

MINUTES

A special business meeting of the Nashua Airport Authority (NAA) was held at Daniel Webster College, 20 University Drive, Eaton Richmond Center, Room 100, on Tuesday, January 24, 2017.

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

The special meeting is called for the NAA Board to review the duties of the airport manager and to be sure that all duties are being covered during the absent of the airport manager.

ROLL CALL

Present: Chairman Rosenblum
Vice Chairman Cushing-Adams
Secretary Scheifele
Director Woods
Director Duquette

PUBLIC INPUT

Weston Liu states that this is a milestone for the airport. He encourages the board to publish the position on the website. He encourages the board to look for someone who has experience working for a municipal board and marketing experience. He hopes the board includes some representatives from the community in the interview process.

Peter Volheim – seconds Weston Liu.

Chairman Rosenblum opened session to the board.

Director Woods discussed the monthly contracts we currently hold in regards to the NAA computers, Constant Contact for email blasts, GoDaddy for web hosting and email. We also have an online account with Adobe. All these subscriptions are charged to the credit card previously held by the Airport Manager. Secretary Scheifele is working with Mary Beth to update the credit card information to the vendors.

Vice Chairman Cushing Adams has asked the airport users to address concerns and complaints with Chairman Rosenblum and herself.

Chairman Rosenblum updated the NOTAM list to include board members. Tower Chief, Brian Beane, stated that the tower would rather not issue NOTAM for airfield status. They are not on the field to determine the conditions of the surface. Chairman Rosenblum is also receiving all emails that are currently sent to Steve Bourque. All meetings will be covered by a member of the board.

Director Duquette has become the point of contact for Gale Associates. He will be working with Mary Beth on incoming invoices and other administrative tasks.

Secretary Scheifele is currently working on the answering system at the Nashua Airport.

Greg Lison, Infinity Aviation, discussed the upcoming NBAA show in Fort Worth, TX. He is willing to bring the information and photos Steve Bourque was to contribute for the booth. The Nashua Airport Authority will continue to contribute their half of the booth for the show.

Director Woods was addressed by Bob Byrd regarding a function that he and Steve Bourque were currently working on. The function is a boxing match with Nashua PAL and Manchester PAL. They are doing all the permits with the Fire Marshall and NJA is donating the hangar.

Vice Chairman Cushing-Adams was approached by Rick Bartle regarding the Safety Expo which is being held at the Northshore Community College on March 25th. If we want to contribute anything, he is willing to give space at his table at no cost.

Director Woods read through the duties and requirements of the airport manager job description. Secretary Scheifele suggested to post on the website and obtain any input from the airport users. Vice Chairman Cushing-Adams had previously reached out to others for input and the majority concern is a manager who will advocate for the airport and the airport users.

MOTION BY Director Woods to adopt this bulleted list of items put together by Secretary Scheifele for the airport manager position except the item regarding establishing rules and regulations for operating procedures and add the phrase "or equivalent experience" under the requirements.

SECONDED BY Vice Chairman Cushing-Adams

DISCUSSION

Vice Chairman Cushing-Adams on the website and have people comment for a week and then advertise for the position. Chairman Rosenblum is concerned about striking the establishing the rules and regulations for operating procedures.

Tower Manager, Brian Beane, suggested to hire a company to find a person for you. Bob Byrd, NJA, is in agreement. Unknown user felt this is an expensive avenue.

AMENDED MOTION BY Director Woods to adopt this bulleted list of items put together by Secretary Scheifele for the airport manager position except the item regarding establishing rules and regulations for operating procedures and add the phrase "or equivalent experience" under the requirements. This will be placed on the website for one week for any amendments from input from the airport community.

MOTION CARRIED

General Discussion

Tower Manager, Brian Beane, expressed concerns about having someone from the airport authority on call when the tower is open. During this weather, the conditions change on the airfield and we would need someone to update NOTAMs, etc.

Vice Chairman Cushing-Adams was approached by an airport user regarding early flights out and the ability to check the runway for debris. This will be taken up with the incoming airport manager.

Director Woods asked Brian Beane how to call in the conditions (numbers) and also how/who approaches the runway to check braking action, etc.

Secretary Scheifele will send an updated emergency contact list to the NHDOT / Carol Niewola.

An unknown user wants to thank the board for taking the necessary action to listen to the input and concerns of the airport community.

Secretary Scheifele stated that this we are in an unusual time. We all have a lot of questions and are going to do everything possible to make this a smooth transition. There will be bumps; however we are willing to sit with anyone for suggestions from any user of the airport community.

HB124

Chairman Rosenblum thanked the users who attended the meeting last week. There was several good testimonies given. A concern is how the money will be recovered if the registration fees are reduced. The bill is currently in the Transportation Committee and we are waiting for this bill to be passed. This will be voted on tomorrow. If approved, it will go to the Ways and Means Committee.

MOTION BY Vice Chairman Cushing-Adams to adjourn the public session and move to non-public session to discuss a personnel matter pursuant to RSA 91-A:3 II(a)

SECONDED BY Director Woods

ROLL CALL VOTE

Chairman Rosenblum, Yes
Vice Chairman Cushing-Adams, Yes
Secretary Scheifele, Yes
Director Woods, Yes
Director Duquette, Yes

MOTION CARRIED

MOTION BY Secretary Scheifele to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Vice Chairman Cushing-Adams

ROLL CALL VOTE

Chairman Rosenblum, Yes
Vice Chairman Cushing-Adams, Yes
Secretary Scheifele, Yes
Director Woods, Yes
Director Duquette, Yes

MOTION CARRIED

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

SECONDED BY Secretary Scheifele

MOTION CARRIED

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele