

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 September 21, 2016.

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

ROLL CALL

Present: Chairman Rosenblum
Vice Chairman Cushing-Adams
Secretary Scheifele

MOMENT OF SILENCE

Chairman Rosenblum called for a moment of silence for the passing of Dr. Griffin Dalianis. Dr. Dalianis was a Nashua Airport Authority Board Member from 2002-2010 and served as Chairman of the Board from 2005-2010.

PUBLIC INPUT

Roger Matthews of Tri Star Aviation asked about a KASH runway grooving. He had heard that this project had been approved and money had been set aside for this and said he thinks that the airport cannot afford it. Vice Chairman Cushing Adams responded that the runway grooving plan is part of the CIP planning discussions with Gale Associates and the NHDOT. It is in the discussion phase and FAA grant approval would be required.

Airport Manager Bourque explained that this is a proposed project that is tentatively planned for the summer of federal fiscal year 2017. The grooving decreases aircraft stopping distances and the sealing will prolong the life of the asphalt. Chairman Rosenblum indicated that the proposed groove and seal runway project would be an enhancement to the airport. This improvement was also requested by the airport's corporate jet aircraft users.

Mr. Matthews voiced concerns about how the project would disrupt use of the airport. The Airport Engineer, Mr. Erik Strand, explained that the existing runway was completed in 2011 and the pavement rejuvenator will extend the life of the asphalt beyond its original expected useful life. Options are being considered to minimize operational disruptions to airport users.

Mr. Matthews asked about the \$2,000,000 airport grant that was written about in the Nashua Telegraph. Mr. Matthews asked why this was not on the agenda. Airport Manager Bourque indicated that the grant discussion is included in the Airport Engineer report.

PRESENTATION

The City of Nashua's Corporate Council, Attorney Steven Bolton presented a discussion of New Hampshire's Right to know Law RSA 91-A. Attorney Bolton covered the highlights of the Right to Know Law and presented some recent examples of some related NH cases. Attorney Bolton fielded questions from the Board and attendees.

TREASURERS REPORT – July & August 2016

Chairman Rosenblum presented the Treasurer's Report for July and August 2016. Year to date fuel flow fees increased by about \$2,000. Total YTD revenue for the period is budgeted at \$78,180 and we actually earned revenue of approximately \$79,000. On the expense side all of our expenses are within budget or a bit under budget. Total YTD expense for the period were budgeted at \$82,737 while actual expenses were \$73, 827,

which leaves us with an operating surplus of \$5,100. We had projected a budget short fall of \$4,500, so this was about \$10,000 better than we had expected.

In addition, we received a check for \$26,333. This was a reimbursement of health insurance premiums from the New Hampshire Retirement System. The Airport Authority has been paying health insurance premiums for a former Airport Manager's spouse. Our Office Manager, Mary Beth Merritt was able to determine that we were entitled to a rebate on some of these premiums. We have been able to recover the rebates back to 2006 so far, and will receive \$236.00 per month from the NH Retirement System going forward. This leaves us with a YTD surplus of \$31,700.

MOTION BY Chairman Rosenblum to accept the August 31, 2016 NAA financial statements pending audit.

SECONDED BY Vice Chairman Cushing Adams

MOTION CARRIED (16-057)

COMMUNICATIONS

NAA 16-013: Email from the City of Nashua Beautification Committee

Secretary Scheifele reported that the committee was planning to speak at tonight's meeting but will not be here tonight.

NAA 16-014: Email from Stein Realty regarding the removal of an Underground Storage Tank (UST)

Stein Realty will be removing an underground fuel tank at 99 Perimeter Rd. and the cost will be borne by the Department of Environmental Services.

MOTION BY Secretary Scheifele to approve and give permission to DES to remove this tank.

SECONDED BY Vice Chairman Cushing-Adams

Airport Manger Bourque noted that the Board might want to give Stein Realty the permission to proceed since they are the party that made the request.

MOTION MODIFIED by Secretary Scheifele to give Stein Realty approval to remove the storage tank.

Kim Gilbert of Stein Realty asked if her company would have to wait a certain amount of time before proceeding or if they could start the work right away. Chairman Rosenblum responded that if the motion is approved they could start the work immediately. Ms. Gilbert stated that ENPRO Services is doing the removal work and will restore the area after the tank removal. Ms. Gilbert will notify the 3-4 neighboring buildings that could possibly be affected. She reported that the neighboring tenants should not have any issues getting in or out of their hangars.

MOTION CARRIED (16-058)

REPORTS

TOWER REPORT

Chairman Rosenblum reported that there was a 14% increase in operations for the month of July and a 6% increase in August as compared to the same period in 2015. Year to date operations are at 39,707, which represents a 13% increase over last year.

AIRPORT MANAGER'S REPORT

- Wildlife activity on the airport has been light with no reported strikes. We do have some geese that are flying over the field every day. They cross the runway at mid field, which is probably the best location for them to cross as long as pilots aren't conducting planned low approaches.
- The Boire Field Movie Night and Wings and Wheels were very successful. The events brought approximately 4,000 people to the airport and collectively they donated approximately 800 pounds of food to the organization End 68 Hours of Hunger.
- 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 trees are located on city property within a wetland buffer. I have appeared before the Conservation Commission and the Zoning Board of Adjustment. A site walk is scheduled for October 6th for the Conservation Commission. There will be another Zoning Board of Adjustment meeting next Tuesday.
- The Cirrus Owners and Pilots Association (COPA) conducted a CPPP (Cirrus Pilot Proficiency Program) training weekend here August 12-14 which was very well received. There were 30 aircraft on site conducting ground and flight training in type. This group will be back next year.
- The airport hosted the American Bonanza Society's BPPP (Bonanza Pilot Proficiency Program) September 15 through 18. There were approximately 20 Beechcraft Bonanza's attending.
- The weekend of September 24-25 the airport will host the Northeast Chapter of the International Comanche Society. They will conduct a pilot proficiency program for their members.
- In late July, Chairman Rosenblum and I met with the Greater Nashua Chamber of Commerce and made a presentation about the airport and answered questions. There have been some positive inroads developed as a result of that meeting.
 - I met with Mike Apfelberg of United Way Nashua to learn about how the airport can help with their cause.
 - I met with Thomas Bishop of BAE Systems who utilizes the airport frequently.
 - Last week I met with Yvonne Dunetz who is producing a video history of the City of Nashua and I discussed the history of Boire Field. Each city component will be able to take away a piece of the project to be utilized for marketing purposes.
- Our newsletter, the Boire Flyer is currently reaching close to 700 recipients. We would ask that you kindly forward the newsletter in order to help us grow our base.
- We reached out to US Customs and Border Protection to see what the process might be to have a US Customs presence here and at a minimum, it would cost the airport \$140,000 per year to cover the cost of a CBP officer. There are other costs as well, including providing a secure facility for them to perform their duties.
- Our Nashua Airport website has been completely revamped and we would welcome comments and suggestions on how to make it better.
- On August 10, NHDOT conducted an annual airport safety inspection. The airport was found to be in excellent condition with no safety issues.

- As a result of our meetings with our marketing consultant, we will be pursuing the construction of a directory at the entrance to the airport on Perimeter Rd. in order to better help visitors find their destinations on the airport.
- EAA Young Eagles is scheduled for October 1. It will be held this year outside Air Direct Airways.
- October 12, 2016 will be the 82nd anniversary of the Grand Opening of Boire Field.
- During the first week of October, crack sealing will begin on the India Ramp and along Taxiways A, B, C, D, and E.

Alderman Schoneman suggested that before the VOR-32 approach obstruction trees are removed, that we get something in writing that states that the removal of the trees will definitely allow the VOR-32 approach to be utilized at night. Airport Manager Bourque stated that the airport could get such a letter from NHDOT.

Mr. Erik Strand of Gale Associates, Inc. explained how the FAA works in identifying airport approach penetrations and how they typically proceed with re-opening approaches that have been closed as a result of penetration issues.

AIRPORT ENGINEER'S REPORT

Erik Strand presented the Airport Engineer Report on behalf of Gale Associates.

The FAA has issued their discretionary funds and they are on the way to NHDOT. These funds will be applied to the Airport Master Plan Update Project (SBG-12-16-2016) and the Reconstruction of Airfield Pavements (Runway 32 End) (Project SBG-12-17-2016). The total project revenue from the FAA for both projects is approximately \$1.9 million. NHDOT has issued its grant offer to the airport which needs to be turned around and sent back to them with the insurance binder by October 6, 2016. If the NHDOT receives the grant offer paperwork by October 6th, there should be time to get it to the next Governor & Council meeting for approval on November 16, 2016. One of the Board Members will need authorization to sign the grant offer.

MOTION BY Secretary Scheifele to authorize Chairman Rosenblum to sign and execute the NHDOT grant offer relative to project SBG-12-16-2016

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-059)

Mr. Strand indicated that the winning bidder, Continental Paving, has recommended against starting the pavement project until next Spring to avoid starting and then stopping over the winter months. However, Mr. Strand recommended that upon receipt of the grant, that the Board execute the bid award to Continental Paving, and allow them to forego commencement of the project work until next spring.

MOTION BY Secretary Scheifele to authorize Chairman Rosenblum to sign and execute the NHDOT grant offer subject to acceptance by Governor & Council approval relative to project SBG-12-17-2016 (Pavement Reconstruction & Maintenance Project)

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-060)

Alderman Schoneman asked if there could be some discussion on the scope of the pavement project. Mr. Strand explained that even though NHDOT requested the full amount of the cost of the proposed pavement reconstruction, the federal government in the New England region (specifically) were short on funds this year, so there was only enough to fund just the base bid. The base bid does not include replacing tie-downs on the ramp at the Runway 32 end.

Roger Matthews asked if the current tie downs (at the section of the apron that will not be repaved) would be able to remain. Mr. Strand responded this would be a decision for the airport's Board to make. At this time the scope of the project includes removing the tie downs.

Alderman Schoneman stated that removing these tie downs would be problematic as it would also be removing a business there.

Steve Brouillette noted that the section of the Alpha ramp where these tie downs are located is the most visible and recognized part of this airport other than the tower. He indicated that he could not figure out why there wasn't extra effort to get this section on the projected funded especially since that section is the most visible to the public.

Vice Chairman Cushing Adams responded that she thought that there was an effort and that everything had been put through, but that the funds just weren't there. The Board has not yet reached a decision about the tie downs either way.

Mr. Strand offered that the removal of this section of the ramp pavement was necessary as the FAA and NHDOT are concerned about FOD being thrown off by deteriorating pavement. The pavement in this area is beyond its useful life, and some of it has already failed.

Airport Manager Bourque added that when the airport scoped out this project, knowing that there were limited dollars available, we looked everywhere we possibly could to minimize costs. He explained that this area was included in the bid as an alternate work item which came back at a cost of \$130,00 to repave and there are not funds available to carry this out.

Vice Chairman Cushing Adams asked Mr. Strand if the NAA Board could make changes to the scope of the work for this project after the grant offer is signed. Mr. Strand replied that changes could be made after the grant funds are accepted upon approval of the NHDOT, but that changes will be subject to whether or not there are funds available after the modifications.

Chairman Rosenblum asked Mr. Strand when the Board would need to make a decision to change the scope of the pavement project. Mr. Strand indicated a decision would be needed before the New Year.

MOTION BY Vice Chairman Cushing Adams to authorize Gale Associates to execute the bid award with Continental Paving relative to project SBG 12-17-2016 (Pavement Reconstruction & Maintenance Project) subject to approval of Governor and Council.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-061)

Chairman Rosenblum noted that once the two new board members are in place, a special board meeting could be scheduled to vote on any pavement project scope changes.

Mr. Strand provided an overview of the Project #3 Runway 14-32 Groove and Seal Project. This project is programmed for FY17, which means it will be dependent upon FY17 funds availability. The CIP meeting took place on August 2nd, and the scoping meeting took place at that time as well. Gale and the airport are in the

process of developing a scope for the project. They are coordinating with contractors as the operational impact of this project is an important consideration as well.

Mr. Strand also mentioned that the Granite State Airport Management Association (GSAMA) is holding an Aviation Day and Runway 5K race on October 2nd at Concord Municipal Airport. Last year there were 165 runners, a kids' race, about 700-800 visitors, and various exhibitors including GE Aviation and the Christa McAuliffe Planetarium. EEA Young Eagles is also offering free flights for kids between 8-17 years of age. The event also collected 225 pounds of food for the NH Food Bank organization. The event is free to the public but there is a charge for race entrants.

OLD BUSINESS

Director Vacancies

Chairman Rosenblum inquired with Alderman Schoneman about the two director vacancies. Alderman Schoneman provided an update on the progress of the search for two new NAA Board members. On September 19th, the City of Nashua's Personnel and Administrative Affairs Committee approved Farrell Woods and Joseph Duquette to fill the two vacancies on the Board. The Alderman will be voting on this next week. Upon Board of Alderman approval, the new appointees will be sworn in and become official members of the Board.

Board Actions

Chairman Rosenblum reviewed a list of items that were to be completed at the September meeting.

1. Distribution of Board packets - completed
2. Parking lot leases for non-flight side tenants. Airport Manager Bourque reported that the parking lot leases have been delivered to the tenants and we are waiting for the executed copies.
3. Blast email address system. Airport Manager Bourque reported that the new airport newsletter is currently being delivered to 700 people, so this directive has been completed.
4. Aviation intern. Airport Manager Bourque reported that the airport will again partner with Hollis-Brookline High School in their Life Skills Transition Program to support a special needs intern program at the NAA office. Last fiscal year the Airport Authority sponsored one of the students in this program (for about an hour a week) with great success. Vice-Chairman Cushing-Adams that her restaurant and Infinity Aviation also participated in this program.

NEW BUSINESS

Airport Logo Review – Airport Manager Bourque reported the results of the airport logo survey. There were about 192 responses and a lot of interesting comments. Of the logos in the survey, the logo with the three aircraft (Logo #1) was the most popular. Airport Manager Bourque provided a recap of the survey results.

MOTION BY Vice Chairman Cushing-Adams to adopt Logo #1 as presented by David Heath.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-062)

Sign Policy Review

Vice Chairman Cushing Adams reviewed the current NAA sign policy. The city also has sign regulations. Chairman Rosenblum reiterated that the current NAA sign policy requires NAA approval before an applicant can take the sign proposal to the city.

Daniel Webster College Leases

There are three leases that the Airport Authority has with Daniel Webster College/ITT that total about \$1,700 per month or about \$20,000 per year. One parcel includes the land on which the Aviation Center is located, the others are located adjacent to the building. The college has paid its rent through August, but probably won't pay for September since the parent company, ITT educational Services, declared bankruptcy last Friday.

At a September 14th meeting for the students at Daniel Webster College, Southern New Hampshire University President Paul LeBlanc indicated that the college would begin taking over the former Daniel Webster College's bills on September 15, 2016.

Airport Manager Bourque indicated that the airport authority owns the tower and the land that the DWC Aviation Center is located on, but not the Aviation Center building itself.

Young Eagles Parachute Jump Request

There is a request before the Board to allow a parachute jump at the Young Eagles event that will be held at the airport at Air Direct on October 1st. This would require closing the airport for a period of time. Air Direct Airways owner Ron Emond indicated that the closure would take no more than fifteen minutes.

Mr. Emond explained that there was a process to follow for the parachute event to happen, the first being the NAA Board's written approval of the event. The parachute demonstrations will be coordinated with the air traffic control tower and the tenants on the airport.

MOTION BY Vice-Chairman Cushing-Adams to approve Ron's request and get a written letter to him yesterday.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-063)

COMMITTEES

None

PUBLIC INPUT

The Board asked Joe Duquette to say a few words about himself as a proposed new Board member. Joe is a lifelong resident of Nashua, graduated from Nashua High School, and graduated from Daniel Webster College with an Aviation Management degree. Joe served in the Air Force for a time after that. He served as an airport systems consultant in Connecticut for 11 years working on the larger airports there. He currently works for an airport systems integration company in Massachusetts. He is also a pilot.

Farrell Woods also is a proposed new Board member. Farrell is a well-known pilot at the airport. He's been on the airport since the early 90s. He's a member of the Skylane Club on the field, has been a hangar owner since 2012, and has based an aircraft at Boire Field since 2004.

DIRECTORS COMMENTS

Vice Chairman Cushing Adams

The passing of Griff Dalianis is a sad event. He did contribute a lot to the airport.

I have been working with a group of other restaurants to do a restaurant swap. The idea is to get 8 different airports in New Hampshire where the restaurants will have punch cards. You fly to each airport and get a punch on the card. Once your card is filled you get a gift certificate from each airport. And as a bonus, once your card is filled, you get entered into a quarterly prize drawing. The group is currently soliciting prize donations from the businesses at each airport.

We would love to have some volunteers for the Young Eagles event. The Midfield Café will be providing free food for all of the pilots and the volunteers and free ice cream for all of the kids who fly.

The Midfield Café also won best of New Hampshire breakfast, so we will be participating in that on October 12th and there will be a magazine out on that.

Secretary Scheifele

On Friday of last week, we had a meeting including Alderman Schoneman on the subject of aircraft registration fee reform. The purpose was to provide Alderman LeBrun (who is also a State Representative) with language that he could use to submit a bill to the State to consider a study of the process.

None of us really know what's going to happen with the Daniel Webster College campus. It should be our position to keep the campus as a university, hopefully with an aviation activity. I would like to emphasize the benefits of that to the future leadership. The bankruptcy court will have a lot to do with what happens in the future, but I would think that it should be our position to encourage the retention of Daniel Webster College here and hopefully encourage them to get an aviation school going and help them to do that.

Alderman Schoneman met with President LeBlanc during a meeting with the City and asked him specifically if there was a plan to start an aviation program. The answer was that they were not thinking about it at that time. We should make it our business to make it a thought for them. We want to do everything humanly possible to encourage them to do it - marketing approaches, packages that we could offer to them to make it more attractive. We should prepare a letter that the Chairman could send to the President of Southern New Hampshire University to invite him down and invite him for a lunch, and let him meet the airport community and talk to them. Let him know what the airport can do for the "new" Daniel Webster College.

Chairman Rosenblum

Once we have a full Board I would like to join in participating in the group on the reform of the aviation registration fees.

MOTION BY Chairman Rosenblum to adjourn

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-064)

The next meeting will be held on Wednesday, October 19, 2016

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele