

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, December 13, 2016.

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

ROLL CALL

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

PUBLIC INPUT

None

NOVEMBER 2016 MINUTES

MOTION BY Secretary Scheifele to accept the November 2016 NAA meeting minutes as presented.

SECONDED BY Director Duquette

MOTION CARRIED (16-081)

TREASURERS REPORT – November 30, 2016

Chairman Rosenblum presented the Treasurer's Report for November, 2016.

A comparison of actual income to budget for the month shows fuel flow fee income came in about \$1,100 over budget, while tie down income came in at about \$1,600. Total income was on target with the budget.

Personnel expenses were about \$1,200 under budget. Building and grounds maintenance costs were about \$3,600 which exceeded budget for the month. Otherwise everything else came in under budget. Total operating expenses were budgeted for \$39,000 and came in at \$35,000. Net income for the month was about \$4,000 which was \$4,300 better than anticipated. We have a YTD surplus of \$31,641. After CIP expenses and adding the city contributions, we have a shortfall of about \$26,000.

MOTION BY Chairman Rosenblum to accept the November 30, 2016 NAA financial report pending audit.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED (16-082)

COMMUNICATIONS

Secretary Scheifele reported that NAA received two new communications (#16-016 and #16-017). Both communications support the runway grooving project.

REPORTS

TOWER REPORT

Chairman Rosenblum reported that there were about 4,700 tower operations for the month of November 2016. That is an increase of 400 operations as compared to the same month last year. Year to date operations are up by 10% at 54,894.

AIRPORT MANAGER'S REPORT

- Wildlife activity on the airport has been light with no reported strikes.
- We have met with the tree removal contractor and a member of the Conservation Commission for the removal of trees on Charron Ave which will allow the VOR-32 approach to be utilized at night. The trees are scheduled to be removed by the end of the year.
- Secretary Scheifele and I met with Provost Triant Flouris of Hellenic American University. Mr. Flouris reported that the State of New Hampshire as well as NEASC (New England Association of Schools and Colleges) have approved their college to relocate from Manchester to Nashua. They are very interested in starting a flight program as a part of their curriculum and are seeking support from the NAA.
- Both the Pavement Rehabilitation and the Airport Master Plan Update projects were approved by Governor & Council on Wednesday, December 7.
- I was privileged to speak to the class of high school students in the Virtual Skies Program at the NH Aviation Historical Society about the career of airport manager.
- I will be speaking to the high school class at the Academy of Science and Design on December 15 about careers in airport management.
- An abutting property owner has requested their zoning be changed from AI (Airport Industrial) to HB (Highway Business). There is a special hearing on December 20.

A discussion followed as to what the proposed rezoning would entail and what the possible risks would be for the airport. After the discussion, the Board decided that it would be their position to oppose the zoning change at least until they had time to review all the pertinent information. The zoning board has set a deadline of December 20, 2016 for input submissions on the request. Dennis Stephens suggested that the Board could have its attorney handle the matter.

- Secretary Scheifele and I are still exploring options for a directory sign at the entrance to the airport.
- The Daniel Webster Council of the Boy Scouts of America is looking for a spot for a camporee the weekend of May 5-7. I have met with BSA representatives and toured the level ground just off India Ramp which would be an ideal location for them. They would anticipate 200-225 scouts and 75 scout leaders.

A discussion followed about logistics. Airport Manager Bourque is working with the City's Risk Management department on this request.

Secretary Scheifele indicated that the discussion with the Hellenic American University was very positive. They are very interested in coming to the airport. They will have their first class at Nashua Community College on February 1, 2017; all of that has been approved. Mr. Flouris is the former Dean of the DWC

Aviation school. They are chomping at the bit to buy the DWC campus and they want to reestablish the flight program there. There also will be discussions with Nashua Community College about relocating their aviation maintenance programs from their existing campus to the airport.

Secretary Scheifele indicated that the bids on the signs were outrageous. So, we will have to go back and start again on this project.

Airport Manager Bourque indicated that SNHU will be paying all three of the Daniel Webster College leases through December 2016. After that, they will only be paying the hangar lease. The bankruptcy attorney in Indiana still has not gotten back to him.

AIRPORT ENGINEER'S REPORT

Erik Strand and Matt Caron appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

Mr. Strand introduced Matt Caron who will be working with NAA on the Master Plan project (SBG 12-16-2016). Mr. Caron provided a review of the Master Plan project. The authorization letter came on December 7, which allowed Gale Associates to begin working on this project. Once the NAA's Master Plan Committee is formed, Gale will begin working with the committee.

Pavement Reconstruction and Maintenance project SBG 12-17-2016

Mr. Strand provided an update on the Pavement Reconstruction and Maintenance project. Gale has now provided four alternatives at the request of the Board. The funding for this project has been received and this project is good to go. Now the Board just must decide between the four options for the run-up apron pavement area. The four alternatives are as follows:

1. This is the "as bid" plan that has already been approved by the FAA and NHDOT. This alternative involves removing the pavement along the fence along the run-up apron and putting some minor drainage improvements in that area, and to not put back tie-downs. That was the original decision of the Board on this area. Unfortunately, NHDOT/FAA did not have the funds to pave this area. Since this is the alternative that has already been funded, there are no additional costs associated with this alternative.
2. Remove the pavement and do some minor grading work for drainage purposes as well as installing four turf tie-downs. There are about \$12,000 of additional costs associated with this alternative. NHDOT has indicated that this alternative could be funded with underruns in the construction costs (contingencies are built into the original plans).
3. Pave the area and effectively reconstruct the entire run-up apron. The funding request for this alternative was not approved by NHDOT/FAA due to funding constraints. There are an additional \$140,600 in cost associated with this alternative. There is a high probability that this will not be funded as it would require a supplemental grant amendment contingent upon availability of funding. FAA discretionary funds in the region are very tight.
4. This is the "do nothing" alternative to leave the run-up apron pavement as is, and save repaving for a future date. There are risks of exposure issues involved for the Board and Airport with this option. Cost savings with this alternative would be about \$93,000. FAA/NHDOT would be hard pressed to allow the use of these funds if they are not allocated to the project. If we were to maintain a similar scope and do a change order on that mechanism you would probably be successful with that. The FAA is not funding anything out of scope.

A discussion followed regarding the FAA's methodologies in determining which projects they will fund.

MOTION BY Director Woods to instruct our engineers to not tear up that piece of ramp adjacent to the fence and brick hangar (the leave it alone option #4).

SECONDED BY Director Duquette

A discussion followed regarding the postponement of the reconstruction of the run-up apron pavement and how that would result in additional risk and costs for the airport.

MOTION BY Director Woods to amend the first motion to include the investigation of crack repair options for the run-up ramp pavement.

SECONDED BY Director Duquette

Roll Call Vote

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

MOTION CARRIED (16-084)

Mr. Strand continued with the Engineer's Report.

Gale has drafted the Notice of Award to Continental Pavement as well as the construction contracts. With the Board's approval, we would like to go ahead and issue these. Then we can start getting ready for construction. We're not going to be doing any construction until next year in April/May.

Gale does need to seek concurrence from the Board to issue a notice of award to Continental for the paving project (SBG 12-17-2016) and to send out the contracts for the construction.

MOTION BY Vice Chairman Cushing-Adams for the Board to authorize Gale Associates to issue a notice of award and construction contract to Continental Paving for the bid amount of \$1,345,650.

SECONDED BY Director Duquette

MOTION CARRIED (16-085)

Runway Groove and Seal Project SBG 12-18-2016

Gale has put together a draft scope and sent it to the Board for review. NHDOT has looked at it and they are happy with it. They are looking to get authorization of the work order so that NAA can get an Independent Fee Estimate and negotiations on the cost of the project can begin. Gale is awaiting a Board decision as there has been some discussion about not moving forward with the grooving portion of this project.

A discussion followed in regards to the pros and cons of runway grooving.

MOTION BY Director Duquette to proceed with the seal coating, and remarking and hold off on the runway grooving.

SECONDED BY Director Woods

Roll Call Vote

Present: Chairman Rosenblum, No
Vice Chairman Cushing-Adams, No
Secretary Scheifele, No

Director Woods, Yes
Director Duquette, Yes

Motion failed (16-086)

MOTION BY Vice Chairman Cushing-Adams to proceed with the grooving, seal coating and remarking of the runway as presented in the CIP scope.

SECONDED BY Secretary Scheifele

Roll Call Vote

Present: Chairman Rosenblum, Yes
Vice Chairman Cushing-Adams, yes
Secretary Scheifele, Yes
Director Woods, No
Director Duquette, No

Motion passed (16-087)

Mr. Strand provided an update on the airport's Disadvantaged Business Enterprise reporting with the FAA.

COMMITTEES

Strategic Planning Committee

Director Duquette reported that the first meeting of the committee was held with Alderman Schoneman and Chairman Rosenblum. It was a brainstorming session. The committee should be able to report some progress soon.

OLD BUSINESS

Special Meeting – Pavement Project

Chairman Rosenblum thanked everyone for attending the Special Meeting and Site Walk on December 8th. We will move forward with the project.

Runway Grooving

This project was voted on this evening.

Perimeter Place Investment Lease Extension

Chairman Rosenblum spoke with Alderman Schoneman who said that for us to extend the NAA's lease with the city (from 2047 to 2067), this needs to be done via the City's legislature. Alderman Schoneman is working to start that process. Chairman Rosenblum stated that he had sent a letter to the Mayor requesting a 20-year extension to NAA's lease. We are waiting to hear back from the Alderman and the Mayor. Shane McLaughlin asked if we could ask for 40 years instead of 20 years. Chairman Rosenblum said he would look into it.

NEW BUSINESS

2007 Holiday Schedule

The schedule is the same as last year. Chairman Rosenblum asked why the Board must approve the vacation schedule. Airport Manager Bourque responded that the NAA Employee Manual states that he Board must approve the dates.

MOTION BY Vice Chairman Cushing-Adams to approve the NAA holiday schedule as presented in perpetuity.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-088)

NAA Bylaws Amendment

Secretary Scheifele explained that NAA is maintaining motion numbers in our minutes and it is very bureaucratic and labor intensive. He checked with the city attorney, who informed him that there are no laws requiring motion numbers (nor does Roberts Rules). However, the NAA bylaws do require them.

MOTION BY Secretary Scheifele to change the NAA Bylaws by eliminating the sentence “Motions will be numbered chronologically after the minutes of the meetings have been accepted.”

SECONDED BY Director Duquette

MOTION CARRIED

PUBLIC INPUT

None

DATES TO REMEMBER

NAA will be presenting to the city’s Capital Improvement Committee on January 9th at 6:00PM. Manager Bourque and Chairman Rosenblum are presenting. All are invited to attend and provide input.

The Board has been invited to the staff Holiday party on December 20th.

NAA is still collecting holiday gifts for the Nashua Children’s Home.

DIRECTOR COMMENTS

Secretary Scheifele - Here’s another unnecessary administrative rule. When the Mayor appoints the Board members they are appointed to a specific period. If that person leaves before the end of the term, the replacement appointee assumes the remaining term. All this information is on the city’s website. We have two directors whose terms expire in August 2017 (Vice Chairman Cushing-Adams and Director Woods). So, we have a little homework to do with the city, and I’ll do that.

Director Duquette

Good meeting everybody. I appreciate the debate and the back-and-forth. I look forward to more of it. Just not on pavement.

Director Woods – Thank you to all who participated in these various meetings regarding pavement. Some of it got into a lot of detail. I appreciate everybody’s persistence with these various discussions. We’ve made some forward progress tonight. So, I want to thank everyone for that.

Vice Chairman Cushing-Adams – I will tell you that I am not repeating. I will be done in 2017. I do want to thank Dennis Stephens. He works hard and he’s a smart guy and he put a lot of time and effort into all this stuff. And, Gale. I know that you are getting paid but I know this has been very tedious for you. I like the fact that we are all communicating here a little better and learning more about making decisions together. I don’t like to make decisions on things that I don’t really know about. That being said, it was a tough, some of this stuff is tough, this is hard work. I am always picking everyone’s brain so thanks for helping me learn about that stuff.

The Hellenic American University - I did talk to Ron Emond about that whole process which is exciting. Hopefully it will be something good for the airport. Ron Emond has reached out and offered to help them with the process.

The Flying Gourmet Challenge is great. We’ve had over 235 people sign up. It’s nice to see people coming from other airports. At the end of this, we’re going to collect all the cards and do a drawing here in Nashua. Keith Webb has donated a years’ worth of pilot charts (\$160.00 value). CR Helicopters will be donating something. Air Direct is donating a discovery flight. I’m donating a \$200.00 gift certificate. Pilot Workshops is donating a prize with a \$500.00 value. Anybody that wants to donate... The full prize package will be announced in February.

Have a good holiday.

Chairman Rosenblum

I want to thank everyone for coming. The Board packages include the final audited financial statements from Vachon Clukay & Company. Thank you all for your input in the meetings we had. Our next meeting will be on January 18, 2017.

Happy holidays everyone.

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 Duquette

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 Chairman Rosenblum to adjourn from non-public session and seal the non-public minutes

SECONDED BY Secretary Scheifele

MOTION CARRIED

MOTION BY Vice Chairman Cushing-Adams to adjourn the public session

SECONDED BY Director Woods

MOTION CARRIED

The next meeting will be held on Wednesday January 18, 2017

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele