

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, July 17, 2019.

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

### ROLL CALL

<b>Present:</b>	Chairman Woods	<b>Absent:</b>	Secretary Scheifele
	Vice Chairman Law		
	Treasurer Heath		
	Director Duquette		

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Treasurer Heath to approve and accept the June 19, 2019 public minutes.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

### TREASURERS REPORT – June 2019

Treasurer Heath reported that we ended the fiscal year with a surplus of about \$2,200 from an operating perspective. This is due to the registration fees being significantly lower than expected and budgeted; however many expenses are lower, including marketing and vehicle expenses, than anticipated. The balance sheet is in good shape financially with reserve in excess of \$250,000 that has been carried over year to year.

**MOTION BY** Director Duquette to accept the June 2019 financial statements as presented pending audit.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

### BUDGET APPROVAL – FY2020

Treasurer Heath discussed the possible increase of tie-down fees and after discussion with Airport Manager Chris Lynch and Office Manager Susan Clancy, this increase will be done next fiscal year. We also review the expenses and discovered that many expenses will be capitalized. Bottom line is we projected \$570,000 in revenue and \$560,000 in expenses. We are expecting a small surplus of about \$10,000. We will also use \$40,000 in capital improvements including the brick hangar repairs and the fuel tank inspections. These are the primary adjustments for FY2020 budget.

**MOTION BY** Director Duquette to approve the projected FY2020 budget as presented.

**SECONDED BY** Treasurer Heath

## COMMUNICATIONS

No communications during the month of June 2019.

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of June 2019 we had a total of 7,207 operations which is up 913 (15%) operations for year over year. Treasurer Heath reported there are more operations with the flight schools and transients.

### AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

#### **Recent events**

- SNHU - 40 new student pilots started flight training on July 8<sup>th</sup>.
- The AC/Heating unit for the ATCT tower has failed (the heat portion). Early estimates for replacing this unit are coming in around \$26,000. I'm currently seeking alternate estimates.
- The "RWY lights" regulator experienced a power surge during a recent storm and suffered extensive damage. KOBO Utility Construction Corporation is assisting us with the repairs.
- The RWY 32 PAPI is not able to operate in High Step mode (daylight usable). A spare circuit board has been sent out for overhaul and once replaced should solve the issue.

#### **Upcoming events**

- September 14<sup>th</sup> – "Wheels & Wings"
- September 27,28 & 29 – Collings Foundation "Wings of Freedom Tour"

#### **Other items of interest**

- The SRE (Cat Grader) – Arrival date?? Will be discussed in the Engineer Report
- Groove & Seal Project – Gale Associates will discuss
- Reconstruct Airfield Pavement and Maintenance (Phase II) – Federal Funding not granted

### AIRPORT ENGINEER'S REPORT

Nik Ipolitto appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

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

Mr. Ipolitto 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.
- Indus's subcontractor, KOBO, installed the guidance sign at the hold position located at the 32 Runway End on Thursday, June 13, 2019. The guidance sign will be covered until the hold position markings are installed.
- On July 2, 2019 the Contractor proposed a start date of July 15<sup>th</sup>, 2019 to complete all remaining work. However, this date would not allow the required notice time for Airport users. Gale notified the Contractor that an alternate date must be determined. August 12-17, 2019 will be the date this work will be complete. At this time, the airport will need to be closed during the day hours (7am – 6pm). The contractor is requesting day hours rather than night hours. Treasurer Heath is asking to have some of this work to be completed at night. Nik will discuss with the contractor to see if we can minimize impact to our airport users.
- Once all work is complete, the Contractor will be issued final payment, and the Grant/Project will be closed out.

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

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

Mr. Ipolitto provided an update on the Snow Removal Equipment Project.

- This project has been funded by NHDOT/BA and FAA.
- Milton CAT has received the Grader at their Londonderry, NH facility and is in the process of up-fitting it with the required lighting, strobes, and retro-reflective markings.
- It has been reported to Gale by the vendor that the wing plow mounting brackets are not compatible with the type of wing plow scheduled for installation. The Vendor is in the process of obtaining the correct mounting brackets and upon receipt, will mount the plow.
- Gale will visit the CAT dealer location in Londonderry, NH to inspect the grader prior to its delivery to the Airport.
- Upon delivery and acceptance of the grader, Gale will process reimbursement packages and closeout packages on behalf of the Airport.

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

Pavement Reconstruction and Maintenance Phase II (NHDOT No. SBG-12-20-2019)

Mr. Ipolitto provided an update on the Pavement Reconstruction and Maintenance Phase II Project.

- All funding applications have been submitted to NHDOT/BA for this Project. The application package requests funds to cover the Base Bid and all alternate work items. Funding for construction is contingent upon the availability of discretionary funds from FAA. If FAA cannot issue funding for the entire Project, they may issue a grant for the base bid plus as many alternate work items that funding will permit.
- On Tuesday, June 7<sup>th</sup>, 2019 Gale and the Airport received notification from NHDOT/BA that FAA is unable to issue a grant for the Project in FY2019 due to the lack of discretionary funding. NHDOT/BA indicated that an FY2019 grant to fund the design and bidding of the project is eligible. Should the Airport decide to use its available entitlement funds sufficient to cover the design and bidding costs, the design only grant offer will stipulate that the Airport must accept a construction grant within two (2) years of the design grant closeout. Mr. Ippolito has reviewed the AIP handbook and finds some of the wording to be ambiguous.
- The Airport should consider the following options moving forward:
  - Fund the design fees incurred to date outside of any federal grant program and apply for discretionary funds in FFY2020 (beginning on October 1, 2019). If this is the preferred option, a new grant application will be prepared and filed at the beginning of FFY2020 in October 2019.
  - Accept a design-only grant from NHDOT/BA to cover costs incurred to date for the design and bidding of the Project. If this is the preferred option, a new grant application will be prepared on behalf of the airport.

**Recommended Actions:** Please consider the alternatives for moving forward and direct Gale on the Authority's preferred option.

COMMITTEES

None

**OLD BUSINESS**

Southern New Hampshire University Lease Update

Treasurer Heath reported that the lease is in SNHUs hands. There is no update.

**NEW BUSINESS**

**MOTION CARRIED**

**DATES TO REMEMBER**

9/14/2019 – SummerFun Wings and Wheels

9/27-29/2019 – Wings of Freedom Tour (Collings Foundation)

**NAA ACTION ITEMS**

None

**PUBLIC INPUT**

Wes Liu mentioned there is a hangar for sale for \$75,000.

**DIRECTOR COMMENTS**

Treasurer Heath – None

Chairman Woods – None

Vice Chairman Law – None

Director Duquette - None

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

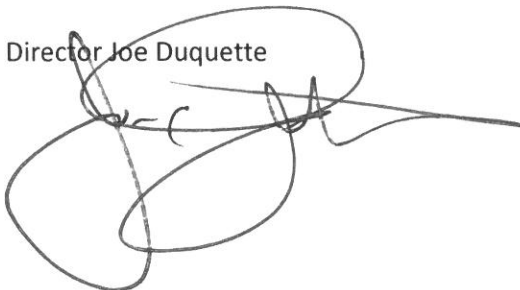
**SECONDED BY** Treasurer Heath

**MOTION CARRIED**

The next meeting is scheduled for August 21, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

Director Joe Duquette

A handwritten signature in black ink, appearing to be "Joe Duquette", written over the printed name "Director Joe Duquette". The signature is stylized and somewhat illegible.