

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 15, 2015.

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

ROLL CALL

Present: Chairman Stephens
Vice Chairman Moushegian
Treasurer Rosenblum
Secretary Cushing-Adams

Absent: Director Jackson

PUBLIC INPUT

None

MINUTES – March 2015

MOTION BY Secretary Cushing-Adams to accept the Nashua Airport Authority's minutes from the meeting of March 18, 2015 minutes as presented.

SECONDED BY Vice Chairman Moushegian

DISCUSSION: Treasurer Rosenblum requested a spelling error to be corrected under CIC & CIP Review and NAA Budget Committee.

MOTION CARRIED. (15-025)

TREASURERS REPORT - March 2015

Treasurer Rosenblum commented on the financials for the month of March and Year-To-Date. Land lease income is up \$1,600 for the month and tie-down parking is down \$550. We budgeted \$6,250 for the month on snow removal and we had no snow; however, our year to date actual for snow removal was \$38,280 versus our budgeted amount of \$25,000. For expenses, our wages are below budget by \$3,500 due to a vacancy in the work force. Our other expenses are pretty much in line. We had a \$5,500 fuel expense which was primarily for the snow removal in February. There was a shortfall of \$2,100 on the net income for the month of March and we projected a shortfall of \$3,100, that's a variance of \$1,000 to the positive. Year to date, we show a shortfall of \$13,000 and we have budgeted a shortfall of \$48,000, therefore we have a \$35,000 variance to the good. However we are still in a deficit position.

MOTION BY Treasurer Rosenblum to accept the March 31, 2015 financial reports as presented pending annual audit.

SECONDED BY Chairman Stephens

DISCUSSION:

Secretary Cushing-Adams verified with Treasurer Rosenblum that the job opening advertisement be charged to the advertising budget. Treasurer Rosenblum confirmed. Secretary Cushing-Adams also verified with Treasurer Rosenblum that the purchase of twenty gate remotes was charged to Building & Grounds. Treasurer Rosenblum confirmed. Airport Manager Bourque also confirmed the remotes were needed for snow plows.

Andy Neyens requested the cash and loan amounts for March. Treasurer Rosenblum noted that as of March 31 we have \$33,000 in our operating account, a certificate of deposit of \$53,000 for renewal in January 2016 and a certificate of deposit in Nashua Bank which was just renewed at \$67,777. We have an outstanding loan in the amount of \$80,000.

Alderman Schoneman questioned if that was the loan we obtained for the property. Chairman Stephens commented that this was the loan of originally \$200,000. We expect reimbursement for this loan in July/August timeframe. We had prepaid another project and received the funds which we applied to the loan. We are waiting for reimbursement from the FAA.

MOTION CARRIED. (15-026)

COMMUNICATIONS – read by Secretary Cushing-Adams

NAA-15-006	NHDES / UST Removal Deadline	FILED
NAA-15-007	Desmarais, Ewing, & Johnston / Sweeney Case	FILED

Chairman Stephens commented that the deadline for the Sweeney interrogatories is May 10th. Many of the questions will be unanswerable due to the Airport Manager being hired after the alleged incident. He suggested the airport manager consult with the attorney if needed. Vice Chairman Moushegian has reviewed the interrogatories and is in agreement with the answers provided by Manager Bourque.

REPORTS

Tower Report

Manager Bourque reported that for the month of March 2015 we are down 571 operations from March 2014 which represents about a 13% decline and an overall decline of 20% YTD. The jet operations were on the low end for the month of March.

Airport Manager

- Wildlife activity on the airport has been light with no reported strikes.
- The taxiway lighting system is back in service. The problem resulted from a burned up transformer.
- The 2015 Touch-A-Truck event planning has begun. The event is scheduled for August 15 from 10:00 am to 2:00 pm.
- The 2015 Aviation Safety Expo on March 28 was another huge success. There were over 200 people who showed up.
- We have received the final draft of the Wildlife Hazard Assessment. The document has been posted on our website.
- We are in the final stages of hiring a new airfield technician.

- The FAA is proposing the elimination of two approaches into Boire Field, the VOR-A and the NDB RWY 14 as well as 734 other approaches across the country (including others at NH airports). We are asking all of you to submit your comments directly to the FAA through the Federal Register. The comment period will be open until May 28, 2015. With such a rich training environment, we believe all of our approaches should be preserved, particularly the VOR-A which serves as an excellent backup in the event any of our ILS equipment is down. Chairman Stephens suggested that we send out an email blast. Manger Bourque has already sent this out.
- On Tuesday, I attended an informational meeting by FEMA. We will entitled to, and will be requesting reimbursement for damages incurred during the blizzard that took place in late January through the Hazard Mitigation Grant Program. We will be requesting around \$10,000 for the damages we incurred.
- We have entered into an agreement to host the Commemorative Air Force in June. Does this require NAA approval? Chairman Stephens suggested selling refreshments? Manager Bourque will look into this request. Alderman Schoneman requested they park on the apron in front of the restaurant. He feels it would be to our advantage to have them more central for people. Secretary Cushing-Adams agreed. Bourque stated they are parking on the south end of that apron due to the pedestrian gate being available and there is electrical power there; however, he is open to suggestions. We will be advertising this event on our website and Facebook page.

MOTION BY Vice Chairman Moushegian to approve the Commemorative Air Force to operate at Nashua Airport on June 12, 13, 14, 2015. (This motion amended during May 20th meeting to reflect correct date of June 18, 19, 20, and 21, 2015)

SECONDED BY Treasurer Rosenblum

MOTION CARRIED. (15-027)

Airport Engineer

Roy Rankin of Gale Associates updated the Board concerning the ongoing projects at Nashua Airport.

1. Avigation Easement Acquisition NHDOT #SBG-12-04-2009
 - NHDOT has approved the grant amendment and we are currently waiting for Governor and Council to approve this amendment.
2. Runway 14-32 Obstruction Removal and Approach Survey NHDOT #SBG-12-06-2010
 - NHDOT has approved the grant amendment and we are currently waiting for Governor and Council to approve this amendment.
3. Wildlife Hazard Assessment, State Historic Preservation Office (SHPO) Area Form and SWPP Update NHDOT # 12-10-2013
 - The Assessment has been finalized and distributed to all parties. Close out of this project is scheduled for next month.
4. Install Perimeter Fence and Gates NHDOT #SBG-12-12-2013 & 12-14-2014
 - Construction restarted on April 15, 2015.
 - The tree clearing is on-going.

5/6. Property Acquisition 31 Charron Avenue, NHDOT #SBG-12-13-2014; and Property Acquisition 79 Pine Hill Road, NHDOT # SBG-12-15-2015

- Bid Opening was April 1, 2015 and five bids were received.
- The low bid was received from JD Demolition and was incomplete for several missing required documents. Gale recommends the Airport formally reject this incomplete bid.
- The next lowest bidder was S&R Corporation. Gale reviewed their bid and checked their references. Gale recommends the Airport declare S&R Corporation the low bidder.
- Construction for this project will start approximately 30 days following the issuance of the grant for SBG 12-15-2015. It is estimated that construction will start in July 2015.

General Items

- The FAA has approved the Nashua Airport's 2015-2017 DBE Plan.

Farrell Woods questioned the two week timeframe until completion and does that include the operations of all gates. Manager Bourque confirmed the gate has electricity, but Fences Unlimited wants to finish the fencing first.

Andy Neyens asked Gale Representative Roy Rankin what information the low bidder was missing. Roy Rankin did not have that information readily available to him, but will take his name and number to provide the information to him. Chairman Stephens was questioning the \$22,000 difference between the two lowest bidders and leads him to believe that the low bidder may not be ready for the project.

Alderman Schoneman questioned if the trees are being removed along the fence line. Manager Bourque confirmed that ten feet on each side of the fenceline will be free of trees. Mr. Schoneman also asked about the removal of the barbed wire on the existing fence. Manager Bourque stated that the FAA had installed the fence and he is unsure if the barbed wire can be removed. His recommendation is to leave it there to keep wildlife out. Chairman Stephens suggests to walk the fenceline and put it on the agenda for future projects.

MOTION BY Treasurer Rosenblum to formally reject the JD Demolition bid for both projects for NHDOT SBG # 12-13-2014 and 12-15-2015 and return their deposit.

SECONDED BY Secretary Cushing-Adams

MOTION CARRIED. (15-028)

MOTION BY Vice Chairman Moushegian to award the bid to S&R Corporation for both projects for the property acquisitions SBG # 12-13-2014 and 12-15-2015 contingent upon receipt of the grant.

SECONDED BY Treasurer Rosenblum

MOTION CARRIED. (15-029)

MOTION BY Chairman Stephens to execute the grant offer from NHDOT upon receipt for both grants for property acquisitions SBG # 12-13-2014 and 12-15-2015.

SECONDED BY Treasurer Rosenblum

MOTION CARRIED. (15-030)

COMMITTEES

Canon Committee

Secretary Cushing-Adams spoke with Rob Holland and he would like to mention that things are moving along, but not as quickly as he had hoped. The next meeting is scheduled for Monday, April 27th and then Monday, May 11th. Rob will not be present at the next meeting and Vice Chair Dave Wilke will be running the meeting.

Marketing Committee

Director Gordon Jackson is absent this evening and there is no meeting scheduled.

OLD BUSINESS

CIC & CIP Review and NAA Budget Committee

Vice Chairman Moushegian mentioned that he has no updated information at this time.

Alderman Schoneman stated that there will be budget hearings that will be submitted to the Board of Alderman. The schedule has not been received by the alderman as of yet.

Underground Fuel Farm Replacement

Chairman Stephens and Vice Chairman Moushegian have been working on this matter and are going in to non-public session to discuss the purchase of the tanks. Chairman Stephens mentioned it is an on-going matter.

NEW BUSINESS

Underground Fuel Farm Demolition

Chairman Stephens commented that it is in draft form with instruction and plans. He hopes to have proposal out by next month.

NAA Logo Revision

Secretary Cushing-Adams tabled the NAA Logo Revision.

Land Lease Agreements

Chairman Stephens presented a handout to the board members which detailed eight leases have an “add to the previous year” clause in their rate increases which, if voted upon would mean an additional \$18,000 per year in revenue. He suggested increasing the square foot rate base to \$0.10 and would like

to over time get all the leases up to \$0.10 per square foot. Secretary Cushing-Adams asked if we have researched other airports. Chairman Stephens agrees we should research the airports in the area and he would like the board to review, talk to users, and research our possibilities for future leases. Chairman Stephens would like to contact these eight leaseholders and let them know what their rate could be adjusted to. Treasurer Rosenblum needs more information to make any conclusive decisions to approve or disapprove any motions. He would like to review the lease language and then discuss at the next meeting. Weston Liu commented that his rate is increased every two years based on the CPI-W.

He has concern of how this might affect the marketability of units and competing with someone who has a lower rate than another. Chairman Stephens commented on the language difference in a large number of the leases and would like to be in a more equal position. Secretary Cushing-Adams would like to obtain an attorney to review any updated leases. Chairman Stephens would like to reach out to real estate professional to assist with the rates. Alderman Schoneman commented that the newcomer will request the rate and can make their decision to become a tenant; while the current owners who are already vested may not be able to support the increase. Weston Liu asked the percentage of income is land lease. Chairman Stephens informed him it was approximately 60%. Weston Liu feels that not charging market rate today is supported by the amount of vacancies here at the airport. Shane McLaughlin commented that financing consideration is important. From the users' side, they are paying land rent and a significant amount of money to the city for taxes. Chairman Stephens would like to provide an incentive for anyone who has 8-10 years left on a lease and if they are willing to increase their lease length with a new 20 year lease at a new base rate. Peter Stein stated that this is a big issue and would like this to be concluded quickly.

OTHER

PUBLIC INPUT

Wes Liu questioned if the audio would be available on the website. Manager Bourque will have it up by Friday.

Dave Wilkie asked the percentage of the tie-down income and Chairman Stephens shared the airport's pie chart of income.

Manager Bourque informed that 25% of the NH registration airport fees come back to the Nashua Airport. Alderman Schoneman noted that NH has large registration fees and wondered if there is a group of people involved in this and could go to the state and try lowering them. Manager Bourque commented that most of the airport managers in the state are vehemently opposed to adjusting the registration fees as 25% of the fees are returned to the airports. Shane McLaughlin commented that the single largest impediment to new aircraft owners are the aircraft registration fees. He commented our biggest competitor is Massachusetts and they have lower registration fees and has also waived their state tax for aircraft owners.

DIRECTOR COMMENTS

Secretary Cushing-Adams

- DWC held their Safety Expo and a lot of users donated items. The airport community sold raffle tickets and we ended up with \$334 to use toward advertising for the airport.
- Commented about the article in the South Nashua Living magazine about the Nashua Airport.
- Young Eagles are coming up.
- We are working on a shuttle for the Ribfest coming in June.
- Working with C-R Helicopters and a pancake breakfast with Bob Cloutier.
- Thank you to Office Manager Susan for always helping her out.
- Bill Psaledakis is back at work.
- David Heath is laid up and will be out for some time.

Treasurer Rosenblum

- There is a lot that this board does behind the scenes and we are all in this together. We want this airport to grow and thrive. We have started to approach the city to obtain some funds from the taxes paid from user. This jewel is an asset and we need to keep it supported.

Chairman Stephens

- Thank you Sandy for all the effort you put together for the expo. It was important to get our business out there to the public.

Airport Manager has scheduled the Legislator Tour and Tenant Appreciation Barbeque for May 29th. He has already started to contact some business at airport.

MOTION BY Vice Chairman Moushegian to move to non-public session in accordance with RSA 91-A:3 [II] (b), (d) to discuss the hiring of an employee and the acquisition, sale or lease of real or personal property and hiring of new personnel.

SECONDED BY

MOTION CARRIED. 7:45pm (15-031)

Non-public session commenced at 7:55pm

ROLL CALL

Present: Chairman Stephens
Vice Chairman Moushegian
Treasurer Rosenblum
Secretary Cushing-Adams

Absent: Director Jackson

Also present was Airport Manager Stephen Bourque, Matthew Berube, Jennifer Berube, Ronald Willey, and Roy Rankin.

Matthew Berube and Jennifer Berube departed meeting at 8:09pm.

Ronald Willey and Roy Rankin departed meeting at 8:27pm.

MOTION BY Treasurer Rosenblum to adjourn the non-public session, move to the public session and seal the minutes.

SECONDED BY Secretary Sandra Cushing-Adams

MOTION CARRIED. 10:26pm (15-032)

Rejoined public session at 10:27pm

ROLL CALL

Present: Chairman Stephens - yes
Vice Chairman Moushegian - yes
Treasurer Rosenblum - yes
Secretary Cushing-Adams - yes

Absent: Director Jackson

MOTION BY Secretary Cushing-Adams to hire Matthew Berube at the agreed upon hourly rate as an NAA employee with standard NAA benefits according to the 2014 Employee Handbook.

SECONDED BY Treasurer Rosenblum

MOTION CARRIED (15-033)

MOTION BY Chairman Stephens to pay Ron Willey his full amount of accumulated vacation time on June 1, 2015 and accumulated sick leave up to 720 hours.

SECONDED BY Treasurer Rosenblum

MOTION CARRIED (15-034)

MOTION BY Secretary Cushing-Adams to pay Ron Willey for sick time accumulated in excess of 720 hours.

SECONDED BY Treasurer Rosenblum

Chairman Stephens - nay
Vice Chairman Moushegian - yes
Treasurer Rosenblum - nay
Secretary Cushing-Adams - yes

Absent: Director Jackson

MOTION DEFEATED (15-035)

ADJOURNMENT

MOTION BY Chairman Stephens to adjourn the public meeting

SECONDED BY Secretary Cushing-Adams

MOTION CARRIED 10:35pm (15-036)

Page 9 – NAA – April 15, 2015

Respectfully submitted,

Sandra Cushing-Adams, Secretary

SEE ATTACHMENT FOR ATTENDEES LIST