

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, October 18, 2005.

The meeting was called to order at 7:05pm by Vice Chairman John Gill.

ROLL CALL

Present: Vice Chairman Gill Excused Absence: Chairman Dalianis
Secretary Fuller
Treasurer Britton

PUBLIC INPUT

Lee Zompetti spoke to the proposed changes in the By-Laws for the Nashua Airport Authority. Mrs. Zompetti noted that Corporation Counsel had determined that the Authority could conduct their meetings under their own set of rules. Mrs. Zompetti further commented that the Authority seems to have difficulty following the Right-To-Know Law, the Nashua Airport Authority By-Laws and the Nashua Airport Authority Standards and Procedures, and that adding another set of rules would make matters more difficult.

Mrs. Zompetti would like to see the first Public Input on the agenda remain and not be changed to items pertaining to the agenda only.

Mrs. Zompetti pointed out that Mr. Frangoudis had appeared before the City of Nashua Planning Board with plans that had not been approved by the NAA Board.

Kenneth McLaughlin advised the Board that at the next meeting he would be giving an update on the entrance park as well as a financial report.

MINUTES – September 2005

Treasurer Britton made a correction on page 2 under Tower Reports.

MOTION BY Secretary Fuller to accept the change to the September 2005 minutes.

SECONDED BY Treasurer Britton.

MOTION CARRIED.

MOTION BY Treasurer Britton to accept the amended September 2005 minutes.

SECONDED BY Secretary Fuller.

MOTION CARRIED.

TREASURER'S REPORT – September 2005

Treasurer Britton noted that the pre-payment of tie-down fees continue to allow the NAA to retain a positive cash flow.

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

SECONDED BY Secretary Fuller

MOTION CARRIED.

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COMMUNICATIONS – read and assigned by Secretary Fuller

NAA-05-053	Richard Gentile / Withdrawal from September 2005 agenda and request for October agenda placement	Old Business
NAA-05-054	W. Krivsky / Withdrawal of offer to finance relocation of AWSS	On File
NAA-05-055	GFW / Withdrawal from September 2005 agenda placement	On File

REPORTS

Tower Report – September 2005

Secretary Fuller would like the jet counts shown in a running monthly total in a spread sheet form with a possible graph.

Airport Manager – October 2005

Manager Rankin reported he had obtained quotes for the purchase of a 16' ramp blade. The other option that had been considered was to build the blade in house. The best price was from HB Fairfield, Inc., of Concord, New Hampshire.

MOTION BY Treasurer Britton to approve the purchase of a snow pusher for the price not to exceed \$5,000 from HB Fairfield, Inc. of Concord, New Hampshire.

SECONDED BY Secretary Fuller

MOTION CARRIED.

Secretary Fuller inquired what the cost to repair the REIL lights would be. Manager Rankin replied that the cost would be about \$500.00 for new transformers. The lights had been given to us by the FAA.

Airport Engineer – October 2005

Carol Niewola gave a synopsis for the three projects currently being worked on.

1. The Runway-Taxiway Study: Gale continues to work on the SWPPP efforts.
2. Obstruction Removal /Runway Relocation Study: Gale continues to monitor the on-site work being performed by Pantermehl Land Clearing had has prepared the first grant reimbursement. Gale will also prepare the conceptual grading plan and profile, evaluate obstructions as identified by the FAA based on the conceptual runway layout, submit obstruction data and plans to the FAA for use in their feasibility analyses, and prepare the RSA, PAPI, and REIL analysis for conceptual runway layout.
3. Airport Land Development Analysis: Gale will prepare a draft Work Order for Gales' efforts, and assist in the preparation of a draft Request for Proposals for future development to the new apron area.

Ms. Niewola is also working with Manager Rankin in the preparation of the CIP for NHDOT. The request is for a ten (10) year projection.

Secretary Fuller reported he had been contacted by the City of Nashua Planning Board asking questions regarding Archie Frangoudis project. Mr. Fuller had been caught off guard and did not feel prepared to answer questions.

Manager Rankin responded that Mr. Frangoudis had provided the Board with information on several different occasions.

Secretary Fuller would like the status of each project forwarded to the Board members when the information becomes available. Mr. Fuller further explained that he receives calls from the Planning Board, the Conservation Commission, and the Zoning Board asking his opinions on various projects and he would like to be fully informed.

Treasurer Britton proposed that he and Secretary Fuller meet with Ms. Niewola and Manager Rankin immediately following the adjournment of the regular business meeting to identify authorized work tasks for Gale Associates.

COMMITTEES

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

Minutes – September 26, 2005 meeting

Treasurer Britton asked that a correction be made on page 1 of the minutes.

MOTION BY Treasurer Britton to amend page 1 of the minutes.

SECONDED BY Secretary Fuller

MOTION CARRIED.

MOTION BY Secretary Fuller to approve the minutes as amended.

SECONDED BY Treasurer Britton

MOTION CARRIED.

2. **Revisions of Nashua Airport Authority by-laws.**

Secretary Fuller would like to see the first public input remain as is in the by-laws. He feels it is important that everyone be able to speak on any subject.

Secretary Fuller would also like to see the by-laws changed to allow e-mail notification instead of using the US mail for meeting notification. Secretary Fuller reasons that most of the Board travels and an e-mail with instructions to acknowledge the e-mail would be more advantageous.

a. Minutes – October 6, 2005 meeting

Treasurer Britton made one correction of a spelling error on page 2.

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MOTION BY Treasurer Britton to approved the October 6, 2005 meeting as amended.

SECONDED BY Secretary Fuller

MOTION CARRIED.

Note of Record: Secretary Fuller abstained from voting.

b. Adopting revisions to the Nashua Airport Authority By-Laws.

MOTION BY Treasurer Britton to put on the table the adoption of the revisions to the Nashua Airport Authority By-Laws.

SECONDED BY Secretary Fuller

MOTION CARRIED.

OLD BUSINESS

1. Assigning lot E-1485 (adjacent to Building 83) to GFW Aeroservices.

Kenneth McLaughlin addressed the Board on behalf of GFW Aeroservices and MACAIR. Mr. McLaughlin presented a conceptional plan for the Board's consideration involving the construction of a fuel truck containment area, an office building and hangar that would utilize the current GFW building (E-1465) and the land adjacent (E-1485). Mr. McLaughlin asked that the Board either give encouragement for the plan or ask for withdrawal of the plan. In no way would Mr. McLaughlin ask for approval this evening.

The scope of the project would begin with the renovation of building 83 (GFW FBO building) with a façade that would match the new office building and hangar. The area behind the new hangar would facilitate the containment area for the fuel trucks. Mr. McLaughlin showed diagrams labeled A and B for consideration. [Diagrams available at Airport Authority Building for review]

Mr. McLaughlin noted that there would be many obstacles to be overcome before final approval would be asked for. The time line would be for construction to begin mid-summer of 2006.

Treasurer Britton inquired who would be using the new hangar. Mr. McLaughlin responded that it would be managed by GFW much the same way as other hangars on the field. Treasurer Britton noted he had a concern that the guidelines as established by the FAA for the Master Plan / Layout Plan of the Nashua Airport Authority designating lot E-1485 as being identified to be used for a terminal building.

Carol Niewola noted that the FAA would require a Pen & Ink amendment to the Layout Plan.

A discussion followed concerning adequate parking, moving of utility poles, access to the GFW building, height of the proposed buildings, etc. All of the particulars will have to be addressed before the final plans are submitted to the NAA for approval.

MOTION BY Treasurer Britton to approve the concept proposal submitted by GFW and Macair for the leasing of a lot contiguous to the GFW Aeroservices, Inc. existing FBO, for the erection of a hangar office building and fuel truck parking embankment facility in accordance with the concept plans submitted today to the Nashua Airport Authority and labeled "Concept Plan A &

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B". This "approval of concept" will be followed up with final plans which will be submitted for approval.

SECONDED BY Secretary Fuller

ROLL CALL

Vice Chairman Gill

Secretary Fuller

Treasurer Britton

MOTION CARRIED.

MOTION BY Secretary Fuller to direct Gale Associates to work with MACAIR / GFW with regards to the concept plan for the development of E-1485. Gale Associates to report to the Nashua Airport Authority before any formal documents are submitted to the FAA, State of New Hampshire, City of Nashua and all commissions and boards thereof.

SECONDED BY Treasurer Britton

MOTION CARRIED.

2. Richard Gentile presenting development plans for “Kenny Howe” property.

Richard Gentile presented to the Board a conceptional drawing for a hangar to be erected on the old “Kenny Howe” property. The hangar would be 85’ x 110’ with an office facility. The building would be used for a business venture by Mr. Gentile.

The “fire station” gate will have to be relocated. Mr. Gentile has been working with the Fire Marshall’s Department concerning this matter. The fence from lease lot E-1544 will have to be moved back. Mr. Gentile would return before the Board when the final site plans have been drawn.

Secretary Fuller asked if the fuel farm at the Fire Station on Pine Hill Road would be a consideration. The building would be further away from the fuel farm than the actual fire station currently is.

Manager Rankin noted that the replacement gate would be smaller than the current gate. Manager Rankin will be investigating the feasibility of limiting access through this gate for those that have hangars there. The intent would be to limit traffic on the tower ramp.

MOTION BY Secretary Fuller to assign a land lease to Richard Gentile for the purpose of constructing an airplane storage hangar on the lot, yet to be sub-divided, between lots E-2138 and E-1544. All associated development, building, and gate relocation expenses to be borne by Mr. Gentile. Final lease and final site plan needs to come before the Nashua Airport Authority for approval.

SECONDED BY Treasurer Britton

ROLL CALL

Vice Chairman Gill - yes

Secretary Fuller - yes

Treasurer Britton - yes

NEW BUSINESS

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OTHER

MOTION BY Treasurer Britton that the Chairman of the Nashua Airport Authority may designate another Authority member or the Airport Manager to sign contracts, deeds, and other instruments for the Nashua Airport Authority concerning business previously approved by the Board of the Nashua Airport Authority.

SECONDED BY Secretary Fuller

MOTION CARRIED.

MOTION BY Secretary Fuller that the agenda of the Nashua Airport Authority business meeting shall have the name of all contracts signed the previous month, the date the contract was signed, and name of the individual who signed the contract. This information will be listed under Communications.

SECONDED BY Treasurer Britton
MOTION CARRIED.

PUBLIC INPUT

Lee Zompetti wanted to clarify that she feels Archie Frangoudis constructs first class hangars. Her concern was that rules had not been followed.

Mike Zompetti would like to see a signed copy of the Nashua Airport Authority Master Plan.

ADJOURNMENT – 8:45pm

MOTION BY Treasurer Britton to adjourn the meeting.

SECONDED BY Secretary Fuller
MOTION CARRIED.

Respectfully Submitted,

Allan Fuller
Secretary

CC: City Clerk's Office
NAA Files

SEE ATTACHMENT FOR ATTENDEES LIST