

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, March 15, 2017.

Chairman Rosenblum called the meeting to order at 6:01 pm.

ROLL CALL

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

AIRPORT MANAGER CANDIDATE

The NAA Board interviewed thirteen candidates for the Airport Manager position. Two finalist, Maria Byrnes and Chris Lynch, attended the Nashua Airport Authority Meeting to present themselves and answer questions received from the airport users.

PUBLIC INPUT

Airport user Steve Brouillette, Dave Schoneman, Graham Smith, Roger Mathews and Wes Liu asked several questions and discussed their thoughts regarding the selection of the airport manager.

MINUTES

MOTION BY Secretary Scheifele to approve the public minutes for January 17, 24, and February 15, 2017.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

MOTION BY Secretary Scheifele to approve the non-public minutes for February 15 and 27, 2017.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT – February 28, 2017

January financials were on hold due to a few questions that have been answered and figures confirmed.

In February, our income was \$5,000 higher due to snow removal. Our expenses were lower due to the absence of the airport manager's wages. For the month, we show a surplus of \$18,000. For year to date a surplus of \$50,000; however, after our percentage share expense of projects we have a net shortfall of \$7,500. We expect that to be in the positive within the next month.

MOTION BY Chairman Rosenblum to approve the January and February financials pending audit.

SECONDED BY Secretary Scheifele

MOTION CARRIED

Chairman Rosenblum reviewed our cash position and we are at a point we can invest in a certificate of deposit. We are looking at a 12 – 13 month certificate.

MOTION BY Chairman Rosenblum to approve the purchase an \$80,000 certificate of deposit not to exceed 13 months.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

COMMUNICATIONS

Secretary Scheifele reported that NAA received several new communications.

FAA – Proposal to decommission/remove SKR NDB at KBED

Hollis Brookline High School – Intern Pre-Employment Skills

Debora Lowke – Application for administrative job at NAA

Tamposi Company – Lease extension 106 Perimeter

FAA – Proposal to decommission/remove RWY 29 BED Outer Marker and BEDDS Locator Outer Marker at KBED

Macair – Host NISS Reception in May

All communications to be placed on file.

REPORTS

TOWER REPORT

Chairman Rosenblum reported that there were about 13 less landings from last February with a count of 3,252 for February 2017.

AIRPORT MANAGER'S REPORT

Secretary Scheifele thanked the snow plowing crew for their efforts. Gate 12 is out of operation and hopefully will be operable by tomorrow.

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.

- The Master Plan Committee (MPC) held its first meeting on March 6th and focused on roles, responsibilities, scheduling, and data collection efforts. Huge thank you to Director Woods and Director Duquette.
- Gale has received feedback on Chapter 1 and is updating accordingly.
- Gale is continuing to work on Chapter 2 (Existing Conditions) and Chapter 3 (Existing Environmental Conditions and Sensitive Areas), and coordinating with the MPC on data collections efforts.
- Gale will continue updating the Airport Layout Plan in accordance with the FAA's Standard Operation Procedures. This task will be ongoing through the duration of the Master Plan Update as information becomes available.

Pavement Reconstruction and Maintenance project SBG 12-17-2016

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

- A pre-con meeting was held in the beginning of March.
- Gale has requested a price for the addition of tie-downs to the project.
- We are waiting for the agreement with Town of Whitefield for the transfer of FAA NPE funds.
- Phase I - Contractor has requested a construction start date of April 3, 2017 and will continue for 30 days. Work areas and Inner Taxiway will be closed to operation for 30 days. Taxiway 'A' closed for 3-5 days. Hangars and aircraft in hangars will not be accessible during construction. Recommend relocating aircrafts prior to start of construction.
- Phase II starts on May 3, 2017 and continues for 45 days. Work areas will be closed to operation for 45 days. Taxiway 'A' closed for 3-5 days. Hangars, tie-downs, and aircraft in hangars or tie-downs will not be accessible during construction. Recommend relocating aircrafts prior to May 3, 2017. Parking lot next to brick hangar will not be accessible during construction and Gate 5 will be closed to operation during this time.

Runway Groove and Seal Project SBG 12-18-2016

- Gale submitted the 75% design plans, specifications, and EEOC to the Airport, NHDOT and FAA for review and comment. The meeting was held on March 9, 2017.
- The Pre-Bid Meeting is scheduled for March 21, 2017 at 10:00am at the airport. The Bid Opening is scheduled for March 28, 2017 at 10:00am at the airport.
- This project is scheduled to start early to late fall of this year.

Discussion was held regarding the shutdown of the runway and the use of the taxiway for landings/takeoffs during this time.

COMMITTEES

Strategic Planning Committee

Director Duquette stated there was no meeting this past month.

Master Planning Committee

Director Woods discussed the first meeting.

OLD BUSINESS

Perimeter Place Investments and SAT Sr. LP

Perimeter Place Investments and The Tamposi Company are interested in selling their property and would like the lease extended. The FAA guidelines on lease term extension for aeronautical use is no longer that 50 years and non-aeronautical use is no longer than 25 year.

HB124

Chairman Rosenblum reported that there was support from general aviation, corporate jets, FBOs, and airports. Discussion on how to make up the \$900,000 if the registration fees were to disappear. At this time, there is no adequate solution. The NH House will study this bill to find a sufficient solution and bring back to legislation in January 2018.

NH Fuel Toll

Director Woods and Wes Liu discussed the toll that NH collects for fuel. Part of the grant assurances is that 100% of fuel taxes charged at the state level must go back to the airport. We are only receiving 25%.

Mayor Meeting

Meet with the Mayor with regards to budget request. We requested funds for 2 projects totaling \$70,250.

DATES TO REMEMBER

Boy Scouts Camporee – May 5-7, 2017
NH Aviation Museum Fly In – June 6, 2017

PUBLIC INPUT

Andy Nivens discussed the CD of \$80,000 and FDIC and the start of the year end statements.

Dave Wilkie questioned if we have had contact with and informed the airport users regarding the pavement project.

Wes Liu, Dave Schoneman, Steve Brouillette, Michael Henning, and Dave Wilkie commented on the candidates for the Airport Manager position.

DIRECTOR COMMENTS

Secretary Scheifele – Updated on DWC and discussed the courts request for an extension we approved for 90 days.

Director Woods - Expressed concerns for the location of NAA Board Meetings after April.

Vice Chairman Cushing-Adams –Al Duprey and Mike Dunn’s mother has passed away – condolences to their families. Congrats to Mayor Donchess for the birth of your grandson.

Chairman Rosenblum – Addressed the board regarding increasing the number of board members to seven. This will need to be done at the state level in January 2018.

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 Director Woods

Roll Call Vote

Present: Chairman Rosenblum, Yes
Vice Chairman 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.

SECONDED BY Chairman Rosenblum

MOTION CARRIED.

ROLL CALL

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

MOTION BY Director Duquette to adjourn the public session

SECONDED BY Chairman Rosenblum

MOTION CARRIED

The next meeting is scheduled for April 19, 2017

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele