

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 March 16, 2016.

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

ROLL CALL

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

PUBLIC INPUT – None

COMMUNICATIONS

NAA-16-001 – Request for Assignment of Lease. James Tamposi Jr. requests the transfer of its hangar lease to a family trust.

NAA-16-002 – Letter Regarding Airport Closure Due to Adverse Weather Conditions, Ron Emond

Mr. Emond contends that adverse weather conditions/icing on the runway are not necessarily a reason to close the airport. He also mentioned that airport operations are down and that we are having a hard time attracting business as it is. Closing the airport certainly isn't going to help that situation.

Some members of the Board recognized that safety is paramount, and discretion is left to the Airport Manager based on FAA Guidelines.

Alderman Schoneman asked the Board if there is any test dictated by the FAA that would determine conditions warranting an airport closure. He also pointed out that it may be more dangerous from a liability point to close the runway and the re-open. NTSB reports state "Pilot failed to..." not "Airport Management failed to...". If that were the case, closing the runway because it was too icy could become too windy, too hot, etc.

Director Stephens responded that the guidelines from the FAA are clear in this matter. The FAA guidelines clearly state that the FAA does not recommend airports staying open during zero braking conditions.

Vice Chairman Cushing-Adams stated that it is our duty to keep the airport up and running. It is the Pilot's judgement call whether or not to fly.

Secretary Scheifele pointed out that roads get icy too, and states don't close the roads. They put out caution signs or say "try to avoid". A lot of money is spent by pilots and they learn to fly in adverse conditions. Secretary Scheifele stated that "If states don't close the roads, airports shouldn't close." He would also like to see an airport closure policy developed by December of 2016 with an agreed upon set of rules as to the criteria for airport closure. He believes that all stakeholders should be involved in this process.

MINUTES

Approval of the Nashua Airport Authority's February 2016 minutes

MOTION BY Secretary Scheifele to approve the NAA meeting minutes for February 2016.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-015)

TREASURERS REPORT – February 2016

The financial results for the month of February 2016 indicate positive revenue of \$8,500, with a positive variance from Budget of \$12,604. The Budget projected a loss for the period, but the February 2016 income statement shows positive results for the month and fiscal year 2016 year to date.

MOTION BY Treasurer Mahoney to approve the February 2016 financial statements pending audit.

Chairman Rosenblum asked about the health insurance premium reimbursement received in February 2016 from the NH Retirement system. Treasurer Mahoney explained that the draft income statement classified the reimbursement as non-operating income where he prefers to see that reimbursement classified as an offset to the premium expense, and this change was made to the financial statements included in the Board package.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-016)

REPORTS

TOWER REPORT

Airport Manager Bourque reported that February 2016 operations improved by 1,212 as compared to the same period in 2015. The improvement is attributed to better weather conditions.

AIRPORT MANAGER'S REPORT

Airport Manager Bourque reported that wildlife activity has been light with no reported strikes. Airport Management is exploring possibility of removing some trees so that the VOR approach for Runway 32 can be used at night. The trees are located on Charron Avenue and next to the Law Warehouses located to the Northeast side of the Runway.

The Airport is exploring the possibility of hosting a Home Built Fly-In with a car show component in June 2016.

The City of Nashua Capital Improvement Committee has ranked both of the Airport's capital improvement requests for FY2017 (for which we are seeking City funds) with an "A" rating which are classified as, "essential" in their report to the City Council.

The New England Aviation Safety Expo will be returning to Daniel Webster College on April 2, 2016 from 8:00AM-5:00PM.

Planning for Wings and Wheels is in process (formerly Touch-A-Truck) and we are actively recruiting aircraft

and truck participants. The event date is August 6, 2016.

AIRPORT ENGINEER'S REPORT

Erik Strand of Gale Associates presented the Airport Engineer's Report.

Project 1 – Perimeter Fencing.

The fencing at the corner of Charron Ave. and Pine Hill Rd. has been completed. Fences Unlimited has also completed fence clean up by the railroad tracks cleaning up the old fence material and we will be going out to inspect that area. There are a few items left on the punch list that Gale has discussed with the contractor, Fences Unlimited, including repair of gate locks which are missing parts and rusting. These repairs are covered under warranty.

Projects 2 & 3 - Property Acquisition

Demolition is complete, and now we are just waiting to meet with the contractor, S&R to go over drainage and grading of the site. The contractor is waiting until the ground dries out before proceeding. It is anticipated that this will be completed by mid-April.

Airport Master Plan Project NHDOT# 12-16-2016

The NHDOT, Gale Associates, and the Airport Authority met last month to discuss revising the scope and fee of the project which was originally estimated at \$518,000 and has now been brought down to about \$475,000. We are waiting to hear from the NHDOT on whether or not the FAA will fund this project. The deadline for the grant application is April 1, 2016. The sponsor share of the project is estimated at around \$24,000 for the project.

MOTION BY Director Stephens to move forward with the grant proposal for the Airport Master Plan update, NHDOT project SBG-12-16-2016 which has a budget in the range of about \$480,000, with the airport's share being approximately \$24,000.

SECONDED BY Vice Chairman Cushing-Adams

Director Stephens noted that once the Master Plan Committee is formed, all committee meetings will be public. The airport's existing Master Plan document will be posted to the NAA website at <http://www.nashuaairport.com/>.

MOTION CARRIED (16-017)

Pavement Project NHDOT# 12-17-2016

The airport pavement maintenance project will rehabilitate the pavement at the 32 run-up apron as well as the taxi lane and aprons. There was some discussion about not rebuilding the tie down spots on the south end of the airport. Gale Associates is currently working on the plan design submission and will have a copy for the Board within the next few days. There needs to be a quick turnaround on this in order to put the project out for bid as soon as possible. Gale Associates has received a verbal authorization from NHDOT to push back the deadline to the 12th.

MOTION BY Director Stephens for the Board to approve the submittal of the funding request submission to the NHDOT and the FAA for the pavement reconstruction and maintenance project (NHDOT SBG-12-17-2016), contingent upon the Chairman's final review of the project proposal.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-018)

COMMITTEES

Lease Policy Committee

Director Stephens is working on the completion of the Lease Policy Committee Charter and forming the membership. There has not yet been a motion brought forth on the Lease Policy Committee Charter.

Membership candidates for this committee will be discussed in closed session after tonight's meeting.

Director Stephens explained that the meeting was going to be about reviewing the qualifications of the potential members, which would include discussion of private information. Further discussion of the formation of the Lease Policy Committee will be tabled until the April 2016 Board Meeting, and after the Lease Policy Committee charter has been completed. Secretary Scheifele will assist with the completion of the Lease Policy Committee Charter. After the Charter has been approved, Directors Stephens and Secretary Scheifele will begin the selection of the Lease Committee members.

OLD BUSINESS

Parking Lot Lease

Director Stephens had been in favor of moving forward with two month to month leases on Perimeter Rd for vehicle parking, however, this item was put on hold, as other Board Members wanted to be able to review the lease terms. Chairman Stephens suggested that one of the Board Members and the Airport Manager could bring the matter to conclusion. Treasurer Mahoney and Airport Manager Bourque will work together to create the new parking lot lease in a manner consistent with existing leases. Chairman Rosenblum tabled this subject until the next meeting.

Registration Fees

Vice Chairman Cushing-Adams indicated that there has been a lot of discussion and concern about the issue of aircraft registration fees in the State of New Hampshire. She is organizing a meeting on the subject, which should take place sometime during the first few weeks in April.

The Board will review the current situation on the State of New Hampshire registration fees and identify any possible solutions.

Landing Fees

Chairman Rosenblum noted that the subject of landing fees had been discussed during the February 2016 Board Meeting. The issue is that heavy aircraft are not required to pay landing fees at KASH, while most area airports do charge this fee. For a jet weighing about 85,000 pounds, KMHT charges \$220, KBED charges \$187, and KORH charges \$189. There currently is no landing fee charged at KPSM.

Chairman Rosenblum suggested that the airport could charge a transient landing fee of \$1.10 per thousand pounds (half the rate KBED charges). With a 15,000 pound King Air, the fee at KASH would be \$16.50. This compares to the \$37 fee that would be charged for the same aircraft at KMHT, \$33 charged at KBED, and \$35 charged at KWORH. This fee would generate approximately \$8,000 to \$10,000 in operating revenue per year based on current transient operations at the airport.

MOTION BY Chairman Rosenblum to approve the implementation of a transient aircraft landing fee for aircraft weighing over 12,500 pounds in the amount of \$1.10 per thousand pounds, effective May 1, 2016.

SECONDED BY Vice Chairman Cushing-Adams

Greg Lison of Infinity Aviation (FBO) noted that the 12,500 pound threshold for the landing fee would primarily impact aircraft operating commercially that are accustomed to paying landing fees as a cost of doing business. Infinity will be collecting the landing fees on behalf of the airport.

Director Stephens indicated that he is not in favor of the landing fee, noting that the lack of a landing fee has been used as a marketing tool for the airport. This is a poor marketing decision, and he does not believe that

this fee income is financially rewarding enough to outweigh the negative impact of the fee.

ROLL CALL VOTE

Chairman Rosenblum	YES
Vice Chairman Cushing-Adams	YES
Secretary Scheifele	YES
Treasurer Mahoney	YES
Director Stephens	NO

MOTION CARRIED (16-019) Director Stephens dissenting

NEW BUSINESS

Request for Lease Assignment (E-1442)

The request is for an assignment of James Tamposi Sr.'s lease (E-1442) to his Revocable Trust. His son, Jim Tamposi, appeared on behalf of his father, who is currently in Florida. In addition to the request for the lease assignment, Mr. Tamposi would also like to affirm the exercise of the additional 20 year lease option that was approved by the NAA Board in 2004 (subject to renegotiation of terms).

MOTION BY Director Stephens to approve the assignment of lease number E-1442 (as revised by the Nashua Airport Authority's attorney) from James N. Tamposi Sr. to the James N. Tamposi and Shirley C. Tamposi Family Revocable Trust of 2015, u/d/t dated October 6, 2015.

SECONDED BY Chairman Rosenblum

ROLL CALL VOTE

Chairman Rosenblum	YES
Vice Chairman Cushing-Adams	YES
Secretary Scheifele	YES
Treasurer Mahoney	YES
Director Stephens	YES

MOTION CARRIED (16-020)

MOTION BY Vice Chairman Cushing-Adams to acknowledge the twenty-year extension for the Tamposi Lease #E-1442 per the terms to begin on January 1, 2022 and end on December 31, 2041.

SECONDED BY Treasurer Mahoney

Director Stephens indicated that he would prefer to have the motion follow the lease extension document sent to the tenants in 2004.

MOTION BY Vice Chairman Cushing-Adams to amend the previous motion to accept the document dated October 14, 2004 from James N. Tamposi Jr. extending the lease to end on December 31, 2041 with terms to be negotiated

AMMENDED MOTION ACCEPTED BY Treasurer Mahoney

MOTION CARRIED (16-021) Secretary Scheifele abstaining

Director Term Correction

Secretary Scheifele reported that when he was appointed to the Board by the Mayor, he received a letter of appointment with an incorrect term expiration date. He now has a corrected letter from the Mayor's office with the correct term expiration date of August 31, 2019.

Capital Improvements Committee FY17 Recommendations

Chairman Rosenblum reported that the Board's requests to the City for funding towards the two new projects were accepted with the highest rating for funding availability. The requests will now be submitted to the Mayor, who will form his own budget and then go before the Aldermen for approval. The funding requests to the City were for the second half of the paving project (\$24,500) and for the Master Plan (\$16,538). The City approved half of the funds for the pavement project last year.

DIRECTOR COMMENTS

Secretary Scheifele has created an event calendar for the Board members and all other interested parties. The calendar is posted to the NAA website.

Vice Chairman Cushing-Adams thanked Daniel Webster College for providing use of the ER100 room. She is putting together an airport calendar and is collecting photos. A tree and plaque in memory of former NAA employee Dan Moreau will be placed near the propeller statue at the entrance of the airport. On April 17th former Board Director Dick Moushegian is going on an honor flight. The meeting with the Fire Marshall regarding a meeting space at the airport went well. He looked at Hangar 81 and approved use for up to 50 people. Any event or meeting exceeding 50 people (up to 380 people with tables and chairs, 720 with standing room only) will require prior approval from the Fire Marshall's Office. Secretary Scheifele asked if a certificate of occupancy would be required for Hangar 81.

Chairman Rosenblum attended the GSAMA meeting last week and learned about the State funding and how the funds flow back to the airport.

MOTION BY Chairman Rosenblum to adjourn to non-public session to discuss a personnel matter pursuant to NH RSA 91-A:3 II(b).

ROLL CALL VOTE

Chairman Rosenblum	YES
Vice Chairman Cushing-Adams	YES
Secretary Scheifele	YES
Treasurer Mahoney	YES
Director Stephens	YES

MOTION CARRIED (16-022)

MOTION: Treasurer Mahoney made a motion at 21:20 to adjourn from non-public session and seal the minutes.

SECONDED BY: Secretary Scheifele

Roll Call Vote:

Present: Chairman Rosenblum, Yes
Secretary Scheifele, Yes
Director Stephens, Yes
Vice Chairman Sandra Cushing-Adams, Yes
Treasurer Michael Mahoney, Yes

MOTION CARRIED (21:25pm) (16-023)

The Board reconvened in public session at 21:25.

Motion: Director Stephens moved to change the office manager position to full time with benefits. Authority is granted to the airport manager to fill the position. Effective date to be 1 April 2016 or as otherwise determined between the Airport Manager and the employee. A probation period of 6 months will apply to this position.

Seconded by: Treasurer Mahoney

Roll Call Vote

Present: Chairman Rosenblum, Yes
Vice Chairman Cushing-Adams, Yes
Treasurer Michael Mahoney, Yes
Director Stephens, Yes
Secretary Scheifele, Yes

Motion Carried (21:25 pm) (16-024)

Motion by: Vice Chair Cushing-Adams to adjourn

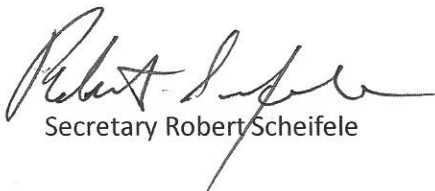
Seconded by: Secretary Scheifele

Motion Carried (21:28) (16-025)

The meeting adjourned at 21:30 pm.

The next Board meeting will be held on April 20, 2016

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele