

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Daniel Webster College, 20 University Drive, Eaton Richmond Center (same building as Collings Auditorium), Room 100, on Wednesday, October 22, 2014.

Interim Chair Dennis Stephens called the meeting to order at 6:00pm

Interim Chairman Stephens welcomed Director Cushing-Adams to the Board

ROLL CALL

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

Absent: Treasurer Rosenblum

PUBLIC INPUT

Weston Liu passed out to the Board a spread sheet concerning regional fuel prices for both AVGAS and Jet Fuel. He suggested that the Airport Authority could earn additional money by raising the prices for fuel on the field.

Secretary Moushegian explained that regardless of what is being charged for the fuel, the Authority only receives a set amount per gallon.

Jessica Holland would like to have the audio tape of the meetings put on the website. She would also like to be a member of the Standards and Procedures review committee. Mrs. Holland than read a letter from her husband Rob Holland who would also like to be a member of the S&P committee.

Roger Matthews commented on the fence project.

MINUTES – September 2014

MOTION BY Secretary Moushegian to accept the Nashua Airport Authority's September 2014 minutes as presented.

SECONDED BY Interim Chair Stephens.

MOTION CARRIED. (14-74)

TREASURERS REPORT

Tabled until the November 2014 meeting.

COMMUNICATIONS

NAA-14-056	NJA / Fuel Farm	FILED
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REPORTS

Tower Report

It was noted that the number of flights at the Nashua Airport have increased over last year.

Airport Manager

- Wildlife activity on the airport has been light with no reported strikes. On Friday, October 17, the pilot of a Lear Jet performed a go-around as several turkeys were crossing the runway. September marked the last month of the Wildlife Hazard Assessment by USDA Wildlife Services.
- The Airport is working on a draft aircraft wash plan. Once finalized, the Airport will request a waiver from NHDES to allow aircraft washing under certain conditions. More details will be forthcoming as this process unfolds.
- Work on rehabilitating our perimeter fence has begun. The project is expected to take 90 days.
- The October Young Eagles event at Infinity Aviation was held on the rain date of Sunday, October 5. 131 kids were flown.
- There have been two incidents at the airport vehicle gates, one involving an individual who did not have authorization to access the airport. These incidents serve as a good reminder for everyone to stop and wait for the gate to close.

Airport Engineer

Nick Ippolito of Gale Associates updated the Board concerning the ongoing projects at Nashua Airport.

1. Avigation Easement Acquisition NHDOT #SBG-12-04-2009 **COMPLETE**
2. Runway 14-32 Obstruction Removal and Approach Survey NHDOT #SBG-12-06-2010 **COMPLETE**
3. Wildlife Hazard Assessment, State Historic Preservation Office (SHPO) Area Form and SWPP Update NHDOT # 12-10-2013 **WAITING FOR REPORT**
4. Install Perimeter Fence and Gates NHDOT #SBG-12-12-2013 **PROJECT UNDERWAY WITH A 90 DAY COMPLETION DATE**
5. Property Acquisition 31 Charron Avenue, NHDOT #SBG-12-13 **ACQUISITION AND RELOCATION OF TENANT COMPLETE. DEMOLITION SCHEDULED FOR EARLY 2015**
6. Property Acquisition 79 Pine Hill Road, NHDOT # SBG-12-15-2015 **ACQUISITION AND RELOCATION OF TENANT COMPLETE. DEMOLITION SCHEDULED FOR EARLY 2015**

Interim Chairman Stephens explained that the recent non-public sessions were concerning these acquisitions.

COMMITTEES

None

OLD BUSINESS

AOPA Fly In 2015

Manager Bourque reported that he is still awaiting the official proposal from AOPA.

Establish a Standards and Procedures Review Committee

All NAA Board Members present agree that the Standards and Procedures document needs to be reviewed and revised as necessary. Interim Chairman Stephens outlined the process to become a member of the review committee. This will be posted on the Nashua Airport Authority web-site. The committee will be called the Canon Committee. It will be comprised of twelve members that will represent the airport community. It was decided that the members of the previous S&P committee will be given the opportunity to serve again. The Board would like the Canon Committee to schedule their first meeting in November 2014 and have their recommendations to the Board by March 2015.

MOTION BY Director Cushing-Adams to form a Standards and Procedures Review Committee.

SECONDED BY Director Jackson

MOTION CARRIED. (14-75)

NEW BUSINESS

Revision of Land Lease Calculations

Interim Chairman Stephens explained that an error in the calculations for land leases had been discovered. The new rates will go into effect on the January 2015 statements. The owners of these properties will be notified as to what the new rate will be and will continue to be on the agenda for the next two months for any questions.

Underground Fuel Farm

Interim Chairman Stephens gave an overview of the FY2016 – FY2025 CIP. Currently there are not any funds available to replace a fuel farm.

Interim Chairman Stephens suggested to table this matter and place it on the November 2014 agenda. Attorney Peter Tamposi representing NJA asked for this matter to be private and among the parties involved.

User Marketing Group

Director Cushing-Adams advised the Board that a User Marketing Group is being formed with the idea to better promote the airport. There are several businesses on the field that are current participants and Director Cushing-Adams hopes to have more businesses attend future meetings.

OTHER

None

PUBLIC INPUT

Farrell Woods spoke to the condition of the pavement outside his hangar. He remarked that he hoped the pavement held up until the money from the CIP was appropriated to resurface the area.

Jessica Holland again stated she wants the audio tape of the meetings on the website.

MOTION BY Secretary Moushegian to move to non-public session to discuss personnel issues.

SECONDED BY Interim Chairman Stephens

MOTION CARRIED. 8:27pm (14-76)

Non-public session commenced at 8:33pm

ROLL CALL

Present: Interim Chairman Stephens
Secretary Moushegian
Director Jackson
Director Cushing-Adams

Absent: Treasurer Rosenblum

Annual performance evaluation of pertinent employees were discussed along with certain personnel actions

MOTION BY Director Jackson to adjourn the non-public session, move to the public session and seal the minutes.

SECONDED BY Secretary Moushegian

MOTION CARRIED 8:50pm (14-77)

Rejoined public session at 8:52pm

ROLL CALL

Present: Interim Chairman Stephens
Secretary Moushegian
Director Jackson
Director Cushing-Adams

Absent: Treasurer Rosenblum

MOTION BY Interim Chairman Stephens to approve salary action for employees who satisfied their performance evaluation

SECONDED BY Director Cushing-Adams

MOTION CARRIED (14-78)

MOTION BY Secretary Moushegian to adjourn the public meeting

SECONDED BY Director Jackson

MOTION CARRIED 8:58pm (14-78)

ADJOURNMENT

Respectfully submitted,

Richard Moushegian, Secretary

SEE ATTACHMENT FOR ATTENDEES LIST