

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 October 19, 2016.

Chairman Rosenblum called the meeting to order at 6:02 pm.

ROLL CALL

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

Chairman Rosenblum welcomed the NAA's new Directors, Farrell Woods and Joe Duquette. Vice Chairman Cushing-Adams congratulated Alderman Schoneman on the recent birth of his son.

Chairman Rosenblum presented former Director Dennis Stephens with a plaque to thank him for his six years of service with the NAA Board. Mr. Stephens thanked everyone and stated that he enjoyed his service on the Board.

Andy Neyens commended Airport Manager Bourque on the quality of the airport newsletter and suggested that it be circulated to the general public in the Nashua area.

SEPTEMBER 2016 MINUTES

MOTION BY Secretary Scheifele to accept the September 2016 NAA meeting minutes as presented.

SECONDED BY Vice Chairman Cushing Adams

MOTION CARRIED (16-065)

TREASURERS REPORT – September 30, 2016

Chairman Rosenblum presented the Treasurer's Report for September 2016. Year to date we are running about \$1,800 ahead of budget on the income side, primarily as the result of an increase in fuel flow fees. On the expense side, we have been spending under what we had budgeted for. Total net income to date is \$32,690. We had budgeted a \$4,400 loss.

MOTION BY Chairman Rosenblum to accept the September 30, 2016 NAA financial statements pending audit.

SECONDED BY Director Woods

MOTION CARRIED (16-066)

COMMUNICATIONS

NAA 16-015: Letter from Joseph Fuoco regarding Perimeter Place Investments Lease (E-1509)

Secretary Scheifele read aloud a letter received from Perimeter Place Investments owner Joseph Fuoco. The letter requested an extension of the existing Perimeter Place Investments lease for 20 years to 2067 in order to make it easier to sell the building. Mr. Fuoco indicated that prospective buyers did not favorably view the

current term of the lease, which expires in 2047. Airport Manager Bourque indicated that the NAA's Master Lease with the City of Nashua expires on December 31, 2047.

Dennis Stephens pointed out that a typical commercial loan term is 20 years with two five-year renewal options. Since the building is for sale, now is the time for the Board to inspect the property and see if it needs any repairs. This is an opportunity to make sure that the Board will be able to renegotiate terms during the next forty years of a new lease.

Alderman Schoneman suggested that the Board contact the Mayor to arrange for the renegotiation of the NAA Master lease term before deciding on the Perimeter Place request.

MOTION BY Vice Chairman Cushing-Adams to table the Perimeter Place lease extension request until Chairman Rosenblum has discussed renegotiation of the NAA Master Lease term with the City of Nashua.

SECONDED BY Director Duquette

MOTION CARRIED (16-067)

Secretary Scheifele assured Mr. Fuoco that he could contact the Board with any questions in the interim and that the Board would also be happy to speak with any potential buyers.

Chairman Rosenblum or Airport Manager Bourque will contact Mr. Fuoco once the meeting with the City has taken place.

REPORTS

TOWER REPORT

Chairman Rosenblum reported that September was a very good month for airport activity. Operations increased by 15% as compared to the same period last year. Year to date, operations have increased by 14% with a little over 44,000 take-offs and landings. There were 137 Jet operations in September, which is the highest activity month to date this year.

Greg Lison of Infinity Aviation indicated that he did not think that the increased activity is directly linked to candidate activity ahead of the November elections, but that it is hard to tell since his company does not have direct contact with them. Usually at this point in the campaigns the candidates are required to use TSA airports. Mr. Lison added that Infinity's jet traffic is typically higher in September in any case.

AIRPORT MANAGER'S REPORT

- Wildlife activity on the airport has been light with no reported strikes.
- We are working through the process for the removal of trees on Charron Ave which will allow the VOR-32 approach to be utilized at night. The trees are located on city property within a wetland buffer. Our request has been approved by the Zoning Board of Adjustment and we have appeared before the Conservation Commission. A site walk for the Conservation Commission was conducted on October 6. We are still waiting for approval from the Conservation Commission.
- The EAA Young Eagles event was rescheduled for October 16th. It was held this year outside Air Direct Airways. They flew 139 kids. Thank you to everyone who participated.
- This week, pavement crack sealing is being conducted on India Ramp, Tower Ramp and the taxiways.

- The FAA is cancelling the NDB-RWY-14 approach. It will no longer be available for use after 11-10-2016. The airport community submitted letters in support of maintaining both the NDB-RWY-14 and the VOR A approaches. The FAA had certain criteria for keeping or eliminating certain approaches and the NDB-RWY-14 approach will be cancelled. The FAA has decided to keep the VOR-A subject to review at a later date.
- We are working through a process to acquire a surplus FAA generator which can be used to power the air traffic control tower in a power outage.
- Working with our City of Nashua Office of Emergency Management, we have been approved to participate in a free emergency preparedness exercise through the Airport Cooperative Research Program. The exercise will be conducted in the January-March, 2017 timeframe.
- We are in the beginning stages of establishing an ACE Camp here in the summer of 2017. We will be looking to airport community members and businesses to contribute to this effort. There will be more details to come.
- Secretary Scheifele and Manager Bourque have met with two sign companies as we explore the possibility of placing a Welcome to Boire Field directory sign on Perimeter Rd.
- The pre-season snow removal meeting is scheduled for October 27th and our maintenance crew is getting equipment ready for the snow season. Our maintenance team is busy working on getting the equipment ready.
- Working with Greater Nashua Chamber of Commerce, we are looking at hosting a Business After Hours event here at the airport on March 8, 2017 from 5:30 pm to 7:30 pm.
- Our bank, MCSB is requiring a unanimous Board vote to allow Directors Duquette and Woods as signatories to our operations and project checking accounts for the purposes of signing checks.

MOTION BY Vice Chairman Cushing-Adams to approving adding new directors Farrell Woods and Joe Duquette as signatories on the NAA bank accounts.

SECONDED BY Secretary Scheifele

MOTION CARRIED (16-068)

Chairman Rosenblum thanked Secretary Scheifele and Airport Manager Bourque for their work on the proposed directory sign.

AIRPORT ENGINEER'S REPORT

Armand Dufresne spoke on behalf of Airport Engineer Gale Associates.

NHDOT has received the block grant from the FAA. They are running that through their system right now. The funds should be available sometime in mid-November.

While the work on the pavement project won't begin until next spring, project planning activities can move forward in the meantime. Mr. Dufresne indicated that he had attended a conference last week where an NECN meteorologist predicted that this winter is not going to be like last winter but not as bad as the winter before that.

The Runway Grooving and Sealing Project is in the scoping phase and the report should be sent to you within the next few weeks.

The Master Plan Project funding has not yet been allocated. The FAA requires that the funding be allocated before any work can be started on Master Plan projects. Mr. Dufresne related that from his 40 years of experience, working with Master Plan projects requires prior determination of who and how decisions on the project will be made. Gale Associates will work with NAA in a supportive role but does not make any decisions for the airport. That would be the work of the Master Plan Committee and the NAA Board. Realistically, Master Plans typically do not reach completion in less than a year.

Director Woods asked Mr. Dufresne what is driving the proposed grooving project – did the jet operators request this? Mr. Dufresne and Airport Manager Bourque responded that the airport’s corporate operators did request the runway grooving at a meeting with the corporate operators about two years ago. Vice Chairman Cushing-Adams suggested setting up another meeting with the jet operators and the Board to discuss the project before any decisions on the grooving project are made.

Wes Liu indicated that the primary concern with the grooving project would be the closure of the airport during the process. Chairman Rosenblum responded that the plans for the work include performing the runway grooving at night. Vice Chairman Cushing-Adams noted that Gale Associates is performing the scope work on the project and will advise the airport on what the options are. No decisions have been made on this project yet. A discussion of the proposed grooving project followed. The corporate users will be invited to attend the November 2016 NAA Board Meeting.

A discussion of the Master Plan project followed. Alderman Schoneman suggested that the Board first develop a strategic plan prior to starting work on the Master Plan.

A Master Plan Committee has not yet been formed. Director Duquette volunteered to spearhead the strategic plan initiative.

OLD BUSINESS

Chairman Rosenblum announced that the Board would be scheduling a Special Board Meeting with the Airport Engineer after scoping out the Paving Project.

Snow & Ice Removal Plan Draft

Airport Manager Bourque noted that the Snow and Ice Removal Plan draft is included in tonight’s Board package. The document will be posted to the NAA website for public review.

COMMITTEES

None

PUBLIC INPUT

None

DIRECTORS COMMENTS

Director Duquette

It looks like I will be taking the lead on the Strategic Plan. I’m going to (as time allows) reach out to everybody in person and get to know you all a little bit better. Communications is what it’s all about.

Director Woods

Thank you for your support in this process. I’ve met with several you already to talk informally about what’s going on here. I’m going to continue to do that. Thanks to Air Direct Airways and Dave Plantier who

is the Young Eagles coordinator, Infinity, and everyone else who participated in that event. It was a great success.

Secretary Scheifele

Alderman Donald LeBrun, who is also a NH State Representative, informed me that he had submitted a bill to the State for discussion on aircraft registration fees. Unfortunately, he told me that the bill he submitted says to repeal the fees instead of reforming them. I think we have some work to do. We want to reform the fees not repeal them.

There is some positive activity going on. There will be some people who will be relocating here from another airport. It's very promising growth on the airport. We also had a meeting this morning with two gentlemen from the Hellenic American University who are moving their campus from Manchester to Nashua Community College to offer Associates and Bachelor degree programs. They are very interested in setting up on the airport. One of the gentlemen is a former Dean of Aviation Sciences at Daniel Webster College. They have some people interested in keeping Daniel Webster College alive. Over time they want to set up a flight school, flight program, aviation management degree program. They have already met the Mayor who welcomed them.

I attended a conference run by the State of Massachusetts DOT. I was primarily interested in the grant assurance section. I walked out of that meeting thinking we've got it pretty good here. There are a lot of unhappy campers down there. Their registration fees are lower than ours, but they have people running around hiding their aircraft and not registering them. I got the impression that whatever a friendly airport is this one is miles ahead of some of the ones that I heard grumbling on down there.

Chairman Rosenblum

The Mayor sent a letter to AOPA recommending that we host one of their regional fly-ins for 2017. We had applied last year, but they were scheduling their fly-ins in other areas of the country. So we have that application in, and we are waiting to hear back from them.

Farrell Woods commented that it is interesting to talk about the registration fee legislation. He heard a different story on that, which was that Representative LeBrun has submitted what amounts to a place holder, so the story he heard is that there is no language yet. He also heard that what he (Rep. LeBrun) is looking to do is to get rid of the per mil portion of the fee, not to eliminate the entire registration fee.

Alderman Schoneman stated that the purpose of the proposed legislation was to only remove that mil portion of the fee. That's the section that causes our registration fees to be so much higher than other states. Even though there is trouble in Massachusetts, they are growing and we are not.

Vice Chairman Cushing Adams

Natalie Brunello has passed away.

Young Eagles was incredible. There was an article on the front of the Telegraph.

Congratulations to Mr. Schoneman.

Rob Holland is having a cook-out tomorrow night at 5:30.

John Henry and I talked about getting a little punch card going. I have applications at the restaurant. You fly to eight different airports and get your card stamped and then you get discounts and prizes. It's called New England Flying Gourmet Challenge.

The new logo is still in the works.

With the new members on the board I suspect soon we will vote and give everyone positions.

The Beautification Committee is set to talk in November. This is the group that wants to be talked about the land on the corner of Charron Ave. and Pine Hill Road where the houses were removed.

Our 82nd anniversary was on October 12th. Maybe next year we could hold an event.

Chairman Rosenblum

He thanked the Board members for a very productive meeting and for laying the groundwork for future meetings and the review of projects. We did receive the draft audit for FYE 6/30/16. We will have our auditor present at our Board meeting in November and will approve the audit at that time.

MOTION BY Vice Chairman Cushing-Adams 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 Director Woods

Roll Call Vote

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

MOTION CARRIED (16-069)

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

SECONDED BY Director Woods

MOTION CARRIED (16-071)

MOTION BY Vice-Chairman Cushing-Adams to adjourn the public session

SECONDED BY Director Woods

MOTION CARRIED (16-072)

The next meeting will be held on Wednesday, November 16, 2016

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Robert Scheifele

A handwritten signature in black ink, appearing to read "Robert Scheifele". The signature is written in a cursive style with a long, sweeping underline that extends to the right.