

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, August 16, 2017.

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

### ROLL CALL

**Present:** Chairman Rosenblum  
Secretary Scheifele  
Director Woods  
Director Duquette

**Absent:** Vice Chairman Cushing-Adams

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Secretary Scheifele to approve the public minutes for June 21, 2017.

**SECONDED BY** Director Duquette

### MOTION CARRIED

### TREASURERS REPORT – June 30, 2017

Chairman Rosenblum reported that income was roughly \$25,000 ahead of what we budgeted for the year. This is due to \$13,000 more in fuel flow, \$6,000 more in registration fees, and \$7,000 more in snow removal. We had personnel changes over the year which caused our fulltime wages to be \$8,800 over budget. However, we were under budget on part time wage by \$13,000. Other differences were equipment expenses under budget by \$10,000; snowplowing expenses under budget by \$5,000; auditing expense under budget by \$6,300 due to the FAA reimbursement. Overall, we budgeted a surplus of \$20,000 and our operating income prior to audit is \$97,000 surplus, a variance of \$76,000. Other income/expense for the year was \$26,000 reimbursement for health insurance premiums for the past years. Our CIP expenses were \$104,000 and after our contribution from the City of Nashua for CIP expenses we ended up with a surplus of \$68,000.

Director Duquette inquired on the deficit in tie-down fees for the year. Due to the recent changes in staff, this question was not able to be answered.

Alderman David Schoneman asked how our landing fee income was in comparison to the amount budgeted and wondered if we could bring the landing fees up to the market price.

**TREASURERS REPORT – July 31, 2017**

Chairman Rosenblum reported that our Land Lease Income was up about \$1,400 for the month and \$3,600 above budget on the income side. The full time wages were under budget about \$1,600; vehicle repairs were over budget by \$1,100. All other expenses were in line for the month of July. Overall, we had a net surplus of \$3,900 and we budgeted for a shortfall of \$5,800 for the month leaving us with a variance surplus of \$9,400.

**MOTION BY** Chairman Rosenblum to accept the for June 30, 2017 and July 31, 2017 financial statements pending audit.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**CERTIFICATE OF DEPOSIT**

Chairman Rosenblum discussed the surplus in our operating account and we are over the FDIC insurance limits between our Certificate of Deposit and Operating Accounts.

**MOTION BY** Chairman Rosenblum to open a Certificate of Deposit at Enterprise Bank for \$75,000 for 12 months at 1.40% and close the current Certificate of Deposit at Merrimack County Savings Bank due to expire on March 28, 2018 with a rate of 0.50% and transfer the balance to a new Certificate of Deposit at Merrimack County Savings Bank for 15 months at 1.64%.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**ACCEPTANCE OF CREDIT CARDS AND CONVENIENCE FEE**

Office Manager Susan Clancy discussed the need for credit card acceptance at the airport, along with the costs associated.

**MOTION BY** Chairman Rosenblum to empower the office to accept credit/debit cards and attach a 3% fee for card present transactions and 4% for card not present transactions.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

**COMMUNICATIONS**

Secretary Scheifele reported that NAA received one new communication from ITT/DWC an Order Granting a 90 day lease extension. This was received on 7/5/2017 and placed on file.

**REPORTS**

**TOWER REPORT**

Chairman Rosenblum reported that there was a slight uptake in the month of July. We are still behind about 1,700 operations from last year, but the last three months have been positive. The jet traffic has increased in June and July, this is the first two months this year that the jet traffic has exceeded 100 counts. Airport Manager Chris Lynch commented on the nice weather contributing to the increase in operations.

## AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

### Recent events

- Poker Run to Benefit Homes for Our Troops 6/24/2017 – the Bose Headset winner was from our airfield.
- Movie Night 8/04/2017 – approximately 50 people attended. Overall a successful event.
- Wheels & Wings was cancelled due to bad weather.

### Upcoming events

Wheels & Wings is rescheduled for September 16, 2017 from 10:00am – 2:00pm

Food collection to benefit “End 68 Hours of Hunger”

### Other items of interest

- On July 13<sup>th</sup> I had a very productive meeting with the Director of the City of Nashua Public Works Department Lisa Fauteux and the Assistant Director Andy Patrician. At the conclusion of the meeting Ms. Fauteux stated that she would meet with Mayor Donchess to discuss the airport's need for assistance from the DPW in the future to maintain the infrastructure of the City of Nashua owned Nashua Airport. The following issues were or are being resolved:
  1. The City of Nashua agreed to provide us with a dumpster/service. We will no longer have to pay Casella Waste Systems \$1100 / year!
  2. The DPW Streets Department repaired the sink hole and storm drain structure on our “Golf Ramp”.
  3. The DPW Wastewater Department dredged a couple of culverts between taxiways Echo and Delta with their “Clam Shell” truck so that the water would drain more efficiently. They attempted to use the Vac-Con truck again in this area but the truck broke down during the operation. The truck(s) have since been repaired and we are on the list. The upcoming Vac-Con procedure will include finally cleaning out the drain line that crosses Perimeter Road from in front of Hangar 9.
  4. I also mentioned that Perimeter Road's condition is rapidly deteriorating and needs to be paved.
- The attorneys representing ITT's (DWC) bankruptcy denied us access to a piece of their leased land, stating liability issues for our Movie Night, August 4<sup>th</sup>. I subsequently relocated the event to the other side of the parking lot to avoid any conflict with their leased land.
- Matt Berube has acquired the following items at no cost to the NAA through the GSA program;
  - Kawasaki Mule 4x4
  - Miller Welder/Generator on trailer
  - (4) Stihl Chainsaws
- Joe Callahan continues to make tall grass short!
- Relocation of the movement line was completed.

Secretary Scheifele gave kudos to Airport Manager Lynch for the city dumpster. Also, there was discussion regarding the paving of Perimeter Road and the use of city equipment.

## AIRPORT ENGINEER'S REPORT

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

### Airport Master Plan Update SBG 12-16-2016

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

The Master Plan Committee (MPC) held its third meeting on July 17, 2017 to discuss the draft Chapter 4 – Forecast. Since this meeting, Gale has distributed meeting minutes and incorporated comments from the meeting into the Chapter. We are waiting on final comments, if any, to incorporate in to the Chapter. Upon concurrence from the MPC, Gale will forward copies of Chapters 1-4 to the Authority for review, comment, and approval during the September meeting. Updating the Airport Layout Plan in accordance with FAA's Standard Operating Procedures is an ongoing effort.

### 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. Gale has reviewed the test prints of the Aerial Photographs and is in the process of coordinating with the Contractor on the final prints. Once the final Aerial Photographs are delivered, the final Reimbursement Request will be prepared to release the retainage and reimburse all final project costs and the project can be closed out.

#### **Recommended Actions:**

- Sign final reimbursement requests upon receipt.

- Submit any final invoices for Sponsors Administration fees to Gale for reimbursement.

Chairman Rosenblum and Nik Ippolito commented that this project was completed under budget by approximately \$40,000. In addition, we did not use the entitlements we purchased from Whitefield.

### Runway Groove and Seal Project SBG 12-18-2016

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

At this time the State's Block Grant has only been partially issued. The FAA has granted New Hampshire with its Entitlements and Apportionments; however, no discretionary funds have been awarded. The discretionary portion of the New Hampshire State Block Grant is anticipated to be released by September 1<sup>st</sup>. Once released, NHDOT will issue each airport their funds. Once NHDOT issues Nashua their grant offer, Gale will prepare the Notice of Award and Contracts for the project.

#### **Recommended Actions:**

- Provide Gale with a copy of the Grant Offer once received.

- Complete the forms required to accept the Grant and forward back to FAA.

### General Items

**2017-2020 DBE Plan** – The Airport's 2017-2020 DBE Program was submitted to FAA on 7/28/17.

Gale will notify the Authority upon receipt of approval.

**CIP** – Gale conducted a meeting with Authority Member Duquette and Airport Manager Lynch to discuss potential reorganization of CIP Projects. The information discussed will assist the Strategic Planning Committee & MPC in revising the CIP to suit the Airport's future project needs.

**FY2018 Project Scoping Meeting** - Gale will be scheduling a Project Scoping Meeting with the Airport, NHDOT and FAA to discuss the FY 2018 Project (Purchase Snow Removal Equipment – Grader w/ Wing Plow). A meeting is scheduled for Monday August 21<sup>st</sup>.

**COMMITTEES**

**Master Plan Committee**

Director Duquette didn't have any additional updates to add to Matt Caron's discussion. Mr. Caron recommended a telcon to discuss how to present the information in the first four chapters of the Master Plan to the board at the September Board meeting.

**Strategic Planning Committee**

Director Duquette, Airport Manager Lynch and Alderman Schoneman met with Gale and they have taken a step back and re-evaluated the vision plan. Director Duquette suggested to re-visit and build a plan of action off of the vision plan.

**OLD BUSINESS**

Perimeter Place Investments Lease and Building 106 Lease Extensions –Secretary Scheifele discussed the extensions requested by each of these current owners. After discussing the leases with a realtor, in regards to purchasing leased properties, he recommends to propose to extend leases with the current options that are in their current leases. This is also within the guidelines of the FAA and we would not want to jeopardize our grant support from them. Chairman Rosenblum, Director Woods, and Director Duquette discussed options for upcoming lease renewals. It is agreed to stay within the FAA guidelines.

**MOTION BY** Secretary Scheifele to authorize Airport Manager Chris Lynch and Secretary Scheifele to work together to create a solution and work directly with the Perimeter Place Investments and Building 106.

**SECONDED BY** Director Woods

**MOTION CARRIED**

**NEW BUSINESS**

KeyW Land Lease - Airport Manager Lynch discussed the request of a land lease for KeyW. They currently rent two hangars from NJA. They are requesting to lease a parcel of land consisting of 2,160 square feet to house 3 storage containers. This is a tenancy at will and either party can terminate with 30 day notice.

**MOTION BY** Director Duquette to authorize the land lease for KeyW as presented.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**DATES TO REMEMBER**

Wings and Wheels – September 16, 2017

Cirrus Fly In – August 25, 2017

**PUBLIC INPUT**

Wes Lui inquired if there has been any news about the ITT/DWC bankruptcy. Airport Manager Lynch discussed conversation he has had with people who have inquired about the property, but nothing has been presented to the airport.

Steve Broulette asked about any further negotiations with the Collings Foundation to relocate to ASH. Airport Manager Lynch commented that the Collings Foundation is currently working on a project at this time and there is no new update on this.

Mr. Lebron informed the NAA of a meeting for HB124 on September 19th held at DOT at 10:00. Anyone who can attend to answer questions, please attend.

Alderman Schoneman informed the board that the Mayor has agreed to give Director Woods a five-year term and extend Vice Chairman Cushing-Adams for one year. In addition, Airport Manager Lynch informed the board that we cannot have a lopsided board and we have two undeclared members on the board and they need to declare a party before September 12th.

**DIRECTOR COMMENTS**

Director Duquette – Expressed a continued “thumbs up” to our team at the airport.

Director Woods – Thanked Chris and Susan for the work they continue to do.

Secretary Scheifele – Inquired about the start date of the Runway Groove Project. Mr. Ippolito, Gale Associates, expressed that the SBG has only been partially issued and once the NHDOT issues the grant offer, meetings will be scheduled with the contractor to discuss start date.

Chairman Rosenblum – Echoed that Airport Staff are all doing a great job. Stated the Financial Audit is scheduled and should have a draft ready for the October meeting.

**MOTION BY** Secretary Scheifele to adjourn the public session.

**SECONDED BY** Director Woods

**MOTION CARRIED**

The next meeting is scheduled for September 20, 2017

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele