

# MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at NAA Terminal Building, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, October 16, 2024.

Chairman Woods called the meeting to order at 6:27pm.

## ROLL CALL

**Present:** Chairman Woods  
Vice Chairman Law  
Director Duquette

**Absent:** Treasurer Heath  
Secretary Holland

## PUBLIC INPUT

None

## MINUTES

**MOTION BY** Director Duquette to approve and accept the public minutes of July 17, 2024.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

## TREASURERS REPORT – July, August, September 2024

Chairman Woods tabled the Treasurers Report and the FY2025 Proposed Budget Approval until Treasurer Heath returns next meeting.

## COMMUNICATIONS

The following communications have been received by the Airport Authority and placed on file.

NAA 24-004 – 07/15/2024 – AEG Fuels – FOIA Flowage Request

NAA 24-005 – 09/05/2024 – ASH 121 Condo – Request Lease Extension

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of September 2024 the traffic count was 5,835 operations which is down 464 (-7%) operations from August 2024 and down 567 (-9%) operations versus September 2023. Year to date we are down 4%.

### AIRPORT MANAGER'S REPORT

Recent events

- 09/21/2024 - Wheels & Wings was a great success (despite the lousy weather). We had approximately 1,700 guests in the rain! Thank you to all of the participants and volunteers.

Upcoming events at Nashua Airport

- None

Other items of interest

- Taxiway 'A' Paving project is almost complete and ahead of schedule.
- Tower Siting 3D Model VR Simulation is complete. The new ATCT is proposed to be approximately 120' (cab floor height), with an overall height of 155'. The new location will be on the southwest corner of the NAA Terminal Building lot.

- NHDOT BoA (Jason Leavitt) completed our annual 5010 Inspection. We have yet to receive the report, but I was told that everything looked good.
- 8/13 – NAA, FAA and Midwest ATC held our annual RSAT meeting.
- 8/23 – I conducted an airport familiarization tour for NFR Station 5 personnel.
- 9/20 – Winchester Mechanical installed a new HVAC system in our hangar located at 97 Pine Hill Road.
- We recently welcomed two new tenants, Pilot Workshops and Tuvoli to our NAA Terminal Building.

#### AIRPORT ENGINEER'S REPORT

Matt Caron, Danny Quirion and Mark Ottariano 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 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:

- Construction started on August 12, 2024. Phase I, II, IV and V are complete and work on Phase III is ongoing.
- Final striping and the sawing and sealing of pavement joints will be done approximately two weeks from the date of paving completion.
- Construction is anticipated to be completed by October 30, 2024.

Airport Manager Chris Lynch stated that the runway will be open by late Friday and will close it for one partial day next week for the striping. Airport tenant, Wes Lui, discussed the poor pavement condition of the inner taxiway and asked if there will be any update to the pavement. Airport Manager Chris Lynch stated that the inner runway will be become part of ramp space for Infinity Aviation.

#### Recommended Actions:

- None at this time.

#### 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:

- Closeout paperwork was submitted to NHDOT on July 3, 2024. Once final payment is received, this project will be removed from the monthly update.

Airport Manager Chris Lynch resigned the closeout documents today at the request of the NHDOT/BoA who stated they will expedite the final payment.

#### 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 'D' as depicted on the ALP. It is anticipated that this project will be funded using BIL funds.

#### Project Status:

- Advertisement for bid was issued on July 1, 2024, with a bid opening date of July 23, 2024.
- A pre-bid meeting was conducted on July 10, 2024. Two contractors attended the pre-bid meeting.
- Bids were received from two (2) Contractors on July 23, 2024. Cullen Electrical Contractors was the apparent low bidder with a bid of \$252,675.00.
- The FAA Grant was submitted on August 20, 2024. The project is awaiting the grant agreement before moving forward.

#### 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.
- The Grant Application for reimbursement for the land acquisition has been executed and sent to NHDOT as of 1/11/2024.

#### Recommended Actions:

- None this month.

### 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:

- FAA Aviation Administration representatives of the Eastern Service Area (ESA) and Nashua Airport/Boire field participated in the siting activities at ASH on August 8, 2024. The siting meeting resulted in the selection of a preferred location for the new tower. The Airport is expected to submit a siting report to the FAA by 12/5/2024. Gale is preparing this report on behalf of the Airport.
- An update to the ALP is required within 60 days of the siting assessment. Gale has completed this task on behalf of the Airport.
- At this time, we are waiting for the FAA to complete its Siting Hazard Analysis so we can incorporate the results into the siting report.

#### Recommended Actions:

- None at this time.

**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:

- The Airport and Gale will discuss the re-bidding of the crack sealing work.

Recommended Actions:

- None at this time.

**COMMITTEES**

None

**OLD BUSINESS**

Infinity Aviation – Greg Lison, Infinity Aviation, is working with potential tenants for the new hangar development. Tuvoli and PilotWorkshops are currently renting space at 79 Perimeter Road and Greg is currently working with rental car companies to occupy space.

Anai Aviation - Hangar Development

No update at this time.

**NEW BUSINESS**

ASH 121 Condo – Request Lease Extension. Bob DiMeo and David Setser of ASH 121 Condo Association requested a lease extension on their current lease.

**MOTION BY** Director Duquette to approve the lease extension request for E508 – ASH 121 Condominium Association for 20 years beginning on October 1, 2027 and terminating on September 30, 2047, upon the same terms and conditions as the Lease now in effect. Also, grant an additional 20 year term lease extension, commencing on October 1, 2047 and terminating on September 30, 2067, subject to renegotiation of terms and conditions.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

**UPCOMING EVENTS**

None

**PUBLIC INPUT**

Mike Green, owner of 85 Perimeter Road, is pleased to announce that Rotor Technologies has signed a lease for his property as of September 30, 2024.

**DIRECTORS' COMMENTS**

Vice Chairman Law – I'm all set.

Chairman Woods – Offer my apologies for being late; I know everyone's time is valuable.

Director Duquette – I would like to put the idea out there adjust the bylaws to meet every other month.

**ADJOURNMENT**

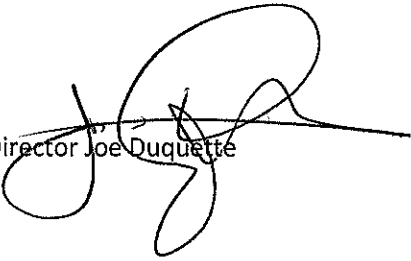
**MOTION BY** Director Duquette to adjourn the public session.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

The next meeting is scheduled for November 20, 2024

SEE ATTACHMENT FOR ATTENDEES LIST

  
Director Joe Duquette