

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, March 18, 2015.

Chairman Stephens called the meeting to order at 6:05pm.

ROLL CALL

Present: Chairman Stephens
Vice Chairman Moushegian
Treasurer Rosenblum
Secretary Cushing-Adams
Director Jackson – arrived 7:24pm

PUBLIC INPUT

None

MINUTES – February 2015

MOTION BY Secretary Cushing-Adams to accept the Nashua Airport Authority's minutes from the meeting of February 25, 2015 minutes as presented.

SECONDED BY Vice Chairman Moushegian

MOTION CARRIED. (15-017)

TREASURERS REPORT - February 2015

Treasurer Rosenblum commented that for the month of February land lease income was slightly up for the month, fuel flowage fees were down about \$1,000 due to the weather. However, snow removal income for the month was over \$23,000 - which was \$16,800 higher than budgeted. Year to date, we have exceeded our yearly budget by \$19,630. On the expense side, wages are down \$2,200 for the month. We did have additional part-time wages and overtime due to snow removal. Otherwise, our expenses are all in line. We will have additional fuel expense for the snow removal which will show in our March expenses. Overall for the month, we have a surplus of \$6,052. We have expected a \$3,800 shortfall which leaves us a variance of \$9,800 to the good. Year to date we have a \$9,200 shortfall, we budgeted a shortfall of \$44,700. We made up a lot of our shortfall and have a variance of \$35,400 to the good.

MOTION BY Treasurer Rosenblum to accept the February 28, 2015 financial reports as presented pending annual audit.

SECONDED BY Vice Chairman Moushegian

MOTION CARRIED. (15-018)

COMMUNICATIONS

NAA-15-004	Air Direct Airways / Aircraft Accident	FILED
NAA-15-005	Frasca & Frasca / Withdrawal – Sweeney Case	FILED

Vice Chairman Moushegian addressed NAA-15-005. The Sweeney case is now between the Sweeney's and the Epsom Tree Removal and their attorneys are taking over the case. The insurance companies are trying to settle out of court.

REPORTS

Tower Report

Manager Bourque reported that for the month of February 2015 we are down 1090 operations from February 2014 which was expected considering the snow accumulation for the month. For the year, we are down 25%. Hopefully, with lower fuel price and warmer weather, we will rebound. Jet operations are slightly higher than average.

Airport Manager

- Wildlife activity on the airport has been light with no reported strikes.
- The taxiway lighting system is INOP. The problem appears to be underground. Diagnostic testing is ongoing. We have it isolated near taxiway Bravo.
- The 2015 Touch-A-Truck event planning has begun. The event is scheduled for August 15 from 10:00 am to 2:00 pm.
- The 2015 Aviation Safety Expo will be held at Daniel Webster College on March 28 from 8:00 am to 5:00 pm.
- Spoke with a teacher from Hollis Brookline High School and we are considering forming a relationship to have a special needs student come and perform supervised duties at the airport.
- The Department of Transportation updated the state aviation plan and the Nashua Airport was invited to be a member of the project advisory committee.

Airport Engineer

Nik Ippolito of Gale Associates updated the Board concerning the ongoing projects at Nashua Airport.

1. Avigation Easement Acquisition NHDOT #SBG-12-04-2009
 - NHDOT has approved the grant amendment and we are currently waiting for Governor and Council to approve this amendment.
2. Runway 14-32 Obstruction Removal and Approach Survey NHDOT #SBG-12-06-2010
 - NHDOT has approved the grant amendment and we are currently waiting for Governor and Council to approve this amendment.

3. Wildlife Hazard Assessment, State Historic Preservation Office (SHPO) Area Form and SWPP Update NHDOT # 12-10-2013

- NHDOT had comments and forward to the USDA. Hoping to have final report once the comments have been reviewed. Close out of this project is scheduled for March of 2015.

4. Install Perimeter Fence and Gates NHDOT #SBG-12-12-2013 & 12-14-2014

- On January 25th the contractor requested a temporary work stoppage due to the amount of snow. The contract has stopped on day 90 of 90.
- The tree clearing has started along the railroad tracks.
- All remaining fence work is on hold until the weather conditions permit.
- Grant Reimbursement requests are in the process of being completed.

5/6. 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.
- Plans and specs for demolition are completed and were advertised.
- Bid Opening on April 1, 2015.
- Grant application is scheduled for April 3, 2015.

General Items

Nashua's 2015-2017 DBE Plan has been submitted and is currently being reviewed by the FAA and will be providing comments in the near future.

COMMITTEES

Canon Committee

Secretary Cushing-Adams informed all that the next meeting is scheduled for March 23rd in the DWC Aviation Center. Chairman Stephens commented that things are moving along. He would like the committee to take a step back and really think about if an item needs to be changed. Also, he would like the committee to start presenting changes to the NAA board. Vice Chairman Moushegian was present at the last meeting and he suggests to provide us with the objection and a resolution on any items they are struggling with. Steve Brouillette commented that Keith Webb has been creating detailed minutes on each meeting which can provide the NAA board with updated results.

Marketing Committee

Director Gordon Jackson wasn't present for comment. Vice Chairman Moushegian relayed some details regarding the meeting held on March 5th. It was noted that commercial operations in New Hampshire bare the highest tax burdens of all New England and very high aircraft registration fees. The committee recommends the NAA begin a cooperative legislative effort involving all State airports so that political leadership effectively examine the negative impact of these fees on our competitive condition and the

resulting loss of tax dollars to the State. He also relayed that the committee chair has introduced an Aircraft Owners and Pilots Survey to begin and have completed by next month with an analysis. Some committee members feel the need to refine the committee mission statement. In a recent article in the Union Leader, electrical energy costs are predicted to rise in the next four years by a factor of four. The NAA facility currently averages \$2,500 month for electricity

OLD BUSINESS

Sweeney vs. NAA et al.

Vice Chairman Moushegian commented that our insurance isn't a factor. Chairman Stephens suggests we remove this from our agenda.

CIC & CIP Review and NAA Budget Committee

Treasurer Rosenblum discussed the meeting with the Mayor. The Nashua Airport Authority requested help in the amount \$34,000 for operating expenses for the next fiscal year. It was for items such as workers compensation for which we recently had to assume responsibility. For the most part, we have been able to reduce our expenses. In addition, we requested \$86,000 which is the local share of the 5% of FAA projects for the upcoming year. It was emphasized on the importance to invest money into the facility. The Mayor listened and agreed with our concept and theory. She mentioned it was a difficult budget year and it will be difficult to help. Chairman Stephens commented that she didn't say "no" and she will work on it in the next month. It was mentioned that we never have come to the city for monies in the previous years. Chairman Stephens mentioned the Mayor informed him that the airport at one time requested \$100,000 per year. Former Airport Manager Roy Rankin informed all that no monies for operating expenses were requested during his time as airport manager since 1996.

Underground Fuel Farm Replacement

Chairman Stephens discussed the mandatory removal of the underground tanks for December 2015. He stated we are going to remove the tank. He has volunteered his services to write up a bid package, advertise, and go through the procurement process. He is hoping to get this out to bid next month and obtain prices by the end of July. Hopeful to have the underground tanks removed by mid-November.

NEW BUSINESS

Underground Fuel Farm Demolition

Commented on in previous agenda item.

Self Service Fuel

Vice Chairman Moushegian discussed the motion given to Infinity approximately 4 years ago which granted Infinity the approval to permit a self-service fuel facility. He wished to amend that motion with the following motion.

MOTION BY Vice Chairman Moushegian to establish and/or modify standards for providing a self-service fuel farm at the Nashua airport. All requests for a self-service station shall be processed through the Authority for approval. This applies to any prior approved or future requests for a self-service station. Such approval will require, but not be limited to, the following terms to be established: fuel

product; type of tank, equipment description; hours of operation; location of tank; term of agreement; land lease area and rate; fuel flowage fees; CPI-W, (BLS) Local Index for Escalation of Fees; design and permit duration; time limit to be in operation; price restrictions; means of payment.

SECONDED BY Treasurer Rosenblum

DISCUSSION: Chairman Stephens commented that the self-service fuel facility has been discussed in the past and felt that this topic needed to have certain rules and terms to establish the possibility of a self-service fuel facility. Vice Chairman Moushegian stated that the previous motion to Infinity is overridden by this motion. Treasurer Rosenblum asked why over this period of the last 4 years we haven't had any information or details of the project from either FBO. Greg Lison of Infinity commented about their ability at that time was different from today. The timing wasn't right and he welcomes this motion.

MOTION CARRIED. (15-019)

NAA Logo Revision

Secretary Cushing-Adams discussed the possibility of using the logo created by David Heath for a promotional logo while Director Jackson and the marketing committee work on gathering information for future logo possibilities.

MOTION BY Secretary Cushing-Adams to accept the logo that David Heath has created as a promotional logo as needed.

SECONDED BY Treasurer Rosenblum

DISCUSSION: David Schoneman requested the cost of the logo and if this would be used just for the website or for printing office material. Secretary Cushing-Adams responded that if we do need anything printing it will be in small quantities. Vice Chairman Moushegian is opposed to the logo due to the absence of Director Jackson and his connection to the marketing committee. Chairman Stephens feels at this time that a logo for the airport needs more community involvement. Rosenblum disagreed and he recalled taking the time during a previous board meeting to view the different logos. Farrell Woods commented that these meetings are held every month for these purposes and as he sees it, those who attend are the community. Treasurer Rosenblum recommends to table this motion until next month when a marketing committee member is present and also to get it out to the community for their thoughts on the logo.

MOTION TABLED.

Audio of NAA Meeting on Website

MOTION BY Secretary Cushing-Adams to have the audio of the Nashua Airport Authority meetings available to the public on our website.

SECONDED BY Treasurer Rosenblum

DISCUSSION: Vice Chairman Moushegian is opposed to it as sometimes he feels the need to take back what was said. He questioned Alderman Schoneman if the CIC meeting recently held was available on the website. Alderman David Schoneman could not answer the question; however, suggested he go on the website to obtain the answer. Weston Liu searched the website and did locate it. Farrell Woods

commented that we are all human and make mistakes. Chairman Stephens feels this would hurt this organization due to how the meetings are held. He feels they are very informal and at one time there was no one in attendance. He likes to have open discussions and not just during the Public Input. He feels inhibited in running the meetings knowing the audio will be placed on the website. Weston Liu commented about city meetings in his town and how different boards can adopt rules on how they run their meetings. Alderman Schoneman answered the question regarding the adoption of rules on the different boards and there are boards in the city that adopt the Roberts Rules which are more informal.

MOTION CARRIED. (15-020). Opposed by Chairman Stephens and Vice Chairman Moushegian

New England Expo, March 28th

Secretary Cushing-Adams New England Aviation Safety Expo is on March 28th. There are a lot of free seminars and classes to attend. Mike Goulian is a guest speaker. The Nashua Airport Community is holding a raffle, and we will receive ½ of the proceeds to put aside for promotional purposes. Some items include a free month tie-down, tandem sky dive jump, 20 gallons of low lead fuel, discovery flights, and a propeller balance. We will have a couple of tables with easels if anyone would like to put advertising up, it is available. She is planning to reach out to the local hotels.

Land Lease Agreements

Chairman Stephens would like to hold off discussion until next month for he is still working out some details.

OTHER

PUBLIC INPUT

Airport Manager Bourque discussed the State Aviation Plan and the economic impact of \$1.1 billion in the state of NH. This also consist of 9,200 jobs. Farrell Woods questioned if this information was passed along to the Mayor. Treasurer Rosenblum confirmed it was along with all the tax revenues received from the airport tenants.

Wes Liu commented on the way the meetings are well run and he thinks it will be good thing to place them on the website.

DIRECTOR COMMENTS

Treasurer Rosenblum

- Thanks to Chairman Stephens for putting together the presentation to the Mayor.

Secretary Cushing-Adams

- Extended a congratulations to Airport Manager Bourque for being voted in as the President to Granite State Airport Management Association. Vice Chairman Moushegian seconds.
- Thank you to Office Manager Susan for always helping her out and taking on the responsibility of working with the special needs students.
- Please keep Bill Psaledakis in your thoughts and prayers for he is ill.
- Mentioned the job opening in our Maintenance Department that will be advertised in the Telegraph and on our website.
- Thank you fellow board members for all the help and good pointers.

Vice Chairman Moushegian

- Thank you Sandy for mentioning the job opening.

MOTION BY Vice Chairman Moushegian to move to non-public session in accordance with RSA 91-A:3 [II] (d) to discuss the acquisition, sale or lease of real or personal property.

SECONDED BY Chairman Stephens

MOTION CARRIED. 8:15pm (15-021)

Non-public session commenced at 8:25pm

ROLL CALL

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

Absent:

Also present was Airport Manager Stephen Bourque

MOTION BY Vice Chairman Moushegian to adjourn the non-public session, move to the public session and seal the minutes.

SECONDED BY Treasurer Rosenblum

MOTION CARRIED. 9:26 pm (15-022)

Rejoined public session at 9:27pm

ROLL CALL

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

Absent:

ADJOURNMENT

MOTION BY Treasurer Rosenblum to adjourn the public meeting

SECONDED BY Chairman Stephens

MOTION CARRIED 9:28 pm (15-024)

Respectfully submitted,

Sandra Cushing-Adams, Secretary

SEE ATTACHMENT FOR ATTENDEES LIST