

# 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 Tuesday, January 20, 2015.

Secretary Moushegian called the meeting to order at 6:02pm

## ROLL CALL

**Present:** Treasurer Rosenblum  
Secretary Moushegian  
Director Jackson  
Director Cushing-Adams  
Interim Chairman Stephens – arrived 6:20pm

## PUBLIC INPUT

None

## MINUTES – December 2014

**MOTION BY** Secretary Moushegian to accept the Nashua Airport Authority's minutes from the meeting of December 9, 2014 minutes as presented.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED.** (15-001)

## ELECTION OF OFFICERS

**MOTION BY** Secretary Moushegian to table the acceptance of slate of officers for 2015 until Interim Chairman Stephens is present.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED.** (15-002)

## TREASURERS REPORT - December 2014

Treasurer Rosenblum commented that for the six month period ending December 31<sup>st</sup> we are a bit higher in revenue in land lease income and fuel flowage income; however, we are down approximately \$2,400 in tie-down parking income and down about \$2,600 for snow removal income. The net result is even, we have \$243,000 received in actual and budgeted \$243,000 in total income. On the expense side, we have some overages and some underages. No significant changes. Our total expense is approximately \$267,000 and we budgeted \$281,000, we are approximately \$14,000 under budget to date. Overall our net income as of December 31, 2014 is a shortfall of \$23,802; which is about \$15,000 better than budgeted.

**MOTION BY** Treasurer Rosenblum to accept the December 31, 2014 financial reports as presented pending annual audit.

**SECONDED BY** Director Cushing-Adams

**MOTION CARRIED.** (15-003)

**COMMUNICATIONS**

NAA-14-062	Pilgrim Aviation / Sign Approval	FILED
NAA-14-063	Phelps Dunbar LLP / Sweeney Case	FILED
NAA-14-064	Acadia Insurance / Sweeney Case	FILED
NAA-14-065	EastPoint Properties / Sign Approval	FILED
NAA-14-066	Nashua Children’s Home / Thank You Letter	FILED
NAA-14-067	Boire Properties LLC / Purchase of Fuel Farm	FILED

**REPORTS**

***Tower Report***

Manager Bourque reported that in calendar year 2014 we finished with 57,799 operations which is about 3.6% above CY 2014. The FAA also produces a report of operations that includes all towered airports in the state and according to that report, we are the only airport in the state that saw an increase in activity.

***Airport Manager***

- Wildlife activity on the airport has been light with no reported strikes.
- The recent Omnibus Spending Bill included full and dedicated funding of \$144.5 million for the US Contract Tower Program. This dedicated funding ensures the program will be effective throughout Federal FY2015.
- Initial planning is ongoing for the 2015 Aviation Safety Expo which was very well attended last year. The event will be held at Daniel Webster College.
- On Thursday, January 15, NHDOT presented the preliminary findings of their State Aviation System Plan Update which was very well attended. There were five State Representatives, three aldermen and one State Senator as well as a representative of Senator Ayotte’s office and dozens of airport tenants and users.
- David Heath has contracted through Mesh Agency for design ideas for a new airport logo. Director Cushing-Adams discussed and presented the three options that David Heath obtained from Mesh Media whom also designed the City of Nashua logo during the rebranding. Director Cushing-Adams has asked for input from the airport community. David Schoneman talked about color and how it’s trendy and can go out of style. In addition, it’s more costly for printing. He doesn’t feel there is a need to have the same theme as the city. Mr. Schoneman commented that some people felt that the “Gate City” was outdated and this logo was part of the plan to rebrand. Interim Chairman Stephens ask if the city changed their logo. Mr. Schoneman commented that Dare to Begin was adopted by somebody, but the response wasn’t great.

***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 / Waiting for state approval to close out project. No change since June 2012.
2. Runway 14-32 Obstruction Removal and Approach Survey NHDOT #SBG-12-06-2010
  - Complete / Waiting for state approval to close out project. No change since March 2013.
3. Wildlife Hazard Assessment, State Historic Preservation Office (SHPO) Area Form and SWPP Update NHDOT # 12-10-2013
  - Draft of the final report has been submitted to Nashua Airport and Gale for review and comment.
  - Once report is accepted, the project will be closed out. Close out of this project is scheduled for February or March of 2015.
4. Install Perimeter Fence and Gates NHDOT #SBG-12-12-2013 & 12-14-2014
  - The project is currently on day 85 of 90.
  - Gale has submitted an application to the City of Nashua ZBA to seek a variance for the height of the fence for the installation of fencing around the two properties recently acquired by the airport. The City of Nashua approved the fencing height however, has requested no barbed-wire if possible.
  - Contractor has requested payment for the first and second months.
5. Property Acquisition 31 Charron Avenue, NHDOT #SBG-12-13-2014; and Property Acquisition 79 Pine Hill Road, NHDOT # SBG-12-15-2015
  - Property acquisition and relocation of homeowners complete. Awaiting final cost for relocation and demolition is scheduled for early 2015. Bids will be requested for demolition on both properties in late January/early February 2015.

Nashua's 2015-2017 DBE Plan has been submitted and is currently being reviewed by Thomas Knox, Regional DBE/ABCDE Program Compliance Team Specialist.

David Schoneman commented on the barbed-wire and asked about the possibility of removing the existing barb-wire on Pine Hill Road. Interim Chairman Stephens agrees and has requested Nik of Gale Associates to look into this option.

## **COMMITTEES**

### ***Canon Committee***

Rob Holland, Chairman of Canon Committee, stated that they are reviewing the S&P and moving forward. The draft copy of minutes should be approved at January 22, 2015 meeting and will be posted on the website. Director Cushing-Adams, liaison to the Canon Committee, commented on the committees vote to move forward with reviewing the S&P document. There were some concerns regarding a memo that Interim Chairman Stephens submitted. Farrell Woods has been voted on the committee. Director Cushing-Adams has heard some concern that the meetings are too frequent and request for meetings to be held every two weeks.

### ***Marketing Committee***

Director Gordon Jackson discussed the highlights on the marketing meeting that was held on January 15, 2015. There has been some difficulties getting data out to people and will be using email and a blog to keep people updated. Next meeting will be held during the second week of February 2015 and the goal is to further define the direction in which they want to move. Director Gordon also expressed his concern regarding the logo and feels it belongs in the marketing committee.

## **OLD BUSINESS**

### ***AOPA Fly In 2015***

Manager Bourque reported that AOPA has decided to migrate away from the northeast for Fly In 2015 for it was held in this area last year.

### ***Underground Fuel Farm***

During communications, Secretary Moushegian commented that the no decisions have been made regarding the sale of the fuel farm to Boire Properties. There are still discussions with NJA regarding their fuel farms.

Interim Chairman Stephens discussed the standstill with Nashua Jet and an alternate solution with the removal and replacement of the fuel farm. A meeting was held this past Monday with NJA, Interim Chairman Stephens and Secretary Moushegian. At the end of the meeting, NJA stated that they are not prepared to help fund the fuel farm. Interim Chairman Stephens has looked into transferring fuel tanker to tanker. Although, it's illegal, many people are doing it. Bill Psaledakis asked if the Airport is exiting the fuel business. Interim Chairman stated yes.

### ***Fence Line Modification to Include Property Recently Acquired***

Interim Chairman Stephens reviewed the 4 options available to fencing the properties recently acquired. Secretary Moushegian commented on the liability of the existing structures. As of today, there has been no issues or trespassing on the property as far as the Airport Authority is aware. Director Cushing-Adams is in favor of Option 3 (Angled Fenceline). Interim Chairman Stephens is in favor of Option 4 (Square Alignment) first, Option 3 second. The existing post and rail fence is in good shape. Director Jackson commented on the three year waiting list for public gardens in Nashua and is looking to see if

Nashua Parks and Rec's is interested in putting the land into use. Airport Manager Bourque stated that the FAA has strict limitation as what can be done inside the Runway Protection Zone. Weston Liu commented about the maintenance expense and what we can expect after the fenceline has been completed. Rob Holland commented on the FAA's desire to promote aviation. Concerns were discussed about what the property will look to in the future and who will care for it.

**MOTION BY** Secretary Moushegian to adopt Option 2 (Full Enclosure)

**SECONDED BY** Director Jackson

**OPPOSED BY** Director Cushing-Adams, Treasurer Rosenblum, and Interim Chairman Stephens

**MOTION DENIED.**

**MOTION BY** Director Cushing-Adams to adopt Option 3 (Angled Fenceline)

**SECONDED BY** Treasurer Rosenblum

**OPPOSED BY** Secretary Moushegian

**MOTION CARRIED.** (15-004)

***Sweeney vs. NAA et al.***

Secretary Moushegian briefly discussed the Sweeney case and how this lawsuit came about. The claim is regarding the trees tagged for removal for the runway project where located on their property. However, a tree clearing truck associated with removal of the trees was photographed on their property. Listed in the complaint is Ladd Site Work, Epsom Land Clearing, NAA and Gale Associates.

Airport Manager Bourque commented that the position of the airport and Gale Associates that there were no trees removed from this property. The plaintiff is asking for \$24,000 in damages.

***CIC & CIP Review and January Budget Committee***

Secretary Moushegian requested the city cover the airport's capital needs for the next six years. There was much discussion as to how we operate. Secretary Moushegian emphasized how much we are relying on their financial support.

Interim Chairman Stephens discussed our self-sufficiency for the last 40 years. In addition, he discussed how we have the opportunity to create a great airport with the support of the FAA. Without the city's support, we will have to stop moving forward.

***Pilgrim Aviation***

Mark Strangio of Pilgrim Aviation is seeking approval to hang signage on the hangar he will be renting for flight training business on the airport.

**MOTION BY** Interim Chairman Stephens to accept the proposed signage for Scientific Solutions and Pilgrim Aviation provided the compliance with the city’s requirements.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED.** (15-005)

**ELECTION OF OFFICERS**

**MOTION BY** Secretary Moushegian to accept the slate of officers for 2015 as presented.

Chairman – Dennis Stephens  
Vice Chairman - Richard Moushegian  
Treasurer - Michael Rosenblum  
Secretary - Sandra Cushing-Adams  
Director - Gordon Jackson

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED.** (15-006)

**NEW BUSINESS**

***EastPoint Properties – Sign Approval***

**MOTION BY** Director Cushing-Adams to approve a temporary sign for ninety days and if needed, the airport manager can make subsequent approvals.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED.** (15-007)

**OTHER**

Director Cushing-Adams introduced Robert Pinksten, owner of Airshow Experience LLC and briefly discussed his upcoming new business.

She also thanked Bill Psaledakis for taking Mr. Speis, a concerned neighbor, for a plane ride.

**PUBLIC INPUT**

Mrs. Susan Psaledakis questioned about the hearsay of a fuel tank to be sold. Interim Chairman Stephens commented about an existing contract with companies and cannot sell from underneath them. A question was asked about the expiration date of Peter Stein’s tank. Interim Chairman Stephens

noted that the tank is a non-corrosive tank and does not have an expiration date. Interim Chairman Stephens also stated that we plan on keeping the fuel flowage fees.

Andy Neyens commented on when the presentation of the audit would take place. Treasurer Rosenblum commented that he just received the draft audit today and the auditor will be attending February's meeting to present the audited financials.

Steve Brouillette asked about the possibility of selling the homes the airport purchased. Interim Chairman Stephens commented that if a contractor was willing to move it, they would sell it.

**ADJOURNMENT**

MOTION BY Interim Chairman Stephens to adjourn meeting.

SECONDED BY Director Jackson

**MOTION CARRIED.** (15-008)

Respectfully submitted,

Richard Moushegian, Secretary

SEE ATTACHMENT FOR ATTENDEES LIST