

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, July 18, 2018.

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

ROLL CALL

Present: Chairman Woods
Vice Chairman Cushing-Adams
Secretary Scheifele
Treasurer Duquette

Absent: Director Heath

PUBLIC INPUT

None

MINUTES

Secretary Scheifele confirmed as stated in the minutes that there was no non-public meeting held in June 2018. Chairman Woods corrected the spelling of Wes Liu.

MOTION BY Secretary Scheifele to accept the public minutes as corrected for June 20, 2018.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

TREASURERS REPORT – June 30, 2018

Treasurer Duquette reported on the June 30, 2018 financial statements. He discussed two income accounts – fuel flowage fees are \$4,000 under budget and State of NH Registration fees are approximately \$21,000 under budget. For the fiscal year our income was about 100% to budget. The major underruns for our expenses include part-time wages by \$27,000, building & grounds by \$11,000, airfield equipment by \$6,000 and marketing by about \$5,000. Overall for the month we are 72% to budget and 88% for the year to year budget.

MOTION BY Treasurer Duquette to approve the June 2018 financial statements as presented pending audit.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

COMMUNICATIONS

Secretary Scheifele reported that NAA received the following communications and all communications will be placed on file at the Nashua Airport Authority office.

6/21/2018 – NHDOT – RSA 91-A Response to F. Woods Request
6/27/2018 – Stein Realty, LLC – Request to sublet 101 Perimeter Rd
6/29/2018 – Hayner Swanson Inc. – Subdivision 75 ½ Pine Hill Road
7/12/2018 – NHDOT – Hangar 15/27 Follow Up

REPORTS

TOWER REPORT

Chairman Woods reported for the month of June 2018 the traffic count was 6,294 which is up 241 (4%) operations from June 2017. We are up 13% for year to year comparison.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- July 11th – 15th - CAF AirPower History Tour featuring “FIFI” B-29 Superfortress, “Bucket of Bolts” C-45 Expeditor and a T-6 Texan. The CAF staff believe this may have been the largest turn-out they have seen. They will report the number of attendees to NAA when tallied. We are looking forward to having them return to Nashua.

Upcoming events

- August 20th – 27th – CAF “Flying Legends of Victory” Warbird Tour featuring the “Maid in The Shade” B-25 Mitchell Bomber.
- September 14th – SummerFun 2018 Movie night featuring Disney Pixar’s “Coco”
- September 15th – SummerFun 2018 Wheels & Wings

Other items of interest

- None at this time

COMMITTEES

Master Plan / Strategic Planning Committee

Chairman Woods stated there is no update on this committee and the next meeting is scheduled for August 2nd.

NEW BUSINESS

Mr. Chris Jaran, CEO, introduced Terrafugia to the Nashua Airport Authority and discussed the past, present, and future of this company. Terrafugia will be subleasing 101 Perimeter Road from Stein Realty. Mr. Philip Meteer, Director, Flight Test Operations, discussed the relationship between Nashua Airport and Terrafugia. He requested the Authority’s approval of the operations; hangar 101 sublease; an additional land lease for the land located between 99 and 101 Perimeter Road; and hangar 101 future site plan approval.

MOTION BY Treasurer Duquette to approve the sublease between Terrafugia and Stein Realty and the establishment of a new land lease between buildings 99 and 101.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

DATES TO REMEMBER

July 11th – 15th – CAF Airpower History Tour
September 14th – SummerFun Movie Night
September 15th – SummerFun Wheels & Wings

NAA ACTION ITEMS

None

PUBLIC INPUT

Mr. Armand Dufresne, Gale Associates, announced his upcoming retirement and informed the Authority that Matt Caron has been promoted to assume his position.

Mark Prolman, Prolman Realty, commented on the outstanding job Airport Manager Chris Lynch has done during the subleasing of 101 Perimeter Road.

Wes Liu thanked Vice Chairman Cushing-Adams for her time serve on the Nashua Airport Authority.

DIRECTOR COMMENTS

Secretary Scheifele – Impressed with Terrafugia’s presentation and welcomed them to the Nashua Airport.

Chairman Woods – Welcomed Terrafugia to the Nashua Airport and is excited to see them here.

Treasurer Duquette – Echoed the same thoughts regarding Terrafugia and welcomed them to the airport.

Vice Chairman Cushing-Adams – Welcomed Terrafugia to the Nashua Airport and is very excited for the many goods things happening here. Suggested that Terrafugia keep the communication lines open with the Nashua Airport Authority. The CAF was an amazing event and welcome them back. Happy Birthday Lenny.

There will be no meeting during the month of August 2018.

MOTION BY Vice Chairman Cushing-Adams to adjourn the public session and enter into non-public session pursuant to RSA 91-A:3(II)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Secretary Scheifele

ROLL CALL

- Chairman Woods – yes
- Vice Chairman Cushing-Adams – yes
- Secretary Scheifele – yes
- Treasurer Duquette – yes

MOTION CARRIED

MOTION BY Vice Chairman Cushing-Adams to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Secretary Scheifele

MOTION CARRIED

ROLL CALL

Present: Chairman Woods
Vice Chairman Cushing-Adams
Secretary Scheifele
Treasurer Duquette

Absent: Director Heath

MOTION BY Vice Chairman Cushing-Adams to adjourn the public session

SECONDED BY Treasurer Duquette

MOTION CARRIED

The next meeting is scheduled for September 19, 2018

SEE ATTACHMENT FOR ATTENDEES LIST

A handwritten signature in black ink, appearing to be 'J. G. Scheifele', written over the printed name 'Secretary Scheifele'.

Secretary Scheifele

FOR BOB SCHEIFELE