

MINUTES

The annual and monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, April 19, 2023.

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

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland – remote
Director Duquette

Absent: Treasurer Heath

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of March 15, 2023.

SECONDED BY Vice Chairman Law

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

MOTION CARRIED

TREASURERS REPORT – March 2023

Chairman Woods tabled the Treasurers Report until next meeting due to Treasurer Heath’s absence this evening.

FY2022 FINANCIAL AUDIT

Matthew Murray of Vachon Clukay discussed the FY2022 Audit. The Nashua Airport Authority did not have any internal control deficiencies. The implementation of GASB 87 – Leases affected the financial statements. The statement cash flow has a positive operating cash flow for the third year. The auditors have an unmodified opinion on the financial statements and no material misstatements. The Nashua Airport Authority was subject to a uniform guidance audit (a single audit). The authority was in compliance with grant agreements.

MOTION BY Vice Chairman Law to accept annual FY2022 Audit Report as presented.

SECONDED BY Director Duquette

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

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of March 2023 the traffic count was 5,571 operations which is up 1,417 (34%) operations from February 2023 and down 279 (-5%) operations versus March 2022. Year to date we are down 6%.

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
- Aviation Museum of NH Fly-In BBQ
June 17, 2023
Tickets can be purchased online at www.aviationmuseumofnh.org

Other items of interest

- 03/29/2023 – Met with Michelle Lozier from Kin: Pathic about their plans to lease a condo located at 114 Perimeter Rd.
- 04/05/2023 – Attended a pre-construction meeting relating to the Foxtrot/Golf Ramp(s) project.
- 04/10/2023 – Continental Paving started the Foxtrot/Golf Ramp(s) project.
- 04/11/2023 – The EPA fuel farm inspection was completed. No deficiencies at that time.
- 04/12/2023 – Tighe and Bond / Trident completed the JET-A 20,000 gallon tank inspection.
- 04/13/2023 – Attended a meeting with FAA, NHDOT and Gale Associates to begin discussions related to a siting study for a new ATCT.
- 04/13/2023 – Chairman Woods and I met with Mayor Donchess and his staff for the annual NAA operating budget review.

AIRPORT ENGINEER'S REPORT

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

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:

- Bidding is now complete. The low bidder was Continental Paving, Inc. with a bid price of \$2,466,070.00.
- The grant application has been prepared, signed by the NAA, and was submitted to NHDOT/BA on March 8th, 2023.
- Because the Golf Ramp project was issued grant funding ahead of the Taxiway 'A' project, we must now process a change to each project to move Taxiway 'D' work that was originally intended to be done under this project over to the Golf Ramp project. This may require a revised grant application to be submitted. We're currently working with NHDOT/BA to finalize these changes.

- Because this project contains a lot of lighting materials, which are known to have longer lead times, the NAA may want to discuss entering contracts ahead of the grant funding. Doing so will allow the Contractor to begin ordering materials.

Recommended Actions:

- Please discuss the possibility of signing the Contractor's Contract.

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:

- Construction is underway on Golf and Foxtrot Ramp. At the time of this meeting, the Contract is on Day 10 of 75. The Contractor's progress to date indicates an early finish. Possibly done by the middle of May.
- Gale has prepared and submitted a draft Change Order to NHDOT/BA for their concurrence. This Change Order will add in the Taxiway 'D' work needed to clear wingtips on larger aircraft taxiing up Delta. This work was originally intended to be done in the Taxiway 'A' project, but due to the delay in the grant award, it now must be done as part of this project.
- NHDOT/BA has authorized Gale to circulate the Change Order for signatures. The Change Order will add approximately \$23,000 in work to this Contract. We anticipate underruns from other areas of work will cover this additional cost.

Recommended Actions:

- Please sign the Change Order No. 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:

- Gale has received comments on the draft Scope of Work from the NHDOT/BA and FAA. The edits have been made, and we're currently waiting for FAA to provide a draft Reimbursable Agreement for their services. Once received, we will review and revise our Scope/Fee as needed to make sure all project requirements are being met.
- No update on this project since last month's meeting.

Recommended Actions:

- None at this time.

LAND ACQUISITION

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

Project Status:

- During the January Authority meeting, the Authority voted and authorized Gale solicit an Appraiser and Review Appraiser to commence work on the acquisition of one parcel.
- Following the January Authority meeting, Gale solicited proposals for Appraisal and Review Appraisal services.

- Appraisal and Review Appraisal tasks have been completed. A written offer, and purchase and sale agreement have been prepared and sent to the City's attorney for review and comment.
- Once comments are received from the attorney, a formal written offer will be made to the property owner.

Recommended Actions:

- None at this time.

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 kickoff meeting was held on Thursday April 13th to discuss the project, project scope, and Gale's involvement in the project.
- The next step is to schedule a project discovery meeting with the Air Traffic Organization (ATO) and develop a reimbursable agreement for FAA's services to site a new ATCT. Gale will be coordinating this meeting this week.

GENERAL ITEMS:

- Hangar Development:
 - Gale is now under contract with a second developer for engineering services related to the construction of a hangar(s).

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, stated that Airport Manager Chris Lynch and himself are working to free up an area currently under lease with another entity.

NEW BUSINESS

Michelle Lozier, kin:pathic, is seeking a zoning variance to establish Creative Milestones Learning Center at 114 Perimeter Road. Ms. Lozier discussed the day-to-day operations of the business, and the Board of Directors had no objection to the zoning variance. Airport Manager Chris Lynch will write of letter for the City of Nashua Zoning Committee.

UPCOMING EVENTS

06/17/2023 – Aviation Museum of NH Fly-In BBQ

09/23/2023 – Wheels and Wings

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Vice Chairman Law – Another meeting that proves there is a lot of good stuff going on here! Thank you Greg Lison, his family had a great time. It was much appreciated.

Chairman Woods – When meeting with the City of Nashua, Chris did a great job pitching the airport. He extended invitations to city officials to come out. Again, thanks to Susan and Treasurer Heath for their work with the audit.

Director Duquette – I second and third all comments.

Secretary Holland – I second, third and fourth all comments. Great appreciation to Susan, Chris, fellow board members and auditor for having a clean report and able to run our financials smoothly.

MOTION BY Director Duquette to adjourn the public session to non-public session pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property and to RSA 91-A:3, (II)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Vice Chairman Law

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

MOTION CARRIED

Chairman Woods to enter non-public session at 8:12pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland
Director Duquette

Absent: Treasurer Heath

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

SECONDED BY Vice Chairman Law

ROLL CALL VOTE Chairman Woods
Vice Chairman Law
Secretary Holland
Director Duquette

MOTION CARRIED

Chairman Woods to enter public session at 8:54pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland
Director Duquette

Absent: Treasurer Heath

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.


SECONDED BY Director Duquette

ROLL CALL VOTE Chairman Woods
Vice Chairman Law
Secretary Holland
Director Duquette

MOTION CARRIED

The next meeting is scheduled for May 17, 2023

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland
