
Director Cushing-Adams - Yes

**MOTION CARRIED (14-89)**

**MOTION BY** Secretary Moushegian to grant time and a half pay to seasonal hires who provide services on NAA approved holidays.

**SECONDED BY** Interim Chairman Stephens

**ROLL CALL VOTE:**

Interim Chairman Stephens - Yes  
Treasurer Rosenblum - Yes  
Secretary Moushegian - Yes  
Director Jackson - No  
Director Cushing-Adams - Abstain

**MOTION CARRIED (14-90)**

**MOTION BY** Secretary Moushegian to grant time and a half pay and compensatory time to employees who provide services on NAA approved holidays.

**SECONDED BY** Treasurer Rosenblum

**ROLL CALL VOTE:**

Interim Chairman Stephens - Yes  
Treasurer Rosenblum - Yes  
Secretary Moushegian - Yes  
Director Jackson - No  
Director Cushing-Adams - Yes

**MOTION CARRIED (14-91)**

**MOTION BY** Secretary Moushegian to adjourn the public session

**SECONDED BY** Director Jackson

**MOTION CARRIED 9:00pm (14-92)**

**ADJOURNMENT**

Respectfully submitted,

Richard Moushegian, Secretary

SEE ATTACHMENT FOR ATTENDEES LIST