

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, November 16, 2022.

Chairman Woods called the meeting to order at 6:00pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law - remotely
Treasurer Heath
Director Duquette

Absent: Secretary Holland

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of October 19, 2022.

SECONDED BY Chairman Woods

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law – yes
Treasurer Heath – yes
Director Duquette - yes

MOTION CARRIED

TREASURERS REPORT –October 2022

Treasurer Heath discussed the financials for October 2022. In general, we are stable and have a little surplus to date. The auditors were here a couple of weeks ago. We are expecting a draft of the FY2022 financial sometime this week.

MOTION BY Director Duquette to approve the October 2022 financial statements, pending audit.

SECONDED BY Vice Chairman Law

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law – yes
Treasurer Heath – yes
Director Duquette - yes

MOTION CARRIED

COMMUNICATIONS

The following communications have been received and placed on file.

11/03/2022 – Anai Aviation – Letter of Commitment for Hangar Development

REPORTS

TOWER REPORT

Chairman Woods reported for the month of October 2022 the traffic count was 6,489 operations which is down 68 (-1%) operations from September 2022 and down 447 (-6%) operations versus October 2021. Year to date we are down 9%.

AIRPORT MANAGER'S REPORT

Recent events:

None

Upcoming events at Nashua Airport:

None

Other items of interest

- 10/25/2022 – Doucet Survey began marking the underground utilities adjacent to 79 Perimeter Road. This is in preparation for Infinity Aviation's development.
- 10/26/2022 – We held our annual snowplow team meeting. We brought on a new part time employee due to Bob Donadio unable to plow this winter. All equipment is ready for snow removal.
- 10/27/2022 – I met with Rick Dymont from NHDOT Bureau of Aeronautics to complete the airport's 5010 Inspection.
- 10/28/2022 – I met with Greg McMillan and Yooni Kim from RotorTech to discuss their program updates. They would like to move forward with tethered testing up to 30' off the ground. I am uncomfortable with this testing at the NAA however, I have suggested a suitable area. RotorTech is working with the FAA.
- 11/3/2022 – Received a Letter of Commitment from Nai Nan Ko, Jr. This LOC is for the development of a 20,000 sq. ft. hangar in the area of the 'D' Ramp (aka grass tie down ramp).
- 11/4/2022 – Chairman Woods, Matt Caron and Nik Ippolito from Gale Associates and I met with NH DOT BOA and FAA representatives to discuss recent updated hangar development's impact on the moving of Taxiway 'A' and the AWOS. The Nashua Airport will need to pay for the AWOS relocation up front and then be reimbursed by the NHDOT BOA.

Treasurer Heath expressed his concern with the NHDOT BOA and the relocation of Taxiway 'A'.

AIRPORT ENGINEER'S REPORT

Nik Ippolito remotely discussed on behalf of the airport's engineering consultant, Gale Associates, Inc.

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS

This Project is for the design only phase 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:

- The grant has been approved by the NH Governor and Executive Council and is now ready for drawdown of funds.
- Gale has prepared and submitted the first reimbursement request related to this project to the NHDOT/BA. Payment has been withheld until the NAA makes a decision on whether to rehabilitate Taxiway 'A' in its current location, or to pursue relocation. If the NAA chooses to move forward with relocation of Taxiway 'A' in its entirety, Gale's design efforts will not be eligible for reimbursement under AIP.

- A meeting was scheduled for Thursday, November 10th, 2022 at the Gale offices in Bedford NH to meet with NHDOT/BA to discuss a path forward. The outcome of that meeting will be reported verbally. We discussed a partial relocation of Taxiway 'A' and it was received by the NHDOT BOA very well. At this time, it appears that the best option for the Nashua Airport is to move forward with the rehabilitation in place. If the Nashua Airport decides to move forward with the rehabilitation of Taxiway 'A', the construction will need to be re-bid because the current bids have expired and will not be honored by the bidders. We are waiting on a response from the NHDOT BOA/FAA regarding the possibility of a Modification of Standard. If someone would want to develop a larger hangar with a G650, will the Nashua Airport be granted a Modification of Standard to a partial relocation of Taxiway 'A'.

Recommended Actions:

- None

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 AIP portion of the funding for this project has been issued, executed, and returned to NHDOT/BA. Upon Governor & Council Approval, we will process the first Reimbursement Request for design services.
- Gale is preparing the Contractor's Contracts related to Golf ramp and will forward them to the Contractor first for signatures, followed by the NAA.
- Gale will begin preparations for spring construction start.

Recommended Actions:

- None

GENERAL ITEMS

The Airport's 2023 project has yet to be determined. Options for projects are as follows:

- Relocate AWOS
- Runway Crack Sealing and RSA Maintenance
- Construction phase of Taxiway 'A' rehabilitation

Once the NAA decides how they would like to proceed, Gale will schedule a scoping meeting to kick off the project.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development – Tabled until next meeting.

NEW BUSINESS

Snow Plowing Rate Increase

Airport Manager Chris Lynch discussed the current rate and the current expense to snow plow each storm, including expense to maintain the vehicles. He suggested to increase the current rates by 20% per storm and will discuss an increase with Greg Lison of Infinity Aviation.

MOTION BY Director Duquette to approve the suggested snowplow rate increase by the Airport Manager.

SECONDED BY Treasurer Heath

MOTION CARRIED.

Domenic LaFauci and Jesse Mader – SNHU

Mr. Mader stated they have a buyer for Hangar for 85 Perimeter Road. Treasurer Heath stated that a transfer of lease will need to be done.

MOTION BY Director Duquette to approve the transfer the land lease for 85 Perimeter Road.

SECONDED BY Chairman Woods

MOTION CARRIED.

UPCOMING EVENTS

None

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Director Duquette – Kudos to the team! Happy Thanksgiving everybody!

Chairman Woods – Second Director Duquette’s comments.

Treasurer Heath – Great job everybody! I think this airport is great due to everyone in this room!

MOTION BY Chairman Woods to adjourn the public session to a non-public session pursuant to RSA 91-A:3, (III)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Treasurer Heath

ROLL CALL VOTE: Chairman Woods – yes
Treasurer Heath – yes
Director Duquette – yes

MOTION CARRIED

MOTION BY Chairman Woods to enter non-public session.

SECONDED BY Treasurer Heath

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Director Duquette

Absent: Vice Chairman Law
Secretary Holland

MOTION BY Chairman Woods to leave non-public session, seal the minutes and return to public session.

SECONDED BY Treasurer Heath

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Director Duquette

Absent: Vice Chairman Law
Secretary Holland

MOTION CARRIED

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Treasurer Heath

ROLL CALL VOTE: Chairman Woods – yes
Treasurer Heath – yes
Director Duquette - yes

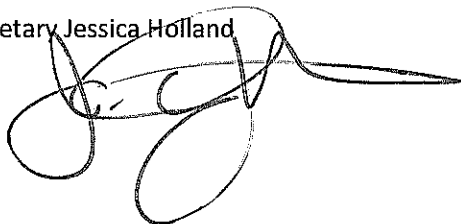
MOTION CARRIED

The next meeting is scheduled for December 14, 2022

SEE ATTACHMENT FOR ATTENDEES LIST

Jae

Secretary Jessica Holland

A large, stylized handwritten signature in black ink, appearing to be 'Jessica Holland', written over the printed name.