

LACONIA AIRPORT AUTHORITY

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(2nd DRAFT) RECORD OF MEETING

Thursday, February 15, 2018, 4:00 pm

Airport Terminal Conference Room

Present: Vice Chairman, Karmen Gifford; Treasurer, Bill Moran; Clerk, Scott Davis; Authority Member, Russ Dumais; Authority Member, Bob Glendening; Gilford Selectman Dale Chan Eddy; County Commissioner, Dave DeVoy

Absent: Chairman, Ed Engler; Authority Member, Paul Gaudet, Jr.

Guests present: John Gorham and Dale Crumb

Minutes of Meeting:

Vice Chairman Gifford opened the meeting at 4:00 pm, noting that there were seven board members present, constituting a quorum.

1. Action on approval of 12/21/2017 meeting minutes:

MOTION: Upon a motion by Mr. Dumais, seconded by Mr. Glendening, the minutes of the December 21, 2017 meeting were unanimously approved as submitted.

2. Public Input: There was none.

3. Finance

A. Current Status – Mr. Moran led a discussion pertaining to the current status of the airport's finances.

4. Operations Report

A. Hand work brush cutting is underway in the areas not accessible by machinery.

B. Windows – The remaining three windows that need replacing will be installed on a warm day, or in the spring.

C. Bids for replacement of the terminal roofing will be solicited for the work to be undertaken in the spring/early summer.

D. The locks on the Recycle Way gate were replaced by both the town and the airport.

- E. The locks on the pedestrian gates at the terminal have been repaired. Note: These locks are wearing out; they will need to be replaced in the not-to-distant future.
- F. So far, we have had only two fatalities to our field lighting during snow removal operations – two taxiway lights.

5. Old Business

- A. The grant offer – State Block Grant 13, *Design Only* phase of Taxiway E Extension – is now with the NHDOT Bureau of Aviation awaiting Governor and Counsel approval. Once approved, we will be able to submit requests for reimbursement for LAA's outlay of expenditures related to the project.
- B. AIP Projects update – SBGs-10 and 11- Pavement Maintenance and Repair – SBG-10 has been closed out; SBG-11 is proceeding toward closeout; SBG-12 – Environmental Assessment - is ongoing; SBG-13 – (see “A” above); SBG-14 - work will begin on submission of a new application for the *Construction Phase* of the Taxiway E Extension project.
- C. 10 Airport Road (Double Tee Hangars) – Awaiting completion of survey work, then Planning Board approval of the final site plan.
- D. LIP (Local Improvement Projects) Update – Windows (mentioned above, 4. B); Lawn mower purchase is in the works to be procured when the snow is gone; boiler replacement has been put on hold; replacement of the roof is scheduled to be done (see 4. C, above).

6. New Business

- A. FSB Acct. Signatures – This item was tabled once again, to be discussed at a future meeting when Mr. Engler is present.
- B. Contract with Consulting Engineer: A discussion ensued regarding the contract agreement with Jacobs Engineering. The RFQ for the consultant selection process from 2/2015 states as follows:

The initial contract period for project services will be one (1) year from the date of execution of the Contract (the “Contract Term”). The LAA may, at its sole discretion, renew the Contract for four (4) additional consecutive periods of one (1) year each thereafter. It is understood that the selected consulting firm’s work may not be completed during the Contract Period; however, all terms and conditions of the Contract shall survive until such work is completed, except the LAA’s right to renew the contract. If the LAA exercises its option to renew the Contract, the succeeding term shall begin one year from the date of the execution of the Contract.

Furthermore, the FAA Advisory Circular 150/5100-14E Change 1, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, 2.7.2, Para. 4 states as follows:

4. The services are limited to those specific projects that the Sponsor reasonably expects to initiate within five (5) years (See Para. 3-59, FAA Order 5100.38) of the effective date of the initial contract. With mutual and written agreement between the Sponsor and the FAA, additional projects or work elements may be added after the original selection if all of the following conditions exist:

- 1. The Sponsor can provide acceptable justification for not initiating a new procurement action (Note: Convenience of the Sponsor is not an acceptable justification to forgo a separate procurement action).*
- 2. Added project(s) or work element(s) is (are) similar in character to the statement of work the Sponsor used in the original selection.*
- 3. Added projects or work elements do not require services or qualifications not previously included in the original selection.*
- 4. The cumulative cost of services for the added projects or work elements is not expected to exceed the simplified acquisition threshold as defined in Para. U-12 of FAA Order 5100.38.*

If the above-listed conditions do not exist, Sponsors that want to add work elements not specifically included in the original procurement action must conduct a separate and new procurement action. Projects initiated within the first five (5) years may continue beyond the duration of the initial contract; however once 5-year duration has ended no new projects should be initiated without a new procurement action.

The contract with Jacobs Engineering was reviewed by the LAA and interpreted to continue to be in force yearly for a term of five (5) years; as of May 4, 2018, we will have completed the third (3rd) year of the contract. Included in the discussion was the need to begin the process of selecting a consultant in February, 2020.

7. Next Meeting – March 15, 2018

8. Adjournment — Ms. Gifford declared the meeting adjourned at 4:44 p.m.

Respectfully submitted,
Marv Everson
Airport Manager, LCI