

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, January 20, 2016.

Chairman Stephens called the meeting to order at 6:05pm.

ROLL CALL

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

Secretary Cushing Adams provided an update on the airport community. Bill Sconce recently passed away. Bill worked closely with Ron Emond of Air Direct Airways. There will be a memorial service for Bill on February 13th from 11:00-2:00 in Hangar 81. Thank you to the McLaughlins for providing the meeting space.

Danny Moreau (NAA Airfield Technician) also recently passed away. His services were held today. Matt Berube (Airfield Supervisor) and Joe Callahan (Airfield Technician) will work hard to try to fill Danny's shoes. If you have any questions, you can speak with them. Thank you to the airport community for coming together for Danny's service and the following memorial meeting.

Chairman Stephens opened up the floor for public input, pointing out that the opportunity for discussion on the new Standards and Procedures is scheduled to take place when Old Business is addressed

PUBLIC INPUT

Alderman David Schoneman welcomed the two new Board members and thanked them for their service. He explained there were five applicants and he and Alderman Brian McCarthy conducted interviews and expressed appreciation for the volunteer spirit in New Hampshire. Alderman Schoneman introduced Alderman Donald LeBrun who is the new alternate aldermanic liaison to the airport authority.

MINUTES

Secretary Cushing-Adams indicated there are issues with the December 20, 2015 minutes and their approval was tabled for the next meeting.

TREASURER'S REPORT

Treasurer Rosenblum presented the November and December financial statements. He indicated that land lease income is up about \$7,500 year-to-date and fuel flow fees are down for the year about \$4,000 year-to-date. Fuel farm income is down about \$1,000 per month due to the loss of the underground fuel farm and tie-down parking is up \$1,200 year-to-date. We are waiting for our portion of the State of New Hampshire aircraft registration fees. On the expense side, we are under budget. Areas we have recognized savings include full-time wages, overtime and fuel while part-time wages are over budget by about \$4,000 due to some timing

issues. Treasurer Rosenblum reported that workers' compensation expenses were taken care of in prior months so we are up to date with that expense. Also, snow removal income is under budget due to the lack of snow.

Our net ordinary income for the month shows we are \$9,500 better than budgeted and \$5,200 under budget year-to-date. There was additional income of approximately \$15,000 for the month to include a FEMA reimbursement of \$7,400 for the January, 2015 snow storm emergency as well as a workers compensation refund and the sale of an old dump truck for \$5,000.

In conclusion, with the additional \$15,000, we are \$9,600 ahead of budget whereas without the additional income, we would be around \$5,000 behind budget.

MOTION BY Treasurer Rosenblum to accept the financial statements for November 30 and December 31, 2015 pending audit.

SECONDED BY Director Mahoney

Secretary Cushing-Adams asked about aging receivables. Treasurer Rosenblum indicated some of the most serious delinquent balances have been cured. Director Mahoney asked how much our aging receivables are and Treasurer Rosenblum responded it was around \$15,000.

Alderman Schoneman inquired about the increase in tie-down revenues which he said is promising.

Director Mahoney inquired about fuel farm income. Treasurer Rosenblum elaborated that the loss of the underground fuel farm happened after the budget was approved.

MOTION CARRIED (16-001)

COMMUNICATIONS

None

REPORTS

Tower Report

Office Manager Mary Beth Merritt reported the airport operations were down about 8% over the prior year. The total count for 2015 was 53,210 compared to over 57,000 for 2014.

Director Scheifele inquired about the date printed on the report received from the air traffic control tower which is incorrect. Secretary Cushing-Adams responded that she inquired with the tower and it's an item that apparently can't be changed.

Alderman Schoneman asked about the volume of traffic in the state. Eric Strand reported that operations across New England are down overall about 10%. There was some discussion about Hanscom.

Airport Manager Report

Wildlife activity on the airport has been light with no reported strikes.

Snow removal has been going smoothly despite personnel issues. Thanks to users for their help and cooperation during these few storms.

Our newest employee, Joseph Callahan has started work as of January 4. Welcome Joe!

Our intern, Jonathan Lavery has begun work as part of Hollis-Brookline's Life Skills Transition Program. John works for one hour every Monday.

The Granite State Airport Management Association (GSAMA) is looking to hold their March meeting in Nashua and we are looking for locations.

We have begun talks for the return of the Commemorative Air Force in June. Current plans are for them to arrive on June 6 and stay through June 12. They will be bringing back the B-29 among other aircraft.

Thanks to airport user comments, both the NDB-14 and the VOR-A approaches have been spared from the chopping block at least for now.

Initial planning and coordination is underway to host an aviation workshop to encourage high school teachers to engage their students in STEM, likely on April 2 in conjunction with the New England Aviation Safety Expo at Daniel Webster College.

Engineer Report

Erik Strand of Gale Associates, Inc. reported the Avigation Easement project has been closed out.

The fence project has been completed aside from the fence changes behind the two purchased properties. There was some discussion about the fence budget. Farrell Woods reported an issue egressing the airport at Gate 7. Dave Wilke inquired about the fence changes on the south end of the airport.

The two houses have been demolished on the corner of Pine Hill Road and Charron Ave. Chairman Stephens pointed out there has been some ponding at the site that needs to be corrected.

The preliminary steps for the Airport Master Plan Update project are underway. There was some discussion about early funding.

The Pavement Reconstruction Project on the south end of the airport is in the beginning stages. There has been some pavement and geotechnical analysis completed and is being analyzed and the consultant is putting together a fee schedule. There might be a bid opening sometime around early March. Chairman Stephens expressed concern about the current drainage around hangars that will need to be remedied. There was some discussion about working with the City to fund the Airport's local share of the project. Weston Liu inquired about the limits of the first

phase of the paving. Attorney Shane McLaughlin requested consideration for drainage needs around the south hangars.

FY2015 Independent Auditor's Report

This item was tabled as there was no representation from the Airport's auditor.

COMMITTEES

Standards and Procedures, Summarize Final Recommendations

MOTION BY Chairman Stephens to accept the January 20, 2016 Standards and Procedures (S&P) draft as proposed by the S&P Review Committee with the following changes:

1. 1.2.4 will remain unchanged from the original;
2. 1.2.5 will be added with minor corrections to formatting;
3. 1.4.3 will be added with no changes to the Committee's recommendation;
4. 1.4.5 will be added with the only change to replace, "supplements" with, "conflicts with".
5. All of the other S&P Committee's recommended changes will be adopted.

SECONDED BY Vice-Chairman Rosenblum

Chairman Stephens summarized the parts of the S&P that the NAA would have liked to see some additional consideration by the S&P Committee. The NAA can't accept any changes to the S&P that would limit their ability to operate the airport. Specifically, Section 1.2.4 should not change from the original version,

Section 1.2.5 as proposed concerns its self with how the S&P Committee will be formed in the future, the NAA believes this should be decided by future Boards. Chairman Stephens reiterated his objection to 1.2.5 as it dictates to the NAA how to form committees in the future. Director Scheifele explained that he thinks 1.2.5 attempts to micromanage the NAA and should be eliminated. Dave Wilke recounted the history of updating the S&P and read a letter from Chairman of the S&P Committee, Rob Holland. There were numerous comments from the airport users and S&P Review Committee members in support of including 1.2.5 in the new draft. Chairman Stephens expressed concern that by including 1.2.5, the NAA could open themselves up to litigation. Chairman Stephens, after listening to comments from the airport users decided to amend his motion to include section 1.2.5.

Chairman Stephens explained that 1.4.5 would remain unchanged from the original S&P as it ties the Board's hands. Secretary Cushing-Adams responded she did not have a problem with the additional language of 1.4.5. There was some discussion about inclusion of additional language that would necessitate reconvening the S&P Review Committee. After hearing comments from the airport users and other Board members, Chairman Stephens agreed to amend his motion to allow changes to 1.4.5, but to replace the word, "supplements", to, "conflicts with".

Chairman Stephens moved on to 1.4.3 and explained the NAA tried to clarify the intent of the S&P Review Committee's recommendation by adding, "but not limited to" with respect to renewing leases. There was discussion about the process of renewal for leases. Chairman Stephens finalized by pointing out there were also some grammatical and formatting issues that were corrected in the draft with the NAA corrections.

Chairman Stephens went back through each of the aforementioned sections and asked for consensus from the other Board members.

Regarding the NAA adding language to 1.4.3, there was no Board support.

Regarding the removal of the Committee's additional sentence in 1.4.5, the NAA agreed to instead change the word, "supplements" to, "conflicts with".

Regarding 1.2.4, the consensus was to reject the S&P Review Committee's modification which amounts to the addition of the word, "only".

Regarding 1.2.5, the consensus was to include the language proposed by the S&P Review Committee with some formatting changes.

MOTION CARRIED (16-002)

OLD BUSINESS

Standards & Procedures, Vote to Implement Updates (see above)

NEW BUSINESS

Form Committee to Develop Lease Policy for NAA (tabled)

Parking Lot Leases (tabled)

Biannual Adjustments to Leases (tabled)

Registration Fees (tabled)

Biannual Adjustments to Fuel Flow Fees

MOTION BY Treasurer/Vice-Chair Rosenblum to adjust the Fuel Flow Fee in the Operating Rights Agreement with Keyson Enterprises Inc., transferred to Infinity Aviation, as allowed per the bi-annual recalculations. The fees will be set using the CPI-W indexes and the calculations identified in the Agreement, when the 2015 CPI-W is published.

SECONDED BY Secretary Cushing-Adams

Treasurer/Vice-Chair Rosenblum pointed out the current fuel flow fees of \$.08 and \$.09 per gallon for Avgas and Jet-A respectively. Using the estimated CPI-W, the anticipated rates will be \$.111 and \$.13 respectively.

Director Scheifele inquired about the NAA's ability to lower the fuel flow fees in the future if necessary. There was some discussion as to why the CPI-W was selected as the multiplier. There was some discussion about the net gain these increases will yield which is approximately \$20,000 per year based on 2015 gallons pumped. There was some discussion about the current price of fuel at ASH and other airports. Rick Bartle cautioned that raising the fuel flow fees could drive away large volume buyers. Secretary Cushing-Adams proposed implementing half of the increase this year and half in January 2017. Chairman Stephens suggested

implementing the increase over two years as an administrative action, rather than by Board vote.

MOTION CARRIED (16-003)

Election of Officers

MOTION BY Chairman Stephens to nominate the following:

- Michael Rosenblum as Chairman
- Sandra Cushing-Adams as Vice-Chairman
- Michael Mahoney as Treasurer
- Robert Scheifele as Secretary
- Dennis Stephens as Director

SECONDED BY Secretary Cushing-Adams

MOTION PASSED (16-004)

PUBLIC INPUT

Mary Parker reported that her calculation of last year's CPI-W would have resulted in a decrease in fees.

Alderman Schoneman congratulated the Board on the new positions.

Farrell Woods thanked the Board for their service and suggested in jest that Chairman Rosenblum should be calling on people with raised hands.

Wes Liu thanked the Board for bringing the S&P process to a close after an interesting chapter in the airport history. He went on to say it was a constructive experience.

DIRECTOR COMMENTS

Vice-Chair Cushing Adams stated the next meeting will be February 17 and asked if there were any conflicts. She said she has an address for Bill Sconce's wife if anyone would like to send cards. Don Davidson is in the hospital and is very ill. Infinity Aviation is collecting jeans for high school aged kids so please donate. She is meeting with the new fire marshal to discuss having gatherings at the airport. There will be a grant assurance seminar on Friday, January 22 at 5:30 pm in this same room. She is interested in putting together an informal committee to review aircraft registration fees. She thanked Maintenance Supervisor Matthew Berube for his work.

Treasurer Michael Mahoney said he will need Chairman Rosenblum's help getting a handle on the airport's finances. He expressed appreciation for the welcoming of the airport community and asked for patience as he gets up to speed.

Chairman Michael Rosenblum thanked the public for their input into the S&P Review Committee. He thanked Director Stephens for his tireless work as Chairman and Vice-Chair Cushing Adams for her work as social director and welcomed the two new Board members.

Director Stephens said he has enjoyed being Chairman, but it has been somewhat exhausting. He will enjoy focusing on a few projects, rather than the whole picture. He has thoroughly enjoyed the connections he has made with the airport community and wants it to continue. He mentioned he began the practice of assigning directors items on the agenda and hopes to see it continue. He thanked everyone for their time.

MOTION BY Secretary Cushing Adams to adjourn public session and move to non-public session under RSA 91-A 3 II (b).

SECONDED BY Director Stephens

MOTION CARRIED (16-005)

MOTION BY Treasurer Mahoney to exit non-public session, enter public session and seal the minutes.

SECONDED BY Secretary Scheifele

Roll Call: Chairman Rosenblum
Vice-Chair Cushing-Adams
Treasurer Mahoney
Secretary Scheifele
Director Stephens

MOTION PASSED (16-006)

MOTION BY Chairman Rosenblum to adjourn the meeting.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-007) 10:30 pm

The next Board meeting will be held on February 17, 2016

SEE ATTACHMENT FOR ATTENDEES LIST

Respectfully submitted,

Secretary Robert Scheifele