MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, February 20, 2019.

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

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath (via Telecon)
Secretary Scheifele
Director Duquette

PUBLIC INPUT

Shane McLaughlin, NJA, would like to compliment the Airport Manager for the quality of the snow removal. Also, for the record, during the tenure of the manager, I can describe a very dramatic and postiive improvement of the atmosphere that we have not seen in many years. Our customers are very happy with the staff at the airport authority office.

MINUTES

MOTION BY Secretary Scheifele to accept the January 15, 2019 special public minutes, January 16, 2019 public meeting and February 6, 2019 non-public meeting.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT – January 2019

Treasurer Heath reported that the year to date on income for registration fees is well below the budgeted amount. The good news is our expenses are down. Overall, we are expected to come in underbudget for the fiscal year. For the month of January, the snow removal income is a little higher than we anticipated, and the storms happened during work time which kept our overtime down. We also paid for an annual maintenance contract for our heating system. Account receivables are at approximately at $5,000. There are about $1,200 that are over 90 days due. About $500 will be most likely uncollectable due to ownership transfer of aircraft and about $400 for unpaid transients. We are in a very good position.

Secretary Scheifele asked about the marketing budgeting and we have only spent $800. He researched advertising and signage for the airport. He suggests giving some serious consideration to purchasing one or more solar signs to park inside the airport and use it for advertising upcoming events and renting it use to potential businesses located on the airport. Treasurer Heath thinks the signage is a good idea and would help promote the airport, however, the he feels marketing budget should be used more for marketing the airport in the corporate world outside of the area. He feels there is room to refocus our resources to market more nationally. Secretary Scheifele also commented on the replacement of the two pickup trucks. He and the Airport Manager discussed briefly about closing a Certificate of Deposit to purchase the two vehicles.

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

SECONDED BY Secretary Scheifele

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.

02/15/2019 - Terrafugia – Vehicle testing at the Airport

Chairman Woods commented that Terrafugia is asking for the airport communities' discretion during their time of testing and any questions be directed to Danielle Kershner, Communications Manager for Terrafugia.

REPORTS

TOWER REPORT

Chairman Woods reported for the month of January 2019 the traffic count was 4,186 operations which is a year to year variance is positive by 299 operation about 8%. This number has been going up which is good to see.

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.

Other items of interest

- January 18th – Chairman Woods and I represented the NAA at the Annual Legislative Kickoff Breakfast held at the Nashua Country Club. The event was hosted by the Greater Nashua Chamber of Commerce and sponsored by BAE.
- Met with Connie McCullion (NH Business Review) and produced an ad featuring the Nashua Airport which will be in the upcoming Greater Nashua Chamber of Commerce "N" Magazine.
- Submitted a Pre-Application to the NH DOT Bureau of Aeronautics for the NH AIM (Airport Improvements and Maintenance Programs) requesting a piece of mowing equipment.
- Submitted Nashua Airport FY2020 Projected Budget to the City of Nashua in preparation for a meeting scheduled for February 22nd between 1-2 p.m. with Mayor Donchess, Chief of Staff Kim Kleiner and CFO John Griffin.
- On March 15th, along with Chairman Woods and Director Duquette, we will be attending the Annual Wild Irish Breakfast sponsored by the Plus Company and the City of Nashua.

AIRPORT ENGINEER'S REPORT

Neither Nik Ipolitto nor Matt Caron of Gale Associates, Inc. were able to be at the meeting this evening.

Airport Master Plan Update SBG 12-16-2016

- The Airport Layout Plan was submitted for review under the FAA OE/AAA system on July 9, 2018. The FAA approved the ALP on September 17, 2018.
- The Airport Layout Plan has been executed and is finalized.
- A link to the final AMPU document was provided to the Chairman and will be provided to the Airport for posting on the website.
- Unless there are any further comments from the Authority, Gale is prepared to produce hard copies of the AMPU for the Airport.

Secretary Scheifele had questions on the economic forecast and the airport growth stated in the Airport Master Plan. Chairman Woods would like to have Matt Caron of Gale Associates comment on some of the concerns.

Runway Groove and Seal Project SBG 12-18-2016

- 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.

Recommended Actions: None at this time.

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

- This project has been funded by NHDOT/BA and FAA.
- Milton CAT has agreed to honor their bid price despite the rising costs of steel.
- Milton CAT has reported that the estimated shipping date from their manufacturing facility is 3/22/2019.

Recommended Actions: None at this time.

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

- 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)
- Gale is nearing completion of the 95% Plans and Specifications. It is anticipated that prior to next month's meeting Gale will have packages ready for the Airport's review. At tonight's meeting Gale will present the proposed phasing of the project.
- The Construction Safety and Phasing Plan (CSPP) for the project has gone through Gale's internal QA/QC review and is ready to submit to FAA and NHDOT/BA for review/approval.

- Gale has reached out to NHDOT/BA regarding the contracts for this project. NHDOT has indicated that they will provide review comments before the end of February.

Recommended Actions:

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

COMMITTEES

OLD BUSINESS

NEW BUSINESS

DATES TO REMEMBER

None

NAA ACTION ITEMS

None

PUBLIC INPUT

Shane McLaughlin commented on having swag available for purchase. Director Duquette has agreed to take the lead.

DIRECTOR COMMENTS

Director Duquette – No comments.

Chairman Woods – Thanked the members of the Airport Master Plan Committee for all their time and effort. Also, was pleased on the outcome of meeting held this past week with the NHDOT/BA and FAA. Thanked the attendess for all their input.

Vice Chairman Law – No comments.

Secretary Scheifele - Met the Chairman of the Nashua Capital Improvement Committee and he complimented the airport on their readiness for budget reviews.

Director Heath – No comments.

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

SECONDED BY Director Duquette

MOTION CARRIED

ROLL CALL

Chairman Woods – yay
Vice Chairman Law – yay
Secretary Scheifele – yay
Director Duquette - yay
Treasurer Heath – yay

MOTION CARRIED

MOTION BY Director Duquette to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Secretary Scheifele

MOTION CARRIED

ROLL CALL

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

MOTION BY Director Duquette to adjourn the public session.

SECONDED BY Secretary Scheifele

MOTION CARRIED

The next meeting is scheduled for March 20, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Scheifele