

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 Wednesday, November 19, 2014.

Interim Chairman Dennis Stephens called the meeting to order at 6:00pm

Interim Chairman Stephens recognized Dean Carter from Daniel Webster College, Alderman Brian McCarthy and Alderman David Schoneman and thanked them for attending.

ROLL CALL

Present: Vice Chairman Stephens
Secretary Moushegian
Director Jackson
Director Cushing-Adams

Absent: Treasurer Rosenblum

PUBLIC INPUT

Roger Matthews commented on the reflectors on the fence project. He has recommended the same reflectors to be placed on the fence at Alpha Ramp.

MINUTES – October 2014

MOTION BY Secretary Moushegian to accept the Nashua Airport Authority's October 2014 minutes as presented.

SECONDED BY Director Cushing-Adams

MOTION CARRIED. (14-79)

TREASURERS REPORT

Tabled the Treasurer's Report until next meeting.

COMMUNICATIONS

NAA-14-056	A. Frangoudis / Trees and Shrubbery Removal	FILED
NAA-14-057	Pilgrim Aviation / Flight Training Services	FILED

REPORTS

Tower Report

It was noted that the number of flights slightly dipped from last October to this October. However, we still have a 2% increase over all. Jets operations were 115 for the month.

Airport Manager

- Wildlife activity on the airport has been light with no reported strikes.
- Working with our consultant, the Airport has finalized an Aircraft Wash Plan. The Airport will request a waiver from NHDES to allow aircraft washing under certain conditions. Interim Chairman Stephens would like to explore the means of providing 55 gallons drums to hold water for rent.
- Work on rehabilitating our perimeter fence has begun. The project is expected to take 90 days.
- Our office has received a couple of noise complaints from local residents.
- On November 6, the NAA conducted its annual pre-season snow removal meeting. Some items to remind tenants and users about for this coming snow season are:
 - Please avoid the airport during snow removal activities for safety reasons.
 - Please be mindful that we will get as close as possible to aircraft and buildings.
 - Snow blowers are prohibited from use on airport ramps.
 - After storm cleanup, tenants are encouraged to push remaining snow into taxi lanes (a minimum of 3') and notify airport management immediately so we can complete the snow removal process.
- On December 5 at the NH Aviation historical Society in Manchester from 5 pm to 7 pm, there will be a photography exhibit showcasing NH airports with several pictures of ASH. It is open to the public and all are encouraged to attend.

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.
2. Runway 14-32 Obstruction Removal and Approach Survey NHDOT #SBG-12-06-2010
 - Complete / Waiting for state approval to close out project.
3. Wildlife Hazard Assessment, State Historic Preservation Office (SHPO) Area Form and SWPP Update NHDOT # 12-10-2013
 - Final report expected by the end of 2014.
 - Close out of this project is scheduled for January of 2015.
4. Install Perimeter Fence and Gates NHDOT #SBG-12-12-2013 & 12-14-2014
 - Project is currently on day 38 of 90.
 - Gale is preparing documentation to seek a variance from the City of Nashua ZBA for the installation of fencing around the two properties recently acquired by the airport. The variance is for the height of the fence. The Nashua Airport Authority will review and approve the document.
 - Interim Chairman Stephens commented on the need of the new fence. Partial funding is coming from the runway project.

- Nik from Gale Associates updated all on the section of the fence near the rail tracks where the trees are currently being cleared.
- Ron Willey commented about the wildlife on the airport including 4 moose over the years.
- David Schoneman wanted clarification on the amount of the money it is costing the airport for fencing. The airports portion is around \$31,700.
- There will be an active sliding gate near hangar 17.

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 January.
- Both properties were acquired because they were in the RPZ (Runway Protection Zone). The owners approached the airport to purchase.
- The FAA did not have the funds available in 2014 to purchase 79 Pine Hill Road. The Nashua Airport Authority has funded the purchase with the understanding that FAA will have the funds available in 2015. Royce Rankin commented that NH is a Block Grant State and the NHDOT has approved purchase of this property. There should be no issues with the funding from the FAA in 2015.
- Interim Chairman Stephens discussed whether fence line should include the property recently acquired. The NAA board discussed what the area could be used for in the future. The concern today is the NAA's liability with respect to of the existing structures.

COMMITTEES

None

OLD BUSINESS

AOPA Fly In 2015

Manager Bourque reported that AOPA has received over 40 applications for the regional fly-ins. We are hoping to hear something by December. One of the issues that could give us a better chance is to provide hangar space. We are unsure to the weekend, therefore it is difficult for hangar owners to commit. Shane McLaughlin, NJA, is willing to work with Manager Bourque to offer some dates to commit their hangar space.

Establish a Standards and Procedures Review Committee

Interim Chairman Stephens commented that the committee will consist of six previous committee and six new members. All board members had their input on who should serve on this committee. The members for this committee are Stephen Bourque, Gregory Lison, Shane McLaughlin, Rob Holland, Dave Wilkie, David Heath, Rick Bartle, Paul Taylor, Dave O'Sullivan, Ron Emond, Joe Carter and Graham Smith. The Canon Committee Charter will be placed on the website. All meetings will be open to the public. Jessica Holland expressed her concern as to why she was not on the candidate list. She noted she asked at the previous meeting if her letter of request to become a committee member from last April was sufficient. She recalled she was told that it was. Director Cushing-Adams suggested to the committee members to work with the airport manager for he is the one to receive the complaints, concerns, and inquiries with respect to airport security and driving incidents.

The Board would like the Canon Committee to schedule their first meeting in two weeks from today. All communications to committee members will be contacted via email. In addition, the meeting date will be posted on the website.

Underground Fuel Farm

Interim Chairman Stephens commented that the underground fuel farm is due to be replaced by December 2015. The NAA is working with Nashua Jet Aviation to come to a resolution on how we will move forward. Shane McLaughlin commented that the meetings have been very positive and constructive.

NEW BUSINESS

Fence Line Modification to Include Property Recently Acquired

Interim Chairman Stephens discussed whether the fence line should include the property recently acquired. The NAA board discussed what the area could be used for in the future. The concern today is the NAA's liability with respect to the existing structures.

Pilgrim Aviation

Mark Strangio of Pilgrim Aviation requested to conduct a flight training business on the airport. He has coordinated with Daniel Webster College for students who wish to obtain flight training. They are in the process of obtaining a place of business on the airport. Director Cushing-Adams asked if they have obtained a Certificate of Authorization from the NHDOT. It's in process.

MOTION BY Secretary Moushegian to allow Pilgrim Aviation to conduct a flight training business at Nashua Airport Authority subject to certification.

SECONDED BY Director Jackson

MOTION CARRIED. (14-80)

OTHER

Interim Chairman Stephens is offering to facilitate the Canon Committee meeting. Secretary Moushegian is involved with the CIC/CIP for the airport. Director Jackson is heading up a marketing committee to consist of five member within the airport community to promote the airport.

PUBLIC INPUT

None

MOTION BY Director Jackson to adjourn the meeting.

SECONDED BY Secretary Moushegian

MOTION CARRIED 8:10pm (14-81)

ADJOURNMENT

Respectfully submitted,

Richard Moushegian, Secretary

SEE ATTACHMENT FOR ATTENDEES LIST