

# MINUTES

We should probably add motion numbers to comply with the by-laws. The numbers should somehow reference or signify that this is a special committee of the whole.

My comments are draft of the draft and they should be reviewed. There is some info that needs to be plugged into the minutes. I tried to flag those missing pieces with a ?. I think we should add Hannah McCarthy's letter from 1987 with a copy of the minutes from the meeting referenced by Roy. Do the tapes exist from those meetings? Should we review them for that meeting and the next meeting?

A committee meeting was held on Monday, September 26, 2005 in room 122 of the Eaton-Richmond Center, Daniel Webster College campus at 6:30pm.

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

## ROLL CALL

Present:

Chairman Dalianis  
Secretary Fuller  
Treasurer Britton

Absent: Vice Chairman Gill

Public Input – None at this time

Note: The recorder malfunctioned for approximately the first 10 minutes of the meeting.

## POINTS OF DISCUSSION

Chairman Dalianis outlined the scope of the meeting was to identify the parcels of land available for development on the airport, and outline procedures that would be incorporated in selecting qualified individuals and companies to lease and build on those properties.

Chairman Dalianis turned the discussion over to Carol Niewola, airport consultant, for a briefing she had prepared. Ms. Niewola presented an outline and maps of the airport and the Holden acquisition with the conceptual plan for the development of t-hangars on the property. See Attachment 1(Nashua Airport Authority Airport Development Committee Scoping Meeting to Define Future Airport Developments)

Treasurer Fuller outlined the parcels that he was aware of that could be built on. In addition to the parcels shown on the airport layout plan, he wanted to consider the land between Perimeter Road and the Aviation Center Parking lot. He felt there was adequate space to build possibly an administration building.

Secretary Britton addressed the recommendation the sub-committee on user fees rates and charges. He suggested that the Authority solicit requests for proposals for development this land consistent with the Master Plan. He pointed out that Lot 108 is behind 106 and that both lots 75 and 73 are affected by the location of the AWSS. On the Holden land the committee recommended the Authority solicit requests for proposals for the development of T-hangars consistent with the Master Plan. We have direction; we just need to follow through with details and determine who will do it.

Allan said there was one additional parcel of land available and that was the parcel Frank parks his fuel trucks on. He believes that a terminal building will never be built and it should be developed.

Ms Niewola discussed each bullet item and answered questions by both the Airport Authority Board Members and the public attending the meeting.

Treasurer Britton said the Authority thought the NAA had voted not to pursue building the buildings themselves. Airport Manager Roy Rankin was asked to confirm that the NAA had voted to have private enterprise develop the hangars on the Holden property. Treasurer Britton felt that the building would be done by private individuals and they would bear the total costs involved with the development.

Treasurer Britton said he wanted back up and address determining the minimum established land rate, which is established, but additionally as part of the committee recommendations other things might want to be considered when going out with a RFP. For example, perhaps requesting impact fee contributions to the Authority in addition to the land lease, pay a monthly fee as determined by the Authority during each month following the award or development rights fee during which development is not reasonably progressed.

Full and single use FBO's were discussed and Treasurer Britton asked if additional full service FBO's were considered. Limited service FBO's were discussed and identified those operating on the airport at the present time. The airport engineer (Carol Niewola) explained that a hanger to store a plane is considered a limited service FBO.

Treasurer Britton wanted to talk about the leasing process. The FAA has established a policy that talks about the list we have had for many years of people interested in developing land at the airport. He stated that that FAA order 5190.6A, Airport Compliance Handbook, allows airports to use a first come first served only on individuals constructing a single hangar for their own use or corporate use. FAA prefers airports to use a public bid process for land lease parcels where FBO activities that include the use or selling of more than one hangars and other FBO services.

Mr. Tom DiConza, representing Daniel Webster College, asked about the request by Daniel Webster College to acquire the two lots identified as 73 and 75 on the airport layout plan. He said the college would like to secure their preemptive rights for future consideration for that land to the property. He felt those properties had always been

earmarked for future development by the college as a not-for-profit educational use. Manager Rankin said that he researched the issue and found that the college had submitted a letter that was discussed during the monthly meeting on April 22, 1987. That letter from President Hannah McCarthy of DWC was regarding the lease of lot #(s?) (we should add the letter to these minutes) for construction of a large hangar. (Date of motion with more details - probably in Attachment 2?) Moved to authorize Chairman to notify DWC that a firm plan and commitment to build within one year is required. Passed". (See Attachment 2) To the best of Manager Rankin's research and knowledge DWC did not come back to the Authority after that.

Ken McLaughlin, MACAIR Inc., spoke that is was well know throughout the airport community that the college was interested in the property south of the control tower and he felt they should be awarded the property free of all encumbrances.

Mr. DiConza said the college is extremely interested in acquiring the rights to the property. Discussion followed about a monetary value or lease amount for the property. Mr. DiConza said the college was a not for profit institute and as such he felt they should not be required to pay for it.

(Is this a repeat of the paragraph about the last one?) Ken McLaughlin, MACAIR Inc., spoke that is was well known throughout the airport community that the college was interested in the property south of the control tower and he felt they should be awarded the property free of all encumbrances.

Dave Farr provided historic view on what had taken place during the building of the original and then the addition to the aviation center. What did Farr say? Is that on tape?

Secretary Fuller thought that granting DWC rights to the two lots without any lease or payment was effectively giving airport land to DWC as a gift. He felt that we needed to talk to the City's attorney. Chairman Dalianis and Treasurer Britton expressed that they needed time to think about the situation.

Others expressed different views and Mr. DiConza indicated the college would be interested in further discussions and did not rule out a paid lease agreement in order to secure the property for the college.

Carol continued outlining and talking to the prepared memo.

Treasurer Brittan addressed the board. He said that this was the first time he had see the document and it contained a lot of work to be performed, and he would like the airport manager and one or two board members to review the work to be done, as it could lead to a large amount of money being spent studying the procedures. Chairman Dalianis recommended Allan and Fred work with the Airport Manager and Carol to review the memo and the associated work on the project.

Treasurer Britton outlined the lots available for development. 108 Landside, lots 73 & 75 that DWC was interested in, the Holden land, the Kenny Howe building lot, the land behind the tower and the lot for a proposed terminal building.

Lee Zompetti thought she remembers the board had not adopted the recommendation for private enterprise to develop the Holden property, Secretary Fuller said he thought they had voted on it. Manger Rankin will check the minutes and verify.

Secretary Fuller said there was one small lot that is available. It is located by a ridge of rock and birch trees across from the fuel farm. It is hilly and one might say no one would want to build on it, but you never know when someone might decide to try. He pointed out that there was a lot on Amherst St that was a rock ledge. The ledge was removed and a strip mall is now there.

MOTION: That this committee recommend that the following lots be identified as potential areas to develop Lot108, Lot 75, Lot 73, the Holden land, the Howe Building site, the parking lot by the control tower and the lot next to GFW. Second by Secretary Fuller.

ROLL CALL:

Chairman Dalianis	Yes
Treasurer Britton	Yes
Secretary Fuller	Yes

MOTION: That the draft building standards be identified (David Farr said there were building standards available) , and Gale Associates review them and make recommendations to the board on improving them and making them usable in today's environment. Second Secretary Fuller.

ROLL CALL:

Chairman Dalianis	Yes
Treasurer Britton	Yes
Secretary Fuller	Yes

MOTION: The committee recommends that the developers acquire the proper environmental and building permits to facilitate in the development of the properties and the developer furnish all required permits and licenses at their expense. Seconded by Secretary Fuller.

ROLL CALL:

Chairman Dalanis
Treasurer Britton
Secretary Fuller

MOTION: That the committee recommend that the proper City department and the airport engineer oversee the developers work while developing the property, Seconded by Secretary Fuller.

ROLL CALL

Chairman Dalianis
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Treasurer Britton  
Secretary Fuller

The committee will get together and address what functions will be performed by Gail Associates and can be accomplished in-house.

Chairman Dalianis wants to start thinking about Lots 73 & 75 as he is not comfortable voting on the property until he and others can research the situation more.

**PUBLIC INPUT:**

Mike Zompetti said he was concerned that the airport had a \$36K deficit last year and he had many ideas of how to remedy this. Chairman Dalianis asked Mr. Zompetti to write his ideas down and submit them to the board.

**ADJOURNMENT:**

Motion by Secretary Fuller to Adjourn, Seconded by Treasurer Britton. Motion Carried

Respectfully submitted.

Allan Fuller, Secretary