

# 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, September 17, 2015.

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

## ROLL CALL

**Present:** Chairman Dennis Stephens  
Vice Chairman Richard Moushegian  
Treasurer Michael Rosenblum  
Secretary Sandra Cushing-Adams

**Absent:** Director Gordon Jackson

**PUBLIC INPUT** – Andy Neyens suggested that perhaps the airport should have some sort of recognition event for Rob Holland.

## MINUTES

Approval of the Nashua Airport Authority's August 19, 2015 minutes

**MOTION BY** Secretary Cushing-Adams to approve public minutes of the Nashua Airport Authority August 19, 2015 Meeting Minutes as presented.

**SECONDED BY** Vice Chairman Moushegian

### **MOTION CARRIED (15-065)**

Secretary Cushing Adams inquired about the July 22, 2015 non-public minutes. After noting that there was a document missing, the vote on the July 22<sup>nd</sup> non-public minutes was tabled.

## **TREASURERS REPORT – August 2015**

Treasurer Rosenblum pointed out the income received in the month of September was \$2,120.71 over budget. This additional income was mostly due to land lease and fuel flowage income being higher than budgeted. On the expense side, the airport was nearly \$5,000 under budget. Treasurer Rosenblum pointed out that there were no vehicle repairs in the month of September and there was a returned fee of \$150. For the month of September, Treasurer Rosenblum reported the airport had a net income of \$7,495.92 and year-to-date, the airport is under budget by \$10,348.71.

**MOTION BY** Treasurer Rosenblum to accept the Treasurer's report as of August 31, 2015 pending audit.

**SECONDED BY** Vice Chairman Moushegian

### **MOTION CARRIED (15-066)**

## **COMMUNICATIONS**

Read and assigned by Secretary Cushing-Adams

NAA 15-016	Macair request for acceptance of a new tenant at 83 Perimeter Rd.	ON FILE
NAA 15-017	Request by Jim and Maryanne Orent to locate their business at Hangar 83	ON FILE

## REPORTS

### TOWER REPORT

KASH operations for the month of August were down by 9% as compared to last August and down by 13% year-to-date for 2015. Manager Bourque commented that in general, operations for most other New England towered airports have been lower this year as well. In fact, the operations numbers at KASH are better than those of 90% of other New England towered airports, based on FAA tower reports. Reduced operations are primarily the result of a tough 2015 winter and general economic conditions.

This trend is expected to continue. The recent NHDOT system plan update forecasts some decline operations and based aircraft count statewide. Growth over the next ten to fifteen years is expected to be flat at best.

KASH has had a net gain so far this year in the number of aircraft based at the airport. While the airport lost a couple based aircraft this year, it also gained 6 new based aircraft, including a King Air, a Challenger, and four smaller piston aircraft.

### AIRPORT MANAGER'S REPORT

Manager Bourque reported as follows:

Wildlife activity on the airport has been moderate with no reported strikes. We are still seeing migratory waterfowl flying over the airport, and continue working to discourage their presence at the airport.

Aerodyne Research will be conducting additional emissions testing on turbine engine aircraft in October.

Demolition of the underground storage tanks will begin Tuesday September 22, 2015.

The recent marketing study conducted by the NAA Marketing Committee elicited comments about the timing of the gates. A new exit loop has been installed at Gate 13 which has resolved the issue with the timing of that gate. The timing has also been shortened on Gate 12. An extension was added to the card reader at Gate 7 which seems to be working well.

The airport's cooperative agreement with the Hollis-Brookline High School program to provide life skills to students with disabilities will begin in mid to late October. High school students will be able to come to the airport to practice interviewing skills and will be given a job under the supervision of a paraprofessional. The Midfield Café and Infinity Aviation are also on board with the program.

The Touch-A-Truck committee met to review last month's event. Next year the name of the event will be changed to Wings and Wheels to encourage more aircraft participation. The planning committee will be expanded to include more participants from the airport community. Volunteers would be appreciated. Hopefully we will have more aircraft to display and perhaps even classic cars along with

various vendors and activities for kids. The City of Nashua is working on including this event as part of its Summer Fun series.

The GSAMA golf tournament raised over \$12,000. Of that amount, about \$5,000 was raised by Nashua Airport businesses. Special thanks to the Nashua Airport Authority, Midfield Cafe, Infinity Aviation, Nashua Jet Aviation, Beacon Capital, Rick Boswell, Leland Aero Service, Exclusive Air, Nashua Flight Simulator, and Nortrax. Proceeds are used to help New Hampshire airports that aren't a part of the National Plan of Integrated Airport Systems and to support STEM education in the state.

The Collings Foundation will be visiting the airport as part of their Wings of Freedom Tour from September 21<sup>st</sup> until noon on September 23<sup>rd</sup>.

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

Royce Rankin presented the Airport Engineer Report on behalf of Gale Associates. The #1 Aviation Easement Acquisition Project has been closed out as well as the #2 Runway 14-32 Obstruction Removal on Approach Survey. These are just waiting to be funded. Project #3 Installation of the Perimeter Wildlife Fence and Gates has been completed. There are three minor things on the punch list remaining, and once those are completed the project will be closed out. The grant for Projects #4 & #5 (acquisition of the Kliss and Alcorn properties) is going back to NHDOT on September 18<sup>th</sup>. Once the grant is approved then the demolition of the structures will begin.

There was a CIP (Capital Improvement Plan) meeting on August 31<sup>st</sup>. Gale Associates is in the process of updating the airport CIP. On September 21<sup>st</sup> there is a scoping meeting for the projects that are scheduled for FY16.

Next year's projects are pavement reconstruction and maintenance and an update of the Airport Master Plan.

Chairman Stephens noted that at the CIP meeting with NHDOT and Gale Associates earlier in September to review the construction/capital improvement plan, and that some changes were made. Whereas previously the CIP budget for FY16 provided for \$450,000 in asphalt replacement, it was decided after evaluation of present conditions to double that number to \$900,000.

The City of Nashua has funded 5% of the asphalt project. NAA will be seeking Federal and NHDOT approval for the \$900,000. In addition, since revision of the airport's Master Plan has been on hold for a number of years, it was decided to review the plan and the airport's needs once the current improvement projects have been completed. Total expenditure for these initiatives will be \$1.2 million. The sponsor share is \$67,000, of which the City's share is \$21,000 and the NAA share is \$46,000. The CIP provides for the rehabilitation of airport asphalt at least every four years.

#### **COMMITTEES**

Marketing Committee - Director Jackson was not present at today's meeting. The Board is looking for volunteers to head the Marketing Committee since receiving Director Jackson's resignation notice last month.

## **NEW BUSINESS**

**MOTION BY** Secretary Cushing Adams to accept the request of Jim and Maryanne Orent to locate their business, named Pistollette, at Hangar 83 and to approve their proposed signage. The business is a retail shop for women's aviation wear and accessories.

**SECONDED BY** Chairman Stephens

**MOTION CARRIED (15-067)**

## **OLD BUSINESS**

Airport Manager Bourque noted that he had been contacted by one of the solar panel companies that Director Jackson had contacted several months ago. He will be meeting with the company next week to see what options are available.

Manager Bourque also offered that he has copies of the 2015 NHDOT study on the economic impact of NH airports as well as the NHDOT 2015 economic impact report for Boire Field. If anyone is interested, he can mail or email the reports.

Lease Policy Development Review – Tabled due to time constraints

S&P Review Proposed Changes

The S&P Committee was formed in November 2014 to update and review the current Nashua Airport Authority Standards and Procedures Manual. After a thorough review, the Committee has presented its recommendations to the Board, and the Board has reviewed their proposed changes.

The Board discussed their recommendations as well as those of the Committee. Particular attention was given to the S&P Committee's recommendation for the wording of sections 1.2.4, 1.2.5, and lease renewal policy language of the Standards and Procedures manual. The Board also discussed other issues that are addressed by the S&P such as building and business insurance requirements, rules regarding the washing of aircraft, and noise abatement procedures.

The Board decided to send Section 1.2.4 back to the S&P Committee with the Board's comments and instructions that the wording be changed so as to not diminish the authority of the Board. Section 1.2.5 will go back to the S&P Committee with the Board's recommendations on the wording as discussed. Section 1.4.3 is to go back to the S&P Committee with the Board's instructions not to limit NAA's options in negotiating contracts. Section 1.4.5 will go back to the S&P Committee with the Board's instructions not to limit the authority of the NAA and to change wording of the section as recommended by the Board.

Chairman Stephens set a timeline for the vote on the new S&P document. The vote is scheduled to take place at the November 2015 meeting in order to allow the S&P Committee adequate time to respond to the document changes and present the final copy to the Board.

**PUBLIC INPUT**

Farrell Woods offered a copy of the economic impact study for the Dillant - Hopkins airport in Keene compiled by Boyd Group International in 2012 as an example of a way to highlight the benefit of the airport to the city and the surrounding area. Mr. Woods suggested that this level of research might also be appropriate for promoting KASH to the general public and City Hall. The link to the document is [https://www.ci.keene.nh.us/sites/default/files/AirportEconomicImpactStudy\\_0.pdf](https://www.ci.keene.nh.us/sites/default/files/AirportEconomicImpactStudy_0.pdf)

**MOTION BY** Secretary Cushing Adams to move to non-public session in accordance with RSA 91-A: 3 (II)

**SECONDED BY** Treasurer Rosenblum

**ROLL CALL**

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

**MOTION CARRIED (8:47 pm) (15-068)**

At this time the Board will retire to non-public session.

**MOTION** by Secretary Cushing-Adams to exit non-public session, commence public session and seal the minutes.

**SECONDED BY** Chairman Stephens

**MOTION CARRIED (9:05 PM) (15-069)**

**MOTION BY** Chairman Stephens to adjourn the meeting

**SECONDED BY** Secretary Cushing-Adams

**MOTION CARRIED (9:10 PM) (15-070)**

The next Board meeting will be scheduled for Wednesday October 22, 2015.

SEE ATTACHMENT FOR ATTENDEES LIST

Respectfully submitted,

Secretary Cushing-Adams