

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, February 15, 2017.

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

ROLL CALL

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

PUBLIC INPUT

Weston Liu – Offered thanks to Matt and the plowing crew.

Boys Scouts of America – Ben Pibble presented a camporee scheduled for May 5th – May 7th (rain or shine) at the property located at the end of Perimeter Road. This will include 180 – 200 campers. In addition, approximately 150 Cub Scouts and 75 adults will attend on Saturday from 9-12 only. Nashua CERT (Emergency Response Team) will be attending to assist the boy scouts on certifications and merit badges. The Boy Scouts are hoping the NPD and NFR will be included. Set up starts Friday morning. Boy Scouts will supply porta potty and trash disposal. They will be using an above ground firepit for their campfire and will supply the NAA with an insurance waiver. Scouts will be arriving around 5pm on Friday and departing approximately 11:00am on Sunday. The Boy Scouts will put up orange fencing. Parking should not be an issue. CERT has requested to notify neighbors of this event. Director Woods will reach out to airport users who may assist with static display of airplanes. Secretary Scheifele has requested a joint walk through on Sunday prior to the last person departing. Boy Scouts and CERT will have photos and reporters to publish this event for a community story.

MOTION BY Vice Chairman Cushing-Adams to allow the Boy Scout of America to hold a camporee as requested subject to receipt of insurance waiver.

SECONDED BY Secretary Scheifele

MOTION CARRIED.

JANUARY 2017 MINUTES

Secretary Scheifele there are no public minutes to approve due to recent employee changes.

MOTION BY Secretary Scheifele to approve the non-public minutes for January 17, 24, and 26, 2017.

SECONDED BY Director Duquette

MOTION CARRIED.

TREASURERS REPORT – January 31, 2017

Chairman Rosenblum presented the Treasurer's Report for January 2017.

Our revenue was \$46,107 the variance was due to snow removal with an income of \$8,600. As a result, we had an excess wages of fuel cost.

At this time, he would like to wait on approval of the financials until he has time to review with the office due to categorization of some of the expenses.

COMMUNICATIONS

Secretary Scheifele reported that NAA received three new communications. First two from Don Davidson to sit in as interim airport manager and then withdrawing that communication. The third was from Wes Liu regarding the pavement project.

REPORTS

TOWER REPORT

Chairman Rosenblum reported that there were about 56 landings shy of last year with a count of 3,756 for January.

AIRPORT MANAGER'S REPORT

- Thank you to Wes Liu for the comment on snow removal. If you see the maintenance crew out there, please let them know how they are doing.
- There is an issue with the removal of the trees on Charron Ave; however, it is not a priority at this time.

AIRPORT ENGINEER'S REPORT

Erik Strand 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.

- Over the past month, Gale has completed a draft of Chapter 1 (Introduction Chapter), which is ready for review by the Master Plan Committee (MPC) once it has been established.
- A draft of Chapter 2 (Existing Conditions) is approximately 90% complete. There are a couple of items the MPC is tasked with providing to complete this chapter
- Gale has started working on Chapter 3 (Existing Environmental Conditions and Sensitive Areas)
- Gale has started updating the Airport Layout Plan in accordance with FAA's standard Operation Procedures. This task will be ongoing through the duration of the Master Plan Update as information becomes available.
- Members of the Master Plan Committee include Director Farrell Woods, Director Joe Duquette, Greg Lison (Infinity), Alderman Sean McGuinness, Alderman Dave Schoneman, and Shane McLaughlin (Macair)

Pavement Reconstruction and Maintenance project SBG 12-17-2016

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

- Director Duquette and Mr. Strand met and discussed options for “A” Ramp to be included in the pavement reconstruction. The best option is to borrow or buy non-primary entitlements from another airport in New Hampshire. Mt Washington Airport in Whitefield and Dean Memorial Airport in Haverhill, NH are not using their non-primary entitlements this year. If agreed upon, this would allow us to receive their \$150,000 federal funds to assist in projects. Mt. Washington Airport will be discussing this possibility at their board meeting this evening. If we were able to borrow these funds, it may jeopardize the Nashua Airport future years in accordance with the CIP. It would be best to be able to return the funds in the year 2019. Gale advises to borrow the full \$150,000 from Whitefield. He feels our chances of moving forward and receiving the funds are very good.

MOTION BY Director Duquette to approve the change of scope to include the “A” Ramp.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED.

MOTION BY Director Duquette to authorize Gale Associates on behalf of the Nashua Airport Authority to engage in acquisition of available non-primary funds.

SECONDED BY Secretary Scheifele

MOTION CARRIED.

Mr. Strand continued with the Engineer’s Report.

- Construction contracts have been signed and fully executed. Gale will insert the contracts into the contract books and distribute to all parties.
- Continental Paving has requested to hold the pre-construction meeting on March 7 and to start construction on or around April 1, 2017, depending on the weather. Gale has requested that Continental prepare and submit a project schedule for review and comment. Once a project schedule has been submitted, we will forward to a Board review and begin coordinating with tenants and users on the construction schedule. It will be a 60 day project.
- At the request of the NAA, Gale submitted a request for project change and justification to leave the “A” ramp pavement in place and preform crack repair and sealing. NHDOT has rejected the request and stated that they will not invest FAA or state funds into the pavement unless the repairs extend the pavements life by 10 years. Secretary Scheifele clarified that the NHDOT did not opposed the re-pavement of the “A” Ramp, the NAA was not going to receive any FAA or State funds to assist.

Runway Groove and Seal Project SBG 12-18-2016

Gale submitted 30% design plans and an EEOCs to the Airport, NHDOT, and FAA for review and comment. The meeting was held on February 10, 2017. Gale has started the 75% design and specification for the project and are to be submitted on February 28, 2017. The 75% Design review meeting will be scheduled shortly after this submission.

The groove/seal project will be done in two phases. The 1st phase will possibly take place in the Fall of 2017 or early Spring 2018, pending on when the funds are available. This construction will occur for a consecutive 10 night timeframe from 8pm to 6am. The 2nd phase, the sealing and remarking will be a 5 day shutdown of the runway. An airport user asked if the movement area will be available for use during this time. Mr. Strand responded that we will not have the approval from the FAA to do so. Kevin Plante, Air Traffic Controller, stated that it is allowed to clear an aircraft to land on a movement and Alpha is a movement area. Gale Associates will look into this.

Secretary Scheifele has had several conversations with the engineer and the contractor to take whatever steps necessary to minimize the noise level. He thanked Alderman McGuiness for attending this board meeting and informed him we are doing everything possible to minimize the noise levels. Alderman McGuiness appreciates our concern for our neighbors.

Gale is working on the 2017-2019 DBE Plan and once a draft has been prepared a copy will be forwarded to the Airport for review and he also reviewed the CIP going forward.

Vice Chairman Cushing-Adams started discussion regarding the Aviation Center. Secretary Scheifele had a second discussion with Hellenic University who had been informed their bid on the DWC property is much too low. They are now very interested in purchasing the Aviation Center and would like to have an aviation program up and running within one year. The lease with NAA and DWC is terminated on 5/30/2017. Alderman Schoneman believes that the center is already treated separately. There was some conversation with the Economic Director at City Hall, who had been contacted by the creditor of the Aviation Center, with regards to purchasing the property. Alderman Schoneman will follow up with the Economic Director for clarification.

COMMITTEES

Strategic Planning Committee

Director Duquette discussed the Vision Statement for the Nashua Airport. "Boire Field. To be the first choice airport in the region for General Aviation pilots, attracting businesses and fostering a culture of education and enthusiasm for aviation." Positive comments were received from the airport users in attendance.

MOTION BY Director Woods to adopt these words as written with the ability to discuss for any modification.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED.

OLD BUSINESS

Perimeter Place Investment Lease Extension

Chairman Rosenblum discussed the need to develop a procedure for upcoming lease extensions/renewals. Secretary Scheifele also discussed CrossFit's written communication to purchase 106 Perimeter and would like the existing lease extended at the current rate. Negative comments from airport users were made in regards to the parking issues for this business. Chairman Rosenblum suggests that the Interim Airport Manager, City Attorney, and himself meet and come up with solutions to these two leases.

HB124

Chairman Rosenblum noted the bill has passed transportation committee by a vote 15-3 and was also passed by the house, the bill now goes to the Ways and Means Committee. The meeting is Thursday 2/23 at 11:00am. Wes Liu created a spreadsheet with amounts of the loss of revenue. Currently the revenue for registration fees consist of \$600,000 and \$900,000 including millage. Alderman LeBrun discussed ways to present at this committee meeting. This committee consists of 20 members. He encourages anybody to go and testify or sign the blue sheet for support.

NEW BUSINESS

Chamber of Commerce Event

Vice Chairman Cushing-Adams discussed the chamber event that was scheduled at the airport. The Chamber of Commerce have agreed to postpone this event. The caterer has agreed to refund our deposit.

Airport Manager Position

Chairman Rosenblum discussed the status of the airport manager position. Vice Chairman Cushing-Adams would like to start the process of interviewing the candidates next week. The board will discuss their individual availability and set up the meetings. Secretary Scheifele will contact the applicants.

PUBLIC INPUT

Steve Brouillette commended the Nashua Airport Authority for the finding a way to include the Alpha Ramp in the pavement project.

Kevin Plante, Air Traffic Controller representing the TRACON and the VOR committee, informed us that the VOR Alpha and VOR Runway 32 will be terminated in the near future. Discussion was held and the first VOR removal will be Keene in 2020, with others a few years after that.

DATES TO REMEMBER

HB124 Ways and Means Committee Meeting – Thursday, February 23, 2017 at 11:00am

DIRECTOR COMMENTS

Secretary Scheifele – Has a request for someone to rent or purchase a hangar. Mary Parker of Macair took receipt of the request.

Director Duquette

Thank you to Gale Associates for going above and beyond. They are constantly working hard and always are looking for the best solutions for our airport.

Vice Chairman Cushing-Adams – Thank you Susan for coming back and all the work you put in over the past couple of weeks. The mayor is presenting the State-of-the-City address on February 21 if anyone is interested. Also, please attend the Ways and Means Meeting for support.

Chairman Rosenblum

I want to thank the board for taking on a lot for the past month. It has been challenging and their efforts are commended.

MOTION BY Vice Chairman Cushing-Adams to adjourn the public session and move to non-public session to discuss a personnel matter pursuant to RSA 91-A:3 II(a).

SECONDED BY Secretary Scheifele

Roll Call Vote

Present: Chairman Rosenblum, Yes
Vice Chairmans 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

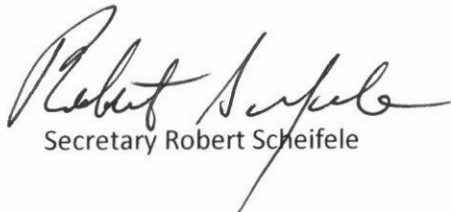
Present: Chairman Rosenblum
Vice Chairman Cushing-Adams
Secretary Scheifele
Director Woods
Director Duquette

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

SECONDED BY Director Woods

MOTION CARRIED.

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele