

## 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, October 21, 2015.

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

### ROLL CALL

<b>Present:</b>	Chairman Stephens	
	Vice Chairman Moushegian – Not Present	Resigned
	Treasurer Rosenblum	
	Secretary Cushing-Adams	
	Director Jackson – Not Present	Resigned

### PUBLIC INPUT – None

### MINUTES

#### Approval of the Nashua Airport Authority's September 17, 2015 minutes

Secretary Cushing-Adams tabled approval of the September 17, 2015 public and non-public minutes of the Nashua Airport Authority Meeting Minutes until the November 18, 2015 meeting.

### TREASURERS REPORT – September 2015

The September 2015 P&L shows that fuel flow fee income was \$3,400 less than budgeted. Fuel farm income was budgeted at \$1,700 but we only received \$750 for the month since the underground fuel farm was taken out of service in August. Operating expenses are all within budget. Net operating income for the month was \$5,894 compared to a budget figure of \$2,125. Year to date net operating profit is \$16,614 compared to the year to date budgeted figure of \$9,035.

**MOTION BY** Treasurer Rosenblum to accept the Treasurer's report as of September 30, 2015 pending audit.

**SECONDED BY** Secretary Cushing-Adams

**MOTION CARRIED (15-071)**

**MOTION BY** Treasurer Rosenblum to accept the engagement letter from auditors Vachon & Clukay

**SECONDED BY** Secretary Cushing-Adams

**MOTION CARRIED (15-072)**

## **COMMUNICATIONS**

Read and assigned by Secretary Cushing-Adams:

NAA 15-019     Vachon Clukay Engagement Letter     ON FILE

NAA 15-020     Executive Flyers Lease Approval Request (Hangar 115)     ON FILE

## **REPORTS**

### TOWER REPORT

Tower counts are down again as compared to September 2014. General Aviation activity in general is down, however ASH is doing better than most of the other towered airports in the New England region. September was the best month YTD for jet operations.

### AIRPORT MANAGER'S REPORT

Manager Bourque reported as follows:

Last Monday was the 81<sup>st</sup> anniversary of the airport's grand opening.

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

Aerodyne Research was back last week to conduct additional emissions testing on turbine engine aircraft.

The underground fuel farm tanks were removed last month. There was some minor contamination of the soil above the tanks, but the tanks were in good shape and there were no leaks.

The cooperative agreement with Hollis-Brookline High School to partner with them for their Life Skills Transition Program is moving forward and we are planning on beginning the program at the end of October.

The Granite State Airport Management Association will be having an Aviation Day and 5K and event at the Concord Airport on November 7<sup>th</sup>. GSAMA is looking for volunteers as well as sponsors and runners for the event. GSAMA promotes general aviation and STEM research in the state of New Hampshire.

### AIRPORT ENGINEER'S REPORT

Erik Strand spoke on behalf of the airport's engineering firm, Gale Associates.

Project # 1: The avigation easement project is closed out and we are still waiting for final payment which should be received within the next 30 days.

Project #2: NHDOT has released the funds and the airport should be receiving the funds within a week.

Project #3: The fence project is done except for the additional fence to be installed behind the two properties at Charron/Pine Hill Ave.

The grant for the Phase 2 property acquisition was authorized by Governor and Council today. Gale is sending in the reimbursement request for the purchase of the property at 79 Pine Hill Road. The demolition of the two properties must be completed before the fencing can be completed.

Property acquisition Phase 1: Now that the grants for both property acquisitions have been awarded, Gale Associates has put together a Notice of Award and Contracts which are in the process of being distributed for signatures. A preconstruction meeting with the NHDOT is expected to take place sometime around the first week of November. Demolition will probably start sometime around Thanksgiving. The entire construction project should be completed by the end of the year. The project won't be closed out until April or May 2016 however, in order to ensure that the new grass planted on the properties has been established.

Two new projects were established after the CIP scoping meeting with NHDOT. The first project is for pavement reconstruction/maintenance project on the Runway 32 end, with an estimated cost of at about \$1 million. NAA's contribution will be 5% of that cost.

The second project is an update to the airports Master Plan. Gale Associates is in the scoping phase for both of these projects at this time.

Chairman Stephens reported on a recent CIP review meeting between the NAA Board, Gale Associates, and NHDOT. The Board is expecting to receive the scoping report from NHDOT soon and will publicly post the report when it is received. In anticipation of the approval of the grant funding for this project, Chairman Stephens announced that the Board would be forming a Master Plan Committee and is looking for volunteers. It is expected that formalizing the new master plan will take about 18-24 months.

#### **COMMITTEES**

None. The S&P Committee is waiting for the Board to complete its synopsis of the proposed S&P draft.

#### **NEW BUSINESS**

##### Request for new airport business and new lease at 115 Perimeter Rd.

Mr. Mathew Goulian is the principal of Executive Flyers Aviation Inc. He is relocating some of his business from the Lawrence, MA airport and is requesting approval to operate his business at ASH. The company will be performing aircraft maintenance on their own aircraft and for others as well. There is no plan at this time to open a flight school at ASH.

Mr. Goulian has commercial CFII instrument and commercial helicopter ratings. He has been flying since he was 16 years old. Matt and his family have extensive backgrounds in aviation. Matt already has relationships with many people here at the airport, and plans to bring more of his existing business to Nashua as well.

**MOTION BY** Secretary Cushing Adams to approve Executive Flyers Aviation, Inc. as a business to conduct services at Boire Field.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED (15-073)**

##### Lease Policy Development

The airport doesn't have a formal lease policy in place to standardize the lease process, and one needs to be developed. However, until the vacancies on the Board have been filled, a new policy will not be established. A Lease Policy Committee will be established to include Board members and airport lessees.

## **PUBLIC INPUT**

Alderman Schoneman spoke to the value of volunteers working on behalf of the airport and thanked the Board for its service. The Mayor is looking to fill these vacancies. The Board openings are posted to the City of Nashua's website. Alderman Schoneman and Alderman McCarthy will be interviewing the applicants. It is important for applicants to include their political affiliation on the application.

## **DIRECTOR COMMENTS**

### Secretary Cushing Adams

The Secretary thanked Vice Chairman Moushegian for his service to the Board and wished him well.

NAA employee Ron Willey is officially retiring, and a party will be held in his honor on November 6<sup>th</sup> at 6:00 PM at the Nashua Margaritas.

Rick Bartle has approached the Board on re marketing ideas for the airport and

Pilot Rob Holland has indicated that he would prefer that any recognition in his honor be very low key.

Bob Larson recently passed away.

Rick Gabriel recently had a heart attack and is recovering. He is currently at CMC.

### Treasurer Rosenblum

The Treasurer thanked Vice Chairman Moushegian for his service to the Board and the airport community and wished him well.

The Treasurer and the Mayor have been in discussions about filling the two Board vacancies and have differing opinions as to how the positions will be filled. The Mayor has indicated that she does not want to increase the number of airport community participants on the Board. Instead she is looking to fill the positions from candidates outside of the airport community.

Alderman Schoneman has spoken to the Mayor regarding the Board vacancies. Her goal is to see positive development at the airport. The Mayor herself has served on the Board in the past, and she did not have an aviation background. Alderman Schoneman indicated that there is no requirement that potential Board members live in the City of Nashua. It is expected that the vacancies will not be filled until after the upcoming elections.

Mr. Moushegian thanked the Board and summarized the highlights of what the Board has accomplished over the past six years.

Chairman Stephens thanked Mr. Moushegian for his availability and the time that he put into the Airport Authority.

**MOTION BY** Secretary Cushing Adams to move to non-public session RSA 91-A 3 (II) (Employee Review)

**SECONDED BY** Treasurer Rosenblum

**ROLL CALL**

**Present:** Chairman Stephens  
Treasurer Rosenblum  
Secretary Cushing-Adams

**MOTION CARRIED (8:30 pm) (15-074)**

At this time the Board will retire to non-public session.

**MOTION BY** Chairman Stephens to move to public session and seal the minutes.

**SECONDED BY** Treasurer Rosenblum

**ROLL CALL**

**Present:** Chairman Stephens  
Treasurer Rosenblum  
Secretary Cushing-Adams

**MOTION CARRIED (9:15 pm) (15-075)**

**MOTION BY** Chairman Stephens to adjourn.

**SECONDED BY** Secretary Cushing-Adams

**MOTION CARRIED (9:30 pm) (15-076)**

The next Board meeting will be held on November 18, 2015

SEE ATTACHMENT FOR ATTENDEES LIST

Respectfully submitted,

  
Secretary Scheifele