

## 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, October 20, 2021.

Chairman Woods called the meeting to order at 6:01pm.

### ROLL CALL

**Present:** Chairman Woods  
Vice Chairman Law  
Secretary Holland

**Absent:** Treasurer Heath  
Director Duquette

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Vice Chairman Law to approve the September 15, 2021 public minutes.

**SECONDED BY** Secretary Holland

**MOTION CARRIED**

### TREASURERS REPORT – September 2021

Treasurer Heath absent. Treasurer Report tabled until November 2021.

### COMMUNICATIONS

No communications were received.

### REPORTS

#### TOWER REPORT

Chairman Woods reported for the month of September 2021 the traffic count was 7,396 operations which is up 7 (0%) operations from August 2021 and down 445 (-6%) operations versus September 2020.

#### AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- September 25<sup>th</sup> - The Wheels & Wings event was a great success. We had more than 3,000 attendees! Thank you to all who participated in this great community outreach event. We had representatives from the NH Army National Guard displaying their UH-60 Blackhawk Helicopter, NH State Police displaying their Bell 407 Helicopter and Motorcycle Unit, DHART (Dartmouth Hitchcock Advanced Response Team) displaying their EC130 Helicopter and some of our own based tenants including Ray Grenier and his daughter Gale with their Varga, Keith Webb from Air Direct with a Cessna 172, Sophie Burns' Navion, Wes Liu with his Pitts, Mike Henning with his homebuilt RV-4, Dave Shaver with his Extra 300, Dr. Phil Joseph with his Giles 202, NAA Chairman Farrell Woods with his Extra 300 and representatives from the Civil Air Patrol with their Cessna 182.
- The EAA Young Eagles event was cancelled due to inclement weather.

## Upcoming events

- None

## Other items of interest

- 10/15/21 - The NAA held its annual snowplowing meeting.
- Surveying and Geotechnical exploration has begun for the upcoming "Golf Ramp" paving project.
- There are two T-Hangars for sale at KASH. One is located at 13 Perimeter Rd. and one is available 127 Perimeter Road. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.

## AIRPORT ENGINEER'S REPORT

Dan Quiron appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

## CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No. SBG 12-21-2020)

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 issued the final invoice for this Project and is now in the process of finalizing the Project Closeout Documents to circulate for signatures.
- The Contract Amendment has been processed and approved; the following will be required of Gale/the Authority upon receipt of funds:
  1. CREDIT due to the Airport and to NHDOT/BA of \$6,238.00 for fees associated with Survey and Geotechnical services. (\$311.90 due back to the Airport, \$5,926.10 due back to NHDOT/BA).

Because this grant was funded 100% by the FAA, the only financial impact resulting from this agreement will be the credit of \$311.90 received by the NAA. Upon execution of payment for the final invoice, Gale will provide the credit in the form of a check which the Authority will then use to credit both themselves, and the NHDOT/BA.

### 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:

- Gale and the NAA received notification from NHDOT/BA that FAA does not have enough discretionary funding to support the rehabilitation of Taxiway 'A' as a FY2021 grant. NHDOT/BA offered a FY2021 grant to fund the design portion of this Project, with the suggestion that FAA would support a "Construct-Only" grant in FY2022.

- Gale’s recommendation is to apply for the “Design-Only” grant immediately to recover the design fees associated with this project.
- Coordination will need to take place with the Contractor to make sure their bid prices will be honored if the Construction is pushed from the spring of 2022 to the fall of 2022.

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.

- A scoping meeting was held on Thursday September 8, 2021 to coordinate the design effort necessary to administer this Project. From this meeting a draft Scope of Work has been prepared and submitted to NHDOT/BA and the Airport for review. Once review comments are received, Gale will prepare documents to assist the Airport in obtaining an Independent Fee Estimate for the project.
- Gale has received the base plans from our surveyor and are beginning to prepare the preliminary design plans. Per the Project Schedule, we aim to have the preliminary plan set completed and submitted to all parties for review/comment by December 10, 2021.
- Gale has submitted the draft Contract and IFE forms to NHDOT/BA for review and comment. Upon receipt, Gale will make any final revisions and provide the Airport with the documents necessary to solicit the IFE for this Contract.

Recommended Actions:

- Please coordinate the IFE for this project upon receipt of the necessary documents.

GENERAL ITEMS:

- No update at the time this agenda was prepared. Gale submitted a Notice of Intent for MSGP coverage, along with a Draft SWPPP via the EPA’s website on behalf of the Airport on 6/29/2021. A revision was made to the Airport’s SWPPP on 8/20/2021, at which time the NOI was resubmitted for review. The target review date is 10/20/2021. The Airport’s 2015 MSGP coverage status is administratively continued until a new permit is issued under the 2021 MSGP.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

Sarah Marchant, Community Development Division Director – Imagine Nashua

Ms. Marchant updated the Authority on the development of Imagine Nashua regarding the requests and desires of the neighboring residents of Nashua NH. Ms. Marchant discussed the future of the DWC property and the land use codes.

UPCOMING EVENTS

None

PUBLIC INPUT

None

**DIRECTORS' COMMENTS**

Secretary Holland – Extended her thanks to Chris and Susan, along with the rest of the NAA Staff for continuing to run the airport smoothly.

Chairman Woods – Also thanked Susan and Chris for their work. It's great to see the positive relationship with our customers.

Vice Chairman Law – Echoed the comments from Secretary Holland and Chairman Woods.

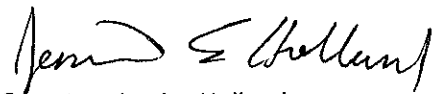
**MOTION BY** Vice Chairman Law to adjourn the public session.

**SECONDED BY** Secretary Holland

**MOTION CARRIED**

The next meeting is scheduled for November 17, 2021

SEE ATTACHMENT FOR ATTENDEES LIST

A handwritten signature in black ink, appearing to read "Jessica Holland". The signature is written in a cursive, flowing style.

Secretary Jessica Holland