

MINUTES

The monthly meeting of the Nashua Airport Authority was held at Daniel Webster College, in room 202 of the Eaton-Richmond Center, University Dr., at 7:00pm on Tuesday, January 17, 2006.

The meeting was called to order at 7:00pm by Vice Chairman Gill.

ROLL CALL

Present: Vice Chairman Gill
Secretary Fuller
Treasurer Britton

Absent: Chairman Dalianis
Director Rosenblum

PUBLIC INPUT – none at this time

ELECTION OF OFFICERS

MOTION BY Treasurer Britton to nominate the following slate of officers:

Chairman Griffin Dalianis
Vice Chairman John Gill
Secretary Allan Fuller
Treasurer Fred Britton

SECONDED BY Secretary Fuller

ROLL CALL

Vice Chairman Gill – yes
Secretary Fuller – yes
Treasurer Britton – yes

MOTION CARRIED.

MINUTES – November 2005

MOTION BY Secretary Fuller to accept the minutes as written.

SECONDED BY Treasurer Britton

Note of record: Second rescinded by Treasurer Britton later in the meeting. New seconded needed.

SECONDED BY Vice Chairman Gill

MOTION CARRIED.

TREASURER'S REPORT

Treasurer Britton noted that the cash flow through December 2005 had been positive and the expenses were under what had been budgeted for the first half of the year.

Secretary Fuller inquired if the expense for the new tower windows were shown in the reports. Treasurer Britton replied that the windows had not been expensed as yet.

– November 2005

MOTION BY Treasurer Britton to accept the report as written pending the annual audit.

SECONDED BY Secretary Fuller

MOTION CARRIED.

- December 2005

MOTION BY Treasurer Britton to accept the report as written pending the annual audit.
SECONDED BY Secretary Fuller
MOTION CARRIED.

Acceptance of annual 2005 audit as prepared by Vachon and Clukay.

Robert Vachon presented a brief slide show and gave an overview of the 2005 audit. Mr. Vachon then fielded questions from the Board.

Mr. Vachon noted that the park fund checking account had been closed after it was identified as a problem in the audit.

Treasurer Britton inquired if the entire \$500,000 that had been set aside in a CD was fully insured. Mr. Vachon assured him that TD Banknorth was able to extend this additional insurance. The CD is renewable this month and Mr. Vachon agrees this is a good way for to generate revenue on a monthly basis.

Treasurer Britton asked Mr. Vachon to add an amendment to the audit stating that the park fund checking fund problem had been corrected. Mr. Vachon will take care of this addendum.

Mr. Vachon thanked Manager Rankin for his promptness in preparing the Manager's Report and thanked Roy and Shirley for their help and cooperation during the audit.

MOTION BY Treasurer Britton to accept the independent auditors report from Vachon, Clukay & Co., Inc. for year ending June 30, 2005 as amended.
SECONDED BY Secretary Fuller
MOTION CARRIED.

COMMUNICATIONS – read and assigned by Secretary Fuller

NAA-05-056	Keyson Airways / Response to 11/3/05 request	On File
NAA-05-057	FAA/ Follow-up to pedestrian/vehicle deviation of 5/28/05	On File
NAA-05-058	FAA/Follow-up to pedestrian/vehicle deviation of 7/22/05	On File
NAA-05-059	Land-Air Design / Agenda placement request	Response 1/4/06
NAA-05-060	NHDOT/ Airport Registration reminder	On File
NAA-05-061	FAA/Payment Advisory	On File
NAA-05-062	NHDOT/ Aircraft Accident Notification number	On File
NAA-05-063	OIA / Request for 2 nd 20year extension option for Lease E-2138	Signed 12/22/05
NAA-06-001	Prunier, Leonard & Prolman / Request for transfer of Lease E-1491 From Raymond Ennis (Accurate Printing) to James L. Jacobs II	New Business
NAA-06-002	OIA/ Request to transfer Lease-2138 from OIA to Gilbert Campbell	New Business

DOCUMENTATION SIGNED

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|----|--|-------------------|-------------------|
| 1. | Extension for lease E-2138
(2 nd extension option) | December 22, 2005 | Chairman Dalianis |
| 2. | Lease E2199 Air-Land Design
(20/20/20 term) | January 4, 2006 | Chairman Dalianis |

3. Project Closure 3-33-0012-26 December 15, 2005 Chairman Dalianis
Obstruction Removal Runway 14
4. Project 26 Payment #2 request January 3, 2006 Manager Rankin

REPORTS

Tower Report – November 2005
December 2005

Treasurer Britton noted that there had been a 2% increase in operations this year. Manager Rankin spoke to the fact that Nashua is the busiest general aviation field in New England.

Secretary Fuller inquired into the jet counts. He would like Manager Rankin to generate a graph for his review.

Airport Manager – January 2006

Treasurer Britton inquired if Manager Rankin had been advised of problems with the AWSS as reported in Public Input at the November 2005 meeting. Manager Rankin replied that the FAA has reported the equipment was running as it should be. Any complaints should be lodged with the tower.

Manager Rankin reported that Ron Willey had been gone to a demonstration of snowmelters this morning and requested further information and pricing information from the distributor. Manager Rankin will be forwarding a report to Board members as to the estimated cost of running snowmelting equipment at the airport. Areas to pile snow after snow storms are becoming a logistics problem and many man hours are being used to haul snow.

Secretary Fuller inquired if the airport has a current registration. Manager Rankin received the new registration and it is on file at the administration building.

The emergency number that had been provided by NHDOT is not applicable whereas all accidents are handled by the crash and rescue unit housed in the fire station on Pine Hill Road.

Secretary Fuller commented on the increase of jet fuel sales in 2005. Manager Rankin reported that AvGas had remained consistent to the previous year, jet fuel sales increased by approximately 14%.

The pedestrian/vehicle deviations that were being investigated by the FAA are now considered closed.

Airport Engineer – January 2006

Armand Dufresne introduced himself to the Board. Mr. Dufresne is a Sr. Planner at Gale Associates and has replaced Carol Niewola as the airport engineer for Nashua.

The Runway-Taxiway Study is currently on hold awaiting FAA review. The feasibility Study is also stalled due the FAA planner being out on medical for at least a month.

The Airport Land Development Analysis project will begin in earnest in the very near future.

The Storm Water Pollution Prevention Plan is a project that needs to be addressed as soon as possible. A team of airport personnel and tenants needs to be established. Mr. Dufresne will be working closely with Manager Rankin to get the team together.

Treasurer Britton stressed to Mr. Dufresne that the Airport Land Development project needs to be addressed in a very timely manner. Development of this land is very important to the financial stability of the airport but guidance by Gale is essential.

Secretary Fuller and Vice Chairman Gill both expressed the same sentiments as Treasure Britton and asked Mr. Dufresne to make this a priority.

Secretary Fuller would also like to have Gale Associates clarify if an RFP is necessary to assign land leases. A draft RFP for the Board to review would be very helpful.

COMMITTEES

1. Committee for Land Development and Future Growth of the Nashua Airport.

No report at this time.

2. Revisions of Nashua Airport Authority by-laws.

Adopting revisions to the Nashua Airport Authority By-Laws

The revisions will be addressed at a full board level.

This matter will be addressed when a full board is in session.

OLD BUSINESS

NEW BUSINESS

1. Approval of 2006 holiday schedule.

MOTION BY Secretary Fuller to approve the 2006 holiday schedule as presented.

SECONDED BY Treasurer Britton

MOTION CARRIED.

2. Transfer of Lease E-1491 from Accurate Printing to James L. Jacobs II (Rapid Sheet Metal). [Current lease term to expire 9/30/24 with an option of an additional 40 years at the same terms and rate.]

Mike Monks representing Mr. Ennis addressed the Board concerning the transfer of lease E-1491. Mr. Monks noted that Rapid Sheet Metal is a precision sheet metal business and will not involve any large trucks on Perimeter Road on a regular basis.

Secretary Fuller inquired if the Conservation Commission would have to give approval for the company to operate on Perimeter Road. Mr. Monks assured the Board that permission from the commission was not necessary.

James L. Jacobs II owner of Rapid Sheet Metal spoke to the Board regarding the operation of his business. Mr. Jacobs noted that there were no solvents used in his business. The nitrogen tank that would be installed in the rear of the building did not require a permit.

Treasurer Britton inquired as to how many individuals were employed. Mr. Jacobs currently employs 25 people and expects to double that figure within a year or two. Parking will not be a factor whereas there will be two shifts a day. The main products produced are prototypes.

Mr. Jacobs reported that there will be very little renovations on the building but it will be necessary to bring in 400 amp power to the building.

MOTION BY Treasurer Britton to transfer Lease E-1491 from Raymond W. Ennis Sr., Revocable Trust of 2000 u/d/t October 18, 2000 (Accurate Printing) to James L. Jacobs II, President of Rapid Sheet Metal, Inc.

SECONDED BY Secretary Fuller

ROLL CALL

Treasurer Britton – yes
Secretary Fuller – yes
Vice Chairman Gill – yes

MOTION CARRIED.

3. Transfer Lease E-2138 from OIA Air Corp. to Gilbert G. Campbell. [Current lease term to expire 10/30/16 with an option of an additional 20 years at the same terms and rate. The option for an additional 20 years at terms and conditions to be renegotiated would commence November 1, 2036.]

Mr. Paul Buffum representing OIA explained to the Board that the building was being used as collateral for a short term loan from Mr. Campbell. OIA will still be responsible for the payment of the lease.

Secretary Fuller inquired as to section 9 of the lease states that the agreement is governed by the laws of Massachusetts. Mr. Buffum assured the Board that the State of NH requirements are met as well.

MOTION BY Treasurer Britton to consent to the Lease Assignment of Lease E-2138 from OIA Air Corp. to Gilbert G. Campbell.

SECONDED BY Secretary Fuller

ROLL CALL

Treasurer Britton – yes
Secretary Fuller – yes
Vice Chairman Gill – yes

MOTION CARRIED.

OTHER

MOTION BY Secretary Fuller to ratify the telephone poll taken 11/30/05 to award the tower window replacement contract to Marvell Plate Glass, Inc. for \$2990.

SECONDED BY Treasurer Britton

MOTION CARRIED.

Treasurer Britton will be working with Manager Rankin on the 07 budget that needs to be presented to the City of Nashua. Manager Rankin will advise the Board as to the date of the presentation if they would like to be present. Manager Rankin will also be working on the CIP report for the City of Nashua.

PUBLIC INPUT

None at this time.

ADJOURNMENT - 8:10pm

MOTION BY Treasurer Britton to adjourn the meeting.

SECONDED BY Secretary Fuller

MOTION CARRIED.

Respectfully submitted,

Allan Fuller
Secretary

SEE ATTACHMENT FOR ATTENDEES LIST

CC: NAA
City Clerk's Office