

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, April 18, 2018.

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

ROLL CALL

Present: Vice Chairman Woods
Secretary Scheifele
Director Duquette

Absent: Chairman Rosenblum
Director Cushing-Adams

PUBLIC INPUT

None

MINUTES

MOTION BY Secretary Scheifele to accept the public minutes for March 21, 2018.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT – February 28, 2018/March 31, 2018

Vice Chairman Woods deferred to report on the February and March Financial Statements until Chairman/Treasurer Rosenblum returns next month.

COMMUNICATIONS

Secretary Scheifele reported that NAA received communication from the City Clerk's office regarding updating the Nashua Airport Board of Directors' term dates. Communication will be placed on file at the Nashua Airport Authority office.

REPORTS

TOWER REPORT

Vice Chairman Woods reported for the month of March 2018 the traffic count was 4,172 which is up 861 operations (26%) from March 2017. Lets hope this trend continues.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- June 2nd – EAA Young Eagles sponsored by Air Direct Airways
- June 9th – Aviation Museum of NH – Fly in / BBQ
- July 11th through July 15th - Airpower History Tour (CAF). The world's most famous flying B-29 "Superfortress" FIFI will be here along with the C-45 Expeditor "Bucket of Bolts" and a CAF T-6 Texan. They will arrive Monday July 9th at noon, meet with the press for pictures and stories. No public for this. The crew would then take the afternoon off and Tuesday off. Then open to the public on Wednesday July 11th and be open 9:00 a.m. to 5:00 p.m. Wednesday through Sunday July 15th. They would then depart on Monday morning, July 16th. Secretary Scheifele requested that FIFI be parked on the ramp where the public will be able to see it from the road. I confirmed that FIFI will be parked on the pavement near the grass tie-downs and the public will be able to see it.
- September 14th – SummerFun 2018 Movie night (movie TBA)
- September 15th – SummerFun 2018 Wheels & Wings

Other items of interest

- March 26th – SRE Project Bid Opening – At 10:30 a.m. in the Nashua Airport Authority conference room we received and opened only one bid for the SRE Project (therefore being the "low bidder" by default). Milton Cat submitted the winning bid for a Caterpillar Motor Grader, model 160M3 AWD with a front mounted power reversible snow plow and a wing plow. Nik Ippolito from Gale Associates will speak about this piece of SRE and the process for acquisition and time frame for delivery.
- April 3rd – RWY 14/32 Groove, Seal and Remark project Pre-Construction meeting was held.
- April 12th – I made it one year with the NAA!
- April 16th-26th – The Runway 14/32 Grooving project is underway. The runway will be closed each day between the hours of 8 p.m. and 7:00 a.m.
- May 14th – 18th – These dates are tentatively scheduled for the Sealing and Remark phase of the Runway 14/32 Groove, Seal and Remark project. The runway will be closed beginning at 7 a.m. Monday May 14th for 24 hrs/day for the 5 days of this phase of the project. If the weather doesn't cooperate with these dates we will attempt the project the following week of May 21st.
- Nik Ippolito and I have put together a deal to purchase a \$150,000.00 NPE from Dean Memorial Airport for \$7,500.00. This is currently in process. We are also in the process of making another deal to purchase an additional \$150,000.00 from Dean Memorial Airport! Nik Ippolito explained the use of non-primary entitlement funds and discretionary funds for the SRE project per the request of Vice Chairman Woods.
- Vice Chairman Woods and I met with Nik Ippolito and Rebecca McDonald from Gale Associates to begin planning for a paving project between 89 Perimeter Rd and 129 Perimeter Rd. (including the North side of 129 Perimeter Rd.)

AIRPORT ENGINEER'S REPORT

Nik Ippolito and Matt Caron appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

Airport Master Plan Update SBG 12-16-2016

Mr. Caron provided a review of the Master Plan project.

- Draft Chapters 1-4 were presented during the September meeting. The Authority voted and approved the proposed forecast for the Airport.
- Draft Chapter 5 was presented to the Authority during the February meeting. The Authority voted and approved Chapter 5.
- The Master Plan Committee held its 7th meeting on April 16th and reviewed the development alternatives. The "Preferred Alternative" will be worked on and presented to the board at the May meeting.
- Gale is still coordinating with the MPC on some data collection efforts needed to finalize draft Chapter 6 *Future Airport Development*, and draft Chapter 7 *Sustainability*.

Recommended Actions:

- Discuss the recommended Preferred Alternative.

Pavement Reconstruction and Maintenance SBG 12-17-2016

Mr. Ippolito provided an update on the Pavement Reconstruction and Maintenance project.

- The project is complete.
- Change Order No. 2 has been signed by Continental Paving and sent to the Airport for signatures. Once signatures are obtained, the Change Order will be incorporated into the close-out report and final reimbursements/closeout reports can be sent out.
- A meeting will be conducted with Bruce Bauer and Rick Charbonneau from Continental Paving to address corrective actions on Taxiway 'H'. A date and time will be finalized in the next few weeks.

Recommended Actions:

- None at this time.

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito provided an update on the Runway Groove and Seal project.

- Phase I - Night work to install grooves on the Runway began on Monday, April 16th. From this date the Contractor has 10 days to complete grooving operations. The Construction Schedule estimates six (6) days for the completion of Phase I. Upon completion a stop work order will be issued until late May.
- Phase II – Work will begin on Phase II in late May contingent upon weather permitting the application of the surface sealant.
- At the request of the Authority, Gale has prepared a request to relocate the hold position marking located at the Runway 32 end (see the attached figures). If approved, a new Hold Position marking will be installed at the boundary of the Runway Safety Area. Work also includes relocation of one (1) lighted hold position sign from the existing hold line to the relocated line as

well as marking of an ILS Hold position marking which will be located in the same place as the existing Hold Position Marking. This will permit Aircraft to hold at the boundary of the Runway Safety Area during VFR Conditions. During IFR Conditions, Aircraft will be required to hold at the ILS hold line.

- A Memorandum of Agreement (MOA) will be required between the Airport Authority and the ATCT to certify the change in operational conditions dependent on the weather. This document will be prepared by Gale and included in the Change Order request to NHDOT.
- If approved, a Change Order will be processed to include the work in the Groove/Seal Project. This work is not in Gale's Scope of Work and Fee proposal for this project. At this time Gale's efforts to prepare and obtain approval for this change are expected to be within the Project budget, however, if during the course of construction it is found that this additional work can not be covered within the existing budget, Gale will request a supplemental agreement for costs associated with this change.

Airport Manager Chris Lynch and Nik Ippolito discussed the possibility that the grooving may be completed by Saturday and also discussed the condition of the slurry pit and the repairs if any are needed. It was concluded that any necessary repairs are the responsibility of the contractor.

Chairman Vice Chairman and Steve Brouillette discussed in detail the adjustment of the hold position marking on the 32 end.

Recommended Actions:

- None at this time.

Purchase Snow Removal Equipment (SRE) Project SBG 12-18-2018

Mr. Ippolito provided an update on the Purchase of Snow Removal Equipment project.

- Funding for this project is contingent upon the availability of NHDOT Apportionments from the FAA. Funding is not guaranteed, however, during the scoping meeting, NHDOT committed to provide state apportionment funds to cover the additional costs of acquiring this piece of equipment up to a total cost of \$350,000.00. The estimated project cost exceeds the NHDOT commitment for funding, and Gale has been working with the Airport Manager to solicit the purchase of any available entitlements from NH Airports. It is understood that NHDOT's contributions to the project are again, contingent upon the availability of funds.
- Bids were opened on March 26, 2018 at the Airport Administration Building upstairs conference room. One (1) bid was received from Milton CAT. Based upon the bid, Gale prepared a Grant Application for the equipment and has submitted it to NHDOT for funding. The Bid from Milton CAT totaled to \$389,900.00. This is approximately 4% higher than the Engineer's Estimate of Cost.
- Upon receipt of funding from FAA and NHDOT, Gale will prepare a letter of recommendation to award the Contract to Milton CAT.

Nik Ippolito stated that there is a one year warranty for this piece of equipment.

Recommended Actions:

- None at this time.

COMMITTEES

Master Plan Committee

No discussion was held.

Strategic Planning Committee

No discussion was held.

OLD BUSINESS

HB 124 Update – Wes Liu spoke with Marty Jack and the next step is Conference Committee.

NEW BUSINESS

Discussion with Alderman Jan Schmidt regarding the widening of Charron Avenue and the use of Airport property purchased with federal funds. The NAA would like to see a right hand turn where Charron Avenue meets Pine Hill Road; however, if the project requires use of Airport Property, we will need the FAA to approve this project. This process can take up to nine months. Airport Manager will reach out to Director Lisa Fauteux of Nashua's DPW Department to get this project started.

DATES TO REMEMBER

June 2nd – Young Eagles

June 9th – Aviation Museum of NH Fly In – BBQ

July 11th – 16th – CAF Airpower History Tour

NAA ACTION ITEMS

None

PUBLIC INPUT

Wes Liu congratulated Airport Manager Chris Lynch for making it through his first year.

Steve Brouillette is very happy about the movement of the hold line.

Wes Liu requested the status of the grass runway. Discussion was held on what was required to obtain a grass runway. Airport Manager Chris Lynch will start this process and discuss with the tower chief. Steve Brouillette would like to see if the helicopters have a place in the grass area to operate.

DIRECTOR COMMENTS

Secretary Scheifele – Asked Attorney Bolton if there has been any news regarding the old Daniel Webster College properties. Attorney Bolton has not heard anything regarding this property.

Director Duquette – Congratulations to Airport Manager Chris Lynch for his one year. He has done a great job.

Vice Chairman Woods – Airport Manager Chris Lynch has been doing a fantastic job. Thank you and congrats on his first year.

MOTION BY Vice Chairman Woods to adjourn the public session and enter into non-public session pursuant to RSA 91-A:3(II)(a) The dismissal, promotion, or compensation of any public employee and RSA 91-A:3(II)(d) consideration of the sale or lease of real property at Nashua Airport.

SECONDED BY Secretary Scheifele

MOTION CARRIED

Roll Call Vote

Present: Vice Chairman Woods, Yes
Secretary Scheifele, Yes
Director Duquette, Yes

MOTION CARRIED

MOTION BY Vice Chairman Woods to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Secretary Scheifele

MOTION CARRIED

ROLL CALL

Present: Vice Chairman Woods
Secretary Scheifele
Director Duquette

Absent: Chairman Rosenblum
Director Cushing-Adams

MOTION BY Vice Chairman Woods to adjourn the public session

SECONDED BY Director Duquette

MOTION CARRIED

The next meeting is scheduled for May 16, 2018

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Scheifele