

LACONIA AIRPORT AUTHORITY

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RECORD OF MEETING

Thursday, November 21, 2019, 4:00 pm
Airport Terminal Conference Room

Present: Chairman, Mayor, Ed Engler; Vice-Chair, Gilford Selectman, Dale Chan Eddy; Treasurer, William Moran; Clerk, Robert Glendening; Authority Member, Paul Gaudet, Jr.; Authority Member, Dale Crumb; Authority Member, Eric Tierno

Absent: Authority Member, Karmen Gifford; Belknap County Commissioner, David DeVoy

Guests present: Dave Emerson; Tom Green

Meeting Minutes:

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

I. Action on approval of meeting minutes:

Note: Chairman Engler made note of a change in the wording of the October 17, 2019 minutes where it was indicated that the 2019/2020 budget was being amended; a budget amount cannot be amended, but rather, an over-budget expenditure can be approved. This was referring to the motion for approval of an added expenditure of \$10,000 for brush clearing.

A. Without objection, the Chair declared the minutes of the October 17, 2019 meeting approved as submitted by the recording secretary.

II. Public Input: There was none.

III. Finance Report - Mr. Moran presented the report; a general discussion followed.

IV. Operations Report - The manager reported that as of the current date, there were enough funds in the brush clearing budget for 40 more hours of work. There will always be more clearing that needs to be done, but much has been accomplished; specifically the power line to the beacon on Boyd Hill has been cleared, as well as several areas on and adjacent to the airfield.

V. Old Business

A. AIP Projects Update

1. Environmental Assessment (SBG 12) - This project is being closed out.
2. Taxiway E Extension (SBG 14) - The final walk-through occurred, the project is completed, and is also being closed out.
3. Next project - SBG 15: This project involves the next phase of the Environmental Assessment, being the removal of the obstructions (trees) on controlled properties. Also included in this project is to slurry-seal and mark the Terminal Apron and the Itinerant Parking Lot.

B. LIP Projects Update

1. The rehab work on the Terminal building -
 - a. Completed so far:
 - (1.) Replaced fascia and trim on apron side of terminal building with PVC material.
 - (2.) Replaced all trim on the belvedere with PVC material.
 - (3.) Removed and painted chimney cap; cleaned rust from vinyl trim; painted as needed.
 - (4.) Replaced ceiling tiles in flight planning room, manager's office, resource room, and bookkeeper's office.
 - (5.) Installed a door between manager's office and resource room.
 - (6.) Replaced the door to on manager's office with windowed door.
 - (7.) Replaced six (6) fluorescent ceiling lights with LED fixtures.
 - (8.) Removed countertop from flight planning room, prepped walls, and painted.
 - b. Work remaining:
 - (1.) Finish painting walls in the manager's office and resource room; then, replace the carpet and baseboard.
 - (2.) Replace the carpet in the flight planning room with vinyl flooring and replace the baseboard.
 - (3.) Replace ceiling tiles in the restrooms.
 - (4.) Install a kitchenette with a dishwasher.
2. LCI sign - nearing completion! The bronze medallions are due to be picked up and delivered to Swenson's Granite early next week. Then, the medallions will be affixed to the granite. A landscape company has been approached to design/install a base area for the sign. Optimistically, we may have it installed before Christmas!

C. Status of a Traffic Pattern Change - Will have to re-submit the application; apparently did not reach the FAA.

D. Status of a Wind Study - Mr. Crumb presented his findings regarding an updated wind study for our airport as follows: From 1999 to 2019, the data taken from the LCI AWOS indicate that the overall prevailing wind is from the WSW! This met with some degree of surprise from all in attendance due to it being agreed that the wind seems to be from the WNW most of the time. A general discussion followed.

E. Snow removal contract - The total cost of the snow removal contract for the 2019/2020 season was discussed; it was determined that the additional area to be cleared should no longer include the closed runway due to the new taxiway being available. The manager was directed to re-work the numbers and revise the contract amount.

VI. New Business

A. Demolition of the Old Power Distribution Building - The building is located adjacent to the parking lot of what was known as the “college building”. The building is now owned and occupied by a day school with parents and small children trafficking in the parking lot. The building is of no use to the airport, but more importantly, poses a danger to small children due to broken glass and the presence of asbestos in the building material. The manager suggested for discussion that the Authority consider demolishing the building. After some discussion, it was decided that the building should be secured with plywood, and demolition would be discussed for the next budget cycle.

B. Subcommittee for Layout of Lots Adjacent to the Closed Runway - Due to Taxiway Echo having been completed, we now need to plan the layout for the developable lots along the closed runway; the manager requested that a subcommittee be appointed to plan the layout of the lots.

VII. NEXT MEETING: December 19, 2019

VIII. There being no further business to discuss, the meeting adjourned at **5:23 pm.**

Respectfully submitted,
Marv Everson
Airport Manager, LCI