

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, August 21, 2019.

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

### ROLL CALL

**Present:** Chairman Woods  
Vice Chairman Law  
Secretary Scheifele  
Director Duquette

**Absent:** Treasurer Heath

### PUBLIC INPUT

Thomas Kovacs, an aircraft owner, expressed his concern of the recent theft and vandalism at the Nashua Airport. He has been thinking of ways to increase security at the airport. Mr. Kovacs has researched the hot spots provided by xfinity and discussed how ring units on cellular phones could be used which also has video and infrared available. He is asking the airport authority to pursue a relationship with xfinity to install an additional hot spot towards the back end of the airport.

### MINUTES

**MOTION BY** Secretary Scheifele to approve and accept the July 17, 2019 public minutes.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

### TREASURERS REPORT – July 2019

Treasurer Heath is absent this evening.

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

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

### COMMUNICATIONS

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

7/31/2019 – NHDOT/BA – “5010” Inspection Report

8/02/2019 – The Tamposi Company, Inc. – Sale of 106 Perimeter Road

Airport Manager Chris Lynch explained that the “5010 Inspection” is to review the condition of the airport. The report stated that the airport is in excellent condition.

Secretary Scheifele expressed concerned with the sale of 106 Perimeter to the current tenants and the issues with the parking situation. He is requesting we review the current lease to be sure the new owner comply with the rules. In the past, events have been held during weekends and vehicles are lined throughout the

street and fuel farm area. This has caused loss of revenue to other businesses on the airport. Airport Manager Chris Lynch has addressed the issues with the current tenants. He will reach out to the City of Nashua Street Department to post "No Parking" Signs on the street.

## **REPORTS**

### **TOWER REPORT**

Chairman Woods reported for the month of July 2019 we had a total of 8,609 operations which is up 1,975 (30%) operations for year over year variance. In a conversation with Brian Beane, Control Tower Chief, Airport Manager Chris Lynch relayed that the increase is contributed to SNHU flight school. In addition, Rich O'Loughlin, SNHU, stated to Airport Manager Chris Lynch that they had 46 students start this semester.

### **AIRPORT MANAGER'S REPORT**

Airport Manager Chris Lynch reported on the following topics.

#### **Recent events**

- The new SRE, Cat 160 M3 Grader, has finally arrived! Its everything we thought it would be and more!
- RWY Groove & Seal Project – (remove old markings and remark runway) – complete! Overall, the runway looks excellent. Wes Lui complemented on a job well done!
- On August 6<sup>th</sup> Terrafugia had a successful test flight. Congratulations to Phil Meteer (Test Pilot) and his entire team! There is another group of people, Transcend, are conducting aerodynamic testing on the taxiway / runway. Hopefully they will make ASH their home.
- On July 27<sup>th</sup>, it was discovered that several aircraft that were parked on the Hotel and India ramps had been burglarized. Avionics were stolen and airplanes were damaged. A total of 9 aircraft were damaged. Detective Frank Lombardi, Nashua Police Department, continues to investigate and there is nothing conclusive currently. If any tenants are having issues with their insurance companies, please contact the Detective. We are discussing enhancing security at the airport. Wes Lui suggested to contact Keene Airport for TSA helped them with funding a surveillance system. Secretary Scheifele suggested we lock all gates except for one after a certain hour and have surveillance at the specific gate. Chairman Woods relayed a message from Treasurer Heath that he feels we need to design and implement the most effective measures to protect the assets of our tenants. He would like Gale Associates to weigh in on this and see a timeline of how and when this could be accomplished.

#### **Upcoming events**

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

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

- Reconstruct Airfield Pavement and Maintenance (Phase II) – Federal Funding not granted
- As previously reported, the heating/cooling unit that services the air traffic control tower has failed and needs to be replaced. After reviewing various bids, I've chosen Joyce Heating and Cooling as the contractor to supply and install the unit. The job has tentatively been scheduled to be performed sometime within the first two weeks in October.
- The Gate 13 Call box has been ordered and will be installed asap.

## 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.
- Runway 14-32 was closed on Monday, August 12<sup>th</sup> to complete the remaining work on the Project. This five (5) day closure is daytime only, meaning the Runway will be available to aircraft after the Contractor leaves the site each day.
- The Hold Position Marking on the Runway 32 end has been relocated to match the other taxiways leading to Runway 14-32.
- All change order work, contract work, and corrective actions have been completed.
- With the board's approval, Gale will notify the Contractor that the Project is substantially complete; thus, starting the 1-year warrantee period.
- Gale will be preparing final reimbursements and closeout documentation for airport signatures in the next week.
- A final inspection with NHDOT, the Contractor, Gale, and the Airport Manager will be scheduled sometime before the end of August.

#### **Recommended Actions:**

- Please sign and forward reimbursements and closeout documentation upon receipt.
- Please discuss the issuance of a notice of substantial completion.

**MOTION BY** Chairman Woods to approve the completion of the closeout documentation on the Groove and Seal Project and issue of a notice of substantial completion.

**SECONDED BY** Director Duquette

#### **MOTION CARRIED**

### 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.
- The Grader has been delivered to the Airport (FINALLY!)
- Gale will be processing final reimbursement and closeout documentation in the next few weeks.
- The only remaining punch list item is the delivery of carbide tipped blades for the plows. Upon delivery of these blades, the Project will be complete, and may be closed out.

#### **Recommended Actions:**

- Please sign reimbursement requests and closeout reports upon receipt.

### 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.

- As reported last month, this Project was not issued a grant from FAA due to lack of discretionary funds. At last month's meeting, Gale reported that NHDOT has offered a design-only grant option to fund Gale's design efforts. This option would require acceptance of a grant to fund construction within two years of the completion date of the design-only grant.
  - Update: Gale has confirmed with FAA that the requirement to accept a construction grant is contingent upon a grant offer being made. Additionally, if no grant is offered, the Airport

will not be required to repay the design fees to FAA; rather, any future design work that may become necessary (due to changing permit requirements, changing FAA design criteria, etc....) Only the cost of redesign work will be the Airport's Responsibility.

**Recommended Actions:**

- Please consider revising the Grant Application for this project to "Design-Only".

**MOTION BY** Director Duquette to authorize Gale Associates to proceed with a "Design Only" portion of the project.

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

General Items:

NHDOT is scheduling CIP meetings with Airports around the state. Gale is willing to schedule this meeting on behalf of the Airport. Airport Manager Chris Lynch has asked Gale to schedule this meeting.

**COMMITTEES**

None

**OLD BUSINESS**

Southern New Hampshire University Lease Update

Chairman Woods reported that the SNHU lease extensions were signed on July 29. The lease consists of 5-year terms with up to nine renewals. The project is now closed. Secretary Scheifele gives kudos to Treasurer Heath for completing this project.

**NEW BUSINESS**

**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 Lui stated that he encourages NAA to discuss with NHDOT to be better advocates for NH airports due to hearing that NHDOT made no effort in obtaining funding for NH airports.

Steve Brouillette expressed his deep gratitude to Chairman Woods for the new hold short line.

Nik Ippolito, Gale Associates stated that the pricing is being prepared for the hold signs. Thank you, Chairman Woods, for giving kudos to Danny Quirion. Danny worked hard and Nik appreciates the positive feedback.

Tom Kovacs asked the future designs of the old grass tiedown area of the airport. Chairman Woods stated that the ALP was just completed and the area in question is air marked for corporate development. The ALP is available on our website for review.

**DIRECTOR COMMENTS**

Secretary Scheifele – This is my last meeting and the Mayor is the process of finding my replacement. I have had a great experience and enjoyed working with good people.

Chairman Woods – Thank you Bob for your service and it has been a pleasure working with you. I appreciated all your insight, hard work, and comments.

Vice Chairman Law – Best of luck Bob in your future endeavors and I congratulate Chris and his team for getting the runway project done. I look forward to driving the grader! I agree with the need of security on the airport.

Director Duquette – When I came on the board it was very chaotic and Bob stepped up and took on the role of Airport Manager for the time needed. Bob did an outstanding job and I appreciate all your effort. I am committed to the security needed at the airport.

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

**SECONDED BY** Director Duquette

**MOTION CARRIED**

The next meeting is scheduled for September 18, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

*David R. Head*, Treasurer / Director

*for*

Director Joe Duquette