

Airport Advisory Committee Meeting
Tuesday, March 26, 2013
City Council Chambers
MINUTES

Committee members in attendance: Joe Alosa, Candace Bouchard, Charles Gerhan, Ernest Loomis
Committee members absent: Rick Bartle, James McKay, Dick Patten

Staff in attendance: Carlos Baía, Chip Chesley, Harry Dangora, Martha Drukker,
Steve Berardo (Jacobs Engineering), David Rolla (FBO/Airport
Manager)

Meeting called to order at 4:35 p.m.

Minutes of the May 1, 2012 meeting

Mr. Gerhan moved approval; Mr. Loomis seconded the motion.

Minutes approved unanimously.

Proposed FY 14 Capital Program

Ms. Drukker explained the localizer capital project. She noted that the FAA changed the approach distances to the Airport. As a result, objects that previously were not in safety areas, now are—such as the localizer. The City had wanted to wait until the reconstruction of the main runway in 2018 and 2019 to move the localizer to save resources. Ms. Drukker noted that in the interim, FAA is requiring that the localizer be placed on frangible mounts with a beacon.

Ms. Drukker noted that the parallel taxiway project will be constructed over two seasons. Groundbreaking—pending grant approval—is expected at the end of this summer. Mr. Gerhan asked about the turn-around illustrated on the plan Ms. Drukker provided. Ms. Drukker confirmed that the taxiway will include a hold apron.

Ms. Drukker noted that \$20,000 is programmed in FY14 for crack sealing.

Mr. Dangora explained that minor deficiencies were found in the SRE Building sprinkler system. The proposed capital program includes \$5,000 to remedy that situation.

Ms. Drukker stated that CIP #77, the purchase of the front-end loader, has been postponed to FY 14 due to non-availability of FAA funds in FY 13. She explained that the costs have increased relative to this item due to FAA's suggestion that the City purchase an additional wing plow and snow removal bucket, as well as new emissions standards.

Mr. Loomis inquired as to the new emission standards. Ms. Drukker indicated that the need to comply with this requirement had come from the City's Fleet Manager. Mr. Alosa noted that he sells the type of vehicle in question and he was not aware of any new emissions requirement. Mr. Baía stated that he would seek clarification from the Fleet Manager and subsequently email it to the committee.

Ms. Drukker noted that work on the fuel farm computer had been done as part of the FY 13 budget. In FY 14, she was proposing to make repairs to the pumps.

Mr. Loomis moved to recommend approval to Council of the proposed capital program with the condition that an acceptable explanation be received for CIP #77 regarding the front end loader emissions. Ms. Bouchard seconded the motion.

Motion passed unanimously.

Proposed FY 14 Operating Budget

Mr. Baía reviewed the Airport Fund proforma with the committee. He noted that in FY 14, as currently projected, the operating budget would be in the negative. He explained, nonetheless, that there are significant assumptions built into the proforma such as what the consumer price index will be and what is anticipated for fuel sales. Therefore, the numbers could change. He also stated that it is important to note that the Airport's fund balance, despite a projected series of negative operating years, is still anticipated to stay above \$450,000 through FY 19.

Mr. Loomis asked about the FY 17 outyear where the projected annual deficit was over \$69,000. Mr. Baía indicated that the outyear deficits are largely driven by the timing of capital projects. He noted that in FY 17, there are nearly \$82,000 in capital transfer programmed. Mr. Baía explained that the proforma is simply a snapshot in time and that the level of project expenditures in FY 17 could likely be changed to mitigate impacts on the budget and fund as we get closer to that year.

Mr. Loomis moved to recommend approval to Council of the proposed FY 14 Airport operating budget. Ms. Bouchard seconded the motion. Motion passed unanimously.

FAA/NHDOT Budget Update

Mr. Berardo explained that the Airport Improvement Program (AIP) is exempt from federal sequestration. However, he cautioned that AIP is tied to the federal budget. The U.S. Senate has passed a continuing resolution that would include AIP. The House still needs to review this matter.

Mr. Berardo noted that the second unknown is the State budget. Two years ago when FAA decreased its share in projects from 95% to 90%, the State did not make changes to increase its own portion. NHDOT has proposed raising its portion of the local share to 5% from 2.5%. Ms. Bouchard asked what number was included in the Governor's budget. Mr. Berardo stated that the Governor's proposed budget included the 5%. The Legislature has yet to approve the State budget.

Construction Staging

Ms. Drukker informed the committee that she has received authorization from the NHDOT to possibly use the triangle City property at the northeast corner of Regional Drive and Airport road for the staging of construction materials related to the proposed water main replacement on Loudon Road. This area is outside the airport fence line.

Mr. Loomis asked if that property was encumbered by any Karner Blue restrictions. Ms. Drukker answered that it was not.

Advertising Revenue Opportunities

Mr. Baía stated that he had recently been contacted by a medical office whose director had been certified to do FAA physicals. The medical office wanted to advertise in the Airport. Mr. Baía explained that he couldn't find anything in the minimum standards that would preclude such advertising as long as the City kept it open to similar users. He had referred the doctor to the Airport Manager.

Mr. Rolla stated that he typically will refer people to the FAA website which lists the FAA-certified physicians. He also has brochures and other materials at the Airport that people leave regarding services but has not charged for this option. In his own business, he has opted not to allow paid advertising so as to not seem to favor one company over another when dealing with his own clients.

Mr. Baía was bringing it to the committee's attention in case they saw an issue with pursuing such advertisement. He did not think this would generate much revenue—likely less than \$1,000—but it could open up other opportunities.

Mr. Loomis expressed support for the concept. Mr. Alosa stated that the committee's consensus was that it was a good idea to pursue such opportunities.

RFI/RFP Update

Mr. Baía explained that last year the committee had supported staff's recommendation to pursue a RFI or RFP for FBO services. Mr. Baía noted that the current contract with Concord Aviation Services will have been in place for twenty years at its expiration on June 30, 2014. Mr. Baía wanted to ensure that Concord Aviation Services were afforded sufficient time to either negotiate a new contract if selected as the winning proposal or had enough time to wind down their operations at the airport if not selected. Mr. Baía anticipated that the City would issue the RFI/RFP by the end of summer and be able to select and have a contract negotiated with an FBO by the end of calendar year 2013. To accomplish this, Mr. Baía was proposing to request from Council that it authorize a budgetary "program change request" of up to \$5,000 to retain the services of the City's airport consultant (Jacobs Engineering) in the drafting and selection process. Mr. Baía noted that Jacobs has done similar RFPs around the country and can bring expertise to the table to ensure that the Airport's best interests are protected.

Mr. Loomis moved to recommend to City Council that it approve the \$5,000 item for consultant assistance. Ms. Bouchard seconded the motion. Motion passed unanimously.

Other Business

Mr. Loomis explained that the State Legislature had created a dedicated fund for aviation. Mr. Loomis was working to increase awareness of the fund and to encourage users to contribute toward to it.

Mr. Loomis also highlighted two bills that did not make it out of committee that would have impacted aviation. One would have eliminated aircraft registration fees and the other would have prohibited drone operation in the state.

Mr. Rolla stated that May 18th is National Learn to Fly Day. Concord Aviation Services will be hosting an Open House at the Airport to raise awareness. All are welcome.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Carlos P. Baía