

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Daniel Webster College, 20 University Drive, Eaton Richmond Center, Room 100, on Wednesday, August 19, 2015.

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

### ROLL CALL

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

### PUBLIC INPUT

Wes Liu spoke in reference to the S&P adoption process slated for discussion on tonight's agenda. He stated his belief that the draft S&P represents best efforts of every group in the airport. He recognized that there were a number of good ideas in the draft S&P and there were a number good ideas that did not make the final draft of the S&P.

### MINUTES

Approval of the Nashua Airport Authority's July 22, 2015 minutes

**MOTION BY** Secretary Cushing-Adams to approve public minutes of the Nashua Airport Authority July 22, 2015 Meeting Minutes as presented.

**SECONDED BY** Treasurer Rosenblum

The non-public minutes for July 22, 2015 will be submitted for approval at the September 2015 meeting.

**MOTION CARRIED (15-057)**

### TREASURERS REPORT – July 2015

Treasurer Rosenblum commented on the financial statements for the one month period ending July 31, 2015. Some of the income accounts are still in the process of being analyzed which involves slight movement from one income category to another. Overall, income for the month was right on budget, only \$710 over budget. Operating expenses were running under budget for the month. Some of the utility costs are slightly under budget for the month. Overall, operating expenses are about \$5,500 under budget. We had some finance charge income of about \$1,250 which primarily represents the reinstatement of several months of back charges on a couple of delinquent accounts. Overall we reported a surplus of \$5,090, which is about \$7,800 better than expected at this point.

**MOTION BY** Treasurer Rosenblum to accept the Treasurer's report as of July 31, 2015 pending audit.

**SECONDED BY** Vice Chairman Moushegian.

Director Jackson asked Treasurer Rosenblum how the \$1,250 finance charge income reported for July 2015 could be recognized as income, since it is related to collections on delinquent accounts. Treasurer Rosenblum indicated that the Airport Authority is in the process of securing liens on the related aircraft

as a means of collecting the finance charges and the three largest delinquent account balances, and at some point we would be collecting on those receivables.

Secretary Cushing-Adams expressed concern about the Authority's staffing levels in preparation for the winter season. One employee will be taking time off during the winter and another has significantly cut back his hours since last winter. The budget took into account that there would be a need for an increase in full time wage expense, as the Authority plans to hire an additional personnel towards the end of the 2<sup>nd</sup> quarter of 2015. He referred to the Airport Manager for additional information.

Director Jackson noted that fuel flow income was off considerably and asked if there was a correlation between this decrease and airport activity. Airport Manager Bourque confirmed that the decrease in fuel flow income was directly related to a decrease in airport operations during the month.

Alderman Schoneman asked the Board what accounted for the \$700 improvement in income over budget for the month. Treasurer Rosenblum responded that the improvement was primarily due to an increase in land lease income. The reason for the \$2,200 over budget on this income is currently being investigated. This increase was offset by the decrease in fuel flow income. Other than that, results were pretty consistent with the budget.

#### **MOTION CARRIED (15-058)**

#### **COMMUNICATIONS**

Read and assigned by Secretary Cushing-Adams

NAA-15-014	Gale Associates Letter Re: SWPPP Update	ON FILE
NAA-15-015	Transfer of Lease E2221 (F-1 Air Logistics)	ON FILE

The transfer for the F-1 Air Logistics lease will be addressed under New Business.

In regards to the Gale Associates SWPPP letter, Chairman Stephens explained that the 2008 permit process has been updated to a 2013 permit process. This means that the Airport just needs to resubmit its Notice of Intent, which needs to be done by the end of August.

#### **REPORTS**

##### **TOWER REPORT**

Manager Bourque reported that operations decreased by 710 operations for July 2015 compared to the same period last year. Overall, operations were down by about 12%. Jet operations were slightly higher than average. The decrease was mostly due to bad weather days for YTD 2015.

Alderman Schoneman referred back to the 710 unit decrease in operations for July, and asked the Board what that was on a percentage basis. Treasurer Rosenblum and Airport Manager Bourque clarified that operations were down by 12% for the month of July 2015 and were 12% lower for the (calendar) year.

## AIRPORT MANAGER'S REPORT

Manager Bourque reported as follows:

- Wildlife activity on the Airport has been moderate, with no reported strikes. We are seeing an increase in migrating waterfowl flying over the airport, and the turkeys are back. We will continue to manage the issue.
- The 2015 Touch-A-Truck event held at the airport on August 15 was very successful, and we had about 2,200 visitors come to the event.
- The first Nashua Airport Movie Night was held on August 14 on the grass in front of the Aviation Center with the screening of the Disney movie, Planes: Fire & Rescue. About 175-200 people attended the event and four aircraft flew in for the event as well. Thank you to the Nashua Parks and Recreation department for their assistance as well as to the NHDOT and NH Aviation Historical Society, which provided fun activities before the movie. Our thanks also to Secretary Cushing Adams for operating the popcorn machine, and to Greg Lison of Infinity Aviation Services for providing the chairs, tables, and the popcorn machine.
- The Granite State Airport Management Association will be holding its inaugural golf tournament on September 14<sup>th</sup> to benefit NH airports and STEM education in the state (Science, Technology, Engineering, and Math). There are still openings for foursomes or sponsorships at any amount and the deadline is August 20<sup>th</sup>.
- On August 26<sup>th</sup> the National Guard will be conducting an exercise on the airport adjacent to the NAA building. The exercise will simulate a chemical/biological exposure incident which will test the response of its personnel.
- Aerodyne Research will be back in September to perform additional emissions testing on turbine engine aircraft.
- Update on the underground storage tank project: The Airport Authority is just waiting for Nashua Jet Aviation to let the airport know that the tanks are empty, so that Clean Harbors can be scheduled to remove the tanks. At this time it is expected that the tanks will be removed by the end of September 2015.

Chairman Stephens opened up a discussion of the Touch a Truck event. He commended the organizers for making the Daniel Webster College hangar available for people to cool off in and get some shade. Since the aircraft exhibits had the longest lines, maybe next year we could provide more planes.

## AIRPORT ENGINEER'S REPORT

Eric Strand of Gale Associates presented the Engineer's Report on behalf of Roy Rankin and Gale Associates. The aviation easement and the obstruction removal and approach survey have been closed out and the amendments have been awarded. The Airport Engineer spoke to the NHDOT last week and they are working on getting the paperwork in order before they can issue the funds (for some 2009 and 2010 projects). They hope that these funds will be available sometime within the next week.

The wildlife fence project is complete with the exception of a few punch list items and the construction of the additional fence behind the properties on the corner of Charron Ave. and Pine Hill Ave. The fence construction will be finished after the demolition takes place. The Airport Engineer has contacted the fence company to make sure that the fence construction is on their schedule and to remind them to coordinate with the Airport Manager for any ongoing work at the Airport.



Chairman Stephens asked where we were with the budget on the fence project. The Airport Engineer responded that the project was currently under budget at about 97% of total grants.

Chairman Stephens asked the Airport Engineer if something could be done about issues with the gates and the slow gate timer at Gate 12 (next to the Airport Authority Building). While the new gates are not as slow as Gate 12, they still could use adjustment.

Airport Manager Bourque reported that all of the gates that were involved in the fence project have 5 second timers. Gate 12 was not involved in the project. The Airport Maintenance Manager has told him that there is no mechanism to change the gate timing.

The Airport Engineer noted that timing adjustments can be made on the new gates. He will contact the manufacturer regarding Gate 12, but thinks that there probably is no way to adjust the timing.

There was also mention of a complaint about the distance of the gate card readers from arm's length, and a suggestion that perhaps there could be some type of extender installed. The Airport Engineer indicated that there is an extender for this purpose (at an additional cost) but that installing the extender would make it more likely that the plow trucks would hit the panel during winter clean ups. Chairman Stephens requested that Gale Associates add the panel access issue to the punch list.

Wes Liu spoke on behalf of Farrell Woods. Mr. Woods' offer is that if the Airport Authority could come up with the circuitry for the Gate 12, he would look at changing the resistor value (or whatever was needed) to shorten the timing on the guillotine gate (Gate 12). The airport Engineer indicated that Gate 12 was not a part of the fence project as Gale was told that the gate was working OK. He will contact Fences Unlimited to see if they can fix the gate as part of the project depending on the availability of funds.

The Airport Engineer reported that the property acquisition and the demo projects are on hold pending funding. He spoke with the demolition contractor, S&R, and they are still on board and waiting to receive the contracts.

The Airport Engineer reported that he had attended last week's meeting of the Northeast Chapter of AAAE and things look difficult for project funding. The State of NH is still operating under a continuing resolution. Because of this, government funds in the region are being disbursed by 1/12 per month, so the next round of funding for the Airport won't be available until mid to late September. This means that the Airport will need to put together another grant offer very quickly and get it back to NHDOT. But the insurance must be in place first. He will get Gale Associate's insurance in place and the Airport will need to get its insurance in place.

The next item on the Airport Engineer report pertains to the Multi Sector General Permit. Since the Airport recently had its SWPPP updated, there are only some minor administrative things that need to be done and then the updated SWPPP can be submitted to the EPA. Chairman Stephens asked what changes are needed in particular. The Airport Engineer responded that the SWPPP project is closed out. The changes he is referring to are administrative things such things as updating the Board member names in the report and updating any other changes on the airport involving FBOS, the SWPPP Team, etc. The biggest change concerns the inspections and the reporting that is required as a part of it. Gale Associates has a list of these requirements available. One condition of these changes is the requirement to have an electronic copy of the SWPPP posted online (to the NAA website) and to let the EPA know where it is. The Airport Engineer will look into providing an electronic copy of the SWPPP available.

The Airport Engineer noted that since he is the Chairman for GSAMA's Event Committee, he would like to announce the two events that are coming up. On September 14<sup>th</sup> they are hosting a golf outing at Laconia Country Club, which is also on the same day as the next GSAMA meeting. Anyone who wishes to attend please contact him or Airport Manager Bourque for more information. This event is a networking opportunity with legislators, FBOs, Airports, and others to promote Aviation to everyone. Flyers are available on the GSAMA website or through the Airport Manager.

The other GSAMA event is an Aviation Day and 5K race on November 7<sup>th</sup> at the Concord Municipal Airport. There will be a Touch-A-Truck type of event, the Young Eagles will be there, there will be a fly-in, and a 5K race on the runway. Sponsorships are also needed for this event. This is the first event of its type in the State. Again, the purpose of this event is to promote aviation and generate more community involvement and getting more youth interested in Aviation. GSAMA is thinking about hosting this event again next year at Boire Field if this year's event goes well.

The Airport CIP meeting is scheduled for August 31<sup>st</sup> at 3:30. The Airport Engineer suggested that he and the Airport should get together before then to discuss the wish list they want to present to NHDOT.

## **COMMITTEES**

### S&P Committee

The new S&P draft has been circulated among the Board members and will be discussed later as a New Business item.

Marketing Committee - Director Jackson announced that he had submitted his resignation to the Mayor on August 1<sup>st</sup>. He has recently come out of retirement and is back in the work force, and feels he does not have sufficient time in his schedule to properly execute his duties as Director. It is his hope that the Marketing Committee will be permanent in order to maintain the Airport's marketing initiative.

The first steps of the marketing analysis have been completed. There were 161 responses to the Pilot Survey. A SWOT (Strengths, Weaknesses, Opportunities, & Threats) analysis was completed and distributed to the Board. The analysis will be formally published and uploaded to the Marketing Committee blog site as soon as possible. The primary Strengths by weighted priority were the Tower and the Airport community. A majority of respondents indicated that the most important part of the Airport is the people in the Airport community. Next in priority as strengths were having an FBO on site, maintenance, snow removal, on site food, low traffic for training, automobile access, pilot shop, electric tie downs, and the runway length. Some of the weaknesses were recreational flyers, fuel prices, old buildings, cracked asphalt, single runway, no radio repair, gate access.

With the pilot market analysis now complete, the next steps would be to approach the Community and the Nashua Chamber of Commerce for their opinions as to what the Airport means to them.

Chairman Stephens indicated that he would like to have the information obtained from the Pilot Survey addressed in more detail at the September 2015 Board Meeting.

The next Marketing Committee meeting (date to be announced) will be an open session, and all are invited.



## OLD BUSINESS

Logo Revision – No action at this time. Secretary Cushing Adams requested that the Logo Revision be taken off of the Agenda until further notice.

## NEW BUSINESS

### Transfer of Lease E2221 (F-1 Air Logistics)

Vice Chairman Moushegian presented the request by RJV LLC for an assignment of its Lease for Hangar 0 to Ten Mountain Capital. Mr. Valentine was present as the representative for RJV LLC.

Chairman Moushegian requested clarification on whether the new lease would be to Ten Mountain Capital or to LJ60 Hangar LLC, and whether Mr. Valentine's company intended to request an assignment of the lease or a permanent transfer of the lease. Mr. Valentine indicated that the intent was to permanently transfer the land lease to LJ60 Hangar LLC. The question arose as to whether or not the new owner of the hangar was required to be a corporation registered with the New Hampshire Secretary of State.

**MOTION BY** Chairman Stephens to approve the transfer of lease agreement number E-2221 from RJV Logistics LLC (formerly F-1Air Logistics LLC) to LJ60 Hangar LLC to approve the transfer of the Land Lease for Hangar 0 from LJB LLC to LJ60 Hangar LLC subject to the conditions established by the Airport Manager.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED** 4-1 with the objection of Vice Chairman Moushegian **(15-059)**

### Procedures for Adoption Process of the new Standards & Procedures Manual

The S&P Committee has submitted its draft of the new Standards and Procedures document. Chairman Stephens opened discussion of the procedures for adopting new S&P guidelines, with further discussion to be held at the next public meeting of the Nashua Airport Authority Board on September 17, 2015 at 6:00 PM.

The existing procedures for the new S&P adoption process is outlined on Page 7 Paragraph 1.2.4 as follows:

"Changes to these standards and procedures may be adopted by the Authority after review and recommendation by the Standards and Procedures Review Committee. The Authority has the power to adopt changes to Standards and Procedures after public hearing, for which notice has been given by publication and posting and by mailing to all parties of interest.

Notice shall be given by publication in a newspaper of general circulation in the City of Nashua:

1. Once in each of 2 consecutive weeks, the first publication to be not less than 14 days before the date of the hearing and
2. By posting such notice in a conspicuous place in the Authority's building and in Nashua City Hall for a period of not less than 14 days before the day of the hearing.

Parties and interests as used in this section shall mean all approved FBOs, independent operators, tenants and building owners, and condominium owners upon Airport grounds. Notice to parties and

interests shall be sent by regular mail, postage prepaid, not less than 14 days before the day of the hearing. Notice shall be sent to these parties to the most recent address each has provided the Airport Authority”.

**MOTION BY** Chairman Stephens for the Board to proceed with the 14 day notification process for the change in Standards & Procedures as identified in Paragraph 1.2.4 of the existing S&P.

**SECONDED BY** Secretary Cushing-Adams

**MOTION CARRIED (15-060)**

Chairman Stephens initiated the discussion among the Board Members regarding the details of how the Board would proceed with the new S&P adoption process at the next monthly meeting. He recommended that the Board Members compare the two documents and look to see what changes the S&P Committee has proposed and note if they have any objections on any of the changes or if they think something needs to be added.

Chairman Stephens outlined the choices the Board had in approving the new S&P document:

1. The Board can approve the entire document as the S&P Committee wrote it.
2. The Board can approve parts of the S&P document
3. The Board cannot add anything that is not already included in the document, but can return the document back to the S&P Committee with its recommendations.
4. The Board can choose not to adopt any part of the proposed S&P document.

Chairman Stephens commented that the changes to the current S&P are important as they will determine the direction that the Airport take moving forward. He also noted that the Nashua Airport Authority Board has a business responsibility to the citizens of Nashua to make sure that the Airport is run in the best interests of the city, that the business is run successfully, and that the City’s assets are protected. Therefore it is important that the Board make sure that the new S&P document operationally and administratively protects the Board’s right to exercise its duty to protect the interests of the citizens of Nashua.

Alderman Schoneman suggested that the 14 day notice for the upcoming S&P hearing should not start until after the Board has reviewed the S&P Committee recommendations and has made its changes. Once the changes have been finalized and publicly announced, then the notices would be distributed.

Steve Brouillette and Chairman Stephens discussed maintaining a balance between the duties and powers of the Board and those of the S&P Committee.

Chairman Stephens returned to the subject of the process for the review of the S&P changes at the next meeting. Before the next meeting the Board will review and prepare a list of their comments and the list of objections will be posted well in advance of the meeting.

**PUBLIC INPUT**

None

## DIRECTOR COMMENTS

Secretary Cushing-Adams - Touch-A-Truck and Movie night were fun but in the future we need to get more advance notice out for events.

Director Jackson - Discussed the idea of developing a "Friends of the Airport" type of association that would involve volunteers in the community working on behalf of the Airport and the possibility of creating an airport welcome center in the Pilot Shop.

Treasurer Rosenblum - We are still working on getting our new financial reporting process streamlined.

Vice Chairman Moushegian – Expressed his thanks to Director Jackson for his service to the Board

Chairman Stephens – thanked Director Jackson for his efforts on behalf of the Airport. Congratulations to Treasurer as he was reappointed for another 5 years. We need to work on a Master Plan for the Airport. ASH is qualified to have a terminal building as a reliever airport for Boston. But there are maintenance issues at the Airport that need to be addressed first.

Treasurer Rosenblum will not be able to attend the scheduled September meeting, so the next Board meeting will be scheduled for Thursday September 17, 2015.

At this time the Board will retire to non-public session.

**MOTION BY** Chairman Stephens to Enter Non-Public Session under RSA91-A3, II(a) for Employee Review.

**SECONDED BY** Secretary Cushing Adams

## ROLL CALL

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

**MOTION CARRIED. (7:30pm)(15-061)**

**MOTION BY** Chairman Stephens to adjourn non-public session, reenter public session and seal the minutes.

**SECONDED BY** Vice Chairman Moushegian

## ROLL CALL

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

**MOTION CARRIED. (7:53pm) (15-062)**



**ADJOURNMENT**

**MOTION BY** Secretary Moushegian to adjourn public meeting.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED. (7:56pm) (15-063)**

Respectfully submitted,

  
Secretary Cushing-Adams

SEE ATTACHMENT FOR ATTENDEES LIST