

DRAFT MINUTES

The monthly meeting of the Nashua Airport Authority was held at Daniel Webster College, in room 122 of the Eaton-Richmond Center, University Drive on Tuesday, June 20, 2006.

The meeting was called to order by Chairman Dalianis at 6:37pm.

Chairman Dalianis apologized for being late for the meeting but he had to attend matters concerning a New Hampshire serviceman that had been killed in action.

ROLL CALL

Present: Chairman Dalianis
Vice Chairman Gill
Secretary Fuller
Treasurer Britton
Director Rosenblum

PUBLIC INPUT

Lee Zompetti read Attachment 1 and asked that the letter be part of the meeting minutes.

Chairman Dalianis suggested that in the future Mrs. Zompetti provide the Board with copies of lengthy statements so they would be familiar with the information before the meeting.

MINUTES – April 2006

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

SECONDED BY Director Rosenblum

MOTION CARRIED.

Note for record: Secretary Fuller abstained from vote.

TREASURER'S REPORT

– April 2006

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

SECONDED BY Director Rosenblum

ROLL CALL

Chairman Dalianis – yes
Vice Chairman Gill – yes
Secretary Fuller – yes
Treasurer Britton – yes
Director Rosenblum – yes

MOTION CARRIED.

- May 2006

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

SECONDED BY Director Rosenblum

ROLL CALL

Chairman Dalianis – yes
Vice Chairman Gill – yes
Secretary Fuller – yes
Treasurer Britton – yes
Director Rosenblum – yes

MOTION CARRIED.

Treasurer Britton reported that financially the Authority is in sound financial condition. It would appear with just one month left in the budget year, there should a \$30-\$40,000 positive balance. This in due in large part to the New Hampshire registration rebate of \$93,252.93.

Manager Rankin informed the Board that the money had been deposited into three separate accounts. The project account received \$50,000 to replenish the 2-1/2 per cent we pay out for each project, \$1269.23 was applied to the safety account and the balance of \$41,983.70 remained in the general fund.

COMMUNICATIONS – read and assigned by Secretary Fuller

NAA-06-017	NHDOT / Registration Fee Reimbursement Advisory	On File
NAA-06-018	NHDOT / Draft CIP 2006-2011 Advisory	On File
NAA-06-019	GFW / Request for additional tie-down spaces	On File
NAA-06-020	GFW / Request for agenda placement	Old Business
NAA-06-021	T.L.M. Realty / Request for agenda placement	Old Business

DOCUMENTATION SIGNED –

Application for snow removal equipment (3-33-0012-27).	R. Rankin 4/28/06
Transfer of lease E-1491 to Rapid Real Estate, LLC	G. Dalianis 4/25/06
Contract with Gale Associates Project (3-33-0012-27)	G. Dalianis 5/24/06

Secretary Fuller inquired as to what project 3-33-0012-27 entailed.

Manager Rankin responded that the contract with Gale Associates on AIP Project 27 was the grant application and associated paper work for the snow removal equipment.

REPORTS

Tower Report – April 2006
- May 2006

Manager Rankin reported that the SAWS equipment has been partially installed in the tower. It is anticipated that the equipment will be certified by the beginning of August 2006.

Airport Manager – May 2006
- June 2006

Chairman Dalianis noted that he finds the jet count graph very helpful and asked that it be continued.

Manager Rankin reported that he felt fairly confident that the FAA and State of New Hampshire would fund the new snow removal equipment.

Treasurer Britton thanked Ron Willey and the entire maintenance team for their efforts in the crack sealing project. It involved very early hours and the crew used 7200 pounds of material to improve the pavement on the runway and taxiway.

Airport Engineer – April 2006
- May 2006

Armand Dufresne representing Gale Associates spoke to the four open projects at the Nashua Airport.

Additionally Mr. Dufresne spoke to the SWPPP (Storm Water Pollution Protection Project). The first meeting was well attended. Mr. Dufresne noted that not having a SWPPP program in force could result in hefty fines from the EPA. Mr. Dufresne is awaiting the returned inventory forms from the various businesses on the field before the next step can be taken in the program.

Mr. Dufresne mentioned that this would be an appropriate time to contact the Senators and Representatives concerning federal money for the airport.

Mr. Dufresne had reviewed the plan submitted by GFW. He noted he is not an engineer and would have an engineer at Gale Associates review the plans. He however could not see a problem with the plans.

Secretary Fuller said that the FAA technician servicing the AWSS suggested that we put the the repositioned AWOS to the Master Plan Update. Mr. Dufresne warned the Board to be cautious in requesting the moving of the AWOS. If the AWOS falls out of federal control and falls under AIP control the airport would have to spend \$10,000 to maintain the equipment.

COMMITTEES

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

No report at this time.

2. Safety Committee

Minutes of 5/03/06 meeting

MOTION BY Treasurer Britton to accept the minutes as written.

SECONDED BY Secretary Fuller

MOTION CARRIED.

Minutes 6/7/06 meeting

MOTION BY Secretary Fuller to accept the minutes as written.

SECONDED BY Vice Chairman Gill

MOTION CARRIED.

Note of record: Vice Chairman Gill was not in attendance at this meeting.

Secretary Fuller noted that the Safety Committee is already seeing results. Traffic has decreased considerably on the tower ramp and the speed limit is being observed. The possibility of losing driving privileges within the gates is a deterrent for most operators on the field.

Treasurer Britton acknowledged the work Secretary Fuller has done and continues to do in order to make this committee successful.

OLD BUSINESS

1. GFW requesting site approval plans for a building between building 83 and the tower.

Kenneth McLaughlin presented the revised plans for approval from the Board. The revisions included new drainage. Mr. McLaughlin noted that the hope was to present the proposal to the City of Nashua Planning Board at their August 2006 meeting. His purpose this evening was to apprise the Board of the progress on the project and assured the Board that there were no deviations from the original plan that had been presented. The elevation profile of the new building has not been finalized but should be ready to be presented at the next meeting.

The Board reviewed the provided plans and a discussion followed concerning different aspects of the building. Questions from the Board were answered by Kenneth McLaughlin, Frank Waller and Scott Bourcier from DuBois and King.

Armand Dufresne of Gale will have an engineer review the plans tomorrow and send a written report to the airport manager.

MOTION BY Treasurer Britton that the Nashua Airport Authority approve this phase of the application process and that the lot described in the site plan prepared by DuBois and King and marked Plan A, will be leased to the applicant under the standard terms and conditions. The applicant will be submitting further building elevation plans, profiles, etc., as the project progresses.

SECONDED BY Vice Chairman Gill

ROLL CALL

Chairman Dalianis – yes
Vice Chairman Gill – yes
Secretary Fuller – yes
Treasurer Britton – yes
Director Rosenblum – yes

MOTION CARRIED.

2. (a) T.L.M. Realty presenting revised site plan for E-1499 and E-1545.

(b) Discussion for reduced rates for land lease.

Attorney Jeffrey Zall representing T.L.M. Realty provided the Board with a site plan of lots E-1499 and E-1545. The City of Nashua Planning Board will be reviewing this plan at the July 2006 meeting.

Mr. Zall informed the Board that this project could not go forward unless an agreement on revised rental rates for E-1545 could be reached. To remove the ledge to prepare for constructing the parking area will cost \$300,000. Mr. Zall provided a letter from Mark Prolman (attachment 2) outlining a *proposed land lease rental schedule*. The schedule calls for the Authority to allow T. L. M. Realty ten (10) years of free rent and an additional 8 years of reduced rent to recoup the \$300,000 investment for the parking lot preparation. If the actual cost of removing ledge in preparing the site is more than \$300,000, T.L.M. Realty would be

responsible for the additional amount and if the amount should be lower than the proposed \$300,000 the terms would reflect the correct amount. Additionally, T.L.M. Realty would like the new lease for E-1545 to be an 18 year lease with an extension of 42 years to mimic the timeframe of lease E-1499. T. L. M. Realty would also like the lease to be based only on the land used not the entire lease lot as described in the master plan.

Treasurer Britton noted that as an Authority member he would do everything he could to allow for growth and expansion of businesses at the airport. He however has concerns about the plan as presented. Mr. Britton felt that by not charging for the unused portion of the property would be reasonable but to allow eighteen years without revenue to the Authority is questionable.

Mr. Zall noted that the phasing of the payment schedule could be negotiated so that the Authority would realize rental income before the first ten years. The City of Nashua would immediately benefit by increased taxes.

Treasurer Britton inquired if there were a precedent for this type of agreement. Manager Rankin said that when the airport was first developed it was not unusual to forgo rental income for a period of time to encourage development.

Secretary Fuller stated that he would like to see this matter tabled until the next meeting. Although he was in principal supportive of the development he has too many questions that need to be resolved.

MOTION BY Vice Chairman Gill to accept the revised site plans of Lots E-1499 and E-1545 as prepared by Maynard and Paquette and to agree to mitigate the costs for excess ledge removal for a maximum of \$300,000 over the next eighteen years at a schedule to be determined at a later date. Rental rates for lot E-1545 would be for the square footage of the developable land only, at the current applicable terms and rates as established by the Nashua Airport Authority.

SECONDED BY Director Rosenblum

ROLL CALL

Chairman Dalianis – abstain

Vice Chairman Gill – yes

Secretary Fuller – no

Treasurer Britton – yes

Director Rosenblum – yes

MOTION CARRIED.

NEW BUSINESS

Approval of FY2007 budget.

Manager Rankin explained that the CIP adjustment in January 06 added approximately \$13,000 to the income and the tie-down income had also increased due to rate increases and more tie-down rentals.

Treasurer Britton gave a brief overview of the budget figures to the Board both income and expenditures.

Director Rosenblum requested that the revenue side of the budget be made available in the future.

MOTION BY Treasurer Britton to approve the fiscal 2007 operating budget as presented.

SECONDED BY Director Rosenblum

ROLL CALL

Chairman Dalianis – yes
Vice Chairman Gill – yes
Secretary Fuller – yes
Treasurer Britton – yes
Director Rosenblum - yes

OTHER

Approval of contract for Vachon & Clukay to perform the annual audit for 3 years with an option for an additional 2 years.

MOTION BY Treasurer Britton to approve the contract for Vachon & Clukay to perform the annual audit for the next three years with an option for an additional two years.

SECONDED BY Director Rosenblum

ROLL CALL

Chairman Dalianis – yes
Vice Chairman Gill – yes
Secretary Fuller – yes
Treasurer Britton – yes
Director Rosenblum - yes

PUBLIC INPUT

Mike Zompetti wants the neighbors of the Indian Rock Road neighborhood advised before blasting begins on lot E-1545.

Chairman Dalianis thanked the pilots of commercial airlines for the respect they are showing to the military heroes that are being brought home for burial. They will not allow anyone to disembark the plane until the casket has been removed with military honors.

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ADJOURNMENT to non-public session to discuss personnel matters (8:30pm).

MOTION BY Treasurer Britton that by roll call the committee go into non-public session pursuant to RSA91-A:3:2A to consider compensation of several Nashua Airport Authority employees.

SECONDED BY Vice Chairman Gill

ROLL CALL

Chairman Dalianis – yes
Vice Chairman Gill – yes
Secretary Fuller – yes
Treasurer Britton – yes
Director Rosenblum - yes

Nashua Airport Authority
Non-Public Minutes
June 20,2006

The non-public session started at 9:00 p.m. with Chairman Dalianis asking the Airport Manager (Roy Rankin) to stay for a few minutes. Director Rosenblum asked about the job titles and salary structure of the personnel working for the Nashua Airport Authority.

Airport Manager response:

He was the only salaried person. The other employees are on an hourly schedule by state law. The titles are:

Roy Rankin – Airport Manager – Full Time
Ron Willey – Maintenance Supervisor – Full time
George Rose – Airfield Technician – Full time
Dan Moreau – Airfield Technician – Part time - 28 hours/ week
Shirley Tipping – Office Manager – Part time - 30 hours/week

Robert Brooks is a recent graduate of Connecticut College, with a Marine Officer Commission and will be leaving in September for flight training. He will be working this summer part time at \$14/hour for 32 hours per week.

Ron Willey, George Rose and Roy Rankin have insurance since they are full time employees.

The Airport Manager was thanked for answering questions and was asked to leave the meeting, which he did.

Discussion covered raises and bonuses. We did not have a write up of the raises and bonuses given last year. Treasurer Britton made a motion that the Airport Manager and the Maintenance Supervisor receive a 3% raise and a \$2,500.00 bonus each. The two Airport Technicians and the Office Manager be given a 5% raise. Director Rosenblum seconded the motion. Roll call. Director Rosenblum – yes, Secretary Fuller – yes, Treasurer Britton – yes, Vice Chairman Gill – yes, Chairman Dalianis – yes. The motion passed 5-0

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Vice Chairman Gill made a motion to come out of non-public session. Treasurer Britton seconded the motion. Roll call. Director Rosenblum – yes, Secretary Fuller – yes, Treasurer Britton – yes, Vice Chairman Gill – yes, Chairman Dalianis – yes. The motion passed 5-0

ADJOURNMENT – 9:10pm

Secretary Fuller made a motion to adjourn. Seconded by Vice Chairman Gill. Voice vote. Passed 5-0. Meeting ended at 9:10 p.m.

Respectfully submitted,

Allan Fuller
Secretary

CC: City Clerk's Office

SEE ATTACHMENT FOR ATTENDEES LIST