

## 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, November 17, 2021.

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

### ROLL CALL

**Present:** Chairman Woods  
Treasurer Heath  
Secretary Holland  
Director Duquette

**Absent:** Vice Chairman Law

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Treasurer Heath to approve the October 20, 2021 public minutes.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

### TREASURERS REPORT – September 2021 and October 2021

Treasurer Heath discussed the year to date of the airport's financials. He stated the balance sheet is solid and there is nothing unusual regarding the income and expenses. He also discussed the status of the painting projects for 93 Perimeter and the fuel tanks.

**MOTION BY** Chairman Woods to accept the September 2021 and October 2021 financials pending audit.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

### COMMUNICATIONS

No communications were received.

### REPORTS

#### TOWER REPORT

Chairman Woods reported for the month of October 2021 the traffic count was 6,936 operations which is down 460 (-6%) operations from September 2021 and down 569 (-8%) operations versus October 2020.

#### AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- None

#### Other items of interest

- I met with Rotor Technologies to discuss their testing program. The testing will be conducted within the RWY 14 Run-up area (Compass Rose) and/or the "Grass Tie-down" area. These tests will be full power run-up system tests only. As per the FAA, the skids are not to leave the ground during this phase of testing. Future flight testing will be conducted at Griffiss Air Force Base in Rome New York.
- 11/10/21 - Continental Paving addressed some punch list items from the Phase II Pavement Maintenance Project.
- There is one T-Hangar for sale at KASH located at 13 Perimeter Rd. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.
- Last but not least, I would like to thank Lisa Balch of SNHU for allowing the NAA to resume our monthly meetings in the 79 Perimeter Road building and for providing us with snacks!

#### 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 12-21-2020)

This Project is to reconstruct taxiways between hangars located on the north-west side of the Airfield (Runway 14 end.)

#### Project Status:

- Gale has issued the final invoice for this Project, before the Grant can be closed, Gale and NHDOT need to finalize Change Order No. 2, which was sent to NHDOT/BA in September for approval. Once NHDOT/BA approves this Change Order, the grant closeout paperwork can be submitted.
- Gale has submitted an additional Reimbursement Request for the outstanding AR related to this Project. The reason for this additional reimbursement is to collect outstanding fees without needing to wait for the final closeout. The credit below will be issued to the NAA upon receipt of this payment.
- **CREDIT** due to the Airport and to NHDOT/BA of \$6,238.00 for fees associated with Survey and Geotechnical services. (\$311.90 due back to the Airport, \$5,926.10 due back to NHDOT/BA)

#### 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:

- Gale and the NAA received notification from NHDOT/BA that FAA does not have enough discretionary funding to support the rehabilitation of Taxiway 'A' as a FY2021 grant. NHDOT/BA offered a FY2021 grant to fund the design portion of this Project, with the suggestion that FAA would support a "Construct-Only" grant in FY2022.
- Gale's recommendation is to apply for the "Design-Only" grant immediately to recover the design fees associated with this project.

- The Contractor (Sargent Corp.) has indicated that they cannot honor their bid prices through the fall of 2022, and for this reason they have requested that their Contract with the NAA be voided so that they can release their bond for the Project. Sargent has also indicated that they have spent approximately \$20,000 so far in preparation for this project, and that they would like to be reimbursed for those costs. Gale has communicated this information to NHDOT/BA and are currently awaiting a response. It is our opinion that these costs will not be reimbursable under any grant program.

**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.

- Gale has submitted the draft Contract and IFE forms to NHDOT/BA for review and comment. Upon receipt, Gale will make any final revisions and provide the Airport with the documents necessary to solicit the IFE for this Contract.

**Recommended Actions:**

Please coordinate the IFE for this project upon receipt of the necessary documents.

**GENERAL ITEMS:**

- Gale submitted a Notice of Intent for MSGP coverage, along with a Draft SWPPP via the EPA's website on behalf of the Airport on 6/29/2021. A revision was made to the Airport's SWPPP on 8/20/2021, at which time the NOI was resubmitted for review. On October 19, 2021, the Airport's coverage status under the 2021 MSGP was updated to "active". Under the new MSGP, the Airport will be required to complete analytical indicator monitoring of all discharge points beginning in January of 2022. Testing for PAH materials (as defined by 2021 MSGP Part 8 – Sector S) will be required twice during the first year of permit coverage, and twice again during the fourth year of permit coverage (2022 and 2025). It is recommended that the Airport contract with an analytical testing company experienced with PAH indicator monitoring under the EPA's 2021 MSGP. The Airport must then electronically submit results in Discharge Monitoring Reports (DMRs) using NetDMR, EPA's electronic DMR system.

**COMMITTEES**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**UPCOMING EVENTS**

None

**PUBLIC INPUT**

None

**DIRECTORS' COMMENTS**

Treasurer Heath – Great to be here! Things are running smoothly.

Director Duquette – Happy Thanksgiving!

Secretary Holland – Happy Thanksgiving!

Chairman Woods – Happy Thanksgiving! Welcomed Rotor Technologies to our meeting.

**MOTION BY** Treasurer Heath to adjourn to non-public session pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property.

**ROLL CALL**

Chairman Woods – yes

Treasurer Heath – yes

Secretary Holland – yes

Director Duquette – yes

**MOTION CARRIED**

**MOTION BY** Chairman Woods to adjourn from non-public session.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

**ROLL CALL**

**Present:** Chairman Woods  
Treasurer Heath  
Secretary Holland  
Director Duquette

**Absent:** Vice Chairman Law

**MOTION BY** Chairman Woods to seal non-public session minutes pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

**MOTION BY** Chairman Woods to adjourn the public session.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

The next meeting is scheduled for December 15, 2021

SEE ATTACHMENT FOR ATTENDEES LIST

  
Secretary Jessica Holland