

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at OIA Air Corporation, 1 Perimeter Road, Nashua NH on Wednesday, September 15, 2021.

Chairman Woods called the meeting to order at 6:03pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath – arrived at 6:13pm
Secretary Holland
Director Duquette

Chairman Woods expressed his condolences to Shane McLaughlin for the passing of his father Judge Kenneth McLaughlin. A moment of silence followed.

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve the July 21, 2021 public minutes.

SECONDED BY Secretary Holland

MOTION CARRIED

TREASURERS REPORT – July and August 2021

Treasurer Heath reported that our balance sheet is strong. After two months for this fiscal year, there are no anomalies to report. Treasurer Heath discussed an amendment to the proposed budget to include the significant changes in payroll and the miscellaneous income from the State of New Hampshire for the Coronavirus Relief Grant Program. The acceptance and approval for this amendment has been tabled until October's meeting.

MOTION BY Vice Chairman Law to accept the July and August 2021 financial statements as presented subject to audit.

SECONDED BY Treasurer Heath

MOTION CARRIED

COMMUNICATIONS

The following communications have been received and placed on file.

07/28/2021 – Prolman Realty, Inc – Thank you letter regarding sale of 102 Perimeter Road

09/07/2021 - 9 Perimeter LLC - Lease Extension Request

REPORTS

TOWER REPORT

Chairman Woods reported for the month of July 2021 the traffic count was 6,752 operations which is down 995 (-13%) operations from June 2021 and down 73 (-1%) operations versus July 2020. For the month of August 2021 the traffic count was 7,389 operations which is up 637 (9%) operations from July 2021 and down 992 (-12%) operations versus August 2020.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

Upcoming events

- September 18th – Young Eagles at ASH
- September 25th – Nashua's Summerfun 2021 "Wheels & Wings" event will be held at the Nashua Airport.

Other items of interest

- Phase IV of the Pavement Maintenance Project is complete!
- July 12th – MS Teams meeting with Gale Associates and Mason Lasalle, Sargent Corporation to discuss Taxiway 'A'.
- July 30th- Jacob's Engineering was contracted by the NHDOT BOA to conduct a PCI survey of all paved areas at ASH.
- September 1st – Final inspection for Pavement Maintenance Phase II w/NHDOT BOA, Gale Associates and Continental Paving.
- September 1st – CIP meeting with NHDOT BOA and Gale Associates.
- September 8th – "Golf" Ramp Scoping meeting with NHDOT BOA, FAA and Gale Associates.
- There are two T-Hangars for sale at KASH. One is located at 13 Perimeter Rd. and one is available 127 Perimeter Road. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.
- In July we received a donation from an anonymous donor. This donor has asked us to use this donation to market the airport. Secretary Holland suggested we use this donation to fly a banner for the Nashua Airport, which is a great idea. I am asking if there is anything else the board would like us to use this donation for.

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:

- This project is now substantially complete. The date of substantial completion was August 24, 2021. This will represent the start of the Contractor's 1-year guarantee.
- The Final inspection for this project was conducted on Wednesday September 1, 2021. There were minimal observations that require corrective actions.
- A Contract Amendment has been prepared to capture the cost of out-of-scope services that were rendered as part of this project. The amendment total is \$65,977.00 and consists of the following:
 1. 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)
 2. Fees for Gale's development and implementation of the Airport's Stormwater Pollution prevention Plan (SWPPP) and filing of a Notice of Intent under EPA's Multi Sector General Permit (\$18,243.00).

3. Fees for additional Construction Administration performed as part of the Contractor's additional work beyond the scope of the Project (\$16,015G).
4. Fees for additional Resident Engineering necessary to provide full time inspection services throughout the Project (\$41,675.00).

Because this grant was funded 100% by the FAA, the only financial impact resulting from this agreement will be the credit of \$311.90 received by the NAA. Upon execution of the agreement, Gale will provide the credit in the form of a check which the Authority will then use to credit both themselves, and the NHDOT/BA.

- Upon completion of punchlist work the final Reimbursement Request and project closeout documents will be processed.

Recommended Actions:

- Please approve Gale's supplemental agreement for signatures.
- Please sign the Contractor's Guarantee document upon receipt.

MOTION BY Director Duquette to authorize Farrell Woods, Chairman of the Nashua Airport Authority, to execute and deliver for and on behalf of the Nashua Airport Authority any supplemental agreements with the State of New Hampshire related to the Pavement Maintenance Phase II Project.

SECONDED BY Vice Chairman Law

MOTION CARRIED

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:

- There is no update at this time, this Project has been placed on hold until the spring due to the grant timing and construction season.

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.

- A scoping meeting was held on Thursday September 8, 2021 to coordinate the design effort necessary to administer this Project. From this meeting a draft Scope of Work has been prepared and submitted to NHDOT/BA and the Airport for review. Once review comments are received, Gale will prepare documents to assist the Airport in obtaining and Independent Fee Estimate for the project.
- Gale is coordinating with subconsultants to perform the necessary ground survey and geotechnical work necessary to support design of this Project.

Recommended Actions:

- Please review Gale's draft Scope of Work for this project and provide feedback.
- Please obtain and Independent Fee Estimate upon receipt of the Pro-forma.

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. The target review date is 10/20/2021. The Airport's 2015 MSGP coverage status is administratively continued until a new permit is issued under the 2021 MSGP.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

Sarah Marchant, Community Development Division Director – Imagine Nashua
Rescheduled to October 20, 2021

Certificate of Vote – SBG 12-24-2021 (Airport Coronavirus Relief Grant Program)

MOTION BY Director Duquette to authorize Farrell Woods, Chairman of the Nashua Airport Authority, to execute and deliver for and on behalf of the Nashua Airport Authority any contracts with the State of New Hampshire related to SBG 12-24-2021 (Airport Coronavirus Relief Grant Program).

SECONDED BY Vice Chairman Law

MOTION CARRIED

Land Lease Extension – 9 Perimeter LLC

Shane McLaughlin discussed exercising their option to extend the current lease for an additional twenty (20) years at the current terms and condition with an option extend another twenty (20) years subject to renegotiation of all terms and conditions.

MOTION BY Director Duquette to approve the extension request on the current ground lease of Lot E-1490 - 9 Perimeter, LLC from January 1, 2022 to December 31, 2041 with the terms and conditions to remain the same and with the option to extend the current lease another twenty (20) years, January 1, 2042 to December 31, 2062, subject to renegotiation of all terms and conditions.

SECONDED BY Vice Chairman Law

MOTION CARRIED

UPCOMING EVENTS

September 18, 2021 – Young Eagles at ASH

September 25, 2021 – Nashua's Summerfun 2021 Wheels & Wings Event

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Treasurer Heath – Saddened by the passing of Judge Kenneth McLaughlin. He passed on thoughts and prayers to the family. The contribution the family has made to this airport is unmeasurable. Keep the history alive.

Vice Chairman Law – Also extends his condolences to Shane McLaughlin and family for the passing of Judge Kenneth McLaughlin. Also mentioned the correspondence from Mark Prolman expressing his appreciation for how this airport is run. Thank you both Chris and Susan.

Director Duquette – Extended his condolences. In August he was sworn in for his second five (5) year term on the NAA Board.

Secretary Holland – I would like to extend my condolences as well. I recognize how enormous this project was and thank you to Chris and the airport staff. This is the best airport there is!

Chairman Woods – Offered his condolences. Thank you to Chris for the management of the pavement project. The pavement came out very well.

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Vice Chairman Law

MOTION CARRIED

The next meeting is scheduled for October 20, 2021

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland