

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua Airport Authority, 79 Perimeter Road – Room 137, Nashua, NH 03063 on November 27, 2023.

Chairman Woods called the meeting to order at 6:01pm.

ROLL CALL

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

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the public minutes of October 18, 2023.

SECONDED BY Vice Chairman Law

MOTION CARRIED

TREASURERS REPORT – October 2023

Treasurer Heath discussed the October financials. We are going to continue to see the variance for lower land lease income due to the loss of SNHU land leases and an increase in tie-down income due to the rate increase after budget approval. Treasurer Heath would like to use some of the marketing budget to update the lobby in 79 Perimeter Road to have more of a terminal building appearance. A Certificate of Deposit was renewed for 8 months at 5%.

MOTION BY Director Duquette to approve the October 2023 Financial Statements, subject to audit.

SECONDED BY Vice Chairman Law

MOTION CARRIED

COMMUNICATIONS

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

11/21/2023 – Perimeter Road Properties LLC – Request for Transfer of Land Leases

REPORTS

TOWER REPORT

Chairman Woods reported for the month of October 2023 the traffic count was 6,467 operations which is up 65 (1%) operations from September 2023 and down 22 (0%) operations versus October 2022. Year to date we are down 6%.

AIRPORT MANAGER'S REPORT

Recent events

- None

Upcoming events at Nashua Airport

- None

Other items of interest

- The NAA administrative offices are mostly moved into 79 Perimeter Road. An email blast to tenants will be sent within the next week. All locks have been changed. Internet, phone and cable are all set. Also, I am in the process of placing security cameras at the gates.
- Snowplowing meeting was held on November 16th. All personnel and equipment are ready to go!
- On a sad note - Bob Beaulieu, long term tenant of Nashua Jet, has passed away due to a tragic accident. He will be missed.

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:

- The grant to fund this project has been issued to the NAA.
- Upon authorization from the NAA, Gale will prepare the Notice of Award and Contracts for execution.
- Construction will commence in the spring of 2024.
- A Supplemental agreement for Gale's services related to the administration of a second grant is required as our original contract did not include the need for two grants for Taxiway 'A'. Gale will prepare this agreement and submit it to the NAA for review/comment.
- This grant should be on the agenda for Governor and Council Approval for November 28, 2023.

Recommended Actions:

- Please make a motion to execute a contract with Continental Paving, Inc. for this project.

MOTION BY Director Duquette to enter and execute a contract with Continental Paving for construction of Taxiway "A" (SBG 12-28-2023).

SECONDED BY Chairman Woods

MOTION CARRIED

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:

- The BIL portion of this project's funding has been issued to the NAA.
- Governor & Council approval was obtained at the November 8th meeting.
- Gale will be preparing the next Reimbursement Request for Continental Paving, Inc. for submission/reimbursement. This will complete all contractual obligations between CPI and the NAA.
- Similar to the Taxiway 'A' project, Gale's scope of services did not include administering a second grant for this project. Gale will be processing a supplemental agreement for review/comment of the NAA prior to final reimbursement and closeout.

Recommended Actions:

- Please sign BIL RR#1 upon receipt.

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:

- The 30% Design has been submitted to FAA and NHDOT for review/comment on October 10, 2023. The review period was estimated to be approximately 14 days, however we have not received review comments from the FAA or NHDOT/BA at this time.
- Gale has reached out to the FAA for an update on the status of their review and will report any updates in person at this meeting.
- Upon receipt of the preliminary design comments, Gale will continue preparing the 90% Design Submittal.

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 seller's attorney have agreed to language for the Purchase and Sale Agreement which Gale understands has been executed by the Airport.
- The parcel was acquired on 9/26/2023.
- Gale will assist the Airport in preparing a grant application for FAA funding for future reimbursement (95%) of the acquisition.

Nik will follow up with Matt Caron to see the status of this grant application.

Recommended Actions:

- Execute the grant application once is completed.

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 Grant Offer has been made to the NAA for this study. Upon approval of the NH Governor & Council, we will begin the Phase I Environmental Site Assessment for this project.
- 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.

- Gale's Contract is still pending for this project. After last month's meeting the draft contract was submitted to the Board for review/approval. If there are no comments/questions, please execute this contract so that we can initiate the Phase 1 ESA.

Recommended Actions:

- Please make a motion to approve and execute Gale's Contract for this project.

MOTION BY Director Duquette to approve and execute the contract with Gale Associates for the Tower Siting Study (SBG 12-29-2023).

SECONDED BY Secretary Holland

MOTION CARRIED

RUNWAY CENTERLINE CRACK SEALING AND RSA REPAIRS

This project will address the Centerline Crack in Runway 14-32, and will repair the Runway 32 RSA, which has experienced significant erosion due to jet blast.

Project Status:

- A scoping meeting for this project was conducted on Friday, October 13, 2023.
- Gale has responded to received comments on the draft scope of services from the FAA and NHDOT/BA
- Gale has prepared IFE documents for the NAA to use in soliciting an independent fee estimate for this project. Upon receipt of the IFE from your selected provider, Gale will submit our estimated scope/fee for comparison.

Recommended Actions:

- Please contract with the provider of your choosing to prepare the IFE for this Contract.

Treasurer Heath would like to see this project done by Spring of 2024. He has suggested we get everything in order now to have this completed sooner rather than later.

GENERAL ITEMS:

None

COMMITTEES

None

NEW BUSINESS

Perimeter Road Properties LLC (E1503/E1506/E1507) Transfer of Leases

MOTION BY Director Duquette to authorize Perimeter Road Properties LLC to transfer land leases E1503 (111 Perimeter Road), E1506 (117 Perimeter Road), and E1507 (119 Perimeter Road) to Perimeter Road Holdings LLC under the existing terms and conditions and to authorize Chairman Woods and Airport Manager to sign necessary related documents.

SECONDED BY Treasurer Heath

MOTION CARRIED

OLD BUSINESS

Infinity Aviation – Hangar Development - Mr. Greg Lison, Infinity Aviation, is not in attendance at this evening’s meeting.

Anai Aviation – Hangar Development – Mr. Nai Ko is not in attendance at this evening's meeting. Airport Manager Chris Lynch discussed a quick update. Infinity Aviation and Anai Aviation are working with Gale Associates Civil Engineering Group to engineer the sewer and water system for this project.

UPCOMING EVENTS

None

PUBLIC INPUT

None

DIRECTORS’ COMMENTS

Vice Chairman Law – Happy Thanksgiving! Thank you for all you do!

Secretary Holland – Happy Holidays!

Chairman Woods – Happy Holidays! I hope everyone had a nice Thanksgiving.

Treasurer Heath – It’s good to see Chris back after his third round of COVID. Happy to be in 79 Perimeter Road. Thank you for all the work. It’s an exciting time with all the projects going on!

Director Duquette – I fifth all the comments! Thanks to Gale for all their hard work!

MOTION BY Director Duquette to cancel the December 20, 2023 monthly business meeting.

SECONDED BY Treasurer Heath

MOTION CARRIED

MOTION BY Chairman Woods 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 Director Duquette

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

MOTION CARRIED

Chairman Woods to enter non-public session at 6:59pm.

ROLL CALL

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

MOTION BY Chairman Woods to leave non-public session, seal the minutes and return to public session..

SECONDED BY Secretary Holland

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

MOTION CARRIED

Chairman Woods to enter public session at 7:20pm.

ROLL CALL

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

ADJOURNMENT

MOTION BY Treasurer Heath to adjourn the public session.

SECONDED BY Director Duquette

MOTION CARRIED

The next meeting is scheduled for January 17, 2024

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Jessica Holland

