

# 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, June 17, 2015.

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

## ROLL CALL

**Present:** Chairman Stephens  
Vice Chairman Moushegian  
Treasurer Rosenblum  
Secretary Cushing-Adams  
Director Jackson

## PUBLIC INPUT

None

Secretary Cushing-Adams asked that meeting attendees state their names before commenting in order to facilitate transcription of the meeting minutes.

## MINUTES

### Approval of the Nashua Airport Authority's May 2015 minutes

Secretary Cushing-Adams requested amending the minutes for May 2015 in the Treasurer's Report to include mention of the discussion about a letter that was to be sent by the Nashua Airport Authority to customers with delinquent accounts. The amended minutes will be submitted for approval at the July 2015 Board Meeting.

### Approval of the Nashua Airport Authority's May 2015 special meeting minutes

**MOTION BY** Secretary Cushing-Adams to approve the May 2015 Special Meeting Minutes.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED** (15-043)

## TREASURERS REPORT - May 2015

Treasurer Rosenblum commented on the financials for the month of May 2015 and Year-To-Date budget to actual comparison. As of May 31, 2015, operating income was \$1,805.75 over budget, primarily from land lease income.

Operating expenses are all listed except for the general liability policy which is under budget, and should be on track with the budgeted amount for year-end. For the month of May a \$4,903.53 surplus is reported as compared to the \$7,683.33 deficit budgeted for the month. This surplus was primarily due

to savings in personnel costs and related benefits that were realized with the departure of the former office manager on May 22<sup>nd</sup>.

A shortfall of \$10,000 is reported for the eleven months ending 5 /31/15, where we had budgeted a shortfall of \$45,000. Expected shortfall for the twelve months ending 6/30/15 could be \$5,000, or perhaps break-even.

The registration fee check received in June from the State of NH was approximately \$7,800 compared to the \$18,333 that was budgeted. Watching costs on the expense side will make up for that.

**MOTION BY** Treasurer Rosenblum to accept May 31<sup>st</sup> financial statements as presented pending the audit.

**SECONDED BY** Chairman Jackson

**MOTION CARRIED** (15-044)

Typically at this meeting the Board approves the new budget. However, because of the turnover in the office, we are not ready to present the new budget. Therefore, an extension of the current budget is necessary to continue operations.

**MOTION BY** Treasurer Rosenblum requesting a continuing resolution for current budget effective July 1, 2015 until such time as the formal budget for FY2016 is adopted at the next Board meeting.

**SECONDED BY** Secretary Cushing-Adams

**MOTION CARRIED** (15-045)

## **COMMUNICATIONS**

Read and assigned by Secretary Cushing-Adams

NAA 15-012                      Hangar Zero/ Permission to hang FOR RENT signs                      On File

## **REPORTS**

### **TOWER REPORT**

Manager Bourque reported an Increase of 371 operations for the month of May over the previous year (6098 versus 5727, up by 371 or about 6.5%). Jet operations for the same period were slightly higher than average. Chairman Stephens noted that this figure YTD still remained about 2400 lower than last year.

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

Manager Bourque reported as follows:

- Wildlife activity on the airport has been moderate, with no reported strikes. Deer, fox, coyote, and turkeys have been spotted airside and landside.
- The 2015 Touch-A-Truck event will be held on August 15 from 10am until 2pm. Plans are ongoing.
- The Commemorative Air Force will be here the weekend of June 19-21. They will be bringing the world's only flying B-29 ("FIFI") and a C-45 ("Bucket of Bolts"). They were originally scheduled to arrive on June 18<sup>th</sup>, but were delayed due to weather.
- We will be hosting our first Nashua Airport Movie Night on August 14, 2015 when we will be screening the Disney movie, Planes: Fire & Rescue on the lawn in front of the tower landside.
- Our new Office Manager is Mary Beth Merritt. Ms. Merritt brings a variety of experience with accounting and aviation.

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

Royce Rankin from Gale Associates reported as follows:

We finally got an amendment approval by the government council on our 1st two items, which have taken almost three years, so those will be closed out in the very near future. The Wildlife Hazard Assessment is complete, and should be signed off soon, hopefully by next month. The installation of the wildlife fence and gates is almost done. The final inspection by NH DOT will be completed on June 22<sup>nd</sup>. We are still waiting for a card reader and a ground loop at the new gate.

The site walk by Nashua Conservation Commission was conducted on June 10<sup>th</sup>. They stated they had no issue with work performed in and around the wetlands. Most of the funds for the fence project came from leftover funds from the runway project. Chairman Stephens asked if there was any money left that could be used to complete other security projects. He voiced concerns about the amount of time the gates stay open. Manager Bourque reported all of the gates stay open for 5 seconds except for the gate by the NAA office was not included in the project. Mr. Rankin offered that there has always been a long delay on the gate by the office and there is no way to reduce the time it stays open. Roy said he will check with Eric to see if there are any project funds left to fix the timing issue

Farrell Woods indicated that the construction on the gate by Hangar 18 is not finished. Manager Bourque responded that we are still waiting for a card reader and an access control panel, but that the gate is operational.

Secretary Cushing-Adams reported that the fence company crews were seen driving improperly within the airport area - driving in areas where they probably shouldn't be without an escort and not using their flashing lights in designated areas. She asked if the crew had been given operating procedures for

the airport. Manager Bourque replied that they had, and the airport has no requirements for vehicles to display flashing lights outside the Movement Area.

Secretary Cushing-Adams voiced concern about the delay in getting the access control panel for the new gate. Manager Bourque indicated that the replacement was backordered from a supplier and has been slow in arriving. There was some discussion about costs. Chairman Stephens reiterated that the cost of the access control panel is included in the project. When the job is accepted, we complete a punch list, to identify the items for correction.

There was some discussion about getting rid of the barbed wire by Charron Ave. to improve the airport's image. The Board is still in discussions regarding the viability of removing the barbed wire. Roy Rankin will investigate the cost of removal, however, he sees the barbed wire as providing additional security. He indicated that the barbed wire has been there for more than 25 years.

Property acquisition #5 is all paid for, now we're just waiting for the funding to come in under the next project, ASPG12-15-15 for the Alcorn property. Once that comes in we will have the money for the house demo. NHDOT is waiting for the FAA to release the money so she can release the money to us.

## **COMMITTEES**

### S&P Committee

Farrell Woods reported that the last regular S&P meeting was conducted on Monday. The members are going through memorandum that Chairman Stephens gave them. The draft S&P will be circulated among members. Hopefully, this should be ready to present to the board next month.

Marketing Committee - Director Jackson reported that the committee was now ready to launch the pilot survey on Survey Monkey. There will be a media blitz around the airport beginning in July. Surveys can be submitted manually or online at Survey Monkey. This survey should wrap up in about a month. The committee will conduct a Business/Community analysis next. Director Jackson is shooting for scheduling committee meetings for 2<sup>nd</sup> Thursday of every month.

Secretary Cushing-Adams brought to floor a discussion of the marketing and advertising for the airport, providing examples of the airport/airport business ads in conjunction with advertising for recent airport events such as the Commemorative Air Force show in June. She indicated that she had paid for and placed these ads in the Sunday Newspapers. The first ad was paid for with the proceeds of a raffle. The second ad was paid for with donations left over from a previous fund. She is recommending that the Authority budget \$1,000/month to continue this line of advertising.

Secretary Cushing-Adams suggested that funding for these ads could come out of NAA's Board Member Annual Stipend (which no one takes and there currently is no budget for) or the employees' educational assistance fund. Chairman Stephens voiced the opinion that that the employee education funds should remain intact to allow employees to improve their skills and knowledge of the industry and to ensure that required employee certifications are funded. He suggested instead that Secretary Cushing-Adams provide the board with a formal request for the funds that outline the costs of the proposal. Chairman Stephens also offered that an alternative might be to obtain matching advertising cost donations with local businesses.

Director Jackson noted that the newspaper ads Secretary Cushman-Adams was referring to were focused on advertising to the greater Nashua area, and asked if this was really where we want to put all of our (marketing) efforts. Treasurer Rosenblum suggested that Secretary Cushing-Adams submit a formal proposal to bring into budget discussions.

## **OLD BUSINESS**

CIC & CIP & NAA Budget to City - Treasurer Rosenblum met with city budget committee and presented NAA capital budget request for \$22,500 representing 5% of the CIP for asphalt paving for FY2016. The request was well received by the aldermen. Alderman Shoneman announced that the city budget came out of committee about a week ago, with the requested funds intact. He mentioned that the request is still in process with the city, but that he expects the CIP request to be viewed favorably.

Treasurer Rosenblum noted that the city has indicated that it is open to entertaining requests for capital improvements, but not for operating expenses. The city has our CIP budget for the next six years going forward, and that he expects to make presentations to them on annual basis.

### Underground Fuel Farm Replacement

**MOTION BY** Chairman Stephens to authorize Chairman Stephens and Vice Chairman Moushegian as agents for the board in soliciting and negotiating offers for sale of the above ground fuel tanks. The agents will coordinate with other board members and work on the issue between monthly board meetings. Once the various proposals have been negotiated, they will be presented to the full board for approval or to publicly bid the sale out.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED** (Secretary Cushing-Adams dissenting) (15-046)

Underground Fuel Farm Demolition - Chairman Stephens opened discussion in regards to possible MBTE remediation funding available from the state that might include funding for the required removal of the underground fuel storage tanks. The state only requires that there be a substantiated suspicion that MBTE was in the tanks at any time in the past. Wes Liu reported that there is information on the internet that indicates that MBTE was used in de-icing agents used at the airport.

NAA Logo Revision – David Heath presented the latest samples for the proposed new Nashua Airport Authority logos. Discussion centered on incorporating aspects of the City of Nashua’s public logo to reflect the relationship between the city and the airport. Director Jackson requested that the logos be put on hold pending the completion of the Marketing Committee’s work.

## **NEW BUSINESS**

Aviation Discovery Day June 27, 2015: Pilgrim Aviation is proposing an open house for the public. They are proposing using the lawn area south of the control tower and outside of the fence for the day. There

would be a bouncy house, airplane rides, static displays, and food. The only access to the airfield would be for the airplane rides.

For Rent Sign Request from Hangar 0 – the sign would be located on the hangar located at the corner of Pine Hill and Perimeter roads. They propose hanging a for rent sign, similar to the existing Nashua Jet Aviation signs. The Board unanimously approved the request subject to the Airport Manager’s review.

NH Solar Garden Proposal - Director Jackson introduced Mr. Keller of NH Solar Garden, a company that provides net metering of renewable energy services. NAA has been investigating options to maximize the use of airport property through the implementation of solar energy in conjunction with NH Senate Bill 98 (establishing net metering renewable energy facilities that are able to share the proceeds of surplus solar energy generation). NH Solar Gardens has successfully installed 25 projects in the state of New Hampshire.

Mr. Keller’s presentation provided an overview of constructing a one megawatt solar panel farm, which could be located on 4-5 acres at the northwestern corner of runway 14. This parcel was chosen not only because of its viability as a solar panel farm, but also because the parcel has limited future development value due to a high water table issue. The proposed plan would involve leasing this land to NH Solar Garden for \$13,000/year, with the option to enter into a power contract with the company. The lease would be on a 20 year term with two (2) five year extensions. This project could provide the airport and airport community businesses with reduced electric rates (compared to the airport’s current supplier) as well as the land lease income.

Chairman Stephens indicated that he believed that the return on the project seemed low, and requested more information in that regard from Mr. Keller. Mr. Keller pointed out that the only cost to the airport would be the cost of attorney fees to review the land lease. All other costs, including the cost of construction and maintenance, are the responsibility of NH Solar Garden.

The Chairman put the issue to a non-binding, informal vote by show of hands in support of pursuing further investigation of the solar panel farm proposal. The Board indicated unanimous support for further investigation.

#### Roles & Responsibilities

Secretary Cushing Adams addressed the ongoing review of the Airport Manager’s job description. Upon hiring of the new Manager 2 years ago, the job description was presented verbally in limited form. She will have a draft of the revised job description for the July 2015 meeting.

#### **PUBLIC INPUT**

Alderman Schoneman thanked Secretary Cushing-Adams for her work in promoting the airport.

#### **DIRECTOR COMMENTS**

Chairman Stephens - The Board will be reviewing the budget at the next Board Meeting. Because of a scheduling issue, Chairman Stephens proposed meeting on the 4<sup>th</sup> Wednesday of July (July 22<sup>nd</sup>) instead

of the 3<sup>rd</sup> Wednesday of the month. Thanks to those who assisted with initiatives such as S&P, budget review, CIP, and aldermen involvement.

Treasurer Rosenblum noted that his last meeting with the Nashua Board of Aldermen Budget Committee was challenging. One of the aldermen criticized NAA for not providing a full presentation of YTD figures. These figures had never been provided in the past. In response NAA will provide any and all information that the aldermen request.

Director Jackson concurred with Treasurer Rosenblum's comments regarding improving the relationship with the Nashua Aldermanic Board. This has been a learning experience, and we have gained some good insight into the type of information they are looking for.

Director Jackson noted he was disappointed by the participation in the Legislator Tour and Cook-Out, however, we should continue with these types of programs. Tracey Hatch is the new President of the Nashua Chamber of Commerce and NAA should make an effort to develop good relationships with the Nashua Chamber as well as others throughout the state.

Sandy Cushing-Adams reported that this has been a very productive month for the relationship between the Board and the airport users. Paul Skar brought us a lot of information that was very helpful. She and Treasurer Rosenblum met with Andy Neyens to discuss his concerns about the airport budget. Secretary Cushing-Adams thanked the airport community for their involvement, as it helps the Board stay informed and keep up with things that need to be done.

Matthew Berube is the new maintenance man. Ron and Dan aren't working as many hours these days, so Matt is the maintenance person to go to for help. Mary Beth is the new Office Manager. She will be available to get information for anyone who needs it.

There are groups of volunteers in the City that help clean up park areas in the city. It could be a good idea for us to provide the city with an Airport volunteer clean-up crew as a way to give back to the city, while raising the awareness of the airport.

Thank you to Alderman Shoneman and Alderman McCarthy for providing their assistance and advice in airport matters.

The Aviation Museum Fly-In was very successful.

There are concerns about events and asking permission versus notification. In promoting the airport, we want people to be able to have events. It is important as a common courtesy to notify the airport manager of events in advance to avoid issues with parking, and impact on other businesses in the community, etc. We just ask that tenants be considerate and coordinate events with the Airport Manager.

## **MOTION TO ADJOURN**

**MOTION BY** Chairman Stephens

**SECONDED BY** Director Jackson

**MOTION CARRIED. (8:00pm) (15-047)**

SEE ATTACHMENT FOR ATTENDEES LIST

Respectfully submitted,

Sandra Cushing-Adams