

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, May 20, 2015.

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

ROLL CALL

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

PUBLIC INPUT

Shane McLaughlin requested the blessing of the board to clean the propeller at the entrance of Perimeter Road. Volunteers are welcome.

Andy Neyens requested clarification on the date the Commemorative Air Force will be coming to Nashua Airport.

MINUTES – April 2015

MOTION BY Chairman Stephens to amend the date for the Commemorative Air Force to operate at Nashua Airport to June 18, 19, 20, and 21, 2015.

SECONDED BY Secretary Cushing-Adams

MOTION CARRIED. (15-037)

MOTION BY Secretary Cushing-Adams to accept the Nashua Airport Authority's minutes from the meeting of April 15, 2015 minutes as presented.

SECONDED BY Vice Chairman Moushegian

MOTION CARRIED. (15-038)

TREASURERS REPORT - April 2015

Treasurer Rosenblum commented on the financials for the month of April and Year-To-Date. As of April 30, 2015, the Nashua Airport currently has just under \$27,000 in our operating accounts and two Certificate of Deposits totaling approximately \$120,000. Subsequent to April 30, we had to cash in one of the CD's to meet current obligations. We have just over \$12,000 in Accounts Receivable due to several delinquent accounts. We are in the process of instituting mechanic liens on their aircraft to help collect the amounts due to the Authority. On our operating budget, we have land lease income that is running ahead of budget each month, which is year to date \$9,200 above budget. Fuel Flowage Fees are down approximately \$2,300 for the month and also \$2,300 year to date. Our tie-down income is down year to date by \$4,200. Overall operating income for the month is down \$1,300 and overall year to date is above by \$15,500. Our expenses, wages are down for the month due the vacancy for half of the month. Benefits are down for the month also due to the vacancy. Overall, total expenses for the month were \$38,800 and \$8,300 to the good in comparison with projected amount. Our net income for the

month is a loss of just under \$600 and year to date we have a shortfall of \$13,500 and a projected shortfall of \$55,683. We are making up the shortfall each month.

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Chairman Stephens noted that the Airport Authority will be meeting with the City of Nashua Board of Aldermen to seek funding for an improvement plan. He asked that the airport tenants speak to their individual representatives.

MOTION BY Treasurer Rosenblum to cash in a certificate of deposit (Peoples Bank) in the amount of \$53,000 to meet current obligations.

SECONDED BY Chairman Stephens

MOTION CARRIED. (15-039)

Treasurer Rosenblum advised the Board that the State of New Hampshire registration fees would be lower than expected.

MOTION BY Treasurer Rosenblum to accept the April 15, 2015 financial reports as presented pending annual audit.

SECONDED BY Director Jackson

MOTION CARRIED. (15-040)

Secretary Cushing-Adams requested that she be given more notice before the Nashua Airport Authority office sends out correspondence that has the Authority's name on it.

COMMUNICATONS read and assigned by Secretary Cushing-Adams

NAA-15-008	Boire Properties/Overpayment	On File
NAA-15-009	NJA/Permission to hang FOR RENT sign	On File
NAA-15-010	NHDOT/Donation Thank You	On File
NAA-15-011	NJA/Manchester Tank	On File

REPORTS

Tower Report

Manager Bourque reported that the number of flights were down 341 for the month of April.

Airport Managers Report

Manager Bourque reported as follows:

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

The 2015 Touch-A-Truck event will be held on August 15 from 10am until 2pm. Plans are ongoing.

The FAA is proposing the elimination of two approaches into Boire Field, the VOR-A and the NDB RWY 14 as well as the 734 approaches across the country (including others at NH airports). We are asking all to submit comments directly to the FAA through the Federal Register. The comment period will be open until May 28, 2015.

Chairman Stephens asked that an e-mail be sent to users as a reminder.

The Nashua Airport will be requesting \$11,873.60 in damages from FEMA through their Hazard Mitigation Grant Program as a result of the January blizzard.

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We will be hosting our first Nashua Airport Movie Night on August 14, 2015 when we will be screening the Disney movie, Planes: Fire & Rescue on the lawn in front of the tower landside.

Our Legislator Tour is scheduled for May 29 from 3:00pm until 5:00pm. We have invited the Nashua city council, the mayor, our two state senators and 26 local representatives.

Our Tenant Appreciation BBQ is scheduled for May 29 at 5:00pm at the facility at 93 Perimeter Road. All are welcome to attend.

Airport Engineer

Royce Rankin from Gale Associates gave the following report:

1. Avigation Easement Acquisition (NHDOT #SBG-12-04-2009)

No update this month. The amendment goes before the Governor and Executive Council on May 27, 2015

2. Runway 14-32 Obstruction Removal and Approach Survey (NHDOT#SBG-12-06-2010)

No update this month. The amendment goes before the Governor and Executive Council on May 27, 2015.7

3. Wildlife Hazard Assessment, State Historic Preservation Office Area Form and SWPPP update (NH DOT#SBG-12-10-2013)

All project tasks have been completed. Gale is in the process of closing out the project.

4. Install Perimeter/Wildlife Fence and Gates (NHDOT# SBG-12-12-2014 and 12-14-2014)

The fence portion of the project is scheduled to be completed by May 29. Upon completion a walk through will be scheduled and a punch list prepared. The contractor then has 30 days to complete the work.

5. Property Acquisition (NHDOT#SBG 12-13-2014)

At this time there is no action needed.

6. Property Acquisition (NHDOT #SBG-12-13-2014)

MOTION BY Vice Chairman Moushegian to authorize the Chairman to sign the NHDOT grant once it has been approved by the NHDOT.

SECONDED BY Treasurer Rosenblum.

MOTION CARRIED. (15-041)

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COMMITTEES

S&P Committee

A meeting on June 2, 2015 should be the last meeting. A report should be presented at the June 2015 meeting.

MARKETING Committee

Director Jackson spoke to several ideas for a tri-fold marketing brochures. Among these were stressing the airport for commercial and industrial use. It is hoped the brochure will be passed out to the legislative members at the Legislator Tour.

An electric solar farm project on five acres (north end of airport) at the airport is under consideration. The airport would benefit from the electrical credits as well as tenants would be eligible for credit as well.

OLD BUSINESS

CIC & CIP & NAA Budget to City -Presentation to the City of Nashua on June 1, 2015.

Underground Fuel Farm Replacement

Underground Fuel Farm Demolition - The demolition is temporarily on hold.

NAA Logo Revision – Nothing to report at this time.

Land Lease Agreements -Special Meeting May 20th at 7:15pm

NEW BUSINESS – none at this time

DIRECTOR COMMENTS

Director Gordon – none at this time.

Vice Chairman Moushegian – none at this time.

Treasurer Rosenblum – none at this time.

Secretary Cushing – Adams

1. July 2015 meeting will be held at a different location yet to be determined.
2. The Office Manager position has been advertised.
3. An e-mail has been sent regarding marketing ideas. One suggestion would be to advertise In the Telegraph.
4. Young Eagles is scheduled for June 6, 2015.

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5. Movie night will be a great opportunity for the general public to become familiar with the airport.
6. Secretary Cushing-Adams recommends hiring an attorney to help with lease concerns.
7. Secretary Cushing-Adams stressed to the Board how important it is to keep the lines of communications open.

Director Stephens

Director Stephens proposed hosting a prom on the airport.

MOTION BY Vice Chairman Moushegian

SECONDED BY Director Gordon

MOTION CARRIED.(15-042) (7:20pm)

SEE ATTACHMENT FOR ATTENDEES LIST

Respectfully submitted,

A large, handwritten signature in cursive script that reads "Sandra Cushing-Adams". The signature is written in dark ink and spans across the width of the page.

Sandra Cushing-Adams