

# 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 February 17, 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

## MINUTES

Approval of the Nashua Airport Authority's September 2015 minutes approved as a draft as presented

Approval of the Nashua Airport Authority's October 2015 minutes approved as a draft as presented

Approval of the Nashua Airport Authority's December 2015 minutes approved as a draft as presented

Approval of the Nashua Airport Authority's January 2016 minutes approved as a draft as presented

**MOTION BY** Secretary Scheifele to approve the NAA meeting minutes for September 2015, October 2015, December 2015, and January 2016 with one minor change: on page 24 of tonight's Board Package (page 6 of the January 20, 2016 minutes) to strike the first name in reference to Bill Sconce's wife.

**SECONDED BY** Vice Chairman Cushing-Adams

**MOTION CARRIED (16- 008)**

## TREASURERS REPORT – January 2016

The financial results for the month of January 2016 indicate a negative variance in operating income. The driver behind the negative variance was the \$10,359 adjustment for fuel farm rent overcharges (occurring in previous years) that was approved by the Board in December 2015 and paid out in January 2016. This was offset by lower than expected costs for wages and benefits. The net effect on net income was a favorable budget variance of \$1,500.

**MOTION BY** Treasurer Mahoney to accept the Treasurer's report as of January 31, 2016 pending audit.

**SECONDED BY** Director Stephens

Secretary Scheifele inquired about a \$3,000 budget line item for a Board Member stipend. Director Stephens responded that the \$3,000 represents \$600 per Board Member for expenses incurred.

Chairman Rosenblum added that the Board Member stipend was budgeted but not paid out last year. On occasion a Board Member will have an expense and this is what this line item is for.

Alderman Schoneman asked where NAA stands in regards to year to date performance and what are the projections. Treasurer Mahoney responded that NAA is behind on its projections year to date by roughly \$25,000, but that some of the work with the proposed lease changes are going to work to address some of that shortfall.

Alderman Schoneman asked if NAA would be reporting in the negative for FY2016 if the work with the leases does not work out as expected. He noted that in the past NAA has projected deficits but by year-end everything worked out. Chairman Rosenblum responded that NAA received some one time funds (from FEMA, gain on sale of an asset, and finance fee income) so as of January 2016, we are pretty close to what was expected on budget. Treasurer Mahoney noted that the budget includes an expectation of receiving \$23,000 in Aircraft Registration fee income, which has not yet been received, and we are off by \$25,000 on the bottom line so far this year. Director Stephens noted that the financial budget analysis indicates a \$1,500 shortfall year to date. Airport Manager Bourque noted a correction, in that the Aircraft Registration Fee income is budgeted at \$40,000. He expects this income to be received in a lump sum payment from the State within an April – May 2016 timeframe.

**MOTION CARRIED (16-009)**

**MOTION BY** Chairman Rosenblum to add Secretary Scheifele and Treasurer Mahoney as signatories on the NAA bank accounts and to remove Gordon Jackson and Dick Moushegian as signatories on the accounts.

**SECONDED BY** Vice Chairman Cushing-Adams

**MOTION CARRIED (16-010)**

Andy Neyens asked if the September, October, and December 2015 financials had previously been approved. Director Stephens noted that the December 2015 financials were approved at the January 2016 Board Meeting, and that approval of the November 2015 financials was waived since there was no November 2015 Board Meeting and the November 2015 results were already incorporated into the December 2015 financial package.

**INDEPENDENT FINANCIAL AUDITORS REPORT FY2015**

Matthew Murray of Vachon, Clukay & Company PC presented the Independent Auditor's Report for FY2015.

Mr. Murray reported the Authority had one new reporting standard that it had to comply with related to GASB 68 reporting, which accounts for the share of the NH Retirements System's unfunded retirement liability. There was discussion about the New Hampshire Retirement System and the Authority's participation.

Mr. Murray reported the Authority is in compliance with all requirements and there are no management recommendations as a result of the audit. The Authority received an unmodified opinion on the financial statements for FYE June 30, 2016 which basically means there was nothing wrong with the financial statements.

Chairman Rosenblum asked what the net position of the Authority would be today and Mr. Murray said he would have to get back to the Authority on that question.

**MOTION BY** Director Stephens to accept the audit report of June 30, 2015

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED (16-011)**

## **COMMUNICATIONS**

None

## **REPORTS**

### **TOWER REPORT**

Manager Bourque reported aircraft operations for January, 2016 were up by 1,244 by the same period last year which is a 48% increase most likely attributable to better weather in 2016. Jet operations were slightly higher than average.

### **AIRPORT MANAGER'S REPORT**

Manager Bourque reported as follows:

- Wildlife activity on the airport has been light with no reported strikes.
- The Granite State Airport Management Association will be holding their March meeting in Nashua and we are looking for locations.
- Initial planning and coordination is underway to host an aviation workshop to encourage high school teachers to engage their students in STEM. It appears this workshop will happen in the fall.
- Snow removal activity has gone smoothly for the most part with no equipment issues.
- On January 19-22, I attended the National Business Aviation Association Schedulers & Dispatchers conference in Tampa, Florida. I was able to discuss our airport with dozens of charter companies, among other entities in order to promote and market the airport.
- The New England Aviation Safety Expo will be returning to Daniel Webster College on April 2 from 8:00 am to 5:00 pm and flying in to the event is encouraged.
- We will be working with Daniel Webster College to host an intern at the Airport.

There was some discussion about snow removal on the airport.

### **AIRPORT ENGINEER'S REPORT**

Armand Defresne presented the Airport Engineer's Report on behalf of Gale Associates and reported the following:

1. On the perimeter fence project, the fence company is just waiting for materials to finish the project. The materials should be in by early next week. The change order for the vinyl slate has been verbally approved by NHDOT.
2. The property acquisition for 31 Charron Ave is nearing completion and the demolition contractor has to finish up some site work to improve drainage when the weather improves.
3. The same is true for 79 Pinehill Rd. in that the contractor has to come back and finish some fine grading and hydroseeding.
4. The Airport Master Plan Update scope is being finalized in order to be able to fit within the amount of funding available.
5. The Pavement Reconstruction project is on schedule and we expect the 95% plans to be out by February 26 and the bid opening is scheduled for March 25, 2016. The grant application has to be in to NHDOT by April 1. There was some discussion about the funding availability and timing. Director Stephens indicated he would like at least two weeks for bid submissions.
6. Gale has updated the Airport's DBE reporting for FY2014 and FY2015. The FAA has accepted and approved these reports.

Director Stephens talked about the Master Plan Committee and how it will help cut the cost of the Master Plan. Vice-Chairman Cushing-Adams asked to be more involved in the process. Secretary Scheifele proposed under the, "News" tab on the website, perhaps a calendar could be placed to keep everyone informed. There was some discussion about the formation of a Master Plan Committee.

## **COMMITTEES**

Vice-Chairman Cushing-Adams said she talked to some of the committee members and they are interested in writing a preamble to the updated S&P and have their names included in the revision of the S&P. Director Stephens said we can add any verbiage we want as the relevant legal content of the S&P has been addressed. There was some discussion about including additional elements to the updated S&P.

**MOTION BY** Chairman Rosenblum to dissolve the Standards and Procedures Review Committee.

**SECONDED BY** Director Stephens

Chairman Rosenblum indicated he would entertain any language for a preface or forward to the updated S&P.

**MOTION CARRIED (16-012)**

## **OLD BUSINESS**

### **Form Committee to Develop NAA Lease Policy**

Director Stephens circulated a draft charter to form a Lease Policy Committee which was read aloud. Director Stephens said the City of Nashua should have representation on such a committee, as well as the business operators on the airport. He went on to say he thinks the Chairman of the committee should be an agent of the City. There was further discussion about the composition of the committee.

Director Stephens will bring back a finalized charter of the committee for the next meeting.

### **Parking Lot Leases**

Director Stephens proposed making a motion to empower the airport manager to negotiate two leases for vehicle parking on Perimeter Rd. Treasurer Mahoney indicated the Board should have more involvement from the start. The Board agreed the airport manager would draft up two leases for the Board to consider at the March meeting.

### **Registration Fees**

Vice-Chair Cushing-Adams reported there will be an information session on March 21 to explore getting rid of aircraft registration fees in the State of New Hampshire.

### **Landing Fees**

Chairman Rosenblum tabled this item.

### **Master Plan Committee**

Director Stephens suggested this item be put on hold pending FAA funding and timing of the Master Plan project. He handed out a draft charter for the other Board members. He asked that he and Secretary Scheifele be allowed to continue working with our consultant on the Master Plan. Chairman Rosenblum consented to allow Director Stephens and Secretary Scheifele to continue to work with the consultant. There was some discussion about the Pavement Rehabilitation Project.

### **NEW BUSINESS**

**MOTION BY** Secretary Scheifele to reimburse the Midfield Café \$1,200 for expenses incurred catering a wake of a deceased NAA employee.

**SECONDED BY** Chairman Rosenblum.

Treasurer Mahoney suggested in the future, it might be better to pre-plan such activities. He suggested taking the funds out of the Board Member Stipend line item. Secretary Scheifele suggested that pre-coordination would be a good idea on items like this going forward. Director Stephens expressed concern that it might be a conflict of interest for the NAA to be reimbursing a Board member despite the good intentions. Secretary Scheifele pointed out the NAA would be paying Celebrations Catering who in turn would reimburse Vice-Chair Cushing-Adams. Secretary Scheifele modified his motion to reimburse Celebrations Catering instead of the Midfield Café. It was decided also the \$1,200 would come out of the NAA Board member stipend line item.

**MOTION CARRIED (16-013)** (Vice-Chairman Cushing-Adams abstaining)

### **PUBLIC INPUT**

Alderman Schoneman inquired about the 24 hour notice for meetings which is derived from RSA 91-A. He also commented that the Board members can communicate via phone so long as they don't conspire to vote on any issue in any direction.

Andy Neyens requested the Independent Financial Audit be done in a more timely fashion.

Shane McLaughlin offered to make their facilities available for the Granite State Airport Management Association (GSAMA) meeting in March and is hoping to have one of their facilities designated as a place of public assembly.

### **DIRECTOR COMMENTS**

Vice-Chairman Cushing-Adams reported the next meeting is March 16. Chet Losik has passed away and will be missed. Leo Page has had two strokes and is not well. She is meeting with the new fire marshal on March 4. There was a grant assurance seminar which was very beneficial. She has been talking about adopting minimum standards. If tenants or users feel strongly about something, they should write a letter to the Board. Wes Liu asked what constitutes an official communication. Director Stephens replied any communications addressed to, "Chairman Rosenblum of the Nashua Airport Authority" and copy the airport staff. She requested pictures for a calendar she is putting together. GSAMA is holding their March meeting in Nashua and she offered to provide snacks. The Bob Hoover film is playing in Concord. The Manchester Airport Authority is seeking members. Don Davidson is home from the hospital and is very ill.

Robert Scheifele said the future of GA and this airport is in the hands of the young. We need to inspire the young folks to get involved in aviation. One avenue is internships at airport businesses.

Treasurer Mahoney thanked the attendees and the Board for their hard work.

Chairman Rosenblum said he has attended two GSAMA meetings and they are very informative. This morning, the Mayor gave the State of the City Address and when asked about the airport, he said he has high expectations for the NAA to promote the airport.

**MOTION BY** Secretary Scheifele to adjourn.

**SECONDED BY** Director Stephens

**MOTION CARRIED (16-014)**

The next Board meeting will be held on March 16, 2016

SEE ATTACHMENT FOR ATTENDEES LIST

Respectfully submitted,

Secretary Robert Scheifele