

## **MINUTES**

The annual and monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, February 21, 2018.

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

### **ROLL CALL**

**Present:** Chairman Rosenblum  
Vice Chairman Cushing-Adams  
Director Duquette  
Secretary Scheifele  
Director Woods

### **PUBLIC INPUT**

None

### **OFFICER ELECTIONS**

**MOTION BY** Vice Chairman Cushing-Adams to nominate Chairman Rosenblum to remain as Chairman and Treasurer, Secretary Scheifele to remain as Secretary, Farrell Woods as Vice Chairman and Joe Duquette and Sandy Cushing-Adams as Directors.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

### **MINUTES**

**MOTION BY** Secretary Scheifele to approve the public minutes for November 15, 2017.

**SECONDED BY** Vice Chairman Cushing-Adams

**MOTION CARRIED**

**MOTION BY** Secretary Scheifele to approve the non-public minutes for January 16, 2018.

**SECONDED BY** Vice Chairman Cushing-Adams

**MOTION CARRIED**

## **TREASURERS REPORT – January 31, 2018**

Chairman Rosenblum reported that for the month of January, our land lease income is up by about \$11,000. We had under budgeted on that item due to collection of land lease that we were not anticipating to collect on. Fuel flowage fees are ahead of budget about \$1,400. We did receive miscellaneous income for collection of expenses from a previous AIP Project, audit fees and other items. Snow removal income is down \$3,750. Overall, we are ahead about \$18,000 in income. For most expenses, we are under budget for the month. Accounting and auditing expense is netted out in miscellaneous income so that shows we are over budget. Most items are under budget. For expenses, we budgeted to date approximately \$311,000 and we have expensed to date approximately \$280,000 which gives us a variance of \$31,000. At this point our net surplus is \$35,639.

**MOTION BY** Chairman Rosenblum to accept the January 31, 2018 financial statements as presented pending audit.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

## **COMMUNICATIONS**

Secretary Scheifele reported that NAA received several new communications and all communications will be placed on file at the Nashua Airport Authority office.

11/22/2017 – NH/DOT – Use of T-Hangar  
12/15/2017 – NH/DES – Underground Storage Tank Closure Report  
01/02/2018 – Manchester-Boston Airport – 20' Mower Deck  
01/03/2018 – McLaughlin Law Office – SNHU Request for Extension of Building 79  
01/08/2018 – Nashua Jet Aviation – Outstanding Job of Snow Removal  
01/10/2018 – NH/DOT – Use of T-Hangar – Acceptance  
01/23/2018 – Wes Liu – Concerned with Changes to Master Plan  
02/13/2018 - McLaughlin Law Office - Exercise Option to Extend Lease (Bldg 89)  
02/13/2018 - McLaughlin Law Office - Exercise Option to Extend Lease (Bldg 91)

Sandra Cushing-Adams questioned the NH/DOT - Use of Hangar correspondence and the need to address anything else at this time. Airport Manager Chris Lynch confirmed that the NAA has meet all requests.

## **REPORTS**

### **TOWER REPORT**

Chairman Rosenblum reported for the calendar year of 2017 the total traffic count was 56,930 which was down 1,800 (-3%) from the 2016 calendar year. January 2018 operations were 3,887 compared to 3,756 in January 2017 – up 3% for the month.

## AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

### Recent events

- None

### Upcoming events

- June 2<sup>nd</sup> – Aviation Museum of NH – Fly in / BBQ. The Young Eagles are also planning June 2<sup>nd</sup> for their event. This will be too much activity for the day and will discuss the possibility of another date with the Young Eagles.
- July 2<sup>nd</sup> through July 9<sup>th</sup> - Airpower History Tour (CAF). The world's most famous flying B-29 Superfortress "FIFI" will be here along with the C-45 Expeditor "Bucket of Bolts" and a CAF T-6 Texan. They will arrive Monday July 2nd at noon, meet with the press for pictures and stories. No public for this. The crew would then take the afternoon off and Tuesday off. Then open to the public on Wednesday July 4th and be open 9:00 a.m. to 5:00 p.m. Wednesday through Sunday July 8th. They would then depart on Monday morning, July 9<sup>th</sup>. We will be receiving flyers to disperse through the airport.
- September 14<sup>th</sup> – SummerFun 2018 Movie night (movie TBA)
- September 15<sup>th</sup> – SummerFun 2018 Wheels & Wings

### Other items of interest

- Met with Kim Gilbert (Stein Realty, 99 Perimeter Rd.) and James Ricker (Nobis Engineering) regarding installation of groundwater monitoring wells at 99 Perimeter Rd as a result of the underground tank removal.
- Met with Bruce Bauer from Continental Paving regarding repair of a door on Hangar 7 which was damaged during last year's paving project. They will be working with a company to create a metal piece to repair the door at Continental Paving's expense.
- Hangar use policy issue regarding a tenant in Hangar 19 has been resolved. We received a letter from the NHDOT BA's, Carol Niewola, stating that we are in substantial compliance.
- Snow plowing – During our recent snow events the airport has remained open and usable at most times with the exception of times while SRE is on the movement areas removing snow. We did close it overnight during a previous storm due to the ice. Wes Liu commented on the great job the NAA snowplowing crew has done this year. Chairman Rosenblum commended the staff on a job well done.
- On January 22<sup>nd</sup> Chairman Rosenblum and I attended the City of Nashua Capital Improvement Committee meeting and presented the NAA FY2019 6 Year Capital Improvement Plan.
- On January 30<sup>th</sup> met with Producer Keller Nunley and made a short film about the Nashua Airport. This short clip can be found on YouTube or NAA Website.
- On January 31<sup>st</sup> Susan and I met with the City of Nashua 2018 Summerfun Committee to plan the dates for Movie Night and Wheels & Wings.
- On February 14<sup>th</sup> Chairman Rosenblum and I met with Mayor Donchess, CFO John Griffin and Chief of Staff Kim Kleiner. Chairman Rosenblum discussed the current state of the airport and our budget including a request for a 5% City Share in our upcoming SRE project. I discussed our need for a new tractor to mow the 325 acres with and requested that it be funded with CERF monies. Also, I discussed the need for the City to maintain and repave Perimeter Road.

I enlightened them of the fact that the tenants of the Nashua Airport paid over \$717,000.00 in taxes to the City of Nashua last year and I feel that it is a reasonable request that we get some assistance with maintaining the infrastructure of the City owned Nashua Airport.

Chairman Rosenblum is looking to plan a legislative tour for the Alderman or any other who would like to visit the airport. Airport Manager Chris Lynch will be planning this along with our Appreciation Barbeque.

Vice Chairman Cushing-Adams commented that the Midfield Cafe would like to host a barbeque to welcome SNHU to the airport.

Secretary Scheifele discussed the status of SNHU lease which expires in approximately 3 years and we are waiting on a draft lease from Attorney Steve Bolton.

#### AIRPORT ENGINEER'S REPORT

Nik Ippolito and Matt Caron appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

#### Airport Master Plan Update SBG 12-16-2016

Mr. Caron provided a review of the Master Plan project.

- Draft Chapters 1-4 were presented during the September meeting. The Authority voted and approved the proposed forecast for the Airport.
- The Master Plan Committee on December 20, 2017 to discuss Chapter 5 *Facility Requirements*. Among other items addressed, Chapter 5 discussed both airside and landside facility needs. Such items include deicing capabilities, turf runways, apron and hangar capacity, on-call customs, etc.
  - 5.1.2.2 **Runway Approach Requirements**- The approaches are adequately serving the needs of the users, but the Airport should continue to monitor the approaches and remove/mitigate any obstructions. The holdline in the Runway 32 end is located 560 feet from the Runway 14-32 centerline as a result of the 34:1 TERPS approach surface.
  - 5.1.3 **Turf Runway**- According to FAA AC 150/5300-13A, Parallel runway separation-simultaneous Visual Flight Rules operations require a minimum separation of 700 feet. The MPC wishes to proceed with obtaining approval for the turf runway to appear on the approved ALP.
  - 5.1.4.1 **Taxiway 'A' Requirements**- Taxiway 'A' complies with current FAA design standards. The recommendation is to reconstruct Taxiway 'A' 150 closer to Runway 14-32 and free up space for future development. Current separation is 550 feet and only 400 feet is required.
  - 5.1.6.11 **AWOS**- In its current location, it is taking up valuable space for future construction of facilities (hangars, deicing, self-serve fuel, etc.). Since it is owned and maintained by the FAA, we were informed that the Airport would need to enter into a Reimbursable Agreement with the FAA to have it relocated (pay for materials, labor, and/or services).
  - 5.2.1 **Terminal Building**- It is recommended that a new terminal building be constructed to accommodate current and future demand when logistically and financially feasible. It is possible that the old DWC building could be reused to serve in this capacity, or a potential stand-alone building.

- 5.2.2 **Hangars-** Monitor demand and construct additional hangars needed or allow for private development of hangars.
  - 5.2.4 **On-Call Customs-** Consider dedicating space in a new terminal building (if constructed), or a standalone facility to accommodate CBP services. Due to the low activity at AHS, CBP confirmed that the Airport would need to provide all of the capital and operational funding. This cost could be shared and/or passed on to users.
  - 5.3.1 **Automobile Parking-** Concern has been expressed that there is a lack of designated parking inside the fence. Recommendation is that designated parking be identified and strategically located inside the fence to provide clear delineation between automobile parking and aircraft movement areas.
  - 5.3.4 **Fuel Facilities-** MPC suggested adding a self-fueling facility for 100LL as a means to provide fuel 24 hours per day for airport users.
  - 5.3.7 **Deicing Facility-** Through discussions with Airport Personnel, FBO's, and airport users, it was discovered that the Airport is often overlooked due to its lack of deicing capabilities. Gale contacted EPA Region 1 out of Boston to understand their requirements. Recommendation is to designate an area during winter months suitable for deicing operations.
- Following the December 20, 2017 meeting, revisions/edits to Chapter 5 were completed and a revised draft was distributed to the Master Plan Committee on January 10, 2018.
  - Gale initially planned to discuss Chapter with the Authority during its January meeting, but that meeting was canceled due to inclement weather. Instead, a link to Chapter 5 was provided to the Authority to allow review of the Chapter.
  - Gale is now working to develop alternatives for airport development. The Alternatives will initially be discussed through the Master Plan Committee process, and ultimately presented to the NAA.

**MOTION BY** Director Duquette to approve a DRAFT copy of *Chapter 5: Facility Requirements* be posted on the NAA website for public comment.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**Recommended Actions:**

- Review Chapter 5 and forward any comments/feedback or required changes to Gale.

Pavement Reconstruction and Maintenance SBG 12-17-2016

Mr. Ippolito provided an update on the Pavement Reconstruction and Maintenance project.

- The project is complete.
- The final reimbursements have been approved by NHDOT, These packages have been finalized and sent to the Airport for signatures. Close-out reports are being prepared to close out the project.
- Due to the extreme weather fluctuations, cracking has been observed on the re-surfaced taxiway 'H', a site visit with the Contractor is being scheduled to discuss corrective actions.

Airport Manager Chris Lynch commented on the dissatisfaction of the overlay upon final inspection and this was due to the plan changes for the project. He has complete confidence that Continental Paving will stand by their work.

**Recommended Actions:**

- Review and sign close out documents upon receipt.

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito provided an update on the Runway Groove and Seal project.

- This project is scheduled to enter construction this spring. Gale will coordinate with the Contractor to determine an estimated schedule.
- A Pre-Construction Conference will be scheduled with the Airport, Contractor, NHDOT, and FAA to discuss operational safety during construction. This meeting will be held prior to the anticipated start of work.
- At this time, No start date has been determined due to the variability of weather in the early spring.

This is a two part project with Phase I (grooving) which will take about 5 nights. The weather must be above freezing before this phase can start. The second phase (seal and remark) will take approximately 5-10 days. We can separate these two phases to have them completed at our most convenient time.

Purchase Snow Removal Equipment (SRE) Project SBG 12-18-2018

Mr. Ippolito provided an update on the Purchase of Snow Removal Equipment project.

- Funding for this project is contingent upon the availability of NHDOT Apportionments from the FAA. Funding is not guaranteed, however, during the scoping meeting, NHDOT committed to provide state apportionment funds to cover the additional costs of acquiring this piece of equipment up to a total cost of \$350,000.00. The estimated project cost exceeds the NHDOT commitment for funding, and Gale has been working with the Airport Manager to solicit the purchase of any available entitlements from NH Airports. It is understood that NHDOT's contributions to the project are again, contingent upon the availability of funds.
- Gale conducted a 95% design review meeting on February 1st, 2018 at Gale's office in Bedford, NH. NHDOT comments were incorporated into the specifications. The FAA review period ended on February 12th. Gale is making the necessary revisions to the 100% specifications and will have completed bid packages by the end of February.
- It is anticipated that Bidding will be conducted using the Project Dog Online Procurement System.

The state will be providing NH with approximately 55% of the cost due to the priority rank on this project. The airport will be using their NPE of \$150,000, The NHDOT receives \$800,000 of funds to assist with projects. Carol Niewola of the NH/DOT has verbally agreed to assist in the financing.

**Recommended Actions:**

- Gale will coordinate with the Airport on the advertisement for bids prior to the end of February.

## **COMMITTEES**

### **Master Plan Committee**

Director Woods commented that Mr. Caron of Gale Associates covered the updated material relating to the Airport Master Plan meeting. Mr. Caron will be working on Chapters 6, 7, and 8.

### **Strategic Planning Committee**

Director Duquette reported that at this time they are working primarily with the Master Plan Committee.

## **OLD BUSINESS**

HB 124 Update – Chairman Rosenblum reported that the HB124 was originally created to eliminate all aircraft registration fee. The bill has been amended to eliminate the millage portion of the registration fees and makes up the shortfall by introducing fuel fees. This was approved by the Sub-Committee and the Ways and Means Committee. This bill was recently approved by the House of Representatives.

## **NEW BUSINESS**

Mr. Shane McLaughlin is requesting approval to exercise the option to extend the term of lease 89 Associates LLC E-1453 for twenty (20) years.

**MOTION BY** Vice Chairman Cushing-Adams to approve the 20-year lease extension for 89 Associates, LLC (E-1453).

**SECONDED BY** Director Woods

### **MOTION CARRIED**

Airport Wes Liu asked if this was the same conditions as the previous twenty (20) years. Airport Office Manager Susan Clancy verified that the extension is based on the current language stated in the Lease.

Mr. Shane McLaughlin is requesting approval to exercise the option to extend the term of lease 1450 Associates, LLC E-1450 for twenty (20) years.

**MOTION BY** Vice Chairman Cushing-Adams to approve the 20-year lease extension of 1450 Associates, LLC (E-1450).

**SECONDED BY** Secretary Scheifele

### **MOTION CARRIED**

## **DATES TO REMEMBER**

None

## **NAA ACTION ITEMS**

None

## **PUBLIC INPUT**

None

**DIRECTOR COMMENTS**

Chairman Rosenblum – Introduced Alderman Jan Schmidt, Ward 1 Alderman and also a 2 year state representative. She has been active with HB124. Thank you all for coming tonight and making our airport a continued success.

Director Woods – Thank you to the airport authority staff for all the hard work with respect to snow removal.

Vice Chairman Cushing-Adams - First, thank you Alderman Schmidt for coming to our meeting. Second, suggested that everyone please pass the word for her position on the board. Third, please advise all new businesses to schedule time at the monthly meeting to introduce themselves to the board.

**MOTION BY** Vice Chairman Cushing-Adams to adjourn the public session and enter into non-public session pursuant to RSA 91-A:3(II)(a) The dismissal, promotion, or compensation of any public employee.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**Roll Call Vote**

Present: Chairman Rosenblum, Yes  
Vice Chairman Cushing-Adams, Yes  
Secretary Scheifele, Yes  
Director Woods, Yes  
Director Duquette, Yes

**MOTION CARRIED**

**MOTION BY** Vice Chairman Cushing-Adams to adjourn from non-public session and seal the non-public minutes.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**ROLL CALL**

**Present:** Chairman Rosenblum  
Vice Chairman Cushing-Adams  
Secretary Scheifele  
Director Woods  
Director Duquette

**MOTION BY** Vice Chairman Cushing-Adams to adjourn the public session

**SECONDED BY** Director Woods

**MOTION CARRIED**



The next meeting is scheduled for March 21, 2018

SEE ATTACHMENT FOR ATTENDEES LIST

*Janell Waut*  
*For*

Secretary Scheifele