



**Granite State Airport Management Association, Inc.**

**Friday, June 12, 2015 10:00am**

**Granite Air Center**

**Lebanon Municipal Airport**

**58 Airport Road**

**West Lebanon, NH 03784**

**Members Present:**

Carol Niewola, NHDOT Aeronautics

Val Mendonca, HNTB

Nils Gonzalez, Hoyle Tanner

Glenn Smart, Smart Associates

Bob Furey, Hoyle Tanner

Bill Hopper, PSM/DAW

Harvey Sawyer, Jaffrey

Tracey McInnis, FAA

Erik Strand, Gale Associates

Steve Riesland, FST

Martha Drukker, Concord

Heath Marsden, Jacobs

Brian Smith, McFarland Johnson

Rick Bartle, Stratus BD

Dean Saucier, NBAA

Jorge Panteli, FAA

Keith Merrick, CAP

Rick Kloeppel, Parlin Field

Janice Bland, Stantec

Royce Rankin, Gale Associates

David Rolla, Concord

Rick Bergeron, Claremont

Jim Fortier, Dean Memorial

Armand Dufresne, Gale Associates

Stephen Borque, Nashua

Rick Dymont, Lebanon

Colin McIver, Plymouth

Rita Hunt, NHDOT Aeronautics

Arnie Stymest, Gale Associates

Alexis Pavelock, Pilgrim Aviation

John Manchester, Upper Valley Score

Justin Kates, City of Nashua

**Call to Order:**

President Stephen Bourque called the meeting to order at 10:20am.

Greg Soho of Granite Air and Lebanon Municipal Airport Manager Rick Dymont welcomed GSAMA.

**Approval of Minutes:**

Postponed approval of minutes until next meeting.

## **Treasurer's Report**

GSAMA has 8607.64 in its checking account. From March to April GSAMA spent \$107.64 for website services and made a \$500.00 deposit for the Lakes Region Country Club Golf Tournament. GSAMA collected \$2175.00 in membership dues.

### **Presentations:**

Succession Planning: John Manchester, Upper Valley SCORE

John Manchester spoke about Upper Valley Score and how they help small businesses get started by providing business courses.

He spoke about how it is important for businesses and organizations to ensure continuation in the event of future changes in personnel.

Planning for Continuity of Operations before Emergencies Happen: Justin Kates, Director of Emergency Management, City of Nashua

Justin Kates introduced a plan for continuity of operations planning where each month an organization looks in depth into a specific emergency preparedness area such as:

- Risk assessment
- Essential business functions
- Facilities
- Insurance
- Vital resources
- Key personnel
- Communications
- Community
- Personal preparedness
- Emergency plans
- Exercise – “America’s Prepare-a-Thon”
- Recovery

### **Old Business:**

Outreach Committee update: Stephen Bourque

The committee would like to invite a wider variety of aviation and aerospace businesses to join GSAMA. A roundtable discussion was held with the following points being made:

- Reach to other airport businesses by soliciting membership
- Worry of diluting voting power
  - o A solution could be adding several levels of membership

- Airports can be “Executive” members
- Identifying the incentive for others to join
  - Value of networking
- New York Airport Managers Association is a good example
  - Open membership
  - Corporate membership
  - Open communication between groups
- NH Aviation caucus (MAMA and CTAMA have caucuses)
  - Critical to have participation
    - We need more voices
    - Energize and engage legislators

### **Events Committee Update:**

Erik Strand spoke about two upcoming events:

“Pilots + Drivers” Golf Tournament

- Need each airport
  - One sponsor
  - Sample sponsorship letters
  - LCC Monday September 14<sup>th</sup>

“Aviation Day” - 5K on the Runway at Concord Municipal Airport, a community event.

- Sat, Nov 7<sup>th</sup>
- Airports help get sponsorships
- Vendors, displays, STEM
- Transportation to the airport

The Event Committees Purpose:

- 1) Find creative solutions to get funding to things that need money – aviation fund
- 2) STEM – energize aviation – education

A motion was made by Bill Hopper and seconded by Martha Drukker to appoint Erik Strand to spend up to \$4000.00 to organize events. The motion was unanimously accepted.

### **Airport Grant Program Update by NHDOT and FAA:**

Carol Niewola updated GSAMA as to the status of the NHDOT Aeronautics’ program.

**Next Meeting:**

Monday September 14<sup>th</sup> at 2:00pm. Meeting will be held after the Golf Tournament at Laconias Country Club in Laconia, NH.

**Adjournment:**

A motion was made to adjourn by Stephen Bourque and seconded by Martha Drukker at 12:20pm. The motion was unanimously accepted.