

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, September 20, 2017.

Vice Chairman Cushing-Adams called the meeting to order at 6:00 pm.

ROLL CALL

Present: Vice Chairman Cushing-Adams
Secretary Scheifele
Director Duquette

Absent: Chairman Rosenblum
Director Woods

PUBLIC INPUT

None

MINUTES

MOTION BY Secretary Scheifele to approve the public minutes for August 16, 2017.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT – June 30, 2017

MOTION BY Secretary Scheifele to delay the approval of the financial statement reports until the October 18, 2017 meeting.

SECONDED BY Director Duquette

MOTION CARRIED

COMMUNICATIONS

Secretary Scheifele reported that NAA received one new communication from Stephen J. Riesland, PC – Independent Fee Estimate Services. This was received on 9/12/2017 and placed on file.

REPORTS

TOWER REPORT

Vice Chairman Cushing-Adams reported overall we are down 4% in comparison to the first eight (8) months in 2016. Airport Manager Chris Lynch reported that we were down the first months of this year and we have rebounded some; we are hopeful to continue the increase.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- Attended the GSAMA meeting at Hampton Airfield on September 15th and encountered many Granite State Airport Managers along with numerous Engineers.

- Wheels & Wings was held on September 16th with a record turnout of approximately 4,300 attendees. We hosted approximately 40 vehicles, a bouncy house, magician, Extra 300, 2 Navion's, Civil Air Patrol airplane, 414 Cessna, Military Black Hawk helicopter. We experienced minor traffic issues during the afternoon and we will be looking for assistance next year. We are hoping to host this event at the same time next year; however, we will need to be sure that there is no conflict with the Applefest which was held on the same weekend. We collected over \$600 for food for "End 68 Hours of Hunger" a program to end childhood hunger.

Upcoming events

- GSAMA Golf Tournament September 22, 2017. This is the third annual Pilots and Drivers Golf Tournament to benefit Youth Aviation Education. Susan Clancy and I will be participating in this event along with Nik Ippolito and Matt Caron of Gale Associates.

Other items of interest

- NAA's Joe Callahan completed training with the State of New Hampshire to obtain a Commercial Not for Hire Pesticide Applicator and Supervisor's License. He is currently waiting for a testing date to be scheduled.
- I had an informal meeting with James Smith, Executive Vice-President of SNHU. We will be getting together for a more formal meeting to discuss our intentions moving forward with regards to the Aviation Center/Tower building.

AIRPORT ENGINEER'S REPORT

Matt Caron and Nik Ippolito 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.

The Master Plan Committee (MPC) held its third meeting on July 17, 2017 to discuss the draft Chapter 4 – Forecast. Since this meeting, Gale has distributed meeting minutes and incorporated comments from the meeting into the Chapter. We are waiting on final comments, if any, to incorporate in to the Chapter. Draft Chapters 1-4 were distributed to the Authority for review and comment prior to this evening's meeting. Mr. Caron discussed each draft chapter and addressed questions.

MOTION BY Secretary Scheifele to approve the Draft Airport Master Plan Chapters 1-4 subject to continued updates and allow the committee to move to this next step.

SECONDED BY Director Duquette

MOTION CARRIED

Pavement Reconstruction and Maintenance SBG 12-17-2016

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

The project is substantially complete. Gale has coordinated with Continental Paving, Inc. (CPI) on the status of the As-Built Drawings. Bruce Bauer of CPI has indicated that the As-BUILTS will be completed this week and sent to Gale for review. Upon receipt of the As-BUILTS, Gale will prepare the final Reimbursement Request (RR#6) and forward it to the Authority for signatures. Project Closeout will be performed concurrently with RR#6.

Recommended Actions:

- Sign final reimbursement requests upon receipt.
- Submit any final invoices for Sponsors Administration fees to Gale for reimbursement.

Runway Groove and Seal Project SBG 12-18-2016

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

NHDOT has received the New Hampshire Block Grant from the FAA and will be forwarding the Grant Offer Letter to the Airport for signatures. Gale is available to assist the Airport in preparing the information necessary to accept this grant. Once funds are in place, Gale will prepare the Notice of Award and Contract for the Contractor's execution. The Contractor performing the grooving operations has indicated that they would like to postpone the grooving until the spring of 2018. It is Gale's recommendation to make a motion to encourage the Contractor to try and fit the grooving into their schedule this fall, however, the overall quality of the finished product will not be affected by postponing construction until the spring. Vice Chairman Cushing-Adams, Secretary Scheifele, and Director Duquette discussed the contractors postponement request.

Recommended Actions:

- Provide Gale with a copy of the Grant Offer once received.
- Complete the forms required to accept the Grant and forward back to FAA.
- Provide Gale with direction on how to proceed in directing the Contractor.

MOTION BY Director Duquette to direct Gale to encourage the contractors to proceed with the work as scheduled this fall of 2017.

SECONDED BY Secretary Scheifele

MOTION CARRIED

MOTION BY Secretary Scheifele to authorize Chairman Rosenblum to sign and execute the NHDOT grant offer subject to acceptance by Governor & Council approval relative to project SBG-12-18-2017 (Groove, Seal, and Remark Runway Project)

SECONDED BY Director Duquette

MOTION CARRIED

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

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

This project is for the design, bidding, and acquisition of a piece (or pieces) of Snow Removal Equipment (SRE) for use during winter snow clearing operations at the Airport. The funding is to be determined.

Gale conducted a Scoping Meeting with NHDOT on August 2nd, 2017 at Gales office in Bedford, NH. Based on the information gathered during this meeting, the Airport is eligible for two (2) pieces of equipment; A Grader with Wing Plow, and a Front-End Loader with Push Box. The Estimated Project cost for both pieces of equipment is approximately \$450,000.00.

Funding for this project using FAA Discretionary Funds is un-likely due to the project's FAA Funding Priority Ranking. The Airport may use their FY2018 Non-Primary Entitlements (\$150,000.00) to pay for this project. The remaining funds necessary to acquire both pieces of equipment will need to be secured prior to finalizing the scope of work. Gale has reached out to the Mount Washington Regional Airport and from the Dean Memorial Airport to solicit interest in donating or selling their Non-Primary Entitlements for 2018 to account for the extra \$300,000.00 necessary to fund the project.

Gale has submitted a draft scope and fee for this project to the Authority for review and comment. However, at this time the funding of two (2) pieces of equipment is not known, so a final scope and fee cannot be prepared. Once funding has been secured for one or both pieces of equipment, Gale will finalize their Scope and Fee and forward to the Authority for review and execution.

Recommended Actions:

Authorize Gale Associates to work with the Airport Manager to acquire the Non-Primary Entitlements from the above referenced Airports.

MOTION BY Director Duquette to authorize Gale Associates to work with Airport Management to review the necessary legwork and secure additional funding for the 2018 CIP SRE acquisitions.

SECONDED BY Secretary Scheifele

MOTION CARRIED

General Items

2017-2020 DBE Plan – The Airport's 2018-2020 DBE Program was submitted to FAA on 7/28/17. Gale received notification of program approval from FAA on September 8th. No further action is required.

CIP – The Annual CIP Meeting with NHDOT and the Airport was conducted on Tuesday August 2nd 2017 at Gales office in Bedford. The resulting changes will be made by NHDOT upon completion all CIP Meetings and distributed to the Airport.

De-icing Research – At the request of Authority member Duquette, Gale compiled some information on De-icing equipment for the Airport. The results of that research are included at the back of this update. All work to prepare this information for the Authority has been done at no cost to the Airport.

Unreimbursed Expenses – It was brought to Gale's attention that several receipts for Sponsor's Administration relating to the 2015 Property Acquisition Projects (Kliss & Alcorn Properties) were never submitted to the FAA for reimbursement. It was determined that the un-reimbursed receipts were sent to Gale at the time they were received, but they never got included in any reimbursement request. Gale has issued a check to the Authority to cover those expenses which totaled to \$2,467.47. Moving forward it is Gale's commitment to avoid omissions like this.

Gale has acquired drones and is requesting permission from the airport authority to obtain photos for their marketing purposes. Discussion was held and the NAA will work with Gale in this marketing project.

COMMITTEES

Master Plan Committee

Director Woods was not present at this meeting.

Strategic Planning Committee

Director Duquette discussed the idea of de-icing at NAA. Nik Ippolito summarized his findings on this project. The FAA would fund the spray truck, the tank, and applicators. However, they do not fund the de-icing pad which must be large enough to ensure there is 12 feet around the aircraft and to also include a catch basin for material waste. In addition, they will not fund the environmental part of the project. Chris Lynch discussed the possibility of finding private grants to help fund the construction of the de-icing pad. Director Duquette would like to move forward with the de-icing project and requested a proposal for a scope of work from Gale Associates.

Director Duquette discussed the clean up of the area located on Charron Ave to obtain a nicer appearance. Airport Manager Lynch stated that the barbed wire on top of the fencing will be removed by our maintenance department. Secretary Scheifele is concerned if we spend time on this area, the City of Nashua may obtain this property and create a "right hand only" turn at Pine Hill and Charron Ave. Nik Ippolito, Gale Associates, confirmed the property was obtained through federal funding and belongs to the airport.

OLD BUSINESS

Perimeter Place Investments Lease – Secretary Scheifele stated that the NAA cannot entertain the kind of extension they are requesting. We will allow the extension that is in their current lease.

Building 106 Lease Extension – Vice Chairman Cushing-Adams suggests we removed this item from the agenda. Airport Manager Chris Lynch stated that the property is owned by SAT Properties and they are currently working with another firm to extend the lease beyond the FAA guidelines. The process could take up to 9 months; therefore putting this item on the back burner until SAT Properties research is complete.

NEW BUSINESS

None

DATES TO REMEMBER

GSAMA Charity Golf Tournament – September 22, 2017

NAA ACTION ITEMS

NAA Board Member Status – This item has been approved by the Mayor and is pending by the Board of Alderman.

Expand NAA Board from 5 to 7 – The board discussed and resolved that as it stands today, the board is satisfactory at 5 members.

PUBLIC INPUT

Steve Broulette confirmed the status of the board members. Secretary Scheifele confirmed that all board members are current and one directors term will end each year for the next five years.

DIRECTOR COMMENTS

Director Duquette – None.

Secretary Scheifele – Inquired the status of the snow removal crew for this coming winter. Airport Manager confirmed that the part time employees from last winter will be available this coming year.

Vice Chairman Cushing-Adams – Young Eagles has been cancelled this October. Discussed the water main break that occurred at Pine Hill Road and Perimeter Road on September 17th and thanked Chris for the quick response.

MOTION BY Vice Chairman Cushing-Adams to adjourn the public session.

SECONDED BY Director Duquette

MOTION CARRIED

MOTION BY Vice Chairman Cushing-Adams to enter nonpublic meeting pursuant to RSA 91-A:3, II(d), consideration of the sale or lease of real property at Nashua Airport.

SECONDED BY Director Duquette

MOTION CARRIED

ROLL CALL

Present: Vice Chairman Cushing-Adams
Secretary Scheifele
Director Duquette

Absent: Chairman Rosenblum
Director Woods

MOTION BY Secretary Scheifele to adjourn nonpublic meeting and re-enter public meeting.

SECONDED BY Director Duquette

MOTION CARRIED

ROLL CALL

Present: Vice Chairman Cushing-Adams
Secretary Scheifele
Director Duquette

Absent: Chairman Rosenblum
Director Woods

MOTION BY Secretary Scheifele to seal the nonpublic minutes pursuant to RSA 91-A:3 III.

SECONDED BY Director Duquette

MOTION CARRIED

The next meeting is scheduled for October 18, 2017

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Robert Scheifele