

## **MINUTES**

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, June 20, 2018.

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

### **ROLL CALL**

**Present:** Chairman Woods  
Vice Chairman Cushing-Adams  
Secretary Scheifele  
Director Heath

**Absent:** Treasurer Duquette

Chairman Woods welcomed David Heath to the Nashua Airport Authority board.

### **PUBLIC INPUT**

Wes Lui – Expressed his appreciation for David Heath stepping up to join the NAA board.

Shane McLaughlin – Thanked David for his willingness to serve and welcomed him to the board.

### **MINUTES**

**MOTION BY** Secretary Scheifele to accept the public minutes for May 16, 2018.

**SECONDED BY** Vice Chairman Cushing-Adams

**MOTION CARRIED**

### **TREASURERS REPORT – May 31, 2018**

Office Manager Susan Clancy reported there wasn't much change from last month. Our income is \$4,400 more than budgeted which includes the \$20,000 shortfall from the State of NH for our portion of the registration fees. Our expenses look great, we budgeted to date \$503,000 and we have expensed \$442,000. Overall for the month of May we have a net income of \$26,403 and year to date, a net income of approximately \$81,000 which is \$67,000 more than projected.

**MOTION BY** Vice Chairman Cushing-Adams to approve the May 2018 financial statements as presented pending audit.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

### **BUDGET FY2019**

Secretary Scheifele suggested that the Nashua Airport increase the expense budget for Marketing by \$1,000 based on the passing of HB124 / SB565. Director Heath agreed and suggested we increase the Marketing to \$10,000 from \$5,000. Our budget has a small surplus and can support this request. Director Heath believes the airport will benefit with additional marketing efforts such as attending conferences and advertising and would like to have the funds available. Airport Manager Chris Lynch and Office Manager Susan Clancy both agree with increasing the marketing budget. Nik Ippolito also commented that Gale can help with advertising. Vice Chairman Cushing-Adams questioned the increase

in the telephone/internet expense. Office Manager Susan Clancy explained the income received to offset the expense. Vice Chairman Cushing-Adams also questioned if the budget included any employee bonuses. Bonuses have not been included in the budget. Office Manager Susan Clancy suggested to put additional money in the full time wages expense rather than creating a new line item.

**MOTION BY** Vice Chairman Cushing-Adams to approve the FY2019 budget with the following amendments - Increase the marketing expenses by \$5,000 and increase the full time wages by \$5,000.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**MOTION BY** Vice Chairman Cushing-Adams to disperse the remaining FY2018 board discretionary funds to the NAA board members.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

**COMMUNICATIONS**

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

6/05/2018 – Farrell Woods – Board Nominations  
6/07/2018 – NHDOT – Hangar 15, Unit 27  
6/08/2018 – NJA – Lease Extension Requests  
6/11/2018 – Farrell Woods – RSA 91-A Registered Aircraft at Boire Field  
6/18/2018 – NJA – Lease Extension Requests Withdrawal  
6/18/2018 – NJA – Request for Non-Aeronautical Use Request  
6/18/2018 – NHDOT – Response to RSA 91-A Registered Aircraft at Boire Field Request

**REPORTS**

**TOWER REPORT**

Chairman Woods reported for the month of May 2018 the traffic count was 5,590 which is up 982 (21%) operations from May 2017 and includes the 1 week shut down of the runway. The jet traffic for May 2019 was 58 operations.

**AIRPORT MANAGER'S REPORT**

Airport Manager Chris Lynch reported on the following topics.

**Recent events**

- June 2<sup>nd</sup> – EAA Young Eagles sponsored by Air Direct Airways – a successful event. We are waiting for a list of the volunteer to send out our thanks. We look forward to assisting them with advertisement for this event in October.
- June 9<sup>th</sup> – Aviation Museum of NH – Fly in / BBQ at 11:00 a.m. This event was held in Hangar 81 and the “Tower Ramp” area. Thank you to Nashua Jet / MacAir and Bob Byrd for providing the Hangar space for this event.

## Upcoming events

- July 11<sup>th</sup> through July 15<sup>th</sup> - Airpower History Tour (CAF). The world's most famous flying B-29 "Superfortress" FIFI will be here along with the C-45 Expeditor "Bucket of Bolts" and a CAF T-6 Texan. They will arrive Monday July 9<sup>th</sup> at noon, meet with the press for pictures and stories. No public for this. The crew would then take the afternoon off and Tuesday off. Then open to the public on Wednesday July 11<sup>th</sup> and be open 9:00 a.m. to 5:00 p.m. Wednesday through Sunday July 15<sup>th</sup>. They will then depart on Monday morning, July 16<sup>th</sup>.
- September 14<sup>th</sup> – SummerFun 2018 Movie night featuring Disney Pixar's "Coco"
- September 15<sup>th</sup> – SummerFun 2018 Wheels & Wings

## Other items of interest

- The Land Use/Hangar Use inspections were completed on June 1<sup>st</sup>. We are waiting on the final reports from DOT BoA and FAA.
- June 1<sup>st</sup> I met with Jeff DeSalvo from Nashua Parks and Recreation Dept. to begin planning for the Wheels and Wings event.
- June 9<sup>th</sup> - The NH Aviation Museum Fly-In / BBQ was held in Hangar 81 and the "Tower Ramp" area. Thank you to Nashua Jet / MacAir and Bob Byrd for providing the Hangar space for this event.
- June 15<sup>th</sup> – NAA Customer appreciation BBQ.

## **AIRPORT ENGINEER'S REPORT**

Nik Ippolito and Matt Caron 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.

- During the May Authority meeting, at the recommendation of the Master Plan Committee (MPC) the Airport Authority approved Alternative #6 as the 'Preferred Alternative'.
- Alternative #6 has been posted to the Nashua Airport website for review and comment. To date, Gale has only received comments from NHDOT.
- Gale is still coordinating with the MPC on some data collection efforts needed to finalize draft Chapter 6 *Future Airport Development*, and draft Chapter 7 *Sustainability*.
- Chapter 8 *Development of Alternatives*, Chapter 9 *Schedule of Improvements*, and Chapter 10 *Airport Compliance* are in draft format and will be scheduling a meeting with the MPC.
- A draft Airport Layout Plan has been prepared and is currently under internal review and will be addressed with MPC.

**Recommended Actions:** Provide Gale with any additional comments received regarding Alternative #6. Mr. Caron has offered his assistance to David Heath to bring him up to date with the Airport Master Plan.

#### Pavement Reconstruction and Maintenance SBG 12-17-2016

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

- The project is complete.
- Change Order No. 2 is at NHDOT for approval. Once approved the project will be closed out. This Change Order has been at the NHDOT since Jan/Feb timeframe.
- Rick Charbonneau and Bruce Bauer met with Gale on Wednesday, May 23<sup>rd</sup>, 2018 to evaluate the cracks that have reflected up through the newly overlaid pavement. At this meeting it was determined that the corrective action for these cracks would be to route and seal them. Gale has requested an estimated cost for the work from Sealcoating, Inc. to be included in Change Order No. 1 for the Groove/Seal project. An estimate was received in the amount of \$6,324.00. Airport Manager Chris Lynch clarified the reason for the cracks in the pavement which is due to overlaying the pavement rather than reclaiming the pavement.

**Recommended Actions:** None at this time.

#### Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito 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 have 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. It is anticipated that the project will be held in a stoppage until the end of summer so that operations are not affected by a second shut-down. Airport Manager Chris Lynch and the contractors made the decision to postpone the second coat (30 days) to prevent bleed thru of the sealant.
- NHDOT has reviewed the draft Change Order No. 1 and provided feedback to Gale on what needs to be provided to obtain approval for the work. Gale has made the necessary changes and is currently waiting for cost estimates for the change order work from the Contractor. Change Order No. 1 work will include the following:
  - Relocate the existing hold position marking at the boundary of the Runway Safety Area.
  - Install one (1) new lighted guidance sign at the relocated hold position marking.
  - Install an ILS Hold Position Marking at the location of the current hold position marking
  - Install new ILS Hold Position panels in the two (2) existing signs at the new ILS Hold Position Marking.
  - Crack repair work in areas of observed cracking reported in Project #2 above.

We have an underrun of about \$20,000. These changes are estimated at \$16,500 which won't affect the overall cost of the project.

**Recommended Actions:** None at this time.

Chris Lynch commented on how well this project went. He has heard many pilots complimenting the grooved runway.

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

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

- Funding for this project is contingent upon the availability of NHDOT Apportionments from the FAA. Funding is not guaranteed, however, during the scoping meeting, NHDOT committed to provide state apportionment funds to cover the additional costs of acquiring this piece of equipment up to a total cost of \$350,000.00. The estimated project cost exceeds the NHDOT commitment for funding, and Gale has been working with the Airport Manager to solicit the purchase of any available entitlements from NH Airports. It is understood that NHDOT's contributions to the project are again, contingent upon the availability of funds.
- Bids were opened on March 26, 2018 at the Airport Administration Building upstairs conference room. One (1) bid was received from Milton CAT. Based upon the bid, Gale prepared a Grant Application for the equipment and has submitted it to NHDOT for funding. The Bid from Milton CAT totaled to \$389,900.00. This is approximately 4% higher than the Engineer's Estimate of Cost.
- Upon receipt of funding from FAA and NHDOT, Gale will prepare a letter of recommendation to award the Contract to Milton CAT.
- This grant has been at the NHDOT since prior to April 1<sup>st</sup>. Funds have just been released by the FAA and have not been distributed yet.

**Recommended Actions:** None at this time.

### General Items

- 75 ½ Pine Hill Road Development (2 lot subdivision) – Chairman Woods and Matt Carron, Gale Associates, attended the Nashua Planning Board Hearing on June 7<sup>th</sup>. They discussed the property being located in the RPZ and the protecting this zone is a FAA priority. In addition, discussion regarding an avigation easement for the height restriction and also the possibility of the airport purchasing the property. Concerns regarding noise were also expressed.

### COMMITTEES

#### Master Plan / Strategic Planning Committee

Chairman Woods stated this was discussed with Mr. Caron, Gale Associates, during the Airport Master Plan update.

### OLD BUSINESS

HB124 / SB565 Update – SB 565 bill will be signed on June 21, 2018 at the Governors office. Several people from the Nashua Airport community will be attending this event.

### NEW BUSINESS

Shane McLaughlin, Macair, was premature to rescind his letter regarding lease extensions and would like to discuss the lease extensions at a later date.

### **DATES TO REMEMBER**

July 11<sup>th</sup> – 15<sup>th</sup> – CAF Airpower History Tour  
September 14<sup>th</sup> – SummerFun Movie Night  
September 15<sup>th</sup> – SummerFun Wheels & Wings

### **NAA ACTION ITEMS**

None

### **PUBLIC INPUT**

None

### **DIRECTOR COMMENTS**

Secretary Scheifele – Great job on the BBQ. We will need new bank cards for the new board members. Suggest to market shirts, hats, etc. for the Nashua Airport. Expressed concern regarding the CD rate offer by Bar Harbor Bank. Suggests we transfer these funds to another bank for a better rate. Director Heath will talk to Bar Harbor and see if they can do anything about adjusting the current rate.

Vice Chairman Cushing-Adams – Thanks to Susan for being so helpful and to Chris for continuing to do an amazing job. Congratulations for the passing of the HB124 – everyone did a great job.

Chairman Woods – Thank you for hosting the BBQ. Matt and Joe did a great job! Thank you to all the support for HB124 and SB565 – it's a great outcome.

Director Heath – This is going to be fun. Business development will be a priority and this is a great group. Thank you inviting me. This is going to be a good run.

**MOTION BY** Vice Chairman Cushing-Adams to adjourn the public session and enter into non-public session pursuant to RSA 91-A:3(II)(a) The dismissal, promotion, or compensation of any public employee.

**SECONDED BY** Secretary Scheifele

### **ROLL CALL**

Chairman Woods – yes  
Vice Chairman Cushing-Adams – yes  
Secretary Scheifele – yes  
Director Heath – yes

### **MOTION CARRIED**

This motion was inadvertently made and the non-public session was not held. Meeting was adjourned.

The next meeting is scheduled for July 18, 2018

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Scheifele