

MINUTES

The annual and monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, January 26, 2022.

Chairman Woods called the meeting to order at 6:05pm.

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Secretary Holland

Absent: Vice Chairman Law
Director Duquette

PUBLIC INPUT

None

OFFICER ELECTIONS

Tabled until February 2022

MINUTES

MOTION BY Treasurer Heath to accept the December 15, 2021 public minutes.

SECONDED BY secretary Holland

MOTION CARRIED

TREASURERS REPORT –December 2021

Treasurer Heath reported that for the first half of the fiscal year, we are looking at about a \$16,000 surplus. Actual year to date versus projected amount is a deficit of \$19,000, so overall we are looking at a positive \$35,000 compared to budget. A lot of this has to do with expenses and timing. The balance sheet looks good. The project retainage of a little over \$200,000 will be paid once change order and final reimbursement is approved.

Secretary Holland mentioned an anonymous gift the airport previously received. She is looking for ideas to use this gift to promote the airport. Secretary Holland previously suggested to banner rental for airport promotion. This will be discussed next month.

Secretary Holland also mentioned transferring some of our excess income into investment accounts. Manager Chris Lynch mentioned we need a new truck and tractor. It is difficult to find a new truck due to supply demands. We are also waiting for estimates for exterior paint for 93 Perimeter Road and paint for the fuel tanks.

MOTION BY Chairman Woods to accept the December 2021 financial statements as presented pending audit.

SECONDED BY Treasurer Heath

MOTION CARRIED

AUDITOR REPORT

Mr. Matthew Murray of Vachon Clukay presented the FY2021 audit.

Nashua Airport Authority was subject to a federal compliance audit, which means that the NAA received more than \$750,000 in federal awards. The NAA received an unmodified opinion on the financial statements, no findings or deficiencies identified. As part of the audit process, we examined the Authority's internal controls over financial reporting. There were no deficiencies or weaknesses to report.

There were project expenses recorded for a federal award which has not yet been granted. The NAA is not liable for these expenses until the award is granted so we backed out those expenses.

The operating revenue increased about \$151,000 from the prior year. \$69,000 of this was attributed to the Coronavirus Cares Fund Act, a one-time funding. This is the second year that the NAA has had an increase in operating revenue.

For FY2022, we will need to comply with GASB 87, recognizing leases as a capital asset.

COMMUNICATIONS

The following communications have been received and placed on file.

12/14/2021 – Infinity Aviation Group – Potential Development of FBO and Self Serve Fuel

12/23/2021 – NHDES – Request for Supplemental Site Investigation

Chairman Woods discussed the report received from the NHDES regarding PFAS. The NHDES is looking for the Authority to hire an approved contractor to conduct a Supplemental Site Investigation. Airport Chris Manager is currently working with Gale Associates to obtain contacts for this investigation. He currently has scheduled a meeting with a firm on Friday.

12/29/2021 – Loprinze Aviation – Notice of intent for potential development of corporate hangar

12/29/2021 – Recore Trading Company – Transfer of Lease E1456 (101 Perimeter Road)

REPORTS

TOWER REPORT

Chairman Woods reported for the month of December 2021 the traffic count was 4,997 operations which is down 1,257 (-20%) operations from November 2021 and down 1,504 (-23%) operations versus December 2020.

AIRPORT MANAGER'S REPORT

None

AIRPORT ENGINEER'S REPORT

Nik Ippolito appeared via Zoom on behalf of the airport's engineering consultant, Gale Associates, Inc.

CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No SBG-12-22-2020)

This Project is to reconstruct taxiways between hangars located on the north-west side of the Airfield (Runway 14 end.)

Project Status:

- This project is now substantially complete. The date of substantial completion was August 24, 2021. This will represent the start of the Contractor's 1-year guarantee.
- Gale has not received the approved Change Order No. 2 from NHDOT/BA. Until this is received, we are unable to close out this grant.
- Gale's December invoice included a credit for the \$6,238.00 that is due back to the NHDOT/BA. The NAA should issue cut a check to the NHDOT/BA in the amount of \$5,926.10 to credit the DOT/FAA for the overpayment related to the design of this Project.

Recommended Actions:

- Please sign the final RR and closeout documents upon receipt.

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS

This Project is for the design and construction phases necessary to rehabilitate Taxiway 'A', install new taxiway edge lighting (MITLs), and to address the grading issues at the intersection of Taxiway 'A' and Taxiway 'D'.

Project Status:

- There is no update on this project since last meeting. The NAA is still waiting for a determination on the relocation of taxiway 'A'.

Recommended Actions:

Please sign and forward revised Grant Application upon receipt.

REHABILITATE GOLF RAMP AND FOXTROT RAMP

This project is for the design, and construction necessary to rehabilitate Golf and Foxtrot Ramps at the Airport.

Project Status:

- The NAA has received the independent fee estimate for Gale's services related to this project. The IFE was \$433,884.00 and Gale's fee was \$438,033.00.
- Gale is continuing to prepare bid documents for this project. The 95% submission will be completed as soon as we received review comments on the preliminary plans from NHDOT/BA.

Recommended Actions:

None at this time.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

Recore Trading Company LLC has purchased 101 Perimeter Road (E1456) and is requesting a Transfer of Lease.

MOTION BY Chairman Woods to approve the transfer of lease for E1456 (101 Perimeter Road).

SECONDED BY Secretary Holland

MOTION CARRIED

UPCOMING EVENTS

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Chairman Woods – Chris and the gang has done an outstanding job keeping the snow away from the airport!

Treasurer Heath – Thankful that the audit is behind us.

Secretary Holland – I commend Susan for all her hard work for not only keeping the books in shape but also for gathering all the information for the auditors.

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for February 16, 2022

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland