

MINUTES

The monthly meeting of the Nashua Airport Authority was held at Daniel Webster College, in room 122 of the Eaton-Richmond Center, University Dr., at 7:00pm on Tuesday, January 18, 2005.

Chairman John Gill called the meeting to order at 7:02pm.

ROLL CALL

Present: Chairman John Gill
Vice Chairman Griffin Dalianis
Secretary Allan Fuller
Treasurer Howard Dresner
Director Frederick Britton

PUBLIC INPUT

Lee Zompetti read and asked that ATTACHMENT 1 be added to the minutes.

ELECTION OF OFFICERS

MOTION BY Director Gill to elect Griffin Dalianis as Chairman.

MOTION BY Director Britton that the nominations for Chairman be closed.

SECONDED BY Director Dresner

ROLL CALL

Director Gill – yes
Director Dalianis – yes
Director Fuller – yes
Director Dresner – yes
Director Britton – yes

MOTION CARRIED.

MOTION BY Director Dresner to elect John Gill as Vice Chairman.

SECONDED BY Chairman Dalianis

ROLL CALL

Director Gill – yes
Chairman Dalianis – yes
Director Fuller – yes
Director Dresner – yes
Director Britton – yes

MOTION CARRIED.

MOTION BY Chairman Dalianis to elect Frederick Britton as Treasurer.

SECONDED BY Vice Chairman Gill

ROLL CALL

Vice Chairman Gill – yes
Chairman Dalianis – yes
Director Fuller – yes
Director Dresner – yes
Director Britton – yes

MOTION CARRIED

MOTION BY Chairman Dalianis to elect Allan Fuller as Secretary.

SECONDED BY Director Dresner

ROLL CALL

Vice Chairman Gill – yes
Chairman Dalianis – yes
Director Fuller – yes
Director Dresner – yes
Treasurer Britton – yes

MOTION CARRIED

The slate of officers as elected on January 18, 2005:

Chairman – Griffin Dalianis
Vice Chairman – John Gill
Secretary – Allan Fuller
Treasurer – Frederick Britton
Director – Howard Dresner

MINUTES – November 2004

MOTION BY Vice Chairman Gill to accept the minutes as written.

SECONDED BY Chairman Dalianis

MOTION CARRIED.

Note of record: Treasurer Britton abstained from the vote as he had not attended the meeting.

TREASURER’S REPORT

– November 2004
- December 2004

MOTION BY Treasurer Britton to accept November 2004 and December 2004 financials pending the annual audit.

SECONDED BY Vice Chairman Gill

MOTION CARRIED.

COMMUNICATIONS – read and assigned by Secretary Fuller.

NAA-04-065	FAA / Payment advisory	On File
NAA-04-066	NHDES / Notification of ID #	On File
NAA-04-067	Attorney Robert Backus / Request for information (Re: S. Wood law suit)	On File
NAA-04-068	NHDOT / Application for Airport Registration	On File
NAA-04-069	FAA / Modification of MIDWEST contract	On file
NAA-04-070	FAA / Payment advisory	On File
NAA-04-071	Attorney Robert Backus / Copy of letter Re: Scott Wood law suit	On File
NAA-04-072	Aero Insurance / New Ownership Advisory	On File
NAA-04-073	Karen Neubert / Ownership of N8202Z information	On File
NAA-04-074	FAA / Payment advisory	On File
NAA-05-001	GFW Aeroservices / Lease Lot Request	Response 1/12/05
NAA-05-002	Dead Cat Investment / Request to sub-divide 110 Perimeter Rd	New Business
NAA-05-003	Wm. Krivsky / Request to lease E-1446, E-1484, “Airline Terminal” lot, and the current “grass tie-down” area.	Response 1/12/05
NAA-05-004	MACAIR / Request to be placed on list for potential hangar development	Response 1/12/05
NAA-05-005	Gale Associates / Review of Frangoudis Hangar Project	On File
NAA-05-006	NHDES / Compliance for Vapor Recovery System notification	On File
NAA-05-007	Gale Assoc. / Third Party Airport Development contract	New Business

Director Dresner inquired as to the nature of the law suite referenced in NAA-04-067 and NAA-04-071. Manager Rankin explained that during construction on a hangar for MACAIR, some metal roofing blew off the hangar. Mr. Woods who was an employee of GFW was injured trying

to secure the roofing on the ground and is suing the airport authority, GFW, and MACAIR. Manager Rankin will write MACAIR's Attorney Backus and ask for documentation stating that the airport cannot be held responsible per our land leases. This document will be placed on file.

Treasurer Britton inquired if the Application for Airport Registration had been filled out and returned to the NHDOT. Manager Rankin replied that the form had been submitted and that the Certificate of Airport Registration had been returned.

REPORTS

Tower Report

– November 2004

- December 2004

Manager Rankin reported that one of the window panes in the tower is damaged and will need to be replaced in the spring. The replacement cost will be approximately \$4,000. The Airport Authority is responsible for this expense.

Airport Manager

Manager Rankin asked that the Board vote on moving \$500,000 from various airport accounts to a 1 year CD with the Bank of NH bearing a 3.27% interest rate.

Secretary Fuller reported that due diligence had been followed in investigating the best place to move the money in order to see the best return. Bank of NH would not impose any fines if the money was moved before the one year time-frame. Manager Rankin reported that the Bank of NH would purchase a bond insuring the money from loss.

Treasurer Britton noted that he also agreed that this would be the best avenue to pursue.

MOTION BY Treasurer Britton to transfer \$500,000 from various airport accounts to a CD with the Bank of NH, bearing a 3.27% interest rate for one year.

SECONDED BY Secretary Fuller

ROLL CALL

Vice Chairman Gill – yes

Chairman Dalianis – yes

Secretary Fuller – yes

Director Dresner – yes

Treasurer Britton – yes

MOTION CARRIED.

Manager Rankin reported that the upgrade to the fuel farm which includes the Veeder Root system and a vapor recovery system would be approximately \$16,000. In addition there will need to be work by an electrician at an additional cost. This project needs to be accomplished in a timely manner in order to satisfy the NH DES time limitations.

MOTION BY Treasurer Britton to permit the installation of a TSL350 Veeder Root system and the vapor recovery system on the in-ground fuel farm. The approval not to exceed \$18,000 and taken from the reserve account.

SECONDED BY Secretary Fuller

Director Dresner asked if this project had been sent out for bid. Manager Rankin replied that to his knowledge there is only one vendor in this area for this type of work.

Secretary Fuller reminded the Board that the DES had sent a letter referencing monetary fines if the Veeder Root system was not installed in a very short period of time. Secretary Fuller wants the DES to sign off in writing on the vapor recovery system and will not have to be upgraded in the near future.

Secretary Fuller rescinded the second to the original motion.

MOTION BY Treasurer Britton to permit the installation of a TSL350 Veeder Root system and the vapor recovery system on the in-ground fuel farm. The approval not to exceed \$18,000 and taken from the surplus account. In addition a letter from the DES stating that the vapor recovery system is satisfactory should be on file.

SECONDED BY Secretary Fuller

MOTION CARRIED.

Airport Engineer

Gale Associates

Carol Niewola reported that during the past two months, Gale has coordinated with Mr. Roy Rankin to finalize sub-consultant efforts on site (wetland delineation, land survey, and aerial survey). Work has continued on the evaluation of the four options for development. The completed aerial survey and treetop topography data was received December 14, 2004, at which time the surveyed wetland boundaries were inserted into the aerial survey and confirmed by the environmental consultants. The wetland determination data report (i.e., soil types found, vegetation types found, water found...) associated with the wetland boundaries has been received from the environmental consultants. A draft summary report of the evaluation of the four options was prepared and reviewed with Mr. Rankin and Mr. Fuller. Additional data still being evaluated are construction costs, environmental impacts, and amount of obstructions to FAR Part 77 surfaces. This additional data is expected to be added to the draft summary report and completed in draft form for Mr. Rankin's review by January 31, 2005. Additional comments from the FAA, NHDOT/DA, and possibly other interested parties will be incorporated prior to scheduling the second Public Information Meeting.

Vice Chairman Gill inquired if any of the four options had been disqualified after the sub-consultant data had been reviewed. Ms. Niewola replied that all four options were still viable.

Ms. Niewola asked that the Board approve Work Order #2 for Gale Associates so that the document is in place whenever a third party technical aviation review becomes necessary.

Treasurer Britton noted that Gale Associates had done some very good work on the review for the Frangoudis hangar and asked who was responsible for payment.

MOTION BY Secretary Fuller to approve the Work Order #2 for Gale Associates Inc., to conduct technical aviation reviews of third party private development proposals at Boire Field, and authorize the Chairman to execute Work Order #2 with Gale Associates, Inc..

The letter of January 4, 2005 from Gale Associates, Inc., to be the template for future work orders. The developer will be responsible for fees to Gale Associates, Inc..

SECONDED BY Vice Chairman Gill

MOTION CARRIED.

Treasurer Britton inquired what the cost of the Frangoudis evaluation would be. Ms. Niewola noted that the fee would be less \$1,200.00.

The Board agreed that it was necessary to have such a document in place to protect the Airport Authority during future development on the airport.

COMMITTEES - User Fees and Business Development Committee

Minutes – December 6, 2004

Minutes – January 10, 2005

MOTION BY Treasurer Britton to accept the December 6, 2004 and January 10, 2005 reports as written.

SECONDED BY Secretary Fuller

MOTION CARRIED.

RECOMMENDATIONS OF THE COMMITTEE

Treasurer Britton who served as Chairman of the *Nashua Airport Authority User Fees and Business Development Committee* gave an overview of the report. The overview followed the report section by section. Treasurer Britton began by acknowledging the committee members and the diligent work they had undertaken and the time commitment they had made.

Treasurer Britton asked Gerry Moore and Shane McLaughlin for their input during the overview.

SECTION I. HISTORY

SECTION II. DISCUSSION AND REVIEW

SECTION III. RECOMMENDATIONS

A. BONDING

Shane McLaughlin will be working with Senator David Gottesman to have the legislation brought before the NH senate this term. Mary Nelson of the Mayor's office will help in this endeavor.

MOTION BY Secretary Fuller to allow the NAA to seek legislative authority to increase its bonding authority to \$2,000,000. This will allow the NAA to keep pace with future increases in the consumer price index.

SECONDED BY Vice Chairman Gill

MOTION CARRIED.

B. CAPITAL IMPROVEMENT CONTRIBUTIONS BY THE CITY

Chairman Dalianis, Vice Chairman Gill, Secretary Fuller, and Treasurer Britton met with Mayor Streeter, Carol Anderson the CEO, of the City of Nashua, and Jay Minkarah, Business Development Director for the City of Nashua. It was discussed at the meeting that the Nashua Airport Authority would like the City of Nashua to begin contributing towards the CIP projects

whether it be the full 2.5% or 1.25%. Treasurer Britton left the meeting feeling confident that the Mayor and his staff had been made aware that the airport would be looking for funding in the future. The option that the NAA exercise its right to request up to one mill assessed value of the City of Nashua as permitted by state statute was also addressed..

C. INTEREST INCOME

This item was addressed during the Manager's Report at this meeting.

D. LAND AVAILABLE FOR DEVELOPMENT

Gerry Moore spoke to the fact that there are more people looking to develop land than there is land available to develop. It was suggested that the airport could ask for more than simple land lease rental by adding language to the RFP's requiring developers to offer an impact fee to the NAA and in addition pay a monthly fee to the NAA during the construction phase.

E. THE HOLDEN LAND ACQUISITION

The committee would like to see RFP's with the additional wording as noted under section D.

F. USER FEE FOR THE AVIATION HERITAGE FESTIVAL

A meeting will be held soon between Daniel Webster College and Manager Rankin to arrive at a fair and equitable fee.

G. TIE-DOWN MARKETING

Treasurer Britton noted that the committee is willing to undertake this project. Gerry Moore noted that he has access to data bases and a bulk mailing rate.

Secretary Fuller feels this could be an instrument to get airport marketing information out to the public.

H. LANDING FEES, COMMERCIAL OPERATION FEES, TIE-DOWN FEES, INCREASED FUEL FLOW FEES

Shane McLaughlin noted that the committee felt that the time had come to consider other source of revenues beyond increasing fees to the airport users.

Secretary Fuller reinforced that the goal of the committee is to raise revenue from sources other than increased user fees.

I. NAA CONSTRUCTION AND OPERATION OF RENTAL HANGARS

Gerry Moore stated that the committee felt the Authority would have an unfair advantage over others if allowed to construct hangars.

Director Dresner noted that he felt the use of the word "meddling" was too strong and inappropriate.

J. OPERATING COST SHORTFALL

Treasurer Britton will be working with Manager Rankin to see if there are any areas in the '05 and '06 budget that can be reduced.

K. COMMITTEE CONTINUATION

Gerry Moore noted that the committee had been a wonderful way for the Board to reach out to the airport community at large. The members of this committee are willing to continue to serve.

Shane McLaughlin thanked Treasurer Britton as well as the other committee members for all of the hard work. He found that the committee gave him valuable insight into the Airport Authority. He would like to see the committee continue as it is a very valuable resource.

Secretary Fuller stated that the airport now has a better understanding of what moving the runway or moving the taxiway would mean as far as future revenue to the airport. Moving the runway would allow land that is currently deemed too close to the runway for development be available for development. In general, one foot of buildable land would be made available for each foot of runway moved.

Director Dresner complimented the committee on their hard work. He suggested that if the committee were to continue, that people from different segments of the airport be included and encouraged to participate.

Chairman Dalianis thanked the committee for their hard work. He will study the report and digest the information.

Vice Chairman Gill also thanked the committee.

MOTION BY Secretary Fuller to accept the report as written and place on file.(See ATTACHMENT 2)

SECONDED BY Vice Chairman Gill
MOTION CARRIED.

MOTION BY Secretary Fuller that the report from the *Nashua Airport User Fees and Business Development Committee* be posted on the web-site and that a copy be sent to the Mayor. The copy to the Mayor should be accompanied by a letter stating that the report is non-binding recommendations and all recommendations will need to be approved by the full Board. Mr. Fuller also suggested that we notify the public that comments concerning the report are requested and welcome and should be addressed to the Airport Authority before our next meeting on February 15, 2005.

SECONDED BY Director Dresner
MOTION CARRIED.

Chairman Dalianis asked that his name be removed from the committee roster.

Note for record: The report was posted on www.nashuaairport.com on January 21, 2005.

OLD BUSINESS

NEW BUSINESS

1. Adopt 2005 Holiday schedule.

MOTION BY Secretary Fuller to adopt the 2005 Holiday Schedule as presented.

SECONDED BY Treasurer Britton

MOTION CARRIED.

2. Request to sub-divide building at 110 Perimeter Road.

Mike Monks of Monk and Co. representing 110 Perimeter Road, Inc.. Mr. Monks noted that the current climate was for companies to rent smaller areas rather than one large space. Mr. Monks would like permission to sub-divide the 25,400 square feet into two areas of 12,500 square feet each. It is understood that any company considering these spaces would have to come before the Authority for permission to conduct business on the field. The land rental would continue to be paid by one entity.

MOTION BY Vice Chairman Gill to allow Conway Office Products to convert into condos the building located at 110 Perimeter Road (lease E-1499).

SECONDED BY Treasurer Britton

MOTION CARRIED.

3. Approval of Third Party Airport Development contract from Gale Associates.
(NAA-05-007)

This matter was discussed and approved under the Airport Engineer's report.

OTHER

PUBLIC INPUT

Mike Zompetti noted that the helicopter operation on the field is not safe. He wants the airport authority to build a helicopter pad.

On January 9th Mr. Zompetti noted a Lexus parked outside the yellow line.

Mr. Zompetti wants the airport to be very careful with the land that is available to develop. He has seen in the past that a person that owns too much of the property has too much influence.

Secretary Fuller will provide the results of the sealed minutes requested by Lee Zompetti concerning employee raises so it may be published.

Chairman Dalianis thanked everyone for their support in being elected chairman.

ADJOURNMENT – 9:05pm
MOTION BY Vice Chairman Gill to adjourn.
SECONDED BY Director Dresner
MOTION CARRIED.

Respectfully submitted,

Allan Fuller
Secretary

CC: NAA
City Clerk's office

SEE ATTACHMENT FOR ATTENDEES