

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held via teleconference on Wednesday, June 17, 2020.

Chairman Woods called the meeting to order at 6:02pm.

### ROLL CALL

**Present:** Chairman Woods  
Vice Chairman Law  
Treasurer Heath  
Secretary Duquette  
Director Holland

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Treasurer Heath to approve the March 18, 2020 public minutes.

**SECONDED BY** Secretary Duquette

**Roll Call Vote:** Chairman Woods – yea  
Vice Chairman Law – yea  
Treasurer Heath -yea  
Secretary Duquette – yea  
Director Holland – yea

### **MOTION CARRIED**

### TREASURERS REPORT

Treasurer Heath reported the May financials and confirmed that all projects are complete and closed. The balance sheet is still pretty solid. We have approximately \$600,000 in cash. We do have approximately \$75,000 in liabilities. On the budget, amazing through May (11 months), we are approximately \$2,000 short in revenue which is amazing considering no one has been flying. The only shortfall is the fuel sales. This budget does not include the \$69,000 we should be receiving from the CARES Act grant.

**MOTION BY** Vice Chairman Law to accept the May 2020 financials pending audit.

**SECONDED BY** Treasurer Heath

**Roll Call Vote:** Chairman Woods – yea  
Vice Chairman Law – yea  
Treasurer Heath -yea  
Secretary Duquette – yea  
Director Holland – yea

### **MOTION CARRIED**

## **FY2021 BUDGET**

Treasurer Heath discussed the budget prior to approval. The increase in budget is due to the land lease for the income we will receive from SNHU starting on August 1, 2020. The tie down projected budget is down. Registration fees are budgeted at \$5,000. Airport Manager Chris Lynch discussed the anomaly between the budget and the actual registration fees received. We will reach out to NHDOT for clarification. The wages expense is increased by approximately 12% to bring employees up to appropriate pay grade. The health/dental expense decreased due to changes in the health insurance plans. The building/grounds maintenance and vehicle expenses have doubled due to repairs/maintenance that have been deferred due to budget. Airport Manager Chris Lynch would also like to have the building painted this coming fiscal year. We have a little bit of a surplus and the expenses/revenues are reasonable.

**MOTION BY** Treasurer Heath to accept the FY2021 budget as presented.

**SECONDED BY** Secretary Duquette

**Roll Call Vote:** Chairman Woods – yea  
Vice Chairman Law – yea  
Treasurer Heath -yea  
Secretary Duquette – yea  
Director Holland – yea

**MOTION CARRIED**

## **COMMUNICATIONS**

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

06/09/2020 – US EPA – Preliminary Assessment Report

Airport Manager Chris Lynch discussed the EPA investigation of the possibility of PFAS contamination in the area. Their next step is boring test wells and taking samples. We have had one incident where they discharged PFAS approximately 10 years ago. The next step will start next month in July. The drilling of the test wells will not affect any operations of the airport.

## **REPORTS**

### **TOWER REPORT**

Chairman Woods reported for the month of April 2020 the traffic count was 2,909 operations, which is down 2,541 (-46%) operations from March 2020. April 2019 versus April 2020, we are down 2,206 (-43%) operations. May 2020 operations are up 2,156 (42%) from April 2020. May 2019 versus May 2020, we are down 1,237 (-20%) operations. Treasurer Heath discussed the SNHU plans for the upcoming year. They are terminating the flight program. They have approximately 30 students to teach out. AirDirect is still running their flight school. Airport Manager Chris Lynch had a conversation with Mr. Domenic LaFauci, SNHU Assistant Dean of Aviation and he stated that they will start flying again next month. In addition, he also had a conversation with Greg Lison of Infinity and the fuel sales for the month of June are fantastic. This is encouraging news.

## AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

### Recent events

- None

### Upcoming events

- The Commemorative Air Force has cancelled their planned June visit to Nashua due to the COVID-19 pandemic. Hopefully we can get them here next year.
- The Annual NH Aviation Museum BBQ – cancelled due to COVID-19 pandemic.
- Young Eagles – Postponed (rescheduled date TBA) due to the COVID-19 pandemic.
- Wheels and Wings event – cancelled due to COVID-19 pandemic.

### Other items of interest

- April 17, 2020 – I participated in a telephone interview with Nashua Telegraph Bureau Chief George Pelletier. The article was published the following day.
- April 24, 2020 – I submitted FAA Form OMB SF-424 to the NH DOT BoA requesting funds from the CARES Act Grant. Boire Field / Nashua Airport is eligible to receive \$69,000.00. This money can be used for airport operations.
- April 28, 2020 – I have contracted with Joyce Heating & Cooling to provide HVAC services for 93 Perimeter Rd. (NAA building) and 79 Perimeter Rd. (ATCT only).
- In an effort to acquire PPE and sanitizing supplies to combat the COVID-19 Coronavirus, I enrolled in a state program called WebEOC and a City of Nashua program as well. My primary goal was to take care of the ATCT personnel who work in very confined quarters. We were fortunate to be able to receive N95 and surgical masks and gloves from the state and sanitizing solution from the City of Nashua. All supplies were acquired at no cost to the airport.
- May 27<sup>th</sup>- Matt Berube, Joe Callahan and I participated in a "First Responder Training" webinar hosted by the FAA FFAST TEAM.
- June 1<sup>st</sup>- Nashua Jet generously donated replacement flags to the Nashua Airport Authority for the park adjacent to the Perimeter Road entrance to the airport.
- June 8<sup>th</sup>- The City of Nashua DPW Street Department began working on repairing pavement on Perimeter Road. They are milling and overlaying certain areas where in the past we have been repeatedly repairing potholes. This is a temporary solution to remedy our rapidly deteriorating pavement on Perimeter Road. Ultimately, the majority of the road should be repaved.
- The EPA MSGP Permit from 2015 has received an "Admin Continued" status. This permit expired on June 3, 2020. The EPA has not issued any new permits yet. We are continuing to operate on our 2015 permit. Vice Chairman Law stated that this is due to the COVID-19
- The CARES Act grant offer will be executed and submitted to NH DOT Bureau of Aeronautics. This \$69,000 grant will be used to offset typical airport operating expenses incurred by the Nashua Airport.
- If anyone is interested there are currently three T-hangars for sale at the Nashua Airport. Please contact me for more information.

## AIRPORT ENGINEER'S REPORT

Nik Ippolito appeared (via conference call) on behalf of the airport's engineering consultant, Gale Associates.

## CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No TBD)

This Project is to reconstruct taxiways between hangars located on the north-west side of the Airfield (Runway 14 end.)

### Estimated Project Funding:

FAA Share (90%):	\$3,263,400.00
State Share (5%):	\$181,300.00
Local Share (5%):	<u>\$181,300.00</u>
Total Project Cost:	\$3,626,000.00

### Project Status:

- At this time the project is awaiting grant funding.
- The anticipated schedule of events is as follows:
  - NHDOT/BA application for the NH Block Grant for FY2020 – May 1, 2020
  - FAA issues NH Block Grant for FY2020 – June 5, 2020 (estimated)
  - NHDOT/BA issues grant offer to Airport – June 15, 2020 (estimated)
  - NAA accepts/signs grant offer – June 30, 2020 (estimated)
  - Owner/Contractor Contracts are circulated – July 1, 2020 (estimated)
  - Grant gets approved by Governor & Council – July 30, 2020 (estimated)
  - Contract work begins – August 1, 2020. (estimated)
- In an email received from NHDOT/BA on June 10, 2020. Carol Niewola from NHDOT reported that the NH Block Grant Application included a request to fund the Base Bid and all alternate work items. If a grant is awarded, the CARES Act Group 1 funding will provide 100% funding for this project. Meaning the local and state shares will drop to \$0.00.

The contractor is willing to honor their bid price. Airport Manager Chris Lynch has sent a letter to all hangar tenants that will be affected. We have also made efforts to receive all keys to the hangars for paving. There will be no charge for affected tenants requesting tie-down space during construction. The earliest this will go to G&C is August 26<sup>th</sup>, 2020.

## COMMITTEES

None

## OLD BUSINESS

### NEW BUSINESS

#### Land Lease Extension – Extend Lease (E1439)

Chairman Woods discussed the request from Boire Field 1439 Associates to extend their lease as stated in their Addendum to Lease. Chairman Woods is also the contact for this condominium association and will recuse himself from any vote. In addition, requesting an option to extend an additional 20 years, subject only to an adjustment of the ground lease rate at the time of renewal. Treasurer Heath confirmed that all terms remain the same except for the ground lease rate be subject to adjustment.

**MOTION BY** Secretary Duquette to approve the extension request on the current lease of Boire Field E1439 Associates from May 2027 to 2047 and then an additional 20-year period be added to that (2047-2067). The additional 20-year extension be subject to only an adjustment of the ground lease rate.

**SECONDED BY** Director Holland

**Roll Call Vote:** Chairman Woods – recused  
Vice Chairman Law – yea  
Treasurer Heath -yea  
Secretary Duquette – yea  
Director Holland – yea

**MOTION CARRIED**

Certificate of Vote for CARES Act Grant

Airport Office Manager Susan Clancy explained that we need a board vote for the Chairman to execute and deliver for and on behalf of the Nashua Airport Authority the contract with the State of New Hampshire. Airport Manager Chris Lynch confirmed Director Holland’s questions that this is indeed a grant and does not have to be paid back to the government. He also stated that we have until 2024 to use the granted funds and the funds must be used for normal airport operating expenses. We have received guidelines from the FAA and the NHDOT/BA as to how we can utilize the funds.

**MOTION BY** Treasurer Heath to authorize Chairman Woods to execute the grant agreement for the CARES Act.

**SECONDED BY** Vice Chairman Law

**Roll Call Vote:** Chairman Woods – recused  
Vice Chairman Law – yea  
Treasurer Heath -yea  
Secretary Duquette – yea  
Director Holland – yea

**MOTION CARRIED**

DATES TO REMEMBER

NAA ACTION ITEMS

PUBLIC INPUT

Michael Rosenblum requested we send out the meeting post as early as possible.

DIRECTOR COMMENTS

Director Holland – Thanks to Chris and Susan and the rest of the airport for keeping things going so well through this COVID. I am impressed that you have been able to continue as normal. I realize there was a lot of work done behind the scenes by Chris and the staff. I commend you for obtaining the PPE and keeping the tower safe.

Secretary Duquette – I second Jessica’s notion. Everyone stay safe!

Vice Chairman Law – I, too, echo Jessica’s comments as well. I thought this meeting was great through Zoom and would not be opposed to this going forward. Although it is nice to see people in person.

Treasurer Heath – A great job keeping the airport moving. Great to hear Greg’s comments. It has been an interesting meeting. Great to see new faces.

Chairman Woods – Thank you David for hosting the meeting. The result has been good and in order throughout the meeting. I do enjoy seeing people in person as well. However, this does give us the opportunity to see new people.

**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**

Chairman Woods – yea  
Vice Chairman Law – yea  
Treasurer Heath – yea  
Secretary Duquette - yea  
Director Holland - yea

**MOTION CARRIED**

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

**SECONDED BY** Secretary Duquette

**MOTION CARRIED**

**ROLL CALL**

**Present:** Chairman Woods – yea  
Vice Chairman Law – yea  
Treasurer Heath – yea  
Secretary Duquette - yea  
Director Holland - yea

**MOTION BY** Chairman Woods to adjourn the public session.

**SECONDED BY** Secretary Duquette

**MOTION CARRIED**

The next meeting is scheduled for July 15, 2020

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Duquette

A handwritten signature in black ink, appearing to be 'J. Duquette', written over a horizontal line.