

MINUTES

The monthly and annual business meeting of the Nashua Airport Authority (NAA) was held at Daniel Webster College, 20 University Drive, Eaton Richmond Center, Room 100, on Wednesday, January 17, 2017.

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

ROLL CALL

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

ELECTION OF OFFICERS

MOTION BY Vice Chairman Cushing-Adams to nominate the following:

Michael Rosenblum as Chairman / Treasurer
Sandra Cushing-Adams as Vice Chairman
Robert Scheifele as Secretary
Joe Duquette as Director
Farrell Woods as Director

SECONDED BY Chairman Rosenblum

DISCUSSION Vice Chairman Cushing-Adams commented that the current board is healthy. Director Woods is working on the master plan which is a huge undertaking. Director Duquette is working on strategic planning. Secretary Scheifele is doing a phenomenal job as secretary.

MOTION CARRIED

PUBLIC INPUT

None

NOVEMBER 2016 MINUTES

MOTION BY Secretary Scheifele to accept the minutes of December 8, 2016 and December 13, 2016 as presented.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

TREASURERS REPORT – December 31, 2016

Chairman Rosenblum presented the Treasurer's Report for December 2016.

A comparison of actual income to budget for the month shows \$6,000 better than budgeted. Primarily additional income came from snow removal. We have had additional wages which offset some revenue. The total expense is net \$600 different than budgeted with a \$9,000 surplus for the month. Year to date we have a surplus of \$41,208 before any CIP expenses. After CIP expense, we are in a shortfall of \$16,000.

MOTION BY Chairman Rosenblum to accept the December 31, 2016 NAA financial report pending audit.

SECONDED BY Director Woods

MOTION CARRIED

COMMUNICATIONS

None.

Alderman Schoneman brought a copy of the resolution that passed from the Board of Alderman last week and has asked to place it on file as part of our communication.

MOTION BY Chairman Rosenblum to accept the resolution that was passed by the Board of Alderman and be placed on file.

SECONDED BY Director Woods

DISCUSSION Chairman Rosenblum would like to thank Wes Liu and Farrell Woods who appeared at the board meeting in favor of this resolution and Alderman Schoneman who discussed and presented to the Board of Alderman the reasoning behind the resolution.

MOTION CARRIED

Director Woods mentioned that in addition to the resolution at the Board of Alderman meeting, a 99 year lease extension between City of Nashua and the Nashua Airport Authority was approved. The master lease is good until December 31, 2115. For the trivia, Alderman Schoneman commented that the payment of this lease was \$1.00 for the term and it was paid back in 1975.

REPORTS

TOWER REPORT

Chairman Rosenblum noted for the year, operations ended at 58,726 as a traffic count which is 5,500 operations higher than 2015. We have seen increases in almost every month in activity. Secretary Scheifele noted that there was a small discrepancy that the airport manager is working with the FAA to correct, the general aviation is 27,846 and according to the traffic report is 27,816. Airport Manager Bourque commented that for the third year in a row, we are the busiest airport in the state including Manchester.

AIRPORT MANAGER'S REPORT

- Wildlife activity on the airport has been light with no reported strikes.
- We are still waiting for the contractor to remove the trees on Charron Ave which will allow the VOR-32 approach to be utilized at night.

- The Board of Aldermen approved the zoning change on an abutting property from AI (Airport Industrial) to HB (Highway Business).
- The Daniel Webster Council of the Boy Scouts of America is looking for a spot for a camporee the weekend of May 5-7. They would anticipate 200-225 scouts and 75 scout leaders. They will plan on attending the February NAA meeting to answer any questions.
- We have submitted the Daniel Webster College leases to the bankruptcy trustee per their request.
- On February 1, the airport will participate in an emergency exercise which was awarded to the City of Nashua Office of Emergency Management through the Transportation Research Board. The exercise will simulate going through the process of dealing with a severe November storm.
- The Greater Nashua Chamber of Commerce will host a Business After Hours here at the airport on March 8 from 5:30 pm to 7:30 pm. All chamber members are welcome and can register through the Chamber website.
- Chairman Rosenblum and I presented our pavement rehabilitation and the groove, seal; and re-mark the runway projects to the Capital Improvements Committee on January 9. Secretary Scheifele was also in attendance. The chairman of the CIC was encouraged by the projects and the activity at the airport.
- The FAA has reimbursed the NAA \$4,875 toward the FY2016 financial audit.

AIRPORT ENGINEER'S REPORT

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

Airport Master Plan Update (AMPU) (NHDOT No. SBG-12-16-2016

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

Currently working on Chapters 1 and 2 (Introduction and Inventory of Existing Facilities) and has coordinated with the airport manager to obtain additional operations data. At this point, these two chapters are 85% completed.

Last month the need to establish a Master Plan Committee (MPC) was discussed, which during the scoping of this project, it is intended to be an integral part of the development of the Master Plan. Director Woods will be taking part in establishing this committee.

Pavement Reconstruction and Maintenance project SBG 12-17-2016

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

Once NHDOT responds to the request for project change, Gale will coordinate all project modifications with Continental Paving.

Gale sent the Notice of Award (NOA) and construction contracts to the Airport for review. Gale will coordinate with Continental Paving Inc. to obtain signatures. Once the contracts have been signed by Continental, Gale will forward them to the Airport for final execution. Then we can gear up for construction in early spring.

At the request of the NAA, Gale coordinated the necessary modifications to the run-up apron with NHDOT. The NHDOT requires a request for project change and justification for leaving the pavement in place. Gale is in the process of preparing this request for project change for NHDOT.

Runway Groove and Seal Project SBG 12-18-2016

The scope of work has been finalized with the Airport.

Gale prepared the independent fee estimate (IFE) spreadsheet. The Airport selected Jerry Dexter, of GHD Consulting, to perform the IFE. At the Airports' request, Gale forwarded the finalized scope of work and IFE spreadsheet to Mr. Dexter. Mr. Dexter submitted the IFE and it is higher than the proposed fee from Gale. Gale is looking to enter into contract for this project.

MOTION BY Vice Chairman Cushing-Adams to enter into contract for the amount of \$230,300 for the groove and seal project.

SECONDED BY Secretary Scheifele

MOTION CARRIED

Gale will need to set up a meeting to review the conceptual phasing alternatives for this project. Once the conceptual phasing alternatives have been agreed upon, Gale recommends presenting them to the Airport users, tenants, and businesses.

COMMITTEES

Strategic Planning Committee

Director Duquette reported on the January 4th meeting. The director of Economic Development attended. The city is very interested in having this airport thrive. First milestone is to come up with a good and precise mission statement. A lot of ideas were kicked around. Director Duquette will be coming out to the airport on weekend to meet with people when the weather gets nicer.

Master Plan Committee

Director Woods will be overseeing this committee. We will be inquiring some input from the public and will be forming a committee.

OLD BUSINESS

Perimeter Place Investment Lease Extension

Chairman Rosenblum commented that we are not in the position to offer anything new to the board at this time.

Directory Sign

Secretary Scheifele commented that we have decided to do this on our own and he will have something to show the board in the spring/summer timeframe.

NEW BUSINESS

Capital Improvement Committee Presentation

Chairman Rosenblum mentioned it was a positive presentation. We had requested monies for two different projects: one for the runway grooving and seal and re-mark the other was for the phase 1 of the paving project. We will wait to hear and hope that we will be included in the recommendation from the Capital Improvement Committee.

HB124 Elimination of a Portion of NH Aircraft Registration Fees

Chairman Rosenblum mentioned the primary reason for meeting on this night rather than the scheduled night was due to HB124. The hope is the board will reach a decision and bring that decision to legislation tomorrow. Director Woods updated the public on the cost of registration fees in New Hampshire in comparison to other states. Millage is a number that is based on the blue book value and that goes on the calculation of the registration fee. He discussed the incident with Green Mountain Coffee and the loss of the revenue from the aircraft along with the possibility of new jobs. HB124 has been revised to take away millage fees which will lower fees for aircraft under 10 years of age. The Alderman support on reducing the millage rate was unanimously passed. If we get rid of the millage, the overall impact is approximately \$750,000, 25% of this \$750,000 is given to the airport at which the aircraft is based. Questions are raised on how to make up for the loss of revenue. One solution may be to tax fuel. Director Woods would like to move forward with HB124 as a policy and learn how these bills get passed.

Alderman Schoneman commented on the City of Nashua's concern regarding jobs and the spending cap. The best way to get more money is to increase the tax base. We are concerned about growth for our city and HB124 is not just about registration fees but about the growth in Nashua. New businesses will help bring new jobs and people to the Nashua area. For the record, 275 corporate aircraft are based out of Bedford, MA. This bill and the session tomorrow before the transportation committee is about whether we want the new jets or not. Jets bring jobs. If they make a recommendation, the house will then decide to move forward or not to move forward to Way and Means. The city would like to see expansion here at the airport. The industry needs transportation.

Vice Chairman Cushing-Adams clarified that there is a federal registration fee in addition to state fee. She also relayed conversations she had with a couple of corporate people in regards to registration fees in New Hampshire in which a big portion of why their aircrafts are not housed here.

Airport Manager Bourque mentioned that GSAMA will be having a legislative focus meeting in Concord on February 17th. This will be a panel discussion for those who would like to attend. This is a complicated issue and is looking forward to more discussion.

MOTION BY Director Woods to endorse resolution of the Alderman as presented.

SECONDED BY Secretary Scheifele

ROLL CALL VOTE

Chairman Rosenblum, Yes
Vice Chairman Cushing-Adams, Yes
Secretary Scheifele, Yes
Director Woods, Yes
Director Duquette, Yes

MOTION CARRIED

PUBLIC INPUT

Ray Grenier commented on an interesting article concerning jet this past week in the Union Leader.

DATES TO REMEMBER

January 18, 2017 at 2:30 LOB - Special Hearing on HB124

March 8, 2017 – Hangar 81 - Greater Nashua Chamber of Commerce Event

DIRECTOR COMMENTS

Secretary Scheifele - None

Director Duquette - None

Director Woods – Thank you everyone for listening and input to HB124.

Vice Chairman Cushing-Adams – I am thrilled with the progress and happy that everyone is pitching in.

Chairman Rosenblum - Thank you for all the helpful and healthy discussions. If we need to have any special meetings, we will duly notify the public. Our next meeting will be on February 15, 2017.

MOTION BY Director Woods to adjourn the public session and move to non-public session to discuss a personnel matter pursuant to RSA 91-A:3 II(a)

SECONDED BY Vice Chairman Cushing-Adams

ROLL CALL VOTE

- Chairman Rosenblum, Yes
- Vice Chairman Cushing-Adams, Yes
- Secretary Scheifele, Yes
- Director Woods, Yes
- Director Duquette, Yes

MOTION CARRIED

MOTION BY Vice Chairman Cushing-Adams to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Secretary Scheifele

ROLL CALL VOTE

- Chairman Rosenblum, Yes
- Vice Chairman Cushing-Adams, Yes
- Secretary Scheifele, Yes
- Director Woods, Yes
- Director Duquette, Yes

MOTION CARRIED

MOTION BY Chairman Rosenblum to adjourn the public session

SECONDED BY Director Duquette

MOTION CARRIED

The next meeting will be held on Wednesday February 15, 2017

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele