

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, June 15, 2022.

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

ROLL CALL

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

PUBLIC INPUT

None

MINUTES

MOTION BY Vice Chairman Law to amend the May 18, 2022 minutes to include communication received at the monthly business meeting from Infinity Aviation.

SECONDED BY Treasurer Heath

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

MOTION CARRIED

TREASURERS REPORT –May 2022

Treasurer Heath discussed the financials for May 2022 and stated we are one month away from fiscal year end and as projected we will come away with a surplus. We are under budget due to lower expenses in several accounts. Our balance sheet still looks good.

MOTION BY Vice Chairman Law to approve the May 2022 financial statements, pending audit.

SECONDED BY Director Duquette

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

MOTION CARRIED

FY2023 PROPOSED BUDGET

Treasurer Heath tabled until next meeting.

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of May 2022 the traffic count was 7,114 operations which is up 893 (14%) operations from April 2022 and down 746 (-9%) operations versus May 2021.

AIRPORT MANAGER'S REPORT

Recent events:

None

Upcoming events at Nashua Airport:

June 18, 2022 (Saturday), 8:00 a.m.-2:00 p.m. - NH Aviation Museum Fly-In and BBQ here at ASH. The PBY Catalina has been cancelled

July 16, 2022 – Cirrus Fly-In

September 17, 2022 (Saturday), 9:00 a.m.-2 p.m. – Wheels & Wings Event. Also, we will have Donali's Land & Sea Food Truck at the event this year.

Other items of interest:

- Skydive Pepperell : Nashua ATIS broadcasts activity at Pepperell. When active, avoid Pepperell within a 2 mile radius.
- The "Fuel Farm" Tanks have been painted!
- The NAA building will be painted beginning in August. We are in the process of obtaining supplies and starting prep.
- May 23rd – There was a helicopter incident on the Golf Ramp. Thankfully, there were only minor injuries to one of the occupants. Moving forward there will be new operating procedures in place for helicopters operating in and out of 111 Perimeter Road (CR Helicopters).
 1. There will be no practice maneuvers on the Golf Ramp and no take-offs or landings in close proximity to the hangars.
 2. No helicopters will be parked at any time on the taxiway between 111 Perimeter Road (CR Helicopter's hangar) and 109 Perimeter Road.
 3. All helicopters will be moved between CR Helicopter's hangar and Golf Ramp utilizing ground handling wheels or by electric power jack with ground handling wheels.
 4. Take-offs and landings are only permitted on the Golf Ramp. If the Golf Ramp does not have adequate room due to multiple corporate jets or other fixed wing aircraft being on the ramp and/or a helicopter is directed by Infinity Aviation Line Personnel not to land on the ramp, the helicopter may land on the inner taxilane in front of CR Helicopter and make an effort to move the helicopter back to their hangar by the aforementioned methods as soon as practicable.

This is not to be misconstrued as a punishment or a gratuitous inconvenience to helicopters operating in and out of CR Helicopter. This is about enhanced safety and reducing the exposure to risk for everyone at our airport. Safety is our number one priority.

AIRPORT ENGINEER'S REPORT

Nik Ippolito remotely 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 grant application for a design-only project has been submitted and accepted by the NHDOT/BA.
- Gale has reached out to the NHDOT/BA for an estimated date for the issuance of this grant.
- No update since the previous meeting. Nik stated he did reach out to NHDOT/BA and we should be receiving feedback this week.

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.

Project Status:

- Bids for this project were opened on April 26, 2022. The low bidder on the project was Continental Paving, Inc. with a bid price of \$1,991,710.00.
- Gale has prepared grant applications for this project which were submitted and accepted by the NHDOT/BA.
- Upon issuance of the grant to fund this project, a Notice of Award and Contract will be sent to the Authority and Contractor for execution.
- Depending on the timing of the grant issuance, construction may begin in the summer of 2022. If the grant issuance is delayed, there is a possibility that construction would be postponed until the spring of 2023.
- No update since the previous meeting.

Recommended Actions:

- Please sign and forward the contracts upon receipt.

GENERAL ITEMS

No update on BIL funding applications at this time.

COMMITTEES

None

OLD BUSINESS

Marketing – Director Duquette stated the design for the swag is in motion.

NEW BUSINESS

Infinity Aviation – Hangar Development – Tabled until next meeting.

UPCOMING EVENTS

06/18/2022 – NH Aviation Museum Fly-in and BBQ

07/16/2022 – Cirrus Fly-In

09/17/2022 – Wheels and Wings

PUBLIC INPUT

Wes Liu thanked all for the continued and constructive support of the airport.

DIRECTORS' COMMENTS

Vice Chairman Law – None

Chairman Woods – Wes, thank you for the kind words.

Treasurer Heath – Thank you for handling the helicopter incident.

Director Duquette – Kudos for keeping a smooth ship running.

Secretary Holland – Thanks to Chris and the team for keeping everything running – you make our jobs easy. Happy summer everybody.

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Treasurer Heath

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

MOTION CARRIED

The next meeting is scheduled for July 20, 2022

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Jessica Holland