

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, September 20, 2023.

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

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Director Duquette

Absent: Vice Chairman Law
Secretary Holland

PUBLIC INPUT

Attorney Brad Westgate, of Winer and Bennet, LLP, confirmed he was on the agenda for this meeting.

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of July 19, 2023.

SECONDED BY Treasurer Heath

MOTION CARRIED

TREASURERS REPORT – June 2023, July 2023, and August 2023

Treasurer Heath discussed the amended June 2023 financials due to a \$7,000 fuel farm expenditure in June received in August. Overall, we had a surplus of approximately \$18,000 prior to audit.

For July 2023 and August 2023, we have less of a loss than anticipated although we are only two months into this fiscal year. With other developments happening, this will probably change down the road. Balance sheet is still strong.

MOTION BY Treasurer Heath to approve the amended June 2023, July 2023, and August 2023 Financial Statements, subject to audit.

SECONDED BY Director Duquette

MOTION CARRIED

COMMUNICATIONS

The following communication has been received by the Airport Authority and placed on file.

09/05/2023 – Winer and Bennett, LLP – 114 Perimeter Road (E1509) Confirmation Consent to Assignment and Assumption of Lease

09/07/2023 – Winer and Bennett, LLP – Assignment and Transfer of Lease – 114 Perimeter Road

REPORTS

TOWER REPORT

Director Duquette reported for the month of July 2023 the traffic count was 6,756 operations which is up 465 (7%) operations from June 2023 and down 1,283 (-16%) operations versus July 2022. In August 2023 the traffic count was 6,746 operations which is down 10 (0%) operations from July 2023 and down 659 (-9%) operations versus August 2022. Year to date we are down -7%.

AIRPORT MANAGER'S REPORT

Recent events

- None

Upcoming events at Nashua Airport

- City of Nashua Summer Fun 2023 "Wheels and Wings" at Nashua Airport
September 23, 2023

Other items of interest

- August 1 – I met with FAA Engineering Services group and Nik Ippolito to discuss the AWOS/SAWS Relocation project. This will facilitate room for hangar development. We will be reimbursed by the FAA for this project. In the meantime, the City of Nashua is funding this project upfront until the funds are reimbursed.
- August 3 – I met with Phelan Construction representatives to discuss building plans for Anai Aviation's new hangar construction.
- August 23 – In preparation for our upcoming Wheels & Wings event, I met with Lauren Byers and Eric Menard of Nashua Parks and Recreation. Big thank you to them for all they do!
- September 6 – Midwest ATC and NAA held our annual RSAT meeting with FAA representatives. As usual, we had no incursions at the airport.
- We are in the process of wrapping up the closing for the purchase of the Pine Hill Lot.

AIRPORT ENGINEER'S REPORT

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

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS (Construct Only)

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:

- Gale and the NAA received an email from Mr. Richard Dymant at NHDOT/BA indicating they concur with award of the project to Continental Paving and intend to issue a grant (pending fund availability) to construct.
- The Construction of this project in 2023 is not likely due to upcoming winter weather. The anticipated start of construction is sometime in May 2024.

Recommended Actions:

- Please authorize the Chairman/Manager to execute the grant offer 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:

- NHDOT notified the Airport on July 13, 2023 that the FAA is “...close to issuing NH your BIL-AIG funding for Foxtrot Apron Rehabilitation.” NHDOT is expecting the grant award on or about August 2, 2023.
- Gale has reached out to NHDOT/BA several times to request an update on when the BIL funds might be issued, we have not received a response at this time. The FAA’s website indicates that the BIL funds were issued to the state in early August.

Recommended Actions:

- None at this time.

RELOCATE AWOS/SAWS

This project is for the design, bidding, and construction phase services associated with relocating the existing AWOS/SAWS at the Airport. The weather equipment will be moved to a location between Taxiway ‘A’ on the 14 end, and Taxiway ‘C’ and Taxiway ‘D’ as depicted on the ALP. It is anticipated that this project will be funded using BIL funds.

Project Status:

- We have received the FAA’s Reimbursable Agreement. This agreement will need to be funded before the agency begins work.
- Gale’s contract has been submitted to the NAA for solicitation of an Independent Fee Estimate (IFE). Upon receipt of the IFE, Gale will provide a formal fee proposal for the NAA’s comparison to the IFE.
- Gale is nearing completion of the 30% design documents to submit to the FAA/DOT for review/comment. Once completed, we will move onto the 90% design. Specifications have been prepared and hopefully in the next week or so we can get them submitted to the FAA. We are hoping to get this project out to bid in the January or February timeframe.

This project will need to be completed prior to the structure of new hangar development. The sitework can be done.

This project will require the temporary daytime closure of the runway during the 2nd phase.

Recommended Actions:

- None at this time.

LAND ACQUISITION

This project is for the acquisition of one privately owned parcel.

Project Status:

- The city attorney and sellers attorney have agreed to language for the Purchase and Sale Agreement which Gale understands has been executed by the Airport.
- The Closing appears to be on schedule for an October 3, 2023 deadline.

Recommended Actions:

- Execute necessary documents as recommended by City Counsel.

TOWER SITING STUDY

This project will evaluate up to three (3) possible locations for a new Air Traffic Control Tower and make a final recommendation on the preferred location.

Project Status:

- A Project Discovery Meeting was held on Friday, May 5th to officially scope the project with FAA. Based on discussions during this meeting, we now know that in order to receive grant funding in a timely fashion, the grant application must be submitted to the FAA by June 10th, 2023.
- Gale has revised our Scope of Work based on comments received from the FAA and NHDOT. Because this fee is less than \$100,000.00, no IFE will be needed. This may change, the environmental site assessment is Gale's responsibility and was not included in the original fee. This will increase the fee to over \$100,000.
- The overall siting study takes approximately 18 months to complete. The actual study takes approximately 6 months from commencement to completion; however due to a backlog of similar studies at other Airports, the FAA's lead time to starting the project once agreements are signed is approximately 12 months.

Recommended Actions:

- Please review Gale's Scope/Fee and vote to approve.

GENERAL ITEMS:

The Airport's annual CIP meeting has been scheduled for the week of September 25th, 2023. The meeting will take place on the 25th. We will follow up with a meeting invitation upon confirmation from NHDOT/BA on a date/time for the meeting. If there is a quorum of board members in attendance, we will open this meeting to the public.

COMMITTEES

None

NEW BUSINESS

Attorney Brad Westgate, Winer and Bennett, LLP is representing Perimeter Place Investments, LLP. We are addressing two items. The first is just a bit of housekeeping to confirm the Assignment and Assumption of Lease from Perimeter Place Trust to ultimately Perimeter Place Investments, LLP. The second is the potential sale to EastPoint Properties, LLC. The sale is contingent on the transfer of lease to EastPoint Properties, LLC.

E1509 – Perimeter Place Investments, LLP – Confirm Consent to Assignment of Lease to Perimeter Place Investments, LLP

MOTION BY Director Duquette that the Nashua Airport Authority confirm its consent to assignments to the Lease by and between the Nashua Airport Authority and Perimeter Road Associates, Inc. dated July 13, 1987, the term of which has been extended through April 20, 2047, including, without limitation, all assignments initially running from Perimeter Road Associates, Inc. through and currently to Perimeter Place Investments, LLP, and that the Chairman of the Nashua Airport Authority be and hereby is authorized to execute all documents necessary or desirable to evidence such consent and confirmation of assignments.

SECONDED BY Treasurer Heath

MOTION CARRIED

E1509 – Perimeter Place Investments, LLP – Consent to Assignment of Lease to Perimeter Place Investments, LLP to EastPoint Properties, LLC

MOTION BY Director Duquette that the Nashua Airport Authority consent to the assignment of the Lease by and between the Nashua Airport Authority and Perimeter Road Associates, Inc. dated July 13, 1987, last assigned to Perimeter Place Investments, LLP, to EastPoint Properties, LLC, and that the Chairman of the Nashua Airport Authority be and hereby is authorized to execute all documents necessary or desirable to evidence such consent to the assignment of such Lease.

SECONDED BY Treasurer Heath

MOTION CARRIED

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, is requesting to enter into a land lease agreement with the Nashua Airport Authority pending the final lot lines to be defined by the City of Nashua Planning. Treasurer Heath confirmed this land lease will supersede the previous land lease.

MOTION BY Director Duquette to approve the adoption of a land lease for Infinity Aviation Group LLC for approximately 231,400 square feet of land with lot lines approximated as illustrated on Gale Associates drawing No. LL-1 with final lot lines to be defined by the Nashua City planning office.

SECONDED BY Treasurer Heath

MOTION CARRIED

Anai Aviation – Hangar Development

Mr. Nik Ippolito, Gale Associates, is representing Anai Aviation and is requesting to enter into a land lease agreement with the Nashua Airport Authority pending the final lot lines to be defined by the City of Nashua Planning.

MOTION BY Director Duquette to approve the adoption of a land lease for Anai Aviation for approximately 118,800 square feet of land with lot lines approximated as illustrated on Gale Associates drawing No. LL-1 with final lot lines to be defined by the Nashua City planning office.

SECONDED BY Treasurer Heath

MOTION CARRIED

UPCOMING EVENTS

09/23/2023 – Wheels and Wings

PUBLIC INPUT

Mr. Wes Liu asked the status of SNHU. Treasurer Heath stated that SNHU has no interest in the airport.

DIRECTORS' COMMENTS

Director Duquette – Good to see everybody!

Chairman Woods – Impressed by the packed house this evening!

Treasurer Heath – I am happy that we are finally at a point where the new projects can proceed although a little concerned regarding the timing of the relocation of the AWOS/SAWS.

ADJOURNMENT

MOTION BY Director Duquette to adjourn the public session.

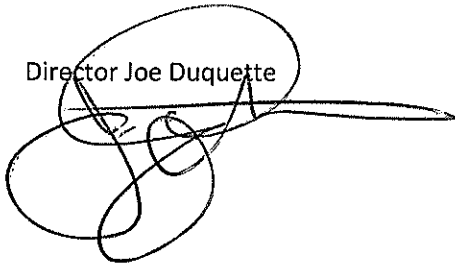
SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for October 18, 2023

SEE ATTACHMENT FOR ATTENDEES LIST

Director Joe Duquette

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right. The signature is positioned over the printed name "Director Joe Duquette".