

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 Thursday June 16, 2016.

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

ROLL CALL

Present: Chairman Rosenblum
Vice Chairman Cushing-Adams
Treasurer Mahoney
Secretary Scheifele
Director Stephens (detained)

Chairman Rosenblum noted that Director Stephens would be attending tonight's meeting but was just running late.

PUBLIC INPUT

None

PRESENTATION

Mr. Gail Porritt of Asphalt Systems Inc. provided a presentation of the benefits of the GSB-88 Runway Preservation System his company provides to enhance the longevity of airport pavement. A question and answer session followed the presentation.

Chairman Rosenblum noted that the record should reflect that Director Stephens just joined the meeting.

MINUTES

Secretary Schiefele indicated that there was a technical issue that prevented the recording of the May 2016 NAA Board Meeting. The Board members and the Airport Manager worked together to put the May meeting minutes together. The document will be posted to the NAA website. If there are any comments about the minutes, please contact the NAA office.

MOTION BY Director Stephens to approve the May 2016 NAA Board Meeting minutes.

SECONDED BY Secretary Scheifele

MOTION PASSED (16-039)

TREASURERS REPORT – May 2016

Treasurer Mahoney reported that May was another good month. NAA finished the month with net income of \$6,063 and year to date net income of \$53,068, which compare favorably with the budget. He attributed the better than planned performance on lower than expected labor and benefits expenses.

MOTION BY Treasurer Mahoney to accept the May 2016 Treasurers Report pending audit.

SECONDED BY Chairman Rosenblum

MOTION CARRIED (16-040)

FY2017 BUDGET

The proposed budget for FY17 has been in process for some time now. Treasurer Mahoney noted that the FY2017 budget is not that much different from the FY2016 budget. FY2017 revenue is expected to total \$539,083 with a total of \$528,634 in expenses for net income of \$10,449. This is the budget we proposed to the City. Treasurer Mahoney expressed the belief that the proposed FY 2017 budget is achievable based on YTD FY 2016 results.

Director Stephens asked why NAA's FY 2017 projected workman's comp insurance figure was much lower than what was projected for FY2016. Airport Manager Bourque explained that FY2015 was the first year that NAA incurred the cost of the workers comp premiums. So the initial quotes that we received were high and these quotes were used to estimate the FY16 premiums. We have also had some personnel changes that we think will keep the premiums lower, and received a lower premium quote going forward.

Director Stephens also asked why projected FY 2017 wages were slightly higher than the FY 2016 projection, and why related employee benefit costs had decreased. Airport Manager Bourque explained that the Authority's workforce demographic has changed and benefit costs have been reduced with the change from a higher number of family insurance plans as compared to single employee insurance plans.

Director Stephens commented that there were no CIP figures included in this budget. Treasurer Mahoney explained that the CIP and operating budgets are submitted to the City separately. This is the operating budget. Director Stephens noted that the Authority may have to pay for the local share of the CIP costs and asked if that line item should be in the operating budget.

Airport Manager Bourque reported that the city has already budgeted a total of \$47,000 for the Airport's share of the CIP costs of the pavement project. The city has informed us that they won't contribute funds to the master plan project. This means that the airport will have to fund the 5% share of the \$440,000 cost of the project (\$22,000). Chairman Rosenblum and Treasurer Mahoney noted that the Authority was on track to report a \$50,000 operating surplus for FY 2016, which would more than cover the airport's \$22,000 share of the Master Plan Project funding.

Chairman Stephens noted that this is the first time in six years that the airport's combined CIP and operating budgets are not reporting a loss.

Airport Manager Bourque noted that the \$56,000 in aircraft registration fee income just received is not included in the May 2016 financial statements. Cash on hand includes a CD of \$68,000, a balance of \$169,000 in the Project Account (clear of any outstanding invoices).

MOTION BY Treasurer Mahoney to amend the budget that has been presented to increase the State of NH registration fee income in the budget from \$40,000 to \$50,000 and to add a line item at the end of the budget to show the \$22,000 in expected CIP expenses (Master Plan Project), and then to strike a grand total that will show the net of the CIP costs.

SECONDED BY Vice Chairman Cushing-Adams

Subtracting the Master Plan Project CIP expenses of \$22,000 from the FY17 budget results in a net loss of \$1,551.

MOTION PASSED (16-041)

COMMUNICATIONS

There were four communications received for this period:

NAA-16-008 Mr. Weston Liu RE: Formation of a Lease Policy Committee
NAA-16-009 Mr. Robert Jon Wheeler RE: Formation of a Lease Policy Committee
NAA-16-010 Dr. Peter Stein RE: Formation of a Lease Policy Committee
NAA-16-011 Chris Ward RE: Locating a portable hydroponic farm on airport property

The first three communications all deal with the formation of the Lease Policy Committee and are on file. The Lease Policy matter was discussed at the last Board meeting.

The fourth letter is from Chris Ward, who will be discussing the potential of having a hydroponic farm at the airport during tonight's meeting.

REPORTS

TOWER REPORT

Airport Manager Bourque presented the tower report. For the month of May, we saw a decline in operations as compared to the same period in 2015. The variance was a decline of 1,679 operations (27%). Total operations for May 2015 were over 6,000 which is an unusually high number. This could have been due to the better weather last spring after a difficult winter. Overall operations are ahead 17% year to date over last year. Jet operations for May were low in comparison to the average at 80.

Chairman Rosenblum noted that the operations report reflects operations taking place while the tower is open. He asked if there was any way to know what operations were during the periods when the tower is closed. Airport Manager Bourque responded that currently there really is no way to know what our operations are when the tower is closed. While there are some devices that can be used at airports, they may not provide counts that would be recognized by the FAA as tower counts.

AIRPORT MANAGER'S REPORT

- Wildlife activity on the airport has been light with no reported strikes.
- The Commemorative Air Force visit generated a lot of great publicity for the airport. The WMUR coverage was picked up by the Associated Press and received national coverage. The Commemorative Airforce was very happy with the event, and they will be back.
- The New Hampshire Aviation Historical Society held their annual Member Fly-In on June 11 at Hangar 81. Thank you to Macair for hosting the event.
- The Airport will host a Homebuilt and Experimental Fly-In on July 9 with a rain date of July 10. All types of homebuilt and experimental aircraft are welcome. This event will be open to the public to help promote the airport and general aviation. We are currently looking for volunteers.
- Planning for Wings and Wheels has begun. We are currently soliciting for vehicles and aircraft. The date of the event is August 6. Please spread the word. We are looking for volunteers for this event.
- The second Boire Field Movie Night is scheduled for August 5 at dusk. We will be screening *Star Wars: The Force Awakens*. We will have free popcorn. There may also be an ice cream truck there.

- Continental Paving has agreed to pay for the removal of trees on Charron Ave. (across from Rapid Sheet Metal) in exchange for allowing them to stage equipment on the airport. This will allow the VOR-32 approach to be utilized at night. Our consultant, Gale Associates, is helping us with this.
- We are in preliminary talks with Angel Flight New England for them to host their annual Member Appreciation Fly-in here at Boire Field next summer.
- The Cirrus Owners and Pilots Association (COPA) will conduct a CPPP (Cirrus Pilot Proficiency Program) training weekend at Boire Field August 12-14. There will be evening events and training all weekend at the DWC Aviation Center. Our hope is to make this an annual event.
- On June 13, Secretary Scheifele and I met with aviation marketing consultant Alice Desouza. We are going to work with Alice over the coming weeks in a simple NTE contract to see how she can help us with the marketing of the airport. Alice is a pilot, aviation consultant, and former Director of New Hampshire Travel and Tourism for eight years.
- Yesterday the FAA released its policy regarding the non-aeronautical use of hangars. The new policy will go into effect on 7/17/2017 and allows for the storage of non-aeronautical items as long as they do not displace or hinder aeronautical use. In addition, aircraft building will now be considered as an acceptable aeronautical use. The policy will also allow airport sponsors to enter into month to month agreements with hangar owners with regards to having non-aeronautical items on airport property.

Director Stephens noted that there will have to be FAA approval for non-aeronautical use through an application process of some sort and that non-aviation use will require paying a higher rent charge so as to not compete with aviation related use.

Wes Liu noted that the NHDOT website has a link to the FAA website, which has a link to frequently asked questions on the subject.

- The Tenant Appreciation BBQ will be held at our shop on Thursday, July 14 from 5:00 pm to 7:30 pm. All are welcome. Director Stephens commented that the announcement that the Airport Manager sent out for this event was the single best marketing document that we've ever published, and that the airport should do this once a month as a newsletter for airport events.

AIRPORT ENGINEER'S REPORT

- There is no new information to report at this time.
- Airport Manager Bourque reported that the fence project is done and we are in the process of closing out the project. There is no word yet on the timing of the FAA funding release.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

Chris Ward/Oasis Spring Farms: Request to locate hydroponic farm on airport property in Hangar 113.

Mr. Ward is requesting approval to locate a hydroponic farm 8 x 40-foot shipping container unit in hangar 113 on a temporary basis pending receipt of permit approvals to move the unit to his own property.

- This storage unit has been retrofitted with state of the art hydroponic farming equipment.
- This hydroponic farm would produce herbs and about 800 heads of lettuce per week to be sold to wholesalers and local restaurants, etc.
- There would not be any third parties or employees involved, as Mr. Ward and his wife will be performing all of the necessary work themselves (including transportation in and out of the airport). He anticipates that they will be spending about 15-20 hours per week at the unit once everything has been set up. The only occasional third parties they might have visit are inspectors and maybe a chef from a restaurant.
- The unit requires electricity and water. The unit has a self-contained air conditioner which is run year round since the growing lights throw off a lot of heat.
- The unit has a 180-gallon water tank that runs through a closed loop system. The water tank needs to be topped off about every two weeks and drained every three months. The drain water is not toxic. There are only plant nutrients in it – no fertilizers or pesticides. This water can be drained into a sewer storm drain or right into the ground.

Treasurer Mahoney asked Mr. Ward if there were any licensing/approval requirements from entities other than the airport. Mr. Ward responded that a health inspection, good handling procedure inspections and things like that would be required.

Vice Chairman Cushing-Adams asked if this would be a year round business and also asked about how water would be handled within the hanger unit. Bob Byrd and Mary Parker (representing the proposed landlord, Macair) noted that there is a drain in the floor of the hangar and that there is a water source where a hose could be attached. They also indicated that they would be installing 220-volt power outlet for the unit.

Airport Manager Bourque requested a product spec sheet on the nutrients that will be in the waste water to ensure that it would be legal to dispose of the water in the City's sewer system and that there would not be any environmental issues. He also noted that the airport's application for temporary non-aeronautical use was approved by the NHDOT today. The NHDOT approval is good for up to one year. After that, a new application would have to be submitted for approval.

Director Stephens noted that rent charges for non-aeronautical use tenants at the airport is double the amount of rent charged for aeronautical use.

MOTION BY Director Stephens to approve the request of airport tenant (Macair) to use Hangar 113 as a non-aviation use for a storing hydroponic farm/shipping container for Oasis Springs Farm with the conditions that

(1) the NAA will charge the standard double rental rate for non-aeronautical use, (2) that the sublease agreement is subject to a 30 day notice of cancellation if there is a need for aviation use of this hangar, (3) that the term of the sublease agreement will be one year, (4) this approval is subject to NHDOT approval and subject to the approval of the Airport Manager in regards to Oasis Spring Farm's waste water disposal plan.

SECONDED BY Secretary Scheifele

MOTION PASSED (16-042)

PUBLIC INPUT

Archie Frangoudis is working with EAA (Experimental Aircraft Association) to try to get them to bring one of their workshops to the airport. The last workshop the EAA had here was about four years ago. The EAA has contacted Archie to see if he can arrange for use of a Daniel Webster College building for another workshop here. This workshop would bring a lot of people to the airport.

Mary Parker noted that the Midfield Café was very crowded during her visit to the Commemorative Airforce event. The restaurant is the anchor of the airport community. She also noted that there were some families watching the event from the parking lot on Charron Ave. who did not know that they were allowed to go onto the airport to get a better view of the event. We need to let the public know that they are welcome at the airport.

Andy Neyens noted that at the April meeting there was discussion of all of the losses the airport had incurred over the last five or six years. However, the NAA's audited financial statements show positive cash flow for all but one of those years. He asked Director Stephens if the airport's capital improvement expenses had been included in those losses reported in the budgets. If so, he strongly recommended not including the capital expenses in the operating budget discussions with the City. Director Stephens acknowledged that Mr. Neyens was correct about the capital improvement expenses. Director Stephens and Chairman Rosenblum noted that when they met with the previous Mayor and this year's City's Budget Committee, the operational budget was the focus. The capital funds are requested through the City's CIC (Capital Improvement Committee). This was the first year that the airport has asked the City for capital improvement funds, as the airport has been funding its own capital improvement projects over the years.

DIRECTOR COMMENTS

Director Stephens – No comments

Secretary Scheifele – An element of the airport's marketing goals is to educate our elected officials and citizens as to the value of the airport.

The Secretary asked if there was a way to speed up the guillotine gate (gate 12) near the NAA building. He noticed that people aren't waiting for the gate to close before proceeding. There was discussion as to how this was addressed in the past. Secretary Schiefele noted that there are a lot of cars that are on the airport that do not have parking stickers. Parking permits are a rule, so please make sure you get those parking permits.

There is a stretch of fence by the café has a space that animals could get through. This is something to look into.

We should look into installing new signage to bring attention to the airport and welcome visitors.

Vice Chairman Cushing Adams – Lauren Laquerre is leaving Infinity Aviation and moving to Colorado. Rex Lindt is very ill, so be sure to send a message his way. John Connolly has passed away.

Ron Emond, owner of Air Direct Airways, has partnered with Granite State College and has moved the Air Direct business to the office space downstairs from the Midfield Café. Don't forget about Ron's Poker Run on June 25th. Donations will go to Homes for Our Troops.

Also, on July 9th there will be a homebuilt fly-in at the airport along with the Warbirds. The Midfield Café will be providing an all-you-can-eat pancake breakfast for donations to Honor Flight New England. We are working with CR Helicopters to try to get a date for a helicopter fly-in here at the airport.

Thank you to Mike Rosenblum for coming to last month's Board meeting even though he was sick with pneumonia.

Stephen and Bob have been working together to keep an action plan journal, which is great. Signage has been an issue for a very long time. We need some kind of signs that are decent and let people know where we are and that they are welcome here. Perhaps we could put this on the agenda for the next meeting. I will also start taking donations for signs at the restaurant.

Chairman Rosenblum – During the month we received a resignation letter from Treasurer Mahoney. I will entertain a motion to accept his resignation with regret.

MOTION BY Chairman Rosenblum to accept the resignation of Treasurer Michael Mahoney.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-043) with Treasurer Mahoney abstaining

Treasurer Mahoney – I'll start with an apology. When I took this position it was never my intention to stay for six months. Circumstances have changed. Our family has been facing some significant health challenges. I've also had an increase in responsibilities at work, and I have found that I am not able to give the time that is really required to do justice to this position. I've been extremely impressed by everybody that I have worked with here. Thank you for everything that you do. I say that not only as a Director but also as a user of the airport.

Secretary Scheifele stated that he has been in contact with Alderman Schoneman and mentioned that we will be looking for two new directors. Director Stephens will be leaving the Board in August and Treasurer Mahoney has resigned. The City will be considering some candidates that were interviewed during the last Director appointment, so there is action going on.

Chairman Rosenblum stated that he spoke to the Mayor this morning and informed him that the Board was looking for two new members.

Chairman Rosenblum noted that in helping to promote the airport, the Airport Manager and Secretary Scheifele recently had a meeting with the City's new Director of Economic Development. Also, he and Airport Manager Bourque met with the President and CEO of the Greater Nashua Chamber of Commerce, who is very interested in promoting the airport to businesses in the greater Nashua area. We were invited to provide a presentation on the airport to their Board of Directors. We are going to be doing some promotions

through advertising and on websites. The Chamber of Commerce is looking to have members of the airport community on their Board of Directors. If anyone is interested in serving on the Chamber Board, please contact him or the Chamber of Commerce. Chairman Rosenblum stated that he is glad to see that our use of Constant Contact has been successful and is continuing to grow. Please mark your calendars for July 14th – that is the date of the Tenant Appreciation Barbeque.

Vice Chairman Cushing-Adams noted that Rob Holland did an interview which is posted on the Nashua Airport website. If anyone else is interested in speaking on the radio or doing interviews, it would be free advertising for the airport.

MOTION BY Chairman Cushing-Adams TO ADJOURN

SECONDED BY Secretary Scheifele

MOTION PASSED (16-044)

The next meeting will be held on Wednesday, July 20, 2016

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Robert Scheifele