

STANDARDS AND PROCEDURES
For
NASHUA MUNICIPAL AIRPORT

Boire Field
KASH

Nashua Airport Authority
93 Perimeter Road
Nashua, New Hampshire 03063

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1.0 GENERAL

1.1 DEFINITIONS

- 1.1.1 Aircraft - Any contrivance now known or hereafter invented, used, or designed for navigation of or flight in the air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment.
- 1.1.2 Nashua Airport Authority (NAA) - A body incorporated by legislative enactment or pursuant to the provision of RSA 292, as amended, for the purpose of maintaining, operating, enlarging and improving any landing area and any and all facilities reasonably incident thereto, including those for safe air navigation and the convenience of passengers, for the benefit of the public.
- 1.1.3 Airport Manager - A duly authorized and appointed position by the NAA to administer and supervise the operation and maintenance of the airport.
- 1.1.4 Airport - A landing area providing certain specified facilities and services for use in connection with air transportation.
- 1.1.5 Applicant - Any person, corporation, company or other entity who applies in writing in the manner prescribed by the NAA requesting to conduct business on the airport.
- 1.1.6 Apron (Ramp) - A defined area within an airport intended to accommodate aircraft for the purpose of parking, loading or unloading of passengers or cargo, refueling, pre-flight checks and pre-flight warmups.
- 1.1.7 Commercial Activity - Any activity conducted at, on, from or in conjunction with the airport by any person, partnership, joint venture, corporation or company or other entity intended to result in monetary gain to the party conducting such activity.
- 1.1.8 Control Tower - Airport Traffic Control Tower, operating under FAA guidelines, whose staff's responsibilities include the safety and governing of all traffic within the movement area.
- 1.1.9 Emergency Vehicle - Vehicles of the police, fire department, ambulances, any vehicle conveying an airport official or airport employee in response to an emergency.
- 1.1.10 FAA - The Federal Aviation Administration, a governmental body primarily concerned with the promotion and regulation of civil aviation to ensure safe and orderly growth.

- 1.1.11 Fee - A payment or reimbursement to the NAA for privileges or the use of its assets.
- 1.1.12 Fuel Handling - The transportation, delivery, fueling and draining of fuel, oils, grease or fuel waste products.
- 1.1.13 Fixed Base Operator (FBO) - Any individual or entity who leases or owns a permanent structure who provides aviation services and has entered into an FBO operating rights agreement with the NAA. (See 5.1.1)
- 1.1.14 Hangar - A permanent, covered and usually enclosed structure intended to house one or more aircraft.
- 1.1.15 Itinerant (Transient) Aircraft - Aircraft whose home base is not Boire Field/Nashua Municipal Airport.
- 1.1.16 Independent Operator - An individual who is allowed to provide aviation services other than fuel sales. (See 5.2.1)
- 1.1.17 Motor Vehicle - Any vehicle which is self-propelled excluding aircraft.
- 1.1.18 Movement Area - The runways and taxiways on the airport which are utilized for taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading ramps, parking areas, and the inner taxiway, shall be considered movement areas. When the tower is operational, specific approval for entry on the movement area must be obtained from ATC.
- 1.1.19 Owner - The person, corporation, partnership, joint venture, or company who either uses or holds legal title to an aircraft, motor vehicle, company or building.
- 1.1.20 Pedestrian - Any person traveling on foot.
- 1.1.21 Permission or Permit - Written permission by the NAA to conduct an approved activity.
- 1.1.22 Tenant - Any person, corporation, company, or other entity who enters into an agreement to lease, sublease or rent property at the airport.
- 1.1.23 Tie Down - A defined area on the airport intended for the purpose of parking aircraft.

1.2 PURPOSE, INTENT, AND REQUIREMENTS

- 1.2.1 The purposes of this document are to allow for the establishment and orderly development of a sound economic base upon which the airport will thrive and experience a stable growth pattern, ensuring financial stability and viable credit rating; to ensure that the public receives reliable, safe, adequate and non-discriminatory services from operators conducting commercial activities at or from the airport; and to ensure that operators conducting aeronautical activities at the airport receive fair, equitable and non-discriminatory treatment as compared to others conducting the same or similar activities at the airport.
- 1.2.2 The intent is to categorically identify and prescribe those Standards and Procedures by which all persons, firms, and other legal entities at the airport shall conduct their respective operations.
- 1.2.3 The requirements, as set forth in these Standards and Procedures, are intended to protect the public health, safety and other interests; and, to foster and promote the continued development of the airport in a safe and efficient manner preserving reasonable economic competition.
- 1.2.4 Changes to these Standards and Procedures may be adopted by the Authority after review and recommendation by the Standards and Procedures Review Committee. The Authority shall have the power to adopt changes to the Standards and Procedures after public hearing for which notice has been given by publication and posting and by mailing to all parties in interest.

Notice shall be given by publication in a newspaper of general circulation in the City of Nashua once in each of two (2) successive weeks, the first publication to be not less than fourteen (14) days before the day of the hearing and by posting such notice in a conspicuous place in the Authority's building at the Airport and in Nashua City Hall for a period of not less than fourteen (14) days before the day of the hearing.

"Parties in interest" as used in this section shall mean all approved FBO's, independent operators, tenants, building owners, and condominium owners upon the Airport's grounds. Notices to parties in interest shall be sent by regular mail, postage prepaid, not less than fourteen (14) days before the date of the hearing. Notice shall be sent to these parties at the most recent address each has provided to the Airport Authority.

- 1.2.5 The Standards and Procedures Review Committee shall consist of twelve voting members. The total number of the committee may be increased with a majority vote. A quorum consists of 2/3 of the total membership. The makeup of the Standards and Procedures Review Committee shall be: the Airport Manager and eleven members drawn from Parties in Interest. The Chairman:
 - a. Will be selected by the committee members by a majority vote
 - b. Will recognize that accomplishment of the objectives is the primary responsibility and may interrupt and redirect discussion as necessary to achieve those objectives.

- c. Will formulate the committee's process and final recommendations by conducting periodic votes on issues.
- d. Will review the progress of the Standards and Procedures Review Committee and summarize its accomplishments to the NAA Board of Directors at monthly NAA board meetings.
- e. May remove members with a 2/3 vote of the committee.
- f. Will submit a proposed document with the Standards and Procedures Review Committee recommendations to the NAA at a monthly board meeting.
- g. Can recommend that the NAA adjourn and dissolve the committee.

1.3 IMPLEMENTATION AND APPLICATION

- 1.3.1 It is intended that the implementation and application of these Standards and Procedures shall be accomplished by the NAA, its duly appointed members, and/or its appointed airport manager and staff.
- 1.3.2 These Standards and Procedures shall be published and appended to all current leases/ operating agreements and shall be considered a part of all lease/operating agreements if applicable.
- 1.3.3 Any person(s), firm or legal entity wishing to establish leasehold on the airport shall make written application to the NAA in the manner and form prescribed herein. Application to establish, acquire and/or use airport land or any facility shall be made to the NAA; however, in no case shall an applicant submit anything less than the following information:
 - a. Applicant's legal name and address and form of business enterprise. (Partnership, corporation, etc.);
 - b. Applicant's primary business;
 - c. Applicant's intent for use of the land or facilities to be occupied, including the services intended to be provided to the public;
 - d. Applicant's schedule for commencement of lease term, operation and construction of leasehold improvements;
 - e. Applicant may be required to provide references attesting to his/her financial responsibility;
 - f. Applicant shall provide a certificate of insurance attesting to compliance with paragraph 1.5.2b if applicable.

1.4 STATEMENT OF MANAGEMENT POLICY

- 1.4.1 It is the policy of the NAA to grant lease and/or operating rights on the airport to applicants who have duly made application for said lease rights in the manner and form prescribed, and with due consideration to the Airport Master Plan.
- 1.4.2 The NAA has and makes available, an Airport Layout Plan which is a scaled, dimensional layout of the entire airport property, indicating the general current and proposed usage for each identifiable segment. This is maintained at the airport manager's office.
- 1.4.3 When an existing lease of any present tenant expires, such tenant shall at the time of expiration of such existing lease be required to comply with the provisions of these Standards and Procedures prior to renewal. The airport will consider renewal of a lease based on the following factors:
 - a. Physical condition of the facility;
 - b. History of lease payments;
 - c. History of compliance with lease terms and conditions.
- 1.4.4 Leases may be extended prior to expiration but in no instance extended beyond the date of expiration in the NAA's Master Lease without notice to said lessee of the NAA's limitation at the time the lease extension is signed.
- 1.4.5 In addition to the requirements of the FAA, the NAA may establish and implement such rules and regulations as may be required for the safe and orderly operation of the airport. If the proposed rule or regulation modifies or conflicts with these Standards and Procedures, the NAA will have ninety days from adoption to complete the process established in 1.2.4 of these Standards and Procedures or the proposed rule shall become null and void.
- 1.4.6 No applications approved, or lease and/or operating agreement executed under these Standards and Procedures shall be transferrable without first obtaining prior written consent of the NAA, which consent will not be unreasonably withheld. Sale of a majority of the voting stock of a corporation shall be deemed to be a transfer.
- 1.4.7 Requests for the lease of land located in an area having access to the airport runway/taxiway system shall contain the following provisions:
 - a. The proposed use of the land is for a specific aviation purpose.
 - b. The size of the premises being requested is limited to the area necessary to perform that specific purpose.
 - c. The time frame for the intended use of the premises for that specific purpose is within one year of the effective date of the lease.

If the holder of the lease has failed to utilize the property, or any portion thereof, in the approved aviation purpose within two years of the effective date of the lease, the NAA may terminate the rights of the holder of the lease on the leased premises as provided in the lease.

- 1.4.8 Upon an FBO/Independent Operator/Tenant making an application to the NAA for the use of land, the NAA will require the applicant to enter into a written agreement for the use with the appropriate lease hold payment until a formal lease can be prepared.
- 1.4.9 The NAA reserves the right to further develop or improve the landing area of the airport. In doing this the NAA will take into consideration the needs and concerns of the airport users.
- 1.4.10 The NAA reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent tenant from erecting, or permitting to be erected, any building or other structure on the airport which in the opinion of the NAA, would limit the usefulness of the airport or constitute a hazard to aircraft.
- 1.4.11 The NAA reserves the right, but shall not be obligated to tenant and tenant lessees, to maintain and keep in repair the landing area of the airport, and all publicly owned facilities on the airport, together with the right to direct and control all activities of Lessee in this regard.
- 1.4.12 Ramp space other than ramp space and tie downs specifically leased to Operators/Tenants shall be for use by the aviation public only.
- 1.4.13 Nothing in these Standards and Procedures shall be construed as the conferring of a positive privilege and/or exclusive rights to do business on the airport irrespective of any existing agreement between the NAA and an FBO/Independent Operator/Tenant. Any subsequent grant of federal funds, administered by the FAA, requires the NAA to agree not to permit the establishment of an exclusive right to engage in any aeronautical activities in the future and to terminate any existing agreement which permits such an exclusive right as soon as possible.

1.5 BUSINESS

- 1.5.1 No person shall use airport property, or structures thereon for the purpose of conducting commercial activity, except where expressly approved by the NAA, under the terms of a written agreement, lease, sublease, contract, permit or other instrument executed by the NAA.

Commercial activity outside the leased property will not be permitted without the approval of the Airport Authority. No such permit is needed for flight instruction.

No person shall conduct any aviation commercial enterprise on the airport without a valid state commercial operation registration issued by the NH Department of Transportation, Bureau of Aeronautics.

Any operator seeking to commence commercial scheduled or regularly recurring operation must make formal application to the NAA. No such operation will be permitted without the written approval of the NAA.

- 1.5.2 All entities or individuals operating a commercial business on or from the airport property shall:
- a. Abide by the current requirements of the City of Nashua, State of New Hampshire, Federal Government and New Hampshire Division of Aeronautics Rules and Regulations;
 - b. Maintain public liability insurance with companies licensed to do business in New Hampshire, which policies shall be countersigned by a New Hampshire registered agent;
 - c. Agree to conduct his/her business on the premises for the use and benefit of the public;
 - d. Furnish good, prompt, and efficient service adequate to meet all the demands for its services at the airport;
 - e. Provide an Environmental Assessment upon request of the NAA. No Cost shall be borne by the NAA;
 - f. Together with their officers, agents, servants or employees, maintain on a current basis all licenses and permits required by State and Federal law in connection with all activities and services being performed.
- 1.5.3 All entities or individuals operating on or from airport property agree to pay applicable fees pertaining to use and location.
- 1.5.4 The tenant, his/her agent and employees will not discriminate against any person or class of persons by reason of race, color, creed, political affiliation, sex, disability, age, national origin, religion or sexual orientation in providing any services or in the use of any of its facilities provided for the public. The tenant further agrees to comply with such enforcement procedures as the United States might demand that the NAA take in order to comply with the NAA's covenant with appropriate governmental agencies.

- 1.5.5 Each tenant shall provide for the adequate and sanitary disposal, away from the airport, of all trash, waste, and other materials, including, but not limited to, used oil, solvents, hazardous waste, and/or any other waste. All dumpsters on airport property should be locked.
- 1.5.6 All tenants shall conform with and abide by all rules and regulations of the Federal Aviation Administration, the New Hampshire Department of Transportation, Bureau of Aeronautics and the NAA.

2.0 BUILDINGS & DEVELOPMENT

2.1 GENERAL

- 2.1.1 All new structures on the airport require a site plan for presentation and review by the NAA prior to submission to the Nashua Planning Board. Such approval may contain contingencies which need to be met by the tenant.
- 2.1.2 All signs to be erected on the airport will be submitted to the NAA for review and approval prior to obtaining a city permit.
- 2.1.3 Maintenance of leased lot premises is important from a safety and appearance criteria. Outside storage of materials, equipment, or non-aviation property is prohibited without prior approval of the Airport manager. Landscaped areas on approved site plans shall be maintained in neat and presentable appearance.
- 2.1.4 Lighting around buildings and signs will be directed so as not to interfere with aviation activities or affect abutting property owners.
- 2.1.5 Storage boxes for oil and other items will be approved by the airport manager. All items determined to be unsightly by the airport manager will be removed from the tie down areas.
- 2.1.6 All hangars must have a person to contact in case of emergency. This information must be on file at the Airport manager's office. In addition, a list of individual owners and the aircraft tail numbers stored inside must also be on file at the airport manager's office.
- 2.1.7 All leasehold improvements by FBO or tenant shall conform to State, City, and local construction standards.
- 2.1.8 No construction of any kind shall be done at the airport without the prior written approval of the Federal Aviation Administration, or its successor governmental agency, and the NAA and no such approval shall be granted unless such construction design is consistent with the latest approved Master Plan or Airport Layout Plan for the development of said airport. Construction shall be completed within one year of the date of such written approval.

3.0 NON-AERONAUTICAL REGULATIONS

3.1 RIGHT-OF-WAY

AIRCRAFT ALWAYS HAVE RIGHT OF WAY

- 3.0.1 Vehicles and pedestrians shall yield right-of-way to aircraft in motion and emergency vehicles.

3.2 PEDESTRIANS

- 3.1.1 Pedestrians are allowed to use those facilities which are designated as public.
- 3.1.2 No pedestrian(s) shall occupy any area within the movement area of the airport unless authorized by airport management. The movement/non-movement area and inside the security fence is for aviation use. Only pedestrians directly associated with aircraft and their use are permitted without prior approval of the airport manager. No skateboard or roller blades allowed.
- 3.1.3 Any person found trespassing is subject to prosecution.

3.3 VEHICLES

- 3.2.1 Vehicular access is restricted to tenants and their guests, airport-based businesses and their employees, owners of hangars or property on the airport and other individuals or organizations with an operational need.
- 3.2.2 Except as authorized by airport management, no motor vehicles will be allowed within the airport security fenced area unless it is driven by a driver with a valid driver's license and they meet one of the following criteria:
 - a. They display a current permit (or sticker) issued by the airport management, or;
 - b. They are escorted to and from their destination by a vehicle with an airport sticker and the operator of the approved vehicle will accept full responsibility for the escorted vehicle.
- 3.2.3 No motor vehicles will be allowed within the movement area of the airport unless they meet all of the following criteria:
 - a. They have permission from the NAA or airport manager or his representative, and;
 - b. They have a two-way radio with ground control frequency and are in constant communication with ATC or escorted by a vehicle in contact with ATC.
- 3.2.4 All motor vehicles operated on the Airport must be duly registered for legal operation, except airport related vehicles necessary for the common business on the airport allowed and approved by the Airport manager.
- 3.2.5 Any vehicle operating in a careless or negligent manner, may be removed from the airport by the Airport manager or his representative.
- 3.2.6 Vehicles parked in areas designated as no parking may be removed from the airport by airport management.
- 3.2.7 The NAA may move or remove any vehicle from airport property during an emergency or for safety reasons at the owner's risk and expense.
- 3.2.8 Vehicle traffic within the airport security fenced area:
 - a. Shall not exceed fifteen (15) MPH;
 - b. Shall not exceed thirty five (35) MPH on the Airport Movement Area or Runway unless in an emergency;
 - c. Shall use extreme caution when operating within 25 feet of an aircraft;
 - d. Shall grant aircraft the right of way at all times. In no instance shall a vehicle overtake a moving aircraft.

3.4 SNOW REMOVAL

- 3.3.1 Snow removal vehicles have priority over all vehicles privately driven on the airport.
- 3.3.2 Only airport personnel and contractors employed by the airport are permitted to perform snow removal on the airport unless approved by airport management. Except as noted in 3.3.3.
- 3.3.3 Property owners are responsible for the area within the leased lot for snow removal. This can be removed by airport personnel for a nominal charge per storm. Private contractors employed to remove snow around buildings must contact the airport manager for a briefing on procedures prior to the start of the snow season.
- 3.3.4 Personal snow blowers are allowed for use between hangars, but are restricted from use on ramps. Exceptions to this rule may be approved by airport management on a case-by-case basis.
- 3.3.5 No person shall use any chemical snow and ice controls airside unless approved by airport management. Only FAA approved sand and chemicals known to not cause damage to aircraft parts such as brakes shall be used airside.

4.0 AERONAUTICAL REGULATIONS

4.1 GENERAL

- 4.1.1 The Airport manager may at any time take necessary action to preserve the harmonious operations of the airport. Such actions may include, but are not limited to the following:
- a. Escorting unauthorized individuals or vehicles off airport property;
 - b. Moving any disabled aircraft after an accident without liability to the Nashua Airport, or the NAA, at the owners expense;
 - c. Moving or towing any aircraft which is disrupting any aspect of normal airport operations, without liability to the Nashua Airport, or the NAA, at owner's expense after reasonable attempts have been made to have the aircraft moved by the owner. An example would be for snow removal ; -
 - d. Place a lien on aircraft for nonpayment of charges due.
- 4.1.2 No aircraft conducting ground operations will park, tie down, pickup and/or drop off passengers on any active taxiway. Transient aircraft will contact an FBO for overnight parking.
- 4.1.3 All property damaged will be reported to the Airport manager or his representative.
- 4.1.4 All non-airworthy aircraft not in an enclosed structure may be removed from the airport on thirty (30) days written notice from the NAA at the expense of the operator or tenant unless a waiver is requested from and granted by the Airport manager. Said waiver shall be valid for one year.

4.2 FUELING

- 4.2.1 No aircraft, unless exempted by the FAA, shall be fueled or drained while the aircraft engine is running. In all cases FAA and local fire codes will be adhered to during fueling operations. No aircraft will be fueled in a hangar.
- 4.2.2 During all fueling operations the aircraft shall be electrically bonded to fueling vehicles or grounded by any other approved FAA method.
- 4.2.3 All fuel dispensing equipment shall be maintained in a safe and non-leaking condition with periodic inspections to assure compliance for safety. Should equipment fail and a substantial leak of 5 gallons or more occur, all engines must be turned off and fire apparatus summoned.
- 4.2.4 Fuel trucks shall not be parked closer than 10 feet from each other, 50 feet from any building or aircraft not being fueled/defueled; and, during loading and fueling operations, 100 feet from smokers or other visible sources of ignition.
- 4.2.5 Fuel trucks, tanks and all dispensing points shall be properly marked denoting octane ratings in letters and symbols easily visible and understood by all persons engaged in fueling operations.

4.3 DEICING

- 4.3.1 Only environmentally safe areas can be used for chemical deicing. Only chemicals approved by the EPA and FAA shall be used for deicing operations. Such an area must have a recovery system installed.
- 4.3.2 Chemical de-icing of the aircraft in hangars is restricted to hangars that have a recovery system installed or are permitted to discharge into the Public Waste Water Treatment Facility and do not empty into the storm water runoff system.

4.4 HANGARS

- 4.4.1 All combustible liquids shall be stored in approved containers in accordance with approved local, state and federal regulations.
- 4.4.2 The airport manager may, at his option, require the outside of a hangar be cleaned up if the manager feels conditions warrant such action. If the inside housekeeping of a hangar appears to pose a safety hazard to the airport, the airport manager may notify the Fire Department, or require it to be cleaned and restored to a safe condition.

4.5 NOISE

The following noise abatement procedures are mandatory for all aircraft operating at the Nashua Municipal Airport.

- 4.5.1 High power run-ups for aircraft engine maintenance purposes, which require extended run-up times are restricted to the Runway 14 holding apron and must abide to the following schedule

Monday - Friday	7am to 9pm
Saturday	8am to 9pm
Sunday	9am to 7pm

Any exception to this rule must be approved by the airport manager.

- 4.5.2 Normal pre-takeoff engine run-ups are not restricted.

- 4.5.3 The Takeoff and Departure Procedures consistent with flight safety and ATC instructions are as follows:

Runway 14: Aircraft departing runway 14 shall climb on runway heading to 1,000 feet MSL and turn on course over the F.E. Everett Turnpike.

Runway 32: Aircraft departing runway 32 shall climb on runway heading to 1,000 feet MSL before turning on course. Do not initiate turn on course until the departure end of the runway.

- 4.5.4 In order to reduce the noise impact of departing aircraft, pilots of aircraft with a total engine horsepower of 200hp or more and equipped with a constant speed propeller, are requested to reduce power from maximum takeoff power to normal climb power as soon as practicable consistent with safe operating procedures of the aircraft.

- 4.5.5 Arrival Procedures:

The traffic pattern for light aircraft shall be 1,200 feet MSL.

The traffic pattern for all turbo-prop, turbo-jet, and heavy aircraft shall be 1,700 feet MSL.

Standard left pattern will be observed during the times the control tower is not in operation.

- 4.5.6 Turbo-jet aircraft arriving after 9pm are requested to minimize the use of reverse thrust on landing consistent with the safe operation of the aircraft.

- 4.5.7 Touch and go landings between the hours of 12 midnight and 6am shall be kept to a minimum to minimize noise to the public.

5.0 FIXED BASE OPERATIONS

5.1 FIXED BASE OPERATOR

- 5.1.1 An FBO may provide, but not be limited to, the following service offerings: fuel, aircraft maintenance, avionics sales and service and flight instruction. The NAA will set terms and conditions in a separate Operating Rights Agreement.

5.2 INDEPENDENT OPERATOR

- 5.2.1 An independent operator is a based-business that provides aviation services other than fuel. Such services may include but not be limited to, aircraft maintenance, avionics sales and service, flight instruction and other services as set forth in New Hampshire Code Tra-A 904.02. All such operators must be registered with the airport manager, and the State of New Hampshire Department of Transportation, Bureau of Aeronautics if required IAW Tra-A 904.02.

6.0 FEES

- 6.0.1 All fees shall be reviewed annually by the NAA.
- 6.0.2 Current fee schedules may be obtained at the NAA office.