

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, June 21, 2017.

Chairman Rosenblum called the meeting to order at 6:02 pm.

ROLL CALL

Present: Chairman Rosenblum
Vice Chairman Cushing-Adams
Secretary Scheifele
Director Woods
Director Duquette – arrived at 6:07pm

PUBLIC INPUT

None

MINUTES

MOTION BY Secretary Scheifele to approve the public minutes for May 17, 2017.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

TREASURERS REPORT – May 31, 2017

Chairman Rosenblum reported that our Land Lease Income is on target for the month and our Fuel Flowage Fee Income is a up a minimal amount for the month. For the month, our income is approximately \$1,200 more than anticipated. Year to date, our income is \$23,337 higher than anticipated due to higher Fuel Flowage Income and State of NH Registration Income. Most expenses are in line. This month, full time wages are on budget, part time wages are under budget and overtime was minimal. General Liability Expense was paid in May, but overall on target and Fuel Expense was \$1,500 under budget. For the month, we are approximately \$8,300 under budget on expenses and year to date under budget by \$42,626. Our net surplus year to date and after CIP expense is \$69,241.

MOTION BY Chairman Rosenblum to accept the treasurers report for May 31, 2017 pending audit.

SECONDED BY Secretary Scheifele

MOTION CARRIED

BOARD DISCRETIONARY STIPEND EXPENSE ACCOUNT

Chairman Rosenblum discussed the remaining balance in the Board Discretionary Expense Account and requested input from the board members. Secretary Scheifele suggested the balance be dispersed and Director Woods agreed.

FY 2018 BUDGET

Chairman Rosenblum discussed the proposed budget for FY2018. Discussion for income included the land lease income, fuel flowage fee income, tie-down parking income, and snow removal income. For expenses, discussion was on full-time and part-time wages and airfield equipment.

MOTION BY Chairman Rosenblum to accept the proposed budget for FY2018.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

MOTION BY Chairman Rosenblum to authorize the increase of \$15 for snow removal per storm for FY2018.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Rosenblum reported that there were 4,608 operations in the month of May. That is up 3% from May 2016. For the year-to-year comparison, we are down 10% but hopefully on the upswing.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- Young Eagles 6/3/2017 – 158 rides given up until 5:00pm
- Aviation Museum of NH 6/10/2017 was well attended. Director Scheifele commented on the coverage in the Nashua Telegraph but discouraged on the lack of publicity for the Nashua Airport.
- Phase II of the Pavement Maintenance project was completed ahead of schedule on June 9th.
- Tenant Appreciation BBQ on Friday June 16th with great turnout.

Upcoming events

Poker Run to Benefit Homes for Our Troops - Saturday June 24th – 8am

\$25 per hand supports Homes for Our Troops

KASH, KEEN, KCON, KPSM, KLCI & B19

Any questions contact Air Direct Airways 603-882-5606

Movie Night - August 4th at dusk

Rogue One Star Wars

Wheels & Wings - August 5th - 10am to 2pm

93 Perimeter Road

Food collection to benefit "End 68 Hours of Hunger"

Wes Liu inquired if the Collings Foundation will be present at the airport this year. Airport Manager Chris Lynch confirmed that this had been an event sponsored by DWC; therefore, will not be present this year.

Other items of interest

- NAA granted an additional 90 day lease extension to the Trustees of DWC. This agreement will terminate on October 16, 2017. Discussion was held regarding the lease term left on the lease and concerned was expressed regarding the loss of the Airport Control Tower.
- Matt Berube has acquired the following items at no cost to the NAA;
 - Portable Diesel powered air compressor
 - Clark Forklift
 - 16' Snow push box
- Matt Berube has recently put a bid out for a Tenant sweeper to help maintain the new porous pavement.
- We have secured the keys to the aviation center and have access to the entire building.
- There was a major storm drain blockage near the 14 run up area. The City of Nashua DPW Wastewater Treatment Division came to the rescue and cleared the blockage!
- We still have a blocked drain in the area of the recently replaced drainage structure in front of Hangar 9. The City of Nashua DPW Wastewater Treatment Division viewed the structure with their new robotic camera truck to inspect the drain line. Debris was causing some blockage in addition to a beaver dam on the other end.
- Another sink hole was discovered on Golf Ramp. The DPW believe that part of the structure has given way and will return to repair.

AIRPORT ENGINEER'S REPORT

Armand Dufresne and Nik Ippolito appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

Airport Master Plan Update SBG 12-16-2016

Mr. Dufresne provided a review of the Master Plan project.

The Master Plan Committee (MPC) is planning its third meeting for the end of June / first part of July to discuss the draft Chapter 4 – Forecast.

Following the meeting, and subsequent edits to Chapters 1-4, it would be a good opportunity to present these Chapters to the Nashua Airport Authority for approval.

The updating of the Airport Layout Plan in accordance with FAA's Standard Operation Procedures is ongoing through the duration of the Master Plan Update.

Pavement Reconstruction and Maintenance project SBG 12-17-2016

Mr. Ippolito provided an update on the Pavement Reconstruction and Maintenance project.

A final inspection of the entire project was conducted on Friday June 9th, 2017. Based on the results of this inspection, the project is now considered substantially complete. Substantial completion was granted on Contract Day No. **61** of **75**.

A final punchlist of items to be completed was generated at the Final Inspection; the Contractor was issued the final punchlist on Friday, June 9th immediately following the final inspection. Per Specification

Section M-001, the Contractor has thirty (30) days to complete this punchlist work, including up to five (5) working days on-site.

Gale has received written approval from NHDOT for the installation of porous pavement between the T-Hangars in Phase I. This addition will be documented in the final as-built plans.

Draft Change Order No. 1 was approved by NHDOT and final Change Order Packages were signed during the week ending 6/17/2017.

The addendum to the NPE Transfer agreement prepared by Gale was approved by NHDOT. It was sent to the Town of Whitefield for signature on June 6th, 2017 and returned on June 13th, 2017. This document was then sent to Chairman Rosenblum for signature on June 14th, 2017 with instructions that it be forwarded to NHDOT upon execution.

Engineer Nik Ippolito and Airport Manager Chris Lynch discussed the marking adjustment for the non-movement area. A revised plan for relocation of line has been drafted and forwarded to Carol Niewola of NHDOT for approval.

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito provided an update on the Runway Groove and Seal project.

At this time, the NHDOT Bureau of Aeronautics has been issued this fiscal year's Block Grant funds. Governor & Council must meet to approve the expenditure of these funds prior to NHDOT Authorizing the Authority to enter into a Contract with the Contractor. The next Governor & Council meeting is scheduled for June 21st, 2017.

General Items

2017-2020 DBE Plan – The Airport's 2017-2020 DBE Plan is due on August 1st of 2017. Gale provided airport management with a copy of the draft DBE Plan to be available for public review and with Public Notice language to be advertised in the Nashua Telegraph on June 12th. Following the 30-day public comment period, Gale will seek formal approval from the NAA at its July meeting. The DBE plan will subsequently be submitted to the FAA by August 1st.

CIP – Gale conducted a Telecon with Authority Member Duquette to discuss potential reorganization of CIP Projects. The information discussed during this telecon will assist the Strategic Planning Committee & MPC in revising the CIP to suit the Airport's future project needs.

COMMITTEES

Strategic Planning Committee

Director Duquette updated the NAA board on the CIP. A conference call held with Gale Associates to assist the Master Planning Committee and review the Airport's future project needs in conjunction with the Airport Master Plan Update. The SPC will be meeting within the next two weeks and hopefully finalize board approval.

OLD BUSINESS

Building 106 Lease Extension – Mr. Samuel Tamposi, Jr. presented a request for an additional 42 year lease extension for a total of a 99 year lease. Discussion was held and concern was raised regarding the fair market value of lease expense in 50 years. Additional research will need to be completed to correctly respond to this request.

Perimeter Place Investments Lease Extension will be discussed at the next Board Meeting.

NEW BUSINESS

Two NAA Board of Director terms are completed in August 2017. Vice Chairman Cushing-Adams will remain on the board for an additional year and Director Woods will request an additional 5 year seat with the Board of Alderman.

DATES TO REMEMBER

Poker Run – June 24, 2017

Movie Night - August 4, 2017

Wings and Wheels - August 5, 2017

PUBLIC INPUT

Wes Liu thanked Vice Cushing-Adams for agreeing to sit on the Board of Directors for another year. He also commented that Airport Manager Chris Lynch is doing a great job.

DIRECTOR COMMENTS

Secretary Scheifele – Stated that after attending the Tenant Appreciation Barbeque last Friday, he noticed how delighted the airport community is and how a change in team leadership can create a positive environment.

Vice Chairman Cushing-Adams – Please spread the word for the Poker Run – it is for a great cause. Congratulated Nik Ippolito for the birth of his son.

Chairman Rosenblum – Echoed that Airport Manager Chris Lynch and Office Manager Susan Clancy are doing a great job. Received all positive comments from the barbeque attendees.

Airport Manager Chris Lynch - Thanked Office Manager Susan Clancy for a job well done.

MOTION BY Vice Chairman Cushing-Adams to cancel the regularly scheduled July 19th NAA Board of Director's meeting.

SECONDED BY Secretary Scheifele

MOTION CARRIED


MOTION BY Director Woods to adjourn the public session

SECONDED BY Secretary Scheifele

MOTION CARRIED

The next meeting is scheduled for August 16, 2017

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Robert Scheifele