

LACONIA AIRPORT AUTHORITY

65 AVIATION DRIVE
GILFORD, NH 03249
(603)524-5003 * FAX (603)528-0428
www.laconiaairport.com

RECORD OF MEETING

Thursday, January 20, 2022, 16:00L
Terminal Conference Room

Vice Chairman Eddy called the meeting to order at 4:06 pm.

PRESENT: Vice Chairman, Dale Chan Eddy; Clerk, Robert Glendening; Dale Crumb; Eric Tierno; County Commissioner, Peter Spanos.

ABSENT: Chairman, Andrew Hosmer; Paul Gaudet, Jr.; Kim Weeks; Treasurer, Jason Larrere.

GUESTS: John Gorham, Jacobs; Randy Eifert, Melcher & Prescott; Dave Emerson, DAE; Lee Avery, SBI; Michael Tuck, SBI.

1. Action on Approval of 12/16/2021 Meeting minutes.

MOTION: Upon a motion by Mr. Tierno, with second by Mr. Glendening, the minutes of the December 16, 2021, meeting were approved as submitted by the recording secretary by unanimous vote.

2. Public Input - There was none.

(5. a.) The Chair chose to change the order of the agenda to accommodate a guest who was on a close time schedule; the item listed at 5, a. Insurance proposal - Mr. Eifert, of Melcher & Prescott was brought forward at this time. Mr. Eifert discussed present insurance policies for the LAA and recommended coverages that need to be updated/increased. It was decided to gather more information and move a decision regarding the coverages to next month's meeting.

NOTE: Chairman Hosmer joined the meeting at 4:25 pm.

3. Review of Finances - A review of the Financial Report led to a general discussion of the same. The conversation led to a discussion of ideas regarding what might be done to generate revenue to cover the cost of deicing materials. It was decided that this discussion will resume in the February meeting.

NOTE: Commissioner Spanos left the meeting at 5:00 pm.

4. Old Business

- a. **AIP Projects Update** - Mr. Gorham gave a report regarding the Airport Improvement Plan Projects
 1. **SBG 15 - Obstruction removal** - The long-awaited for grant agreement has finally been returned; we can begin submitting for reimbursement of the funds that we have fronted. The contractor will begin surveying the properties and contacting the property owners; however, he will most likely not begin actual tree removal until next winter because frozen ground in the wetland areas is needed, and the opportunity for this winter has already been forfeited.
 2. **Perimeter Fence preliminary planning** - A meeting with NHDOT Highway Department is scheduled, and another meeting with the Gilford Conservation Commission is also scheduled. Hopefully, with their approval, this will set us up to move forward to applying for a grant to perform this project.

- b. **Marketing Update** - Ms. Weeks was not able to attend the meeting, but had provided some statistics for the Electronic Direct Mail (EDM) from 12/28/21:
 - i. Sent to 161 (of which 11 are considered "in house" contacts, so we have a net audience of 150).
 - ii. 150 successful deliveries.
 - iii. 118 opening the email (73%).
 - iv. 5 unsubs.
 - v. Bounces
 - vi. 31 clicks into content (8.5%).

- c. **Boiler Replacement** - Circulator pumps have been replaced; the supply chain is holding up the remaining equipment.
- d. **Emergency Generator** - Equipment is being gathered in hopeful preparation for installation this summer.
- e. **Land Development** - The site plan is being developed; we need to encourage movement of the project.
- f. **Solar Proposals** - We are still waiting for a response from Revision Energy.

- g. **Snow Removal** - Use of materials in relation to cost. This was discussed along with the review of finances - Line #3.
 - i. Mr. Tierno opened a discussion regarding the difficulty of clearing the automotive parking lot after a snowstorm. An SOP is being amended to address the issue.

5. New Business

- a. **Insurance proposal** - (Covered earlier)

- b. **SBI site proposal** - Mr. Avery presented a revised site plan for erecting two hangars on the property listed as Lot 8 that he leases from the LAA. He is seeking the approval of the Authority for the site plan. The Chairman decided that it will be addressed at next month's meeting.

- c. **Authorization for Chair to sign Construction C ontract for SBG-15 with SK McDonald Company :**

MOTION: Upon a motion by Mr. Tierno, with second by Mr. Crumb, authorization was granted for the Chairman to sign the Construction Contract for SBG-15 with SK McDonald Company by unanimous vote.

6. **Other Business** - There was none.

7. **Next Scheduled Meeting: February 17 , 2022**

8. **Adjournment :** Upon a motion by Mr. Tierno, with second by Mr. Crumb