

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, November 28, 2018.

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

### **ROLL CALL**

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

Chairman Woods noted that due to the untimely passing of Alderman Brian McCarthy, the schedule has been thrown off a bit. Brian Law has not been sworn in and we hopefully expect him to be sworn in during the month of December.

### **PUBLIC INPUT**

None

### **MINUTES**

**MOTION BY** Secretary Scheifele to accept the October 17, 2018 public minutes.

**SECONDED BY** Director Heath

**MOTION CARRIED**

### **TREASURERS REPORT – October 2018**

Treasurer Duquette reported that we are pretty much on target for income for the year to date. We had a couple of off purchases; our auditing expense at \$3,900 and \$1,500 for an office computer. Other than that, nothing remarkable to speak of.

**MOTION BY** Treasurer Duquette to accept the October 2018 financial statements as presented pending audit.

**SECONDED BY** Director Heath

**MOTION CARRIED**

### **COMMUNICATIONS**

Secretary Scheifele reported that NAA received the following communications and all communications will be placed on file at the Nashua Airport Authority office.

10/17/2018 – FAA, FCT Leases

10/22/2018 – A. Frangoudis – Promo Note Ramblings

10/22/2018 – C. Lynch to NHDOT – Response to NHDOT Letter dated September 21, 2018

10/31/2018 – NHDOT – 422:20-a Quarterly Aircraft Reporting

11/07/2018 – J. Zall – 110 Perimeter Rd, Assignment of Lease and Extension of Lease

11/19/2018 – MACAIR – Hangar Vacancies; Chairman Woods expressed there is hangar vacancies on the airfield. Also, mentioned Hangar 7 has a vacancy as well.

11/19/2018 – NHDOT – SBG 12-17-2016 Change Order #2 Approval

11/19/2018 – NHDOT – G&C Approval of Airport Project (SRE)

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of October 2018 the traffic count was 5,314 operations which is down 310 (-6%) operations from October 2017. Overall, we are up 10% for the year compared to last year. Director Heath questioned how many days in October were VFR only and would the tower have this information.

### AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

#### Recent events

- None

#### Upcoming events

- Groove and Seal project – second coat of paint on runway/taxiway markings. Postponed until Spring of 2019. We currently have some paint peeling off and will be addressed by Gale Associates.

#### Other items of interest

- 10/22/2018 – Hand delivered NAA response to NHDOT BoA Part 13 Investigation. As of today, we have not received any further response.
- 11/06/2018 – Meeting with NAA, Terrafugia and Brian Beane (Midwest ATC). Discussed Terrafugia's testing procedures and addressed operational and safety concerns. There is a flight test area that is mapped out by the FAA.
- 11/09/2018 – Meeting w/Matt Caron (Gale Associates), Farrell Woods. Discussed the master plan. This has since been put on the website for comments.
- 11/14/2018 – Annual snow plow operators meeting.
- 11/14/2018 – Meeting with SNHU, NAA Director Joe Duquette, NAA Director David Heath and Brian Law. Continued 79 Perimeter Road lease negotiations. Our next meeting is scheduled for next Thursday, 12/6.
- SRE (Grader) project was approved by Governor and Council. (Nik will discuss)
- Pavement Maintenance Project Change Order was approved by NHDOT BoA. (Nik will discuss)
- A Hawker 4000 will be coming to Nashua next month and will be hangared at Infinity. Another tenant is purchasing a new Citation Longitude and should be here in 3 months. One other tenant is purchasing a new Falcon Jet and replacing their current jet. Greg Lison and I are going to get a press release together for the public.

### **AIRPORT ENGINEER'S REPORT**

Nik Ippolito and Matt Caron appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

#### **Airport Master Plan Update SBG 12-16-2016**

Mr. Caron provided a review of the Master Plan project.

- The Airport Layout Plan was submitted for review under the FAA OE/AAA system on July 9, 2018. We are currently waiting on a determination.
- Gale has addressed comments received on the remaining chapters (chapters 8, 9, and 10). The revised chapters were emailed to the MPC on 11/13/18 for review.
- A Draft Final is posted to the Airport's website for public review and comment. Chairman Woods stated that all comments will be taken until the end of the calendar year, December 31, 2018.

**Recommended Actions:** None this month.

#### **Pavement Reconstruction and Maintenance SBG 12-17-2016**

Mr. Ippolito provided an update on the Pavement Reconstruction and Maintenance project.

- NHDOT/BA has approved Change Order No. 2 which accounts for the emergency drainage repairs performed by Continental Paving, Inc. With this approval in hand, final reimbursement and Project closeout documentation may be sent to NHDOT/BA.
- As part of this close out procedure, a Grant Amendment Request will be processed in order to cover the costs of the emergency drainage repairs. This amendment request will be included in the close-out packages that are sent out to the Authority.

**Recommended Actions:**

- Please sign and forward closeout packages to NHDOT upon receipt.

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

Mr. Ippolito provided an update on the Runway Groove and Seal project.

- As Chris Lynch, Airport Manager, mentioned there are some issues resulting from the markings interaction with the sealant. Gale will be working with the contractors and vendor to see what happened. Nik has suggested for NAA to remove snow as usual.
- Phase I (COMPLETE)– Grooving work on the Runway was completed in five (5) calendar days.
- Phase II (Stoppage) – Sealcoating, Inc. has completed sealing all project areas. The first coat of pavement markings has been installed and the Runway has been re-opened. Per the Contract, the second coat of pavement markings may not be applied until the sealant has cured for 30 days. It is anticipated that the project will be held in a stoppage until the end of summer so that operations are not affected by a second shut-down.
- NHDOT Approval of Change Order No. 1 is still pending. At this time, it is expected that the Project will be postponed until the Spring. NHDOT does have some questions and Gale is working with them to resolve.
- There is a one-year warranty on this project after completion.

Steve Brouillette, BAT, questioned about the move of the short/hold line. Nik and Chris informed him that this is part of the change order that we are waiting for approval.

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

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

Mr. Ippolito provided an update on the Purchase of Snow Removal Equipment project.

- Funding for this project is contingent upon the availability of NHDOT Apportionments from the FAA. Funding is not guaranteed, however, during the scoping meeting, NHDOT committed to provide state apportionment funds to cover the additional costs of acquiring this piece of equipment up to a total cost of \$350,000.00. The estimated project cost exceeds the NHDOT commitment for funding, and Gale has been working with the Airport Manager to solicit the purchase of any available entitlements from NH Airports. It is understood that NHDOT's contributions to the project are again, contingent upon the availability of funds.
- Upon notification that the Grant was approved by Governor & Council Gale notified Milton CAT of the approval and prepared a Purchase Order for the Equipment. Milton CAT reported that they will be able to honor their original bid price, however, there may be an increase due to the rising cost of steel on the attachments (front plow and wing plow). They have not reported back to Gale whether or not those prices will be honored by the sub-vendors, but any updates will be communicated to the Commission as soon as they are received by Gale.
- The Purchase Order was sent to Milton CAT for signatures on Friday, November 17<sup>th</sup> with instructions to print and sign six (6) copies and return to the Nashua Airport Authority.

**Recommended Actions:**

- Please sign and return five (5) of the six (6) Purchase Orders to Gale, retain one (1) copy for airport records.

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

Mr. Ippolito provided an update on the Purchase of Pavement Reconstruction and Maintenance Phase II.

- Gale has prepared a written scope of work for this project and submitted it to the Airport, and NHDOT for approval prior to developing a fee proposal. Once the scope is approved, provide documents for the Airport to obtain an Independent Fee Estimate (IFE). (New SOP for IFE's)
- Geotechnical explorations have been completed in the project areas and the subconsultant is preparing a report to summarize their testing results. Once received, the final pavement design will be completed.
- Survey work for this project is currently underway. Once completed, Gale can begin final design efforts.
- Gale has coordinated with NHDES to confirm that permitting through the Alteration of Terrain program is not required. This was confirmed by NHDES this week.
- Gale has performed section 106 coordination with FAA on the project. FAA has reported that no further coordination is needed for this project.

Director Heath asked about the taxiway relocation being done with the pavement project. Nik informed us that we would need to have supplemental appropriation funding available to us for this to happen prior to the AIP schedule.

**Recommended Actions:**

- Please obtain IFE services upon receipt of the finalized Scope of Work/IFE spreadsheet.

**COMMITTEES**

Master Plan Committee

Chairman Woods stated this was discussed with Mr. Caron, Gale Associates, during the Airport Master Plan update. Please read the draft on our website and provide any feedback to Matt Caron, Gale Associates.

**OLD BUSINESS**

Assignment of Lease and Lease Extension – 110 Perimeter Road

The current owner is ready to move forward with the sale of this property and we are looking for approval on Assignment of Lease to the buyer and also exercise our Lease Extension for an additional 42 years.

Automotive Fuel Storage – Terrafugia, 101 Perimeter Road

Airport Manager Chris Lynch has meet with the Nashua Fire Chief and they need to know exactly what they intend to purchase for a fuel bowser. Chris has notified Terrafugia and is now waiting for response.

**NEW BUSINESS**

None

**DATES TO REMEMBER**

None

**NAA ACTION ITEMS**

None

**PUBLIC INPUT**

Steve Brouillette questioned if the NAA would ever move the meetings back to the airport. Director Heath responded that this is being discussed; however, at this time we need to be handicap accessible.

**DIRECTOR COMMENTS**

Treasurer Joe Duquette – Are we having a December meeting? Chairman Woods announced there will be no December meeting. Happy Holidays.

Chairman Woods – I want to wish everyone a Happy Holiday and thank everyone for coming to the meeting.

Director Heath – I would like to take a minute to reflect on Alderman Brian McCarthy and the impact he had in Nashua and his love for the Nashua Airport. It was a sad day for the city when he passed away.

**MOTION BY** Secretary Scheifele to adjourn the public session

**SECONDED BY** Treasurer Duquette

**MOTION CARRIED**

The next meeting is scheduled for January 16, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Scheifele

DRAFT