

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 April 20, 2016.

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

ROLL CALL

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

PUBLIC INPUT – None

COMMUNICATIONS Chairman Rosenblum rearranged the agenda to accommodate a presentation by Larry and Kathy Hersh.

NAA-16-004 – Email from Larry Hersh – Placing of a Statue

Vice Chairman Cushing-Adams introduced Kathy and Larry Hersh, who have requested the placement of a statue at the corner of Charron Ave. and Pine Hill Rd. on behalf of the Nashua International Sculpture Symposium. The symposium is a three-week event in Nashua that has been held every year since 2008. The event focuses on placing sculptures from three international artists on public property throughout the city. The event runs from May 12th - June 4th, and an opening reception for the symposium will be held on May 12th from 6-8 at NIMCO on 1 Pine Street Extension.

The site that the Hershs are interested in is located within the airport's Runway Protection Zone. Larry Hersh noted that their present request is not just for this years' event, but for possible subsequent events in their long term plan.

Vice Chairman Cushing-Adams mentioned that the City is looking at future construction of a new right turn lane using some of the land in question at the intersection of Charron Ave. and Pine Hill Rd.

Alderman McCarthy explained that the turning lane would probably take up about 15 feet of the subject property. He noted that there might be issues with the City using land that was acquired with FAA funds for a City project, however, he recommended the site to the Hershs to increase the awareness of the airport with the general public.

Vice Chairman Cushing-Adams asked if the sculptures could be airport related and that Mr. Hersh told her that if you insist on a particular sculpture, you could get something ugly. She also asked just how permanent the agreement with the Symposium would be, and what would happen if the Airport decided to do something different with the property. Mrs. Hersh responded by saying that if the sculpture needed to be relocated, they have lots of volunteers that are willing to help out.

Secretary Scheifele expressed concern about the requested use of the property. He noted that there is still engineering work to be done on the property (grading, grass seeding) and that it will take some time for the new grass to be established. He mentioned that this being a Runway Protection Zone which is not suitable for

use as a public park. He also voiced concern about parking, as the area on Charron Ave. is some distance (500-800 feet) from the proposed viewing site.

Vice Chairman Cushing-Adams noted that she can get approval for the proposed use through a petition to the FAA.

Discussion of use of the propeller park at the corner of Perimeter and Pine Hill revealed that the Hershs had considered the park, but that they did not want to take attention away from the propeller statue.

Alderman Schoneman expressed the belief that the proposed site would be good for the Symposium use.

Director Stephens noted that the NAA owns the property and not the City. If the NAA at some point needs to use the property for any purpose, the Symposium would have to be willing to move the sculpture. In 20 years, the FAA will release its obligation on that land, which will mean the NAA will have free and clear ownership. NAA could then possibly donate the land to the City for traffic purposes. He also noted that with the current condition of the land, it doesn't take much rain to turn it into mud. He would support the use if there were some safety precautions in place such as a sidewalk. He would prefer that the land have some type of aviation use that will promote the airport.

When asked, Erik Strand of Gale Associates said the material used to fill in the cellar holes is not the best for placing a solid foundation on as it consists of silty fines.

MOTION BY Vice Chairman Cushing-Adams to approve that spot for a sculpture at some point working with the symposium.

SECONDED BY None

Secretary Scheifele and Director Stephens suggested that they would support the Symposium's request if there could be an agreement on some guidelines for the project. Once that has been achieved, the matter could be scheduled to be heard again at a later date.

MOTION FAILED (16-026)

MINUTES

Approval of the Nashua Airport Authority's March 2016 minutes

MOTION BY Secretary Scheifele to approve the NAA meeting minutes for March 2016.

SECONDED BY Vice Chairman Cushing-Adams

Vice Chairman Cushing- Adams indicated that she had some issues with the March 2016 minutes:

- She thought more of the conversation regarding NAA Communications #16-002 (runway closure) discussed at the March 2016 meeting should be included in the minutes. Secretary Scheifele said that he would review the Vice Chairman's changes for next month's meeting.
- In regards to page 2 of the April 2016 Airport Manager's Report, Vice Chairman Cushing-Adams indicated that she was not aware of any discussions regarding tree removal at the airport. Treasurer Mahoney noted that the subject of the tree removal was part of the March 2016 Airport Manager's report submitted last month.

The Lease Policy Committee section of the March 2016 minutes also had some issues in her view.

MOTION TO TABLE APPROVAL OF THE NAA MARCH 2016 MINUTES by Vice Chairman Cushing-Adams

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-027) Director Stephens dissenting.

TREASURERS REPORT – March 2016

Treasurer Mahoney noted that there are two parts to the finance package. One is the operating piece and the other is the non-operating piece. On the operating side, we finished the month about \$900 in the red for the month of March, where we had forecasted a \$4,000 loss. Year to date we are about \$42,000 ahead. On the non-operating side, there is an approximately \$25,000 shortfall that is associated with the timing of the FAA project funding income and payments.

Lower than expected labor costs drove the improvement against the March budget.

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

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-028)

COMMUNICATIONS

NAA-16-003 – Email from Steve Brouillette – Clarification on Paving Project

Secretary Scheifele read the email from Mr. Brouillette regarding last meeting's discussion of the proposed pavement project. Mr. Brouillette requested clarification on whether or not the pavement project would include plans to remove the Alpha Ramp tie downs next to his business.

Chairman Rosenblum offered that the Board would not be able to respond to Mr. Brouillette's request for clarification until the plans for the proposed pavement project had been solidified by the Airport Engineer. These plans will be discussed later on in the Airport Engineer's Report.

Mr. Brouillette stated that he was more interested in the Board's opinion rather than the Airport Engineer's opinion as to what the future would hold for Alpha Ramp. Chairman Rosenblum and Director Stephens indicated that the Board would not be able to respond accurately to Mr. Brouillette's questions about Alpha Ramp until the Airport Engineer had completed work on the pavement project plans.

NAA-16-004 – Email from Larry Hersh – Placing of a Statue (see above)

REPORTS

TOWER REPORT

Airport Manger Bourque reported that March 2016 operations at the airport increased by 1,000 over for the same month in 2015. Overall, operations at the airport are 42% higher year to date. This is pretty consistent with recent operations at most New England airports as the weather has been good.

AIRPORT MANAGER'S REPORT

Airport Manager Bourque reported that wildlife on the airport has been light with no reported strikes.

We have been starting to see turkeys and deer off the airfield and some turkeys on field.

We are currently undergoing a based aircraft audit, so thank you to all of you who have already responded.

The airport will be hosting a Homebuilt & Experimental Fly-In on June 25th, with a rain date of June 26th (The date has since changed to July 9). We are currently looking for volunteers and experimental aircraft to be part of the display. The Manchester Homebuilt Fly-In is scheduled for July 16th.

The Commemorative Airforce will be returning to the airport on June 6th. They will start their tours on June 8-12. They will be bringing the B-29, a C-47 and possibly a P-51 as well.

Planning for Wings and Wheels (formerly Touch-A-Truck) has begun for August 6th. We are currently soliciting for vehicles and aircraft. This event is about getting people of all ages interested in aviation. This year we will include a canned food drive for End 68 Hours of Hunger, which provides meals for needy students after the school week is done. We will be asking that everyone in attendance donate a canned or non-perishable good.

On August 5th at dusk we will host our second annual Boire Field Movie Night. We are looking to screen "Star Wars: The Force Awakens" on the lawn in front of the air traffic control tower. Thanks to the City of Nashua and Summer Fun committee for helping us put this even together. Last year there were about 250 people with children in attendance from toddler to early teens.

Our contractor came in today to set up the new NAA office computer and network. The computer will be up and running within a week.

Secretary Scheifele noted that when he has visited the airport, he has witnessed the majority of vehicles entering and leaving the airport that are failing to wait until gates are closed before proceeding.

Vice Chairman Cushing-Adams stated that the airport tenants and business owners should be notified in advance of any event planning so that they can coordinate operations with airport management. Director Stephens noted that there is an event calendar posted to the NAA website, and perhaps an email blast could accomplish the notification process. Airport Manager Bourque stated that he posts notices for NAA events to the calendar on the NAA website, the events page on the NAA website, the EAA's calendar of events, and the AOPA' calendar of events, among others.

AIRPORT ENGINEER'S REPORT

Erik Strand presented the Engineer's report on behalf of Gale Associates.

Fence and Gate Project #1 – The contractor will be on site Saturday to repair the PVC fence on the site located on the corner of Charron Ave. and Pine Hill Rd. The contractor also will be addressing other punch list and warranty items such as the locks for the pedestrian gates, and a couple of pedestrian gates that are going to be worked on. Vice Chairman Cushing-Adams asked Mr. Strand if the recent issues with the gates staying open and/or not functioning properly were going to be addressed. Farrell Woods noted that he and another tenant had difficulty getting the Brick Hangar gate and the gate next to the NAA building to open this past weekend. Mr. Strand noted that Gale Associates should be contacted to arrange to fix any fence and gate issues with the vendor.

Projects 2 & 3: Property Acquisition and Demo Projects - This project is basically complete. The site at the corner of Charron Ave. and Pine Hill Rd. needs to be regraded. There are a couple of drainage issues that need to be addressed. The contractor will be back during the first week of May to regrade the site, attend to the drainage issues, and seed the site. Director Stephens asked for a status on the FAA/NHDOT project grant money receipts. Mr. Strand indicated that the grant reimbursements were up to date.

Project 4: Airport Master Plan - The scope and fee for this project has been finalized, and the grant request for NHDOT/FAA funding was submitted to the NHDOT two weeks ago. The project funds are considered to be discretionary by the FAA. Therefore, it may take two months or so to receive notice as to whether the project will be funded. The FAA has rated this project highly, so there is a high probability that the project will be funded. Once we get closer to that notice date, we could start putting together a Master Planning Committee so when the approval does come through, everyone is ready to go.

Project 5: Pavement Reconstruction & Maintenance Project (Runway 32 end) – Plans and specs were submitted on March 24th. The project was put out for bid on March 25th with pre-bid meeting on April 1st. There was a bid opening on April 12th. Two bids were received with Continental Paving being the lowest bid. Upon review, their bid package was complete. Based on the company's bid, which was over the program development limit for the project NHDOT recommended that the airport submit an FAA grant request of \$1.645 million to cover the base bid. The NHDOT recommend against including the paving of the Alpha Ramp tie-down area in the grant request, as this would have cost an additional \$130,000. Because the project cost is over the Program Limit of \$1 million, this means we will be requesting \$645,000 in discretionary funds. Therefore, the NAA will have to look at which sections of the project we would be willing to cut in the event the FAA can only fund part of the discretionary funds requested.

Director Stephens noted that last year, the City approved \$22,500 for this project. This month, NAA met with the Mayor, who has approved putting an additional \$24,500 into the City's budget for FY17. Now the NAA is looking at another \$600,000, which potentially could be funded over three years of contributions with the City and get this whole area taken care of, or the NAA could come up with \$30,000 (or roughly our 5% share of the \$645,000) of our own to make up the \$600,000 additional contribution if we want to do all of this. Director Stephens favors going ahead with the entire \$1.645 million asphalt project and fund the final \$30,000 between now and the end of next year. If not, the Authority can always ask the City for an additional \$30,000, which we wouldn't see until 2018.

Erik Strand (Gale Associates) explained that the FAA would not approve an amount lower than requested without first discussing it with the airport. In order to receive the grant money, by signing the grant application, the Airport assures the FAA they already have the required 5% contribution on hand.

A discussion followed as to the type of asphalt that is to be used as required by the FAA, and the potential plan for the scope of the proposed asphalt placement based on the airport's budget and logistics. The start date of the project, and determination on the scope of the project, is dependent upon how and when the FAA makes the funding approval. It is possible that an approval could come as soon as July-August 2016. If the funding approval occurs any later than that, at least some of the paving work would have to be postponed until Spring 2017. There was discussion about a special Board meeting on this project once the FAA approval is received.

COMMITTEES

Lease Policy Committee and Parking Lot Leases

MOTION BY Vice Chairman Cushing-Adams to table the discussion on the formation of the Lease Policy Committee due to the late hour.

Director Stephens noted that this would be the third month in a row that this discussion has been postponed. He indicated that it was his intent to make a motion to form a Lease Policy Committee, and not to form a Lease Policy Charter. Once the Lease Committee is in place, they can work on drafting the charter. Then, the Board could move to approve the charter. The Lease Policy Committee would then hold public Lease Policy meetings. The Lease Policy committee will include airport users and not just NAA Board members.

Chairman Rosenblum stated that he would prefer that the Lease Policy Committee discussion wait until next month. The other Board members indicated that the Lease Policy Committee discussion deserved more time and attention than was possible tonight.

SECONDED BY Treasurer Mahoney

Roll Call

Chairman Rosenblum	YES
Vice Chairman Cushing-Adams	YES
Secretary Scheifele	YES
Treasurer Mahoney	YES
Director Stephens	NO

MOTION CARRIED (16-029) Director Stephens dissenting

Director Stephens requested that a special meeting should be scheduled to discuss the lease issue so that the discussion is not postponed again. He is a proponent of evergreen leases that automatically renew each year for a twenty-year period. Of the airports forty-eight leases currently in place, half will expire within the next ten years. The original base rate on these leases of five cents/square foot was established back in 1982 when the first lease was written. This rate has not kept pace with market rates over the years. The airport needs to see at least a 20% increase in lease income to meet its \$600,000 budget.

Director Stephens indicated that to his knowledge, the number one complaint against this Board is that it doesn't do anything. The reason why the airport has been stagnant is because the airport hasn't had the money to devote to marketing and things that would expand the airport's possibilities. The airport lost money from FY2010-FY2014 and basically broke even last year. The airport was able to continue operations with these losses because there was about \$600,000 in the bank at the time. Now there is only about \$120,000 of that left after spending on capital improvements. Director Stephens stated that he would like to see the airport spend more on supporting the future and the growth of the airport.

Public Input

None

Directors' Comments

Vice Chairman Cushing Adams – She reported Alderman Schoneman and his wife are expecting a baby. Greg Lison spoke to changes within the Young Eagles Policy in that now all volunteers are required to pass a criminal background check. Farrell Woods suggested that people go back and look at the policy updates as there have been some recent changes. He believes that the current state of the situation is that pilots and those who interact directly with the children are the only ones who will be required to pass the check. The Young Eagles Event Schedule has not been determined yet.

Vice Chairman Cushing-Adams asked Greg Lison if he was going to be keeping everyone up to date on the progress with the landing fees. Greg stated that there are some landing fee details that are still being worked out between the NAA and Infinity regarding the administration and collection of the landing fees that will go into effect on May 1, 2016.

Treasurer Mahoney – Thank you all for coming. I'm sorry to bring you back again, but I have a feeling that you will all come.

Secretary Scheifele – In the interest of public awareness, everybody needs to understand that if and when the Board adjourns to a non-public session, and everybody leaves and goes home, that we do come back and re-meet if necessary to vote on what we had discussed in non-public. Understand that if we retreat to non-public we are coming back in to the public session.

I would like to propose that we prepare a standard operating procedure on the closing procedures that cites the FAA policies et cetera and have it available to give to everybody so that there are no questions what happens, what the criteria is, how the decision making process works. The decision making process should include some input from the residents of the airport. I would ask that we formalize in writing a standard operating procedure for the closure of the airport.

Chairman Rosenblum – Thank you all for coming. I would like to have the Secretary in conjunction with the NAA office to prepare in our Board packet list of action items that come up from each meeting so that we can track what needs to be done and who is taking care of it. At the next meeting I will bring forward an updated communications policy. There is also a graph and report that tracks fuel sales I think would be helpful for the Board to receive on a monthly basis in the Board package.

Under new business for tonight there was a request that came to the Board with regards to use of Hangar 97 for non-aeronautical purposes on a short term basis. I wanted to bring that up for discussion and put it to vote.

Vice Chairman Cushing-Adams indicated that she was in favor of this use on a temporary basis at non-aeronautical use rates. Shane McLaughlin (hangar owner) explained that the lease would be for two months. The hangar is currently vacant and has no prospects. The business that would be renting the hangar has been here before. They will be constructing large bladders for tanks for a period of 60 days.

MOTION BY Vice Chairman Cushing-Adams to accept Nashua Jet Aviation's proposal for Hangar 97

Director Stephens asked for clarification. The lease term would be for 60 days. The non-aeronautical use rental rate would apply.

SECONDED BY Chairman Rosenblum

MOTION CARRIED (16-030)

Chairman Rosenblum reported police have been hiding on Pine Hill Road behind the trees so watch your speed.

Director Stephens announced that he would send all communications regarding the Lease Policy Charter to those whose names and email addresses are on the sign in sheet.

MOTION BY Director Stephens to adjourn

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-031)

The next meeting will be held on May 18,2016

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele