

# LACONIA AIRPORT AUTHORITY

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## RECORD OF MEETING

Thursday, January 16, 2020, 4:00 PM  
Airport Terminal Conference Room  
65 Aviation Drive, Gilford, NH

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**PRESENT:** Chairman, Mayor Andrew Hosmer; Treasurer, William Moran; Vice Chairman, Gilford Selectman, Dale Chan Eddy; Authority Member, Paul Gaudet, Jr.; Authority Member, Dale Crumb; Authority Member, Eric Tierno;

**ABSENT:** Authority Member, Karmen Gifford; Clerk, Robert Glendening;

**GUESTS:** John Gorham, Jacobs; Dave Emerson; Lee Avery

### Meeting Minutes:

Chairman Hosmer called the meeting to order at 4:00 pm and immediately proceeded to call for a Non-public Session.

**I. NON-PUBLIC SESSION:** According to RSA 91-A: 3, II, (a) the dismissal, promotion or compensation of any public employee.

**NOTE: Belknap County Commissioner, David DeVoy joined the meeting at 4:12 pm.**

**The Public Session of the meeting recommenced at 4:36 pm.**

**II.** Action on approval of December 19, 2019 meeting minutes, public and non-public: Without objection, the Chair declared the minutes approved as submitted by the recording secretary.

**III.** Public Input: There was none.

**IV.** Finance Report: Treasurer Moran led a general discussion regarding the current status of the Authority's finances.

## V. Operations Report

A. The manager reported on the continuing progress of the rehabilitation of the interior of the terminal building:

- The remaining flooring – manager’s office, resource room, bookkeeper’s office, and flight planning/snack vending room – has been replaced. Work remaining is to finish painting, replace the baseboards in those areas, replace the ceiling tiles in the restrooms, and install a kitchenette.

## VI. Old Business

A. LCI sign – The long-awaited-for sign has been delivered and installed! The surrounding landscape will be “dressed-out” in the spring.

B. Traffic pattern; the application is shown on OE/AAA site as being reviewed by the FAA.

C. A sublease agreement between Narotam S. Grewal (Hangar at 28 Airport Rd.) and ePropelled, Inc. of Lowell, MA has received a “DNO” from the NHDOT Bureau of Aeronautics in relation to non-aeronautical use of a hangar. Therefore, we can move forward with the execution of the agreement.

**MOTION:** Upon a motion by Mr. Tierno, with a second by Mr. Eddy, approval was granted for Chairman Hosmer to sign the sublease agreement between Narotam S. Grewal and ePropelled, Inc. by unanimous vote.

## VII. New Business

A. Airport Concession Agreement – We have had an agreement with Hoyt Rental and Leasing, dba Avis Rent-A-Car. The parent company, Avis Budget Car Rental, LLC has purchased that franchise, so we are entering into an agreement with the parent company. After some discussion, a motion was put forth:

**MOTION:** Upon a motion by Mr. Tierno, with a second by Mr. Eddy, approval was granted for Chairman Hosmer to sign the Concession Agreement with Avis Budget Rental, LLC by unanimous vote.

**B.** Update of signatories on financial accounts – Due to the change in officers on the Laconia Airport Authority, we need to update the signatories for our financial institutions. A slate of suggested signatories was put forward:

1. NHPDIP – Chairman Hosmer; Treasurer Moran; Airport Manager Everson (info/view only).
2. BNH – Chairman Hosmer; Vice Chairman Eddy; Treasurer Moran; Ms. Gifford; Airport Manager Everson (info/view only).
3. FSB – Chairman Hosmer; Treasurer Moran; Airport Manager Everson (info/view only).

**MOTION:** Upon a motion by Mr. Eddy, with a second by Mr. Tierno, approval of the suggested signatories was granted by unanimous vote.

**NOTE: Mr. DeVoy had to leave the meeting at 4:58 pm.**

**C.** NTPs for SBG-15 & SBG-16 – Mr. John Gorham of Jacobs Engineering gave a presentation regarding our next proposed projects for our Airport Improvement Plan: State Block Grant No. 15 would be to seal and mark our Terminal Apron and our Itinerant Parking Apron. State Block Grant No. 16 would be to continue with the next phase of our Environmental Assessment, that being to validate the 2009 obstructions and FAA points impacting Rwy 26 night ops. In order to get these projects underway for 2020, we need to move forward on these projects now.

A motion is needed to provide Jacobs with a **NOTICE TO PROCEED** with the design and implementation of these projects:

**MOTION:** Upon a motion by Mr. Tierno, with a second by Mr. Eddy, approval was granted to provide Jacobs Engineering with a **Notice to Proceed** with **SBG-15** – Pavement Maintenance/Marking, and **SBG-16** – (Part 1) Obstruction Data Mapping - by unanimous vote.

**D.** WinnAero’s Wings, Water, Wheels – WinnAero is requesting approval from the LAA to stage their Touch-a-Plane/Touch-a-Truck activity on Saturday, May 30, 2020, from 10 am to 2 pm.

**Without Objection, consensual approval was granted for WinnAero to stage their event Saturday, May 30, 2020 from 10 am to 2 pm by unanimous vote.**

E. ePropelled, the sublessee mentioned above in VI. C., has submitted a proposal for signs that they would like to install on the building at 28 Airport Road. Visual graphics of the proposal were distributed and discussed.

**MOTION:** Upon a motion by Mr. Crumb, with a second by Mr. Eddy, approval was granted for ePropelled to install the proposed signage on the building at 28 Airport Road by unanimous vote.

**VIII. Next Meeting: February 20, 2020**

IX. There being no further business to discuss, a motion was made to adjourn:

**MOTION:** Upon a motion by Mr. Eddy, seconded by Mr. Tierno, approval was unanimously granted to adjourn the meeting at 5:15 pm.

Respectfully submitted,  
Recording Secretary.