

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, April 19, 2017.

Chairman Rosenblum called the meeting to order at 6:01 pm.

ROLL CALL

Present: Chairman Rosenblum
Vice Chairman Cushing-Adams
Secretary Scheifele
Director Woods

Absent: Director Duquette

Chairman Rosenblum introduced the new airport manager Chris Lynch and thanked Secretary Scheifele for stepping in for the past two months.

PUBLIC INPUT

None

Chairman Rosenblum rearranged the agenda to accommodate Gale Associates due to the necessity to return to the construction project.

AIRPORT ENGINEER'S REPORT

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

Pavement Reconstruction and Maintenance project SBG 12-17-2016

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

The construction is ongoing and progressing quickly with a lot of good healthy changes. Porous pavement will be used in an eight (8) foot wide area between hangars. Discussion was held on the benefit and use of porous pavement.

On April 12, 2017, there was a minor crisis with a sinkhole at Hangar 9. The drainage line located there had failed in two (2) places. Gale recommends that the drainage line be removed and replaced. The NHDOT has approved the work to be included in the project. If approved by the Board, this work will be added to the contract by change order.

Mr. Strand received a new construction schedule today and Continental Paving is looking to start Phase II on May 1, 2017. We are continuously working with Airport Manager Chris Lynch to update tenants and airport users.

Runway Groove and Seal Project SBG 12-18-2016

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

The Bid Opening was held on March 28, 2017 at the Airport. Three (3) bids were received. The lowest qualified bid was received from Sealcoating Inc. in the amount of \$360,414.00.

With concurrence from FAA and NHDOT, Gale prepared and submitted a grant application for the project in the amount of \$600,000.00 on April 3, 2017.

The Board is awaiting funding from the FAA and NHDOT for this project.

Airport Master Plan Update SBG 12-16-2016

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

A draft was completed of Chapter 2 – Existing Conditions and Chapter 3-Existing Environmental Conditions and forwarded to Director Woods for distribution to the Master Plan Committee. A second Master Plan Committee meeting should be scheduled soon to discuss these draft Chapters.

Gale is nearing an appropriate point in the development of the Master Plan that the MPC can begin discussing a time to present the completed chapters to the Nashua Airport Authority.

The updating of the Airport Layout Plan in accordance with FAA’s Standard Operation Procedures is ongoing through the duration of the Master Plan Update.

MINUTES

MOTION BY Secretary Scheifele to approve the public minutes for March 15, 2017.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

MOTION BY Secretary Scheifele to approve the March 15, 2017 non-public minutes and after approval to be made public.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT – March 31, 2017

In March, our fuel flowage fees were \$2,800 higher as a reflection to a lot of fuel being sold. We received the State on NH registration fees. We budgeted \$50,000 and we received \$56,320. Snow removal income was just under \$3,000 and we budgeted \$6,000, however we are ahead on what we budgeted for the year.

Most expenses are in line and some are underbudget. We had a computer expense of \$1,800 for software maintenance training time. We budgeted \$43,000 for the month and the actual expense came was just over \$36,000. For the month our net income is \$64,000 and we budgeted \$52,000.

MOTION BY Chairman Rosenblum to accept the treasurers report for March 31, 2017 pending audit.

SECONDED BY Secretary Scheifele

MOTION CARRIED

MOTION BY Chairman Rosenblum to authorize Airport Manager Christopher Lynch access to the signatory rights to all banking accounts for the Airport Authority.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

Chairman Michael Rosenblum discussed a vision plan that the City offers to their employees at the employees expense; that offer is extended to the airport employees.

MOTION BY Chairman Rosenblum to extend the vision plan to our full time employees and to include in our benefits package.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

COMMUNICATIONS

Secretary Scheifele reported that NAA received several new communications.

US Fish and Wildlife Service

US Bankruptcy Court – Indianapolis Division – ITT Educational Services

NHDOT Approval of Gale Associates proposed fee for the Groove, Seal, and Remark Project

All communications to be placed on file.

Hellenic American University

Triant Flouris, Ph.D, Provost of Hellenic American University, gave an overview in regards to the Institution and the plans they have for their future. They are accredited by the NEASC and are regulated by the NH Department of Education. They are interested in the former Daniel Webster property for development of a collegiate aviation program.

REPORTS

TOWER REPORT

Chairman Rosenblum reported that there were 3,311 operations in the month of March. That is down 1,400 from the prior year and expect mostly due to weather. For the year-to-year comparison, we are down 13%. I encourage everyone to get out and fly.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Thanked all for the opportunity to be the airport manager and especially Director Scheifele for all the information to get started.

Discussed the sinkhole incident and the relocation of the G5 for MDL Consulting.

Held a meeting with all the corporate hangars and they are all set with housing of their aircraft for Phase II of the paving project. A discussion was had with Tower Chief Brian Beane regarding transient parking.

Some minor issues with Gate 12. OneSource will be on-site Thursday morning.

Discussed the Boy Scouts of America camporee.

COMMITTEES

Strategic Planning Committee

Chairman Rosenblum stated there was no meeting this past month. They will be meeting the first Wednesday in May.

Secretary Scheifele discussed a piece of snow removal equipment that is beyond its years. He will be meeting with Gale to discuss the options in the future.

NEW BUSINESS

None

OLD BUSINESS

No discussion

DATES TO REMEMBER

- Boy Scouts Camporee – May 5-7, 2017
- NISS Reception – May 11, 2017
- Young Eagles – June 3, 2017
- NH Aviation Museum Fly In – June 10, 2017
- Poker Run – June 24, 2017

PUBLIC INPUT

None

DIRECTOR COMMENTS

Secretary Scheifele – Met with member of Nashua’s Beautification Committee and discussed improvements at the Charron Ave/PineHill Rd site. Airport User/Alderman David Schoneman discussed the removal of the barbed wire on the fence on Charron Ave.

Director Woods – Acknowledged Secretary Scheifele’s contribution for filling in as Interim Airport Manager.

Vice Chairman Cushing-Adams – Thanked Bob for a great job during the time in need. Excited to have Chris on board. A meeting was held with Mayor, Economic Development Director, Airport Manager and Secretary Scheifele to discuss the DWC properties.

Chairman Rosenblum – Meeting with the City Strategic Planning Committee as the airport representative. We are working on projects to help Nashua thrive. Welcomed Chris and thanked Bob.

MOTION BY Vice Chairman Cushing-Adams to adjourn

SECONDED BY Director Woods

MOTION CARRIED

The next meeting is scheduled for May 17, 2017

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele