

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, February 15, 2023.

Chairman Woods called the meeting to order at 5:59pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Secretary Holland - remote
Director Duquette

PUBLIC INPUT

Shane McLaughlin, Nashua Jet Aviation, hand delivered a letter of appreciation to Chairman Woods. This letter thanked the airport community for the help during Bob Byrd's time away due to an injury.

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of January 18, 2023.

SECONDED BY Chairman Woods

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

MOTION CARRIED

TREASURERS REPORT – January 2023

Treasurer Heath discussed the completion of the audit adjustments and how they affected the balance sheet. A new liability for lease receivables (GASB87) has been added to our balance sheet. The NAA has a miscellaneous income of approximate \$7,000 from the CRRSA Grant, the additional \$50,000 was claimed in FY2022. Building and grounds expense is overbudget mostly due to PFAS expense. Year to date we have an approximate surplus of \$13,000 and in excess of budget by approximately \$8,000.

MOTION BY Director Duquette to approve and accept the January 2023 financials pending audit.

SECONDED BY Vice Chairman Law

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

MOTION CARRIED

COMMUNICATIONS

The following communication has been received by the Airport Authority and placed on file.

01/27/2023 – EPA Site Inspection

02/15/2023 – Nashua Jet Aviation – Appreciation Letter

REPORTS

TOWER REPORT

Chairman Woods reported for the month of January 2023 the traffic count was 4,052 operations which is down 787 (-16%) operations from December 2022 and down 258 (-6%) operations versus January 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

Other items of interest

- 01/24/2023 – Met with NHDOT, FAA and Gale Associates for a Land Acquisition Scoping Meeting.
- 02/01/2023 – Attended a meeting at Nashua Community College for the "Aviation Workforce Advisory Board".
- 02/01/2023 – Met with Matt Caron and Nai Ko via virtual meeting to discuss hangar development at ASH.
- 02/03/2023 – Nashua Community College students and faculty associated with the AMT program toured the Nashua Airport.
- 02/06/2023 – I presented the Airport's Capital Funds request (Airport Sponsor Matching Funds) to the City of Nashua CIC (Capital Improvement Committee).
- 02/08/2023 – I met with Greg Lison (Infinity Aviation) to review the SPCC (Spill Prevention Control and Countermeasure Plan) associated with the "Fuel Farm".

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:

- A pre-bid meeting was held for the rebidding of this project on Wednesday, February 1, 2023. Continental Paving and Sargent Corp were in attendance.
- Bids for this project are scheduled to be opened on February 28, 2023.
- An addendum is being prepared to add to the project two (2) signs located along Taxiway 'A'. The Taxiway 'F' and Taxiway 'G' signs will now be replaced as part of the work.
- Grant Applications will be prepared following opening of the bids.

Recommended Actions:

- Please sign and forward grant applications upon receipt.
- Please sign the Notice of Award upon notification of a low bidder from Gale.

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:

- The grant is now in place and the first reimbursement request for project related costs has been submitted to the NHDOT/BA.
- The Contractor has started submitting shop drawings for the work.
- At this time, no start date has been provided to Gale. Continental will likely announce a spring start (April-May).

Recommended Actions:

- None at this time.

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 'B' as depicted on the ALP. It is anticipated that this project will be funded using BIL funds.

Project Status:

- A scoping meeting for this project was conducted on December 19, 2022.
- Gale has not yet received any comments on the draft Scope of Work from NHDOT/BA and FAA. We will continue to follow up in order to keep the project moving.
- This project will require two (2) reimbursable agreements with the FAA. One for the design associated with their relocated equipment, and one for the construction phase services to install the relocated equipment. These agreements must be paid ahead of the grant. The FAA is currently in the process of preparing these agreements.

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.
- A scope and fee have been prepared and presented to the Airport and is included in tonight's package

Recommended Actions:

- Vote to approve Gale's fee of \$23,000.00, inclusive of appraisal and review appraisal services for the acquisition of one parcel and authorize the Chairman to enter into an agreement with Gale Associates.

MOTION BY Director Duquette to approve Gale’s fee of \$23,000.00, inclusive of appraisal and review appraisal services for the land acquisition – L Pine Hill Road, Tax Map E, Lot 50 and authorize the Chairman to enter into an agreement with Gale Associates.

SECONDED BY Treasurer Heath

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

MOTION CARRIED

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison updated that board members as to the status of infinity’s hangar development. A meeting with the City of Nashua Planning Department will be held next week. Other than that, things are moving along.

NEW BUSINESS

Matt Caron, Gale Associates, discussed the development of another hangar. This developer is under contract with Gale Associates to provide them with schematic site design services to evaluate hangar possibilities in the area of the grass tie-downs.

UPCOMNG EVENTS

09/23/2023 – Wheels and Wings

PUBLIC INPUT

None

DIRECTORS’ COMMENTS

Vice Chairman Law – None.

Chairman Woods – Shout out to Bob Byrd. I was glad to see him back. He is an asset to this airport.

Treasurer Heath – During Bob Byrd’s absence, our community demonstrated resiliency here at the airport.

Director Duquette – Stay safe and the rate the weathers going it will be 85 degrees next month!.

Secretary Holland – I, too, want to say welcome back to Bob and thank you to the whole airport for pulling together. It was nice seeing everyone in person last month and I hope to see you all again soon.

MOTION BY Chairman Woods to adjourn the public session to non-public session pursuant to RSA 91-A:3, (II)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Director Duquette

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

MOTION CARRIED

Chairman Woods to enter non-public session at 6:51pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Secretary Holland
Director Duquette

MOTION BY Director Duquette to approve a salary increase for Susan Clancy.

SECONDED BY Vice Chairman Law

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

MOTION CARRIED

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

SECONDED BY Director Duquette

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

MOTION CARRIED

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Director Duquette

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

MOTION CARRIED

The next meeting is scheduled for March 15, 2023

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland

