

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, October 18, 2017.

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

ROLL CALL

Present: Chairman Rosenblum
Secretary Scheifele
Director Duquette
Director Woods

Absent: Vice Chairman Cushing-Adams

PUBLIC INPUT

None

MINUTES

MOTION BY Secretary Scheifele to approve the public minutes for September 20, 2017.

SECONDED BY Director Duquette

ABSTAINED BY Chairman Rosenblum

MOTION CARRIED

TREASURERS REPORT – June 30, 2017

Chairman Rosenblum reported that both the August and September financials are available in packet and will refer to both at the same time. Land lease income is ahead of budget due to not budgeting for the DWC property. However, we have received payment for the leases. Also, we have received miscellaneous income totaling \$3,900. In September we received \$2,400 from Gale Associates for unpaid reimbursement expenses from previous projects and in the prior month we received \$1,500 from an insurance company for assistance with an aircraft incident on the runway. For our expenses, our part-time wages are under budget. We are going to adjust the part-time wages to reflect the appropriate time of the year we expend the finances on our part-time employees. Another expense item that jumps out is the vehicles repair and maintenance. We are currently over budget by \$4,000 due to purchasing supplies to prepare our vehicles for the upcoming winter months. We have also purchased additional items to complete repairs on the equipment we have received from the federal government. Otherwise, the expense are all within budget. We have net income to date of just over \$10,000 and we are running significantly ahead of budget considering we had budgeted a net loss at this time.

MOTION BY Chairman Rosenblum to accept the Treasurers Report pending audit.

SECONDED BY Director Duquette

MOTION CARRIED

COMMUNICATIONS

Secretary Scheifele reported that NAA received two new communications.

10/02/2017 – FAA – Leased ATC Tower at Boire Field

The FAA states they will no longer lease the control tower after the lease expires in September 2019. Secretary Scheifele commented that there is no cost to the FAA for the lease of the control tower and he is unclear as to the purpose of this letter. Airport Manager Chris Lynch previously discussed the letter with Tower Chief Brian Beane, who has forwarded this letter to his supervisor. Airport Manager Lynch will continue communication with Tower Chief Brian Beane.

Alderman Dave Schoneman commented that the FAA owns the equipment located in the control tower and a lease assigns a responsibility and perhaps this is a letter stating that they are no longer assuming any responsibility.

Chairman Rosenblum has requested this communication to remain on the agenda under Old Business for upcoming meetings.

10/10/2017 – NHDOT – Regarding Use of T-Hangar at Boire Field

Carol Niewola of NHDOT is asking for verification of aeronautical use for a specific hangar at Boire Field. Airport Manager Chris Lynch commented that the hangar in question does host an aircraft and that the aircraft is currently being serviced at a different location. He has sent a written request to Mary Parker and Bob Byrd of Macair for confirmation of this situation in written form. Airport Manager Chris Lynch has also reviewed the FAA guidelines for use of hangar on obligated airports which states "The primary purpose of an aircraft hangar is aircraft storage. If a hangar is serving its primary purpose, the storage of aircraft, then storage of non-aeronautical items in the hangar does not violate the airport sponsor's federal obligations." He has verbally discussed this with Carol Niewola of the NHDOT and will also respond in writing.

REPORTS

TOWER REPORT

Chairman Rosenblum reported for the month of September compared to last September we are down about 600 operations and year to date we are behind about 5%.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- On September 20th Susan Clancy and I participated, along with Gale Associates, in the third annual GSAMA Pilots and Drivers Golf Tournament to benefit Youth Aviation Education. Congratulations to John Leland's team for winning the tournament!

Upcoming events

- The Young Eagles Event has been cancelled by Air Direct (the event coordinator). Next year we will try to make this happen for this is an important event for the kids.

Other items of interest

- 9/25/17 - I had a discussion with Ken Miles from the Collings Foundation regarding new hangar development and their desire to relocate from Worcester to Nashua Airport. At this time they are involved in an existing construction project and that they do not wish to engage in an additional construction project until their current project has been completed. Matt Caron of Gale Associates will help with the permitting if they choose to relocate to Nashua.
- 9/26/17 - Vice Chairman Sandy Cushing Adams, Secretary Bob Scheifele, Attorney Steve Bolton and I met with James Smith, U.S. Ambassador, Ret., Executive Vice-President College of Engineering, Technology & Aeronautics for Southern New Hampshire University. Our discussion focused on our welcoming SNHU to the Nashua Airport and Ambassador Smith discussing their plans for establishing a collegiate aviation program here at Nashua Airport. He also stated that they will be submitting a bid to the brokers of the bankrupt DWC/ITT properties, in particular 79 Perimeter Rd (the Aviation Center) and Hangar 85. The results of the auction will be on October 23, 2017. Secretary Scheifele discussed the current lease for 79 Perimeter Rd and the expiration date in August 2020 and questions if SNHU knows what they are bidding on and what do they plan to do after the lease expires. Wes Liu asked why the airport would not extend the lease. Secretary Scheifele commented that we are very interested in working with SNHU. Director Woods commented that the Nashua Airport Authority sees the Aviation Center as a potential source of income whether we rent it to SNHU or whoever wishes to occupy the building. A reason not to take over would be the cost of maintaining the building. We're not going to find an answer to this problem here tonight. Chairman Rosenblum stated that a lot of this is conjecture and we won't have any resolution on the situation until after the winning bid is announced. Airport Manager Chris Lynch he has received an email from Hellenic University requesting to meet with the Nashua Airport Authority during the afternoon of October 23rd.
- 9/28/17 – The NAA staff participated in an annual Safety Meeting with Mid-West ATC's Brian Beane.
- 10/01/17 – At approximately 12:30 pm there was an incident at our airport. A 1975 Beechcraft Bonanza piloted by Dr. Oliver Winter veered off Runway 32 after landing and ended up in a drainage ditch. The pilot and passenger were uninjured and the aircraft sustained minimal damage.
- 10/03/17 – I met with Accident Investigator David Marsh from the Portland FSDO and Carol Niewola from the NH DOT BA. Investigator Marsh's initial findings are being recorded as an "incident" pending further investigation.
- I have attended several meetings in the State Legislature Building in Concord chaired by a Ways and Means Sub-committee regarding the HB124. On October 17, 2017, the Ways and Means Sub-committee Representative Abrami proposed a blended amendment to include fuel tax increase and weight-based registration fees. The proposed amendment was voted on and passed unanimously. Alderman Schoneman noted that the proposal came out of sub-committee and there will be fine tuning along the way. The next step is approval from the full Ways and Means Committee, then to House and if successful it will go to Senate. Representative Abrami was able to obtain more money for the NHDOT – Division of Aeronautic. Alderman Schoneman congratulated Wes Liu on his efforts and idea regarding the fuel tax increase. Director Woods felt it is important to know that the millage fee is eliminated. The new proposal does not stop at 10 years of age as the millage fees did. We may feel some push back from current aircraft owners.
- Matt Berube has acquired two pieces of equipment via the GSA program;
 - o John Deere 524 Loader / Ford 655 4x4 Loader/Backhoe

AIRPORT ENGINEER'S REPORT

Nik Ippolito appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

Airport Master Plan Update SBG 12-16-2016

Mr. Ippolito provided a review of the Master Plan project.

Draft Chapters 1-4 were presented during the September meeting. The Authority voted and approved the proposed forecast for the Airport. Gale is currently working on Chapter 5 *Facility Requirements*. Matt Caron will be looking to schedule a joint meeting with the Master Plan Committee and Strategic Planning Committee, respectively, to discuss future airport needs.

Director Woods commented that the joint meeting is tentatively planned for October 30th.

Pavement Reconstruction and Maintenance SBG 12-17-2016

Mr. Ippolito provided an update on the Pavement Reconstruction and Maintenance project.

The project is substantially complete. The final reimbursement is being prepared for submission to NHDOT along with project closeout documentation. We are waiting for the contractors final pay estimate and should be closed by the end of October.

Recommended Actions:

Review and sign final reimbursement requests upon receipt.

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito provided an update on the Runway Groove and Seal project.

NHDOT has received the executed grant packages from the Authority. NHDOT has placed this project on the agenda at the next governor and council meeting which is tentatively scheduled for November 12, 2017. This interferes with the start of construction. As the time approaches, the contractor will nail down the schedule. Gale has received executed Notice of Award and Contracts from the Contractor. Once G&C approves the project, the Authority will execute the contracts and the preconstruction meeting will be scheduled. A schedule for construction will be finalized as soon as possible and distributed to the Authority.

Purchase Snow Removal Equipment (SRE) Project SBG 12-18-2018

Mr. Ippolito provided an update on the Purchase of Snow Removal Equipment project.

Gale conducted a Scoping Meeting with NHDOT on August 2nd, 2017 at Gales office in Bedford, NH. Based on the information gathered during this meeting, the Airport is eligible for Two (2) pieces of equipment; A Grader with Wing Plow, and a Front-End Loader with Push Box. The Estimated Project cost for both pieces of equipment is approximately \$450,000.00.

Funding for this project using FAA Discretionary Funds is un-likely due to the project's FAA Funding Priority Ranking. The Airport may use their FY2018 Non-Primary Entitlements (\$150,000.00) to pay for this project. The remaining funds necessary to acquire both pieces of equipment will need to be secured prior to finalizing the scope of work. Gale has reached out to the Mount Washington Regional Airport and from the Dean Memorial Airport to solicit interest in donating or selling their Non-Primary Entitlements for 2018 to account for the extra \$300,000.00 necessary to fund the project.

Gale has submitted a draft scope and fee for this project to the Authority for review and comment. However, at this time the funding of two (2) pieces of equipment is not known, so a final scope and fee cannot be prepared. Once funding has been secured for one or both pieces of equipment, Gale will finalize their Scope and Fee and forward to the Authority for review and execution.

Mr. Ippolito has contacted Dean Memorial and they are interested in selling their Non-Primary Entitlements to Keene Airport. The commission is more comfortable working with Keene. Skyhaven is managed by Pease and they are holding a CIP scoping meeting this month and won't know until the end of the month if their Non-Primary Entitlements are available. Mount Washington is not interested in selling their Non-Primary Entitlements at this time.

COMMITTEES

Master Plan Committee

Director Woods noted that there was no meeting this past month and is tentatively scheduling one for October 30th in conjunction with the Strategic Planning Committee.

Strategic Planning Committee

Director Duquette commented that at this time they are working primarily with the Master Plan Committee.

OLD BUSINESS

Perimeter Place Investments Lease – Secretary Scheifele asked Airport Manager Chris Lynch of the resolution of this lease extension. Airport Manager Chris Lynch confirmed that we will allow the extension that is in their current lease.

Chairman Rosenblum questioned on the status of the financial audit. Office Manager Susan Clancy informed Chairman Rosenblum that the draft is complete and waiting for the firm partners to review. The auditors are also awaiting for the Governance Questionnaire to be completed. We are planning for the auditors to be present at our November meeting.

NEW BUSINESS

DATES TO REMEMBER

None

NAA ACTION ITEMS

None

PUBLIC INPUT

None

DIRECTOR COMMENTS

Secretary Scheifele – Noted that the November meeting will be held at 6:30pm due to a conflict in scheduling for the auditorium.

Alderman Schoneman informed Secretary Scheifele the details of the GACIT hearing being held on Thursday, October 19th at 7:00. This meeting is regarding the 10-year transportation plan for the state. There will be comments allowed. Secretary Scheifele will attend the meeting

Airport Manager Chris Lynch is scheduling a meeting with Pennichuck Water who is requesting an easement on airport property to improve water main. He will bring the information to the board during November's meeting.

Airport Manager Chris Lynch informed Secretary Scheifele that we are ready for snow and there is a personnel meeting scheduled next Tuesday to discuss snow removal. We are short one part-time employee at this time, but we have a couple of people we will contact and attempt to fill this position. All equipment is ready.

Director Duquette – None

Director Woods – None

Chairman Rosenblum – None

MOTION BY Secretary Scheifele to adjourn the public session.

SECONDED BY Director Duquette

MOTION CARRIED

The next meeting is scheduled for November 15, 2017

SEE ATTACHMENT FOR ATTENDEES LIST

Farrell Woods, for

Secretary Robert Scheifele