

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, May 15, 2019.

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

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Secretary Scheifele
Director Duquette (arrived 6:03pm)

Absent: Vice Chairman Law

PUBLIC INPUT

None

MINUTES

MOTION BY Treasurer Heath to approve and accept the April 17, 2019 public minutes.

SECONDED BY Secretary Scheifele

MOTION CARRIED

TREASURERS REPORT – April 2019

Treasurer Heath reported that legal fees exceeded budget due to the lease negotiations between Southern New Hampshire University and NAA. Another large item was the tower shades purchase for approximately \$4,700. These items drove the net income down for the month of April. Secretary Scheifele asked Treasurer Heath why we are using outside counsel. Treasurer Heath explained the urgency of the matter with the lease and that city counsel is currently involved with city matters.

MOTION BY Secretary Scheifele to accept the April 2019 financial statements as presented pending audit.

SECONDED BY Chairman Woods

MOTION CARRIED

COMMUNICATIONS

Secretary Scheifele reported that NAA received the following communication and all communications will be placed on file at the Nashua Airport Authority office.

5/06/2019 – 89 Associates, LLC – NH DOT Findings of Alleged Non-Compliant Items in hangar
5/06/2019 – 123-125 Associates, LLC – NH DOT Findings of Alleged Non-Compliant Items in hangar

REPORTS

TOWER REPORT

Chairman Woods reported for the month of April 2019 the traffic count was 5,115 which is up 532 (12%) operations for year over year. Overall all, we are up 12% year over year.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- Groove and Seal project – second coat of paint on runway/taxiway markings. Postponed until Spring of 2019. I met with Gale Associates on 5/9/2019 to discuss the project.
- Nashua Airport Customer Appreciation BBQ is tentatively scheduled for Friday June 14th between 3-5pm.

Other items of interest

- April 22nd – Attended City of Nashua Budget Review meeting w/Chairman Woods.
- Spring cleanups have begun around the airport!
- We are in communications with the Collings Foundation about the end of September. They still have not completed their schedule for this season.

AIRPORT ENGINEER'S REPORT

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

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ipolitto provided an update on the Runway Groove and Seal Project.

- Phase I (COMPLETE)– Grooving work on the Runway was completed in five (5) calendar days.
- Phase II (Stoppage) – Sealcoating, Inc. has completed sealing all project areas. The first coat of pavement markings has been installed and the Runway has been re-opened. Per the Contract, the second coat of pavement markings may not be applied until the sealant has cured for 30 days.
- Gale conducted a site visit with Indus (Formerly Sealcoating, Inc.) and Sir Lines-A-Lot to discuss the remaining work, and the best methodology for preparing the sections that have peeled up to be remarked. The solution is to use a piece of specialty equipment to use pressurized water to remove the remainder of the markings and clean/prepare the surface. It is Gales intent to pursue the manufacturer (Asphalt Systems, Inc.) for the cost of the corrective actions. The warranty for the work has not started yet. Chairman Woods stated that he and Airport Manager Chris Lynch met with Gale and the timeline of all previous work has been recorded and the NAA is not expected to incur any additional cost.
- At this time, the Contractor is coordinating with sub-contractors to complete the remaining work. We will have a 14 day notice before the remaining work in started.

Recommended Actions: None at this time.

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

Mr. Ipolitto provided an update on the Snow Removal Equipment Project.

- This project has been funded by NHDOT/BA and FAA.
- Milton CAT has received the Grader at their Londonderry, NH facility and is in the process of up-fitting it with the required lighting, strobes, and retro-reflective markings.

Recommended Actions: None at this time.

Pavement Reconstruction and Maintenance Phase II (NHDOT No. SBG-12-20-2019)

Mr. Ipolitto provided an update on the Pavement Reconstruction and Maintenance Phase II Project.

- All funding applications have been submitted to NHDOT/BA for this Project. The application package requests funds to cover the Base Bid and all alternate work items. Funding for construction is contingent upon the availability of discretionary funds from FAA. If FAA cannot issue funding for the entire Project, they may issue a grant for the base bid plus as many alternate work items that funding will permit.
- Gale is coordinating with Continental Paving, Inc. to determine a Project Schedule. However, this will be affected by the date the grant is issued. Gale will update the Authority when a schedule has been established.

Recommended Actions: None at this time.

COMMITTEES

None

OLD BUSINESS

Southern New Hampshire University Lease Update

Treasurer Heath was hoping to have a lease to sign this evening. We are finishing up on some punch list items. There are other leases which will need to be updated as well. We are expecting completion within the next couple of weeks.

NEW BUSINESS

None

DATES TO REMEMBER

NAA Appreciation Barbeque – June 14, 2019

NAA ACTION ITEMS

None

PUBLIC INPUT

None

DIRECTOR COMMENTS

Director Duquette – None

Chairman Woods – Thank you Treasurer Heath for being the contact for the SNHU lease.

Director Heath – None

Secretary Scheifele - None

MOTION BY Director Duquette 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 Secretary Scheifele

ROLL CALL

Chairman Woods – yay
Treasurer Heath – yay
Secretary Scheifele - yay
Director Duquette - yay

MOTION CARRIED

MOTION BY Secretary Scheifele to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Director Duquette

MOTION CARRIED

ROLL CALL

Present: Chairman Woods
Secretary Scheifele
Director Duquette
Treasurer Heath

MOTION BY Director Duquette to adjourn the public session.

SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for June 19, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Robert Scheifele

