

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 July 20, 2016.

Chairman Rosenblum called the meeting to order at 6:01 pm.

ROLL CALL

Present: Chairman Rosenblum
Vice Chairman Cushing-Adams
Secretary Scheifele
Director Stephens

Absent: Treasurer (Vacant)

PUBLIC INPUT

None

NEW BUSINESS

NAA Logo Review

Vice Chairman Cushing Adams introduced Mr. David Heath. Mr. Heath was part of a committee that developed new marketing logos for the City of Nashua, and is proposing three options that the NAA could incorporate into the design of a new logo for the airport. He presented PowerPoint slides of several logo options.

Director Stephens noted that the Board had previously reviewed these logo concepts and voted down the adoption of a new logo last year. He added, if the City were to encourage the airport to change its logo to match theirs, we'd be all for it, but they aren't. Director Stephens expressed there is no reason to change the logo at this time.

Secretary Scheifele suggested that the logo options presented by Mr. Heath could be posted to the NAA website along with the current logo to allow the public to vote on which design they preferred.

MOTION BY Vice-Chairman Cushing-Adams to temporarily adopt logo number two, put it on the NAA website with the existing logo in order to gather community input, and make a decision on the logo choice at the next Board meeting. If at that time the NAA does not agree to accept the logo. Mr. Heath is free to use the logo as he chooses.

MOTION WITHDRAWN by Vice Chairman Cushing Adams. The NAA office will instead administratively post the existing logo and logo number two to the NAA website to collect public input. The results will be presented and discussed at the next Board meeting.

A discussion followed in regards to the hanging of banners around the city and advertising of the airport's events.

MINUTES

MOTION BY Secretary Scheifele to approve the June 2016 NAA Board Meeting minutes.

SECONDED BY Director Stephens

MOTION CARRIED (16-045)

TREASURERS REPORT – June 2016 & FYE 6/30/2016

Chairman Rosenblum reported that NAA had budgeted gross income of \$534,522 for FY2016 operations. Actual pre-audit gross income for FY2016 was \$535,491 which is about a \$1,000 variance to the good. Expenses were budgeted at \$515,960. Actual expenses came in at \$437,000, which was a \$78,000 variance to the good. Net operating income of \$113,156 was reported for the year. The majority of savings during the year were from the personnel side, as there were a number of personnel changes during the year. NAA also had lower snow removal income and related expenses than anticipated. Workman’s comp insurance premiums also came in lower than anticipated.

MOTION BY Chairman Rosenblum to accept the June 30, 2016 Financial Statements pending audit.

SECONDED BY Vice Chairman Cushing Adams

Director Stephens noted that we came ahead of the balanced budget for fiscal year end 2016 by \$113,000 in the black because of the fantastic job being done by our Airport Manager. A lot of this is keeping things tight, looking into better ways of doing things, following up on benefits and insurances and the costs of doing business. Mr. Bourque did a good job of running our finances this year.

Alderman Schoneman asked which asset was sold during the year and also asked what the experience was with the landing fee income. Chairman Rosenblum responded that NAA began collecting a landing fee as of May 1st. The first landing fee income collections were posted in June because of a month lag in reporting. Airport Manager Bourque responded to the Alderman’s first question – the asset sale was a 1985 International dump truck that was a redundant piece of equipment.

Andy Neyens congratulated Airport Manager Bourque for the fine job he did this year. He asked about how the fiscal year end 2016 CPA audit was going. Chairman Rosenblum indicated that the audit hasn’t started yet. The office is in the process of closing the books and preparing the information that the auditors will need.

Airport Manager Bourque noted that this fiscal year’s success was also due to the work of the rest of the NAA team. He thanked Matt Berube, Joe Callahan, and Mary Beth Merritt for their efforts. Chairman Rosenblum also thanked the team.

MOTION CARRIED (16-046)

COMMUNICATIONS

There were no communications received for this period.

REPORTS

TOWER REPORT

Chairman Rosenblum reported that there were 5,678 operations for the month of June, which is a 10% increase over the same period last year. Year-to-date operations are running 15% ahead of last year.

AIRPORT MANAGER’S REPORT

- Wildlife activity on the airport has been light with a single unreported bird strike.

- The Airport's First Annual Homebuilt Fly-In was postponed to the rain date of July 10, but unfortunately the weather did not cooperate. The tentative date for 2017 will be June 3 to coincide with the EAA Chapter 106 monthly meeting.
- There is a strong likelihood Boire Field will host the Ford Trimotor next summer around the June timeframe. The aircraft stays for a week and offers rides for a nominal fee. More details to come.
- The second Boire Field Movie Night is scheduled for August 5 at dusk. We will be screening *Star Wars: The Force Awakens*.
- Planning for Wings and Wheels is underway. We are currently soliciting for vehicles and aircraft. The date of the event is August 6 from 10:00 am to 2:00 pm, weather permitting. Please spread the word. We are looking for volunteers for this event.
- We are working through the process for the removal of trees on Charron Ave which will allow the VOR-32 approach to be utilized at night. The parcel the trees are located on is City owned and we will need to appear before the Conservation Commission to get approval to proceed.
- We are in preliminary talks with Angel Flight New England for them to host their annual Member Appreciation Fly-in here at Boire Field next summer.
- The Cirrus Owners and Pilots Association (COPA) will conduct a CPPP (Cirrus Pilot Proficiency Program) training weekend at Boire Field August 12-14. There will be evening events and training all weekend at the DWC Aviation Center. With enough participation, this will become an annual event.
- On June 13, Bob Scheifele and I met with aviation marketing consultant Alice Desouza. We have been working with Alice and we have devised a simple marketing schedule with target dates for critical items.
- Pilot Workshops, the US's preeminent online pilot proficiency training center will be hosting a customer appreciation fly-in on October 21. The airport can expect heavier than usual traffic volumes that weekend.
- I would like to suggest we offer an incentive for new tenants to base here. Perhaps six months free when they pay for six months?
- In relation to the drafting of an airport closure policy, I have drafted a Snow and Ice Control Plan which includes information on the closing of the airport. This document is currently in the internal review process. On Tuesday the FAA announced they have developed new standards for the reporting of airport conditions. These new standards are an effort to more accurately convey airfield conditions to pilots in a way that relies less on subjective reporting, and more on an objective measurable metrics that can be correlated to aircraft manufacturer performance specifications. Additionally, it will no longer be acceptable to report a NIL braking action condition. NIL conditions on any surface require the closing of that surface until resolved. We will be working toward incorporating these new standards into our Snow and Ice Control Plan.

Director Stephens noted that KASH could make a distinction between jets and smaller aircraft/helicopters when issuing a closure decision. Airport Manager Bourque indicated that as far as he knew, the FAA had not yet made a distinction like that.

Mr. Weston Liu asked if the FAA was providing the equipment to take the objective measurements of braking conditions. Airport Manager Bourque replied that there was no indication that the FAA would be providing any equipment.

Airport Manager Bourque requested Board approval to move forward with the purchase of a used 2010 Kubota ZD32360 60" mower for \$7,500.

Secretary Scheifele asked why we couldn't buy a used or new lawn mower like this in NH (rather than Vermont). Airport Manager Bourque replied that he and Maintenance Supervisor Matt Berube had not found as good of a deal on this type of equipment in the NH area.

Vice Chairman Cushing Adams asked why NAA was buying this equipment. Airport Manger Bourque pointed out that a similar used mower purchased from the same dealer in Vermont last year has cut mowing time in half. The proposed mower would also provide redundancy. Now that there are only two people working in maintenance, this additional mower is needed to give us more options and allow the airfield crew to work more efficiently.

Vice Chairman Cushing Adams asked if any of the existing mowing equipment would be sold as a result of the proposed purchase. Airport Manager Bourque responded that existing equipment would not be sold. He added there are several pieces of equipment for different types of mowing. The proposed mower and the mower purchased last year are zero turn mowers that are better suited for mowing in tight spaces and around airport lighting.

Weston Liu asked if this type of purchase would have to be put out for bid. Director Stephens noted that a small purchase of used equipment like this wouldn't necessarily require the bidding process. Chairman Rosenblum indicated that the NAA does not currently have a policy regarding equipment purchases that require the bidding process.

MOTION BY Director Stephens to approve the purchase a used 2010 Kubota 60-inch mower for \$7,500.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-047)

Chris and Sarah Ward were here last month and received approval to temporarily locate their hydroponic farming trailer inside one of the NJA hangars. They have since received approval from the city to locate the operation on their own property, and therefore will not be needing the hangar space.

Chairman Rosenblum commended Airport Manager Bourque for all of the new airport activities that have been planned.

Alderman Schoneman spoke to the KASH Homebuilt Fly-In that was cancelled last week-end. He indicated that he thought that there should be some sort of policy for event cancellations.

Alderman Schoneman asked if there had been any negotiation on the price of the 2010 Kubota mower. Chairman Rosenblum responded that there had been negotiation, which resulted in decreasing the price from \$8,000 to \$7,500.

Vice Chairman Cushing Adams suggested we need to work on our communication. She said she had a lot of inquiries about the Homebuilt Fly-In and some complaints about it being cancelled at the last minute.

Director Stephens noted that this is summer in New England and the weather is unpredictable. Secretary Scheifele related that couple of nights ago, there was a storm that received a lot of attention from weather reporters. Thirty minutes after the storm hit the Nashua area, it was sunny again, so while the weather may be changeable, we need to make sure we communicate what is happening and why. Director Stephens suggested that what might help is to have a place to let people know that they can check for inclement weather/cancellations on our website.

AIRPORT ENGINEER'S REPORT

Armand Dufresne presented the Airport Engineer Report on behalf of Gale Associates.

The fencing and the two property acquisition projects are closed out. All of the projects came in slightly under budget. Reports on each of the projects are attached to the Airport Engineer's report presented to the Board.

Airport Master Plan – NHDOT indicated today that they had received some funding from the FAA but that none of it was for discretionary projects. The KASH Master Plan and Pavement Projects are discretionary projects. Mr. Dufresne indicated that we are late in the Federal fiscal year (ending July 31st). The money may come out at the beginning or middle of August, however, the airport may only have a four days to turn around the paperwork. The federal government cannot give out any additional fiscal year grants for this year after September 15th so the airport should be receiving the grant funds before then.

Director Stephens asked how the Board would arrange necessary approval meetings for the project paperwork approval and sign offs. Chairman Rosenblum indicated that there would be a special meeting called where the public could be present for the Board's vote on the actual budget.

MOTION BY Director Stephens to authorize the Chairman to accept and sign the FAA and NHDOT paperwork to proceed with the Airport Master Plan Update (SBG 12-16-2016). The total project amount is \$445,000, which will require a commitment out of the Airport Authority finances of \$22,250.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-048)

MOTION BY Director Stephens to authorize the Chairman to accept and sign the FAA and NHDOT paperwork to proceed with the Pavement Reconstruction & Maintenance Project (SBG 12-17-2016). The total estimated project cost is \$1,645,000, which will require a commitment out of the Airport Authority finances of \$82,250.

SECONDED BY Secretary Scheifele

Vice Chairman Cushing Adams asked Director Stephens what would happen if the Airport only received a portion of the money. Director Stephens responded that the Airport Authority would accept any amount of money from the FAA and then meet with Gale Associates to determine changes to the original plan. The City of Nashua has already committed a total of \$47,000 to the project. This would leave about \$55,000 for the NAA to fund out of the \$113,000 in net income generated in FY2016.

MOTION CARRIED (16-049)

Mr. Dufresne reported that there will be a CIP meeting at the Gale office on July 29, 2016. Secretary Scheifele and Director Stephens will be attending that meeting.

There will be a scoping meeting directly after this meeting for the 2017 project to groove, seal, and remark the runway. Director Stephens noted that this is our next submittal for project funding, and the paperwork has to be submitted to NHDOT by the end of the year.

Vice Chairman Cushing Adams asked about the vegetation plan that was included in the NHDOT's CIP schedule hand out. Airport Manager Bourque indicated that this should have been removed from the NHDOT schedule. Mr. Dufresne indicated that a vegetation management plan doesn't apply in this case.

Chairman Rosenblum asked if the project for FY2017 (grooving, sealing, and remarking the runway) would include the items that were included in the GSB 88 Runway Preservation System overview that was presented by Asphalt Systems Inc. at the June 2016 Board Meeting. Mr. Dufresne indicated that the GSB 88 System would be part of this project.

Mr. Dufresne indicated that he would like to have Gale Airport Planner Engineer Matt Caron speak with the Board at the next meeting to explain the architecture of the Master Plan. He would be able to answer questions and outline the five major components of the project.

Director Stephens indicated that after the funding request for the Master Plan project has been approved, the Board will initiate proceedings to form a Master Plan Committee. Mr. Dufresne indicated that the funds for the Master Plan Project should be available by September.

Secretary Scheifele asked if the project work at the corner of Charron Ave. was complete. Mr. Dufresne replied that the project has been closed out. Airport Manager Bourque indicated that all that was left to do with this project is to remove the erosion control measures.

Alderman Schoneman inquired about some equipment being located inside the airport fence on the South end of the field. Airport Manager Bourque explained that the airport was allowing Continental Paving to use this space as a staging area for the work they are doing on Charron Ave in exchange for cutting down some trees for the airport.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

Review of NAA Sign Policy

Secretary Scheifele indicated that he had spoken to Alderman LeBrun in regards to obtaining historic district highway signage for the airport from the State of NH. We also have some banners that will be going up pretty soon.

Vice Chairman Cushing Adams noted that the existing business listing sign at the airport by the Pilot Shop is not worthwhile and needs to be removed. Perhaps as Secretary Scheifele mentioned earlier, we could instead put something up like a sign on the corner when people first get to the airport. For the different businesses, signs along the road should be allowed (under the city signage rules) directing people to where the businesses are on the airport.

Secretary Scheifele indicated that he would like to see a big sign on top of the Control tower that says "Welcome to Nashua Airport". There is a sense of urgency here to get this (marketing initiative) up and running. We are at the starting stage here but there are a lot of thoughts being put into this and you'll start to see it happening soon.

It was decided that the Airport Manager would research the City's signage policy for discussion at the next NAA Board meeting.

A discussion followed about funding and developing additional marketing initiatives.

A discussion followed about the issue of addressing New Hampshire Aircraft Registration Fees with the state legislature.

Incentive for new tenants to base their aircraft at KASH

Airport Manager Bourque has asked the Board to approve a promotional discount for new tie down tenants.

MOTION BY Secretary Scheifele to adopt a promotional offer of six months free on the first year's lease for new tie down tenants.

SECONDED BY Director Stephens

A discussion followed as to the competitiveness of the airport's tie-down rental rates and how to best structure the proposed promotion. Director Stephens noted that we wouldn't lose any money on this and the promotion would provide incremental income.

MOTION CARRIED (16-050)

PUBLIC INPUT

None

DIRECTOR COMMENTS

Secretary Scheifele read a column in a paper last week on the subject of Right-To-Know, and was concerned about one of the passages about the fact that a town in NH lost a lawsuit because they mishandled some emails. The City Attorney will be at the September 2016 meeting for a discussion of this subject.

The Secretary asked Alderman Schoneman for an update from the City on the process of approving two new NAA board members. Alderman Schoneman explained the approval process and indicated that a decision could come in September.

Director Stephens – No comments

Vice Chairman Cushing Adams noted that Air Direct had its Poker Run Fly-In and raised just under \$1,200 for Homes for Our Troops. On August 20th there will be an all-you-can-eat pancake breakfast for the War Bird Fly-In. She would like to have flyers at the restaurant for all the events at the airport to pass out to the restaurant patrons. Rex Lindt is very ill at the hospice house in Merrimack. The people at the NAA are doing a great job of pitching in around the airport.

Chairman Rosenblum expressed his thanks to the staff for their work on the annual barbecue. It was very successful. There will be no Board meeting in August. The next Board meeting will be on September 21, 2016.

MOTION BY Director Stephens to cancel the August 2016 Board meeting and have the next Board meeting in September 2016.

SECONDED BY Vice Chairman Cushing Adams

MOTION CARRIED (16-051)

The Chairman discussed a City meeting he recently attended. The Board of Aldermen is working to develop a new strategic plan for the City of Nashua, and as part of that Committee meeting invited leaders from the various sectors of city operations management (Police, Fire, Public Works, Education, etc.). The last strategic plan was completed about eight years ago. Chairman Rosenblum will provide the NAA Board members with some information that he obtained regarding changes the city is considering. The strategic plan is in the early stages at this point.

This is Director Stephens' last meeting. Chairman Rosenblum thanked him for all of his work and effort over the past seven years. Director Stephens will be representing the airport as a member of the Chamber of Commerce Board.

Alderman Schoneman also thanked Director Stephens on behalf of the City of Nashua.

MOTION BY Director Stephens to adjourn the public session and move to non-public session to discuss a personnel matter.

SECONDED BY Secretary Scheifele

ROLL CALL

Chairman Rosenblum - Yes
Vice Chairman Cushing-Adams - Yes
Secretary Scheifele - Yes
Director Stephens - Yes

MOTION CARRIED (16-052)

MOTION BY Director Stephens to adjourn to public session and seal the minutes.

SECONDED BY Chairman Rosenblum

MOTION CARRIED (16-055)

MOTION BY Chairman Rosenblum to adjourn the meeting

SECONDED BY Vice-Chairman Cushing-Adams

MOTION CARRIED (16-056) Meeting adjourned at 9:45 pm

The next meeting will be held on Wednesday, September 21, 2016

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Robert Scheifele