

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, March 16, 2022.

Chairman Woods called the meeting to order at 6:04pm.

ROLL CALL

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

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve the February 16, 2022 public minutes.

SECONDED BY Treasurer Heath

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law – yes
Treasurer Heath – yes
Secretary Holland – yes
Director Duquette - yes

MOTION CARRIED

TREASURERS REPORT –February 2022

Treasurer Heath reported that at eight (8) months we are on track for a surplus this fiscal year. Nothing has changed much from last month. Treasurer Heath would like to meet with Office Manager Susan and Airport Manager Chris to discuss the expectations on building/grounds maintenance and fuel farm. The balance sheet is still strong. Vice Chairman Law asked about the increase in pension. We under budgeted on the payroll due to a promotion and the increase of pension contributions.

MOTION BY Chairman Woods to accept the February 2022 financial statements as presented pending audit.

SECONDED BY Director Duquette

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law – yes
Treasurer Heath – yes
Secretary Holland – yes
Director Duquette - yes

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of February 2022 the traffic count was 4,505 operations which is up 195 (5%) operations from January 2022 and down 984 (-24%) operations versus February 2021.

AIRPORT MANAGER'S REPORT

Recent events:

None

Upcoming events at Nashua Airport:

Saturday June 18, 2022, 8:00 a.m.-2:00 p.m. - NH Aviation Museum Fly-In and BBQ.

Saturday September 17, 2022 – Wheels and Wings - SummerFun

Other items of interest:

- Met with Rotor Technologies and Nashua Fire Rescue to discuss testing procedures and safety plans.
- Participated in a virtual meeting with FAA, NHDOT and Gale Associates to discuss the Taxiway 'A' Relocation and opportunities for large corporate hangar developments on the 'D' Ramp.
- Presented the Nashua Airport Authority 6-year Capital Improvement Plan to the City of Nashua Capital Improvement Committee.
- Met with Rick Dekostic to discuss CAP activities and participation in upcoming events at ASH.

Treasurer Heath asked about an EAA Young Eagles event for this year. Airport Manager Chris Lynch has placed to call to Eric Weisman to discuss an event.

AIRPORT ENGINEER'S REPORT

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

CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No SBG-12-22-2020)

This Project is to reconstruct taxilanes 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 not received the approved Change Order No. 2 from NHDOT/BA. Until this is received, we are unable to close out this grant.
- Gale's December invoice included a credit for the \$6,238.00 that is due back to the NHDOT/BA. The NAA should issue a check to the NHDOT/BA in the amount of \$5,926.10 to credit the DOT/FAA for the overpayment related to the design of this Project.
- No Update since the last meeting. Still waiting for Change Order No. 2 approval from NHDOT/BA. The NHDOT has been somewhat more responsive since the last meeting, however, the more pressing issues (see below) have taken precedence.

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:

- A justification package for the relocation of Taxiway 'A' was submitted to the NHDOT/BA on December 29, 2021. On Tuesday February 1st, an email from Mr. John Carli at the FAA was received. This email indicated that the justification package was neither reviewed, nor forwarded to the FAA for consideration. We're currently waiting for a response from the NHDOT/BA and FAA on this request.
- On Monday, March 7, 2022 Gale met with the FAA, DOT, and Mr. Chris Lynch to discuss the additional information that the agencies would like to see in the justification package. Following this meeting Gale added the necessary information and submitted the revised package to Mr. Lynch on Tuesday, March 8.

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.

Project Status:

- 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 is still waiting for review comments from the DOT. Upon receipt, final revisions will be made, and the project will be publicly bid.

Recommended Actions:

None at this time.

GENERAL ITEMS:

Mr. Nik Ippolito discussed the bipartisan infrastructure law funding. This will be approximately \$295,000 for the next five years from the FAA. This will be funding to use for almost any project including de-icing equipment. Along with this entitlement is an opportunity to apply for a competitive grant program. We are applying for this grant to move the control tower. Mr. Ippolito is working with Chris on this application and if we are selected, we will move forward with this project.

Airport Manager Chris Lynch thanked Gale Associates for all the work they have been doing on the upcoming projects.

COMMITTEES

None

OLD BUSINESS

\$2,500 Anonymous Donation – This was discussed last month and carried forward. The board has decided to use this donation for swag and give away at upcoming events.

Marketing – Director Duquette had a conversation with a marketing firm regarding the rebranding and social media for the airport. At this time, we are awaiting the decision on the future of the airport from NHDOT/BA regarding the relocation of the taxiway ‘A’.

NEW BUSINESS

123-125 Associates – Approve and record a lease extension addendum that was previously approved in 2013 by the airport manager, however not voted on or recorded.

MOTION BY Chairman Woods to ratify the extension of lease for 123-125 Associates (E2139 and E2140) for a twenty (20) year period beginning on June 1, 2013 and terminating on May 31, 2033.

SECONDED BY Vice Chairman Law

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law – yes
Treasurer Heath – yes
Secretary Holland – yes
Director Duquette - yes

MOTION CARRIED

UPCOMNG EVENTS

06/18/2022 – NH Aviation Museum Fly-in and BBQ
09/17/2022 – Wheels and Wings

PUBLIC INPUT

Steve Brouillette expressed his concern about the future of Nashua Airport and general aviation. Airport Manager Chris Lynch clarified that general aviation and flight training is the backbone of aviation. We have no intention of pushing general aviation out of this airport.

Roger Mathews asked about the helicopter training at the old grass tie-downs. Airport Manager Chris Lynch discussed his conversations with the current companies using this area and the tower as to how the use of this area is determined. The compass rose area is also available for training use.

DIRECTORS’ COMMENTS

Vice Chairman Law – None.

Chairman Woods – Thank you Susan for cleaning up the lease. Thank you to Nik and company for all the work you have completed.

Treasurer Heath – I don’t want to lose focus on the future of the airport.

Director Duquette – Thanks for the tenacity and all the things we want to push through. Good discussion tonight and good luck Jess.

Secretary Holland – I second all comments. I’m looking forward to hearing a good decision on the relocation of taxiway ‘A’.

MOTION BY Treasurer Heath to adjourn the public session.

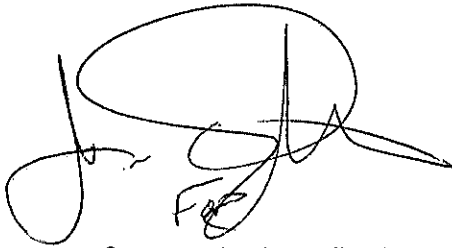
SECONDED BY Vice Chairman Law

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law – yes
Treasurer Heath – yes
Secretary Holland – yes
Director Duquette - yes

MOTION CARRIED

The next meeting is scheduled for April 20, 2022

SEE ATTACHMENT FOR ATTENDEES LIST

A handwritten signature in black ink, appearing to read 'Jessica Holland', with a large, stylized loop at the top.

Secretary Jessica Holland