

DRAFT MINUTES

The monthly meeting of the Nashua Airport Authority was held at Daniel Webster College, in room 220 of the Eaton-Richmond Center, University Dr., at 7:00pm on Tuesday, March 21, 2006.

Chairman Griffin Dalianis called the meeting to order at 7:02pm.

ROLL CALL

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

PUBLIC INPUT

Lee Zompetti read a letter concerning the Safety Committee with documentation outlining the legal requirements for adherence to the Right-To- Know Law (see attachment 1).

Manager Rankin reported that the Safety Committee was formed at the suggestion of the FAA whereas the problem does not follow under their jurisdiction. Manager Rankin attended a Safety Committee meeting at the Plymouth Airport to acquire a better understanding of how the Committee would proceed. At the first meeting a chairman (Paul Emond) was elected and the group decided how they would conduct the meetings without minutes.

Discussion by the board proceeded around the fact that the Safety Committee was the idea of the FAA and the Airport Manager and as such was an official NAA committee and must follow NAA rules. Treasurer Britton volunteered to be a member of the Safety Committee and it should be a sub-committee of the Airport Authority and subject to the Right-To-Know Law. Vice President Gill and Secretary Fuller will be alternates. It was agreed that any one may attend the Safety Committee meeting as they are public meetings.

Chairman Dalianis agreed that the committee was important and should be a sub-committee with a Board member in attendance.

Secretary Fuller wants the Committee to be run as a sub-committee of the Authority as well, with the meeting being taped and minutes written.

Director Rosenblum agrees that a Safety sub-committee is necessary and should follow all guidelines for public meetings. It was stated that the next Safety Committee meeting was tomorrow (Wednesday, March 22nd at 11:30 am). Secretary Fuller, being the only one that may be free to attend, agreed to attend for the NAA if at all possible.

MINUTES – February 2006

MOTION BY Secretary Fuller to accept the minutes as written.

SECONDED BY Vice Chairman Gill

MOTION CARRIED.

TREASURER'S REPORT – February 2006

Treasurer Britton spoke to the Profit and Loss comparison and noted that the month of February shows a \$3,000 loss. However, year to date shows a \$39,000 positive cash flow associated in part with a large number of prepayments of the tie down fees at the beginning of the year.

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

SECONDED BY Secretary Fuller

MOTION CARRIED.

Treasurer Britton will be working with Manager Rankin on the DRAFT budget for 07 and copies will be e-mailed to all Board members.

COMMUNICATIONS – read and assigned by Secretary Fuller.

NAA-06-06	Richard Gentile / Request for agenda placement April 2006	On File
NAA-06-07	FAA/ Payment Advisory on Project. 3-33-0012-26-2005	On File

DOCUMENTATION SIGNED - none

A discussion followed concerning the property that is to be developed by Richard Gentile. Currently Mr. Gentile is waiting for an official sub-division plan from his engineers before he can proceed with the plans. There is a requirement to get a survey and water run-off plan. He is working with Mike Yoemans in the Planning Department. Mr. Gentile may be required to go to the ZBA and the Planning Board for approval. Mr. Gentile will report back to the NAA Board at the next meeting.

REPORTS

Tower Report – February 2006

Jet operations were 119 and up in the month of February. The tower is presently understaffed by two controllers.

Airport Manager – March 2006

Secretary Fuller inquired about the particulars of the plane that is going to be auctioned for past due tie-down fees. Manager Rankin has been seeking legal advice from Attorney Frasca as to how to proceed on this matter. Secretary Fuller would like to proceed very cautiously. His concern is that the plane is worth a lot more than the \$500.00 to \$1,000.00 that is currently owed the NAA and if the plane is sold for below market value, the NAA could be liable to make up the difference if things are not done properly. Mr. Gentile said that the plane has a value between \$10,000 and \$20,000. He also said his experience is that there is a requirement that the sale must be publicly noticed and that one needs to get at least 3 bids.

Manager Rankin will bring a full information packet concerning this matter to the April 06 meeting.

Treasurer Britton wants the Authority to file an official lien on the aircraft before we proceed further.

MOTION BY Treasurer Britton to place the annual audit out to bid to at least three vendors. Award will be made to the lowest qualified bidder.

SECONDED BY Vice Chairman Gill

MOTION CARRIED.

Secretary Fuller had questions concerning the annual budget review with the City of Nashua. This is scheduled for March 30, 2006 and Treasurer Britton plans to attend with Manager Rankin. All other Board members are welcome to attend as well.

Secretary Fuller inquired if the proposed new articulating loader with the auxiliary snow broom would be used to pick up rocks on the airport. Airport Engineer, Brian Smith, said that, if the airport were to sweep stones and sand from the taxiways and runways, one should sweep pavement after a rain storm to minimize the wear on the brush material in the broom. The current thought would be to use the equipment to sweep the runway following snow storms only.

Airport Engineer – February 2006

Brian Smith representing Gale Associates spoke to the Board that the Runway Relocation Feasibility Study is still waiting for information from the FAA in order to complete the study.

Mr. Smith asked if any of the Board members had any input on the draft RFP. Secretary Fuller requested that the electronic version of the draft RFP be e-mailed to all the members. The NAA agreed to respond with their comments back to Gale within ten (10) to fourteen (14) days.

Secretary Fuller had several questions concerning Holden development, the preservation of the wetlands, and if Treasurer Britton's question to Gale Associates had any answers yet. Mr. Smith agreed to research the questions and answers and get back to the NAA.

Secretary Fuller asked if Mr. Smith had gotten an answer to the standing question if the FAA inquired an RFP before granting permission to construct hangars. Mr. Smith said that the FAA preferred that new development be handled by an RFP especially if it were a commercial venture. Secretary Fuller said that for the record that Mr. Gentile's request was approved without an RFP because of written documentation and commitments by previous NAA boards. This matter will be investigated further. Mr. Smith will have forward the information to Manager Rankin shortly.

COMMITTEES

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

A meeting will be scheduled when all the necessary information has been collected.

2. Revisions of Nashua Airport Authority by-laws.

Treasurer Britton addressed the following changes to the by-laws. The changes will be adopted at the next meeting.

1. Article II – Officers, Section 4. Treasurer

MOTION BY Treasurer Britton to:

Delete: *The Treasurer shall give bond for the faithful performance of his duties.*

SECONDED BY Secretary Fuller.

ROLL CALL

Vice Chairman Gill - yes

Secretary Fuller – yes

Treasurer Britton – yes

Director Rosenblum – yes

Chairman Dalianis – yes

MOTION CARRIED.

2. Article II – Officers, Section 7.Election or Appointment

MOTION BY Treasurer Britton to:

Delete: *The First Chairman shall be designated by the Mayor and shall serve as Chairman during his entire term as Commissioner. Except for the first Chairman,*

SECONDED BY Director Rosenblum

ROLL CALL

Vice Chairman Gill - yes

Secretary Fuller – yes

Treasurer Britton – yes

Director Rosenblum – yes

Chairman Dalianis – yes

MOTION CARRIED

3. Article II – Officers, Section 7.Election or Appointment

MOTION BY Treasurer Britton to delete:

The Nashua Airport Authority operates under Robert’s Rules of Parliamentary Procedure for all meetings conducted by the Authority.

SECONDED BY Secretary Fuller

ROLL CALL

Vice Chairman Gill - yes

Secretary Fuller – yes

Treasurer Britton – yes

Director Rosenblum – yes

Chairman Dalianis - yes

MOTION CARRIED

Chairman Dalianis stated that although Robert’s Rules had not been officially adopted, the Nashua Airport Authority conducts all of their meetings in accordance to their by-laws.

4. ARTICLE III – MEETINGS, SECTION 4. SPECIAL MEETINGS

MOTION BY Treasurer Britton to add the following statements:

Directors of the Authority may be notified via e-mail at their home or place of business at least two days prior to the date of such special meeting. E-mails must be acknowledged to be considered valid notification.

The call for a special meeting may be delivered to any Director of the Authority at his/her home or business number.....

SECONDED BY Secretary Fuller

ROLL CALL

Vice Chairman Gill - yes

Secretary Fuller – yes

Treasurer Britton – yes

Director Rosenblum – yes

Chairman Dalianis – yes

MOTION CARRIED

5. ARTICLE III – MEETINGS, SECTION 6. ORDER OF BUSINESS

A discussion followed concerning limiting the input to agenda items only.

No motion was necessary as the order of business remained the same.

The order of business may change when deemed appropriate at the discretion of the Chairman shall remain as written.

MOTION BY Treasurer Britton to add:

Motions will be numbered chronologically after the minutes are accepted.

SECONDED BY Secretary Fuller

ROLL CALL:

Vice Chairman Gill - yes

Secretary Fuller – yes

Treasurer Britton – yes

Director Rosenblum – yes

Chairman Dalianis – yes

MOTION CARRIED

6. ARTICLE III – MEETINGS, SECTION 7. MANNER OF VOTING

MOTION BY Treasurer Britton to delete:

Chronologically numbered

Shall be by roll call and each resolutions

Together with the ayes and nays thereon

SECONDED BY Director Rosenblum

ROLL CALL

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

MOTION CARRIED

7. ARTICLE IV – AMENDMENTS

MOTION BY Treasurer Britton to:

Delete seven

Add ten

SECONDED BY Director Rosenblum

ROLL CALL

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

MOTION CARRIED

Adopting revisions to the Nashua Airport Authority By-Laws.

MOTION BY Secretary Fuller to publish the proposed amended by laws at the appropriate arenas and accepts public comment and formally approves the by-laws at the next Nashua Airport Authority meeting.

SECONDED BY Vice Chairman Gill

ROLL CALL

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

MOTION CARRIED

MOTION BY Treasurer Britton to lay on the table the proposed changes of the Nashua Authority by-laws.

SECONDED BY Director Rosenblum

ROLL CALL

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

MOTION CARRIED

NOTE OF RECORD: The by-laws as amended will be attached to these minutes.

OLD BUSINESS

NEW BUSINESS

1. Changing time of the Airport Authority business monthly meeting.

Chairman Dalianis proposed that the business meetings be changed to 6:30pm to facilitate a conflict in schedule for Director Rosenblum.

MOTION BY Secretary Fuller to change the start time of the business meetings on the third Tuesday of each month to 6:30pm.

SECONDED BY Vice Chairman Gill

ROLL CALL

Vice Chairman Gill - yes

Secretary Fuller – yes

Treasurer Britton – yes

Director Rosenblum – yes

Chairman Dalianis - yes

MOTION CARRIED.

2. Establishing a Safety Committee

MOTION BY Treasurer Britton to establish an Airport Safety Advisory Committee as a sub-committee of the Nashua Airport Authority. The committee shall consist of one airport authority member, two alternate airport authority members, the airport manager and airport users.

SECONDED BY Vice Chairman Gill

ROLL CALL

Vice Chairman Gill - yes

Secretary Fuller – yes

Treasurer Britton – yes

Director Rosenblum – yes

Chairman Dalianis – yes

MOTION CARRIED.

The Airport Authority encourages the committee to elect their own leader to serve as Chairman.

Treasurer Britton will serve as the primary Nashua Airport Authority member to serve on the Airport Safety Advisory Committee. Secretary Fuller and Vice Chairman Gill will serve as alternates.

OTHER

PUBLIC INPUT

Lee Zompetti is confused by Section 7 of the by-laws.

MOTION BY Treasurer Britton to take from the table the amended by-laws.

SECONDED BY Secretary Fuller

MOTION CARRIED.

Page 8 – NAA – March 21, 2006 Business Meeting

MOTION BY Treasurer Britton to:

Amend Article III, Section 7, Manner of voting to read: The vote on all motions and resolutions shall be entered in full upon the minutes of the meeting.

SECONDED BY Vice Chairman Gill

ROLL CALL

Vice Chairman Gill - yes
Secretary Fuller – yes
Treasurer Britton – yes
Chairman Dalianis - yes
Director Rosenblum – (left the room)

MOTION CARRIED.

MOTION BY Treasurer Britton to lay on the table the proposed changes of the Nashua Authority by-laws.

SECONDED BY Secretary Fuller

ROLL CALL

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

MOTION CARRIED.

Mike Zompetti wants to be sure the Authority sticks to the list for individuals interested in building on the Holden Property. He wants to be sure the plans stay to t-hangars only.

Lee Zompetti spoke to Mike Yeomans concern about grass on the proposed Gentile property. She wonders who has the final say in these matters.

Rich Gentile inquired if all recommendations from the Safety Committee are required to come before the Board before action is taken.

Archie Frangoudis would like to see the Safety Committee meetings held in the evenings. Aircraft owners that work should have input as well.

Rick Bartelle from DWC inquired as to how the membership of the safety committee would be established. Treasurer Britton replied that it would be at the discretion of the committee.

A discussion followed with different opinions on how the committee should be organized.

ADJOURNMENT - 9:00pm

MOTION BY Vice Chairman Gill

SECONDED BY Secretary Fuller

MOTION CARRIED.

Respectfully submitted,

Allan Fuller
Secretary

CC: NAA Files
City Clerk's Office

SEE ATTACHMENT FOR ATTENDEES