

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua NH on Wednesday, October 23, 2019.

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

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Director Duquette

Absent: Secretary Scheifele

PUBLIC INPUT

Wes Liu commented about the obnoxious paving schedule around the airport. Airport Manager Chris Lynch has been in contact with the City of Nashua and discussed the upcoming paving plan.

MINUTES

MOTION BY Director Duquette to approve and accept the September 18, 2019 public minutes.

SECONDED BY Vice Chairman Law

MOTION CARRIED

TREASURERS REPORT – September 2019

Treasurer Heath reported that we are three months into the fiscal year. According to budget we are in good shape. There are a couple of expenses that are higher than expected; and there are also a couple of accounts that are under budget. Year to date we are approximately \$10,000 favorable. Vice Chairman Law commented on our land lease being slightly underbudget. Office Manager Susan Clancy explained that our land lease income will increase on January 2020 due to the biennial adjustment and the budgeted amount was estimated with increased rates.

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

SECONDED BY Vice Chairman Law

MOTION CARRIED

COMMUNICATIONS

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

9/18/2019 – McLaughlin Law Office – Dan Moreau Memorial Park Bench Location

REPORTS

TOWER REPORT

Chairman Woods reported for the month of September 2019 we had a total of 9879 operations which is up 3,511 (55%) operations for year over year variance. Treasurer Heath commented that SNHU has 40 new students which contribute to the increase in operations.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- 9/27 – 9/29 - Collings Foundation “Wings of Freedom” was very successful and unfortunately overshadowed by tragedy. We are very thankful they came here.

Upcoming events

- None

Other items of interest

- Joyce Heating and Cooling has completed the installation of a new heating/air conditioning unit for the Tower and commends the work done!
- The Gate 13 Telephone Entry Controller has been replaced again. The previous circuit board failed and was replaced at no cost.
- 09-19-2019 – Annual Runway Safety Meeting w/Brian Beane, Midwest ATC, NAA employees Matt Berube and Joe Callahan, and 3 representatives from the FAA.
- 09/24/2019 – Attended the NH Aviation Museum Gala. This was a great event and generated approximately \$10,000.
- 09/25/2019 – RWY Groove and Seal / SRE Final inspections – Matt of Gale Associates will discuss.
- Snow plowing meeting was held on 10/3/2019 with all snow plow personnel.
- 10/10/2019- 5010 inspection with Will Stanfield, NHDOT BoA. We are waiting for results.

Director Duquette asked for any update on previous thefts at the airport. Airport Manager Chris Lynch responded there are no updates and the NPD have no further information and have exhausted all leads.

AIRPORT ENGINEER'S REPORT

Matt Caron appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

Runway Groove and Seal Project SBG 12-18-2016

Mr. Caron 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.
- Phase II (COMPLETE) – All work to seal and re-mark Runway 14-32 has been completed.
- Notice of Substantial Completion has been sent to the Contractor. At this time all project requirements have been fulfilled.
- Project closeout documents have been prepared.
- A final inspection with NHDOT, the Contractor, Gale, and the Airport Manager was held on Wednesday, September 25th, 2019. There was one (1) item identified during the inspection that requires action. This is the installation of the appropriate sign panels on the back side of the

Runway 32 APCH Signs. Once this is completed, Gale will process final reimbursement and closeout documents.

Recommended Actions:

- Please sign and forward reimbursements and closeout documentation upon receipt.

The sign panels on the 32-end have been ordered. The airport will pay for the panels and will be reimbursed 95% from the FAA and NHDOT BoA for administrative expenses.

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

Mr. Caron provided an update on the Snow Removal Equipment Project.

- This project has been funded by NHDOT/BA and FAA.
- Project closeout documentation was sent to the Airport early last week for signatures. Once the project closeout documents are signed and forwarded to the NHDOT/BA, the project will be 100% Complete.
- Moving forward this Project will be removed from the Monthly Update.
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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.

- NHDOT/BA Has issued a grant offer to the Airport for a design-only grant. This grant must be accepted, signed, and returned to NHDOT by October 25, 2019.
- Gale is preparing the first reimbursement request for the Project. This will be processed simultaneously with the executed grant offers.

Recommended Actions:

- Please sign and forward the design-only grant offer and reimbursement packages upon receipt/NAA Approval.

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 12-20-2019 (Airport Pavement Maintenance, Rehabilitation, and Markings – Phase II Design Only)

SECONDED BY Vice Chairman Law

MOTION CARRIED

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

Tamias Properties, LLC (106 Perimeter Road) Lease Extension Request

Eric Fasciani, Tamias Properties, LLC, attended the meeting to discuss the lease extension request. Due to the length of the mortgage, the mortgage company is requesting the lease to be extended according to the lease of August 1, 1986.

MOTION by Director Duquette to grant Tamias Properties, LLC a forty-two (42) year extension to lease E-1500 (106 Perimeter Road) beginning on August 1, 2024 and terminating on July 31, 2066.

SECONDED BY Vice Chairman Law

MOTION CARRIED

DATES TO REMEMBER

None

NAA ACTION ITEMS

None

PUBLIC INPUT

Steve Brouillette asked if the pavement on taxiways G and H are included in the upcoming pavement project. Airport Manager Chris Lynch responded that this project is at the 14 end of the field and the areas he questioned are not included.

Wes Liu discussed that the NHDOT Bureau of Aeronautics is not acting as an advocate for funding for promoting aviation in NH. He commented that there is a senator looking for re-election. Mr. Liu suggested the Nashua Airport Authority write a nice letter to the senator to express that we understand the NHDOT Aeronautics Division is underfunded and understaffed. The consequences of this is that out of 50 states, NH is the only state who did not receive discretionary funding this year. Would it be possible for the Office of the Senator to assist us for securing funding for a specific project? The Senator would reach out to the FAA to assist and would love a press release for helping New Hampshire receive funding.

DIRECTOR COMMENTS

None

MOTION BY Director Duquette to adjourn the public session.

SECONDED BY Vice Chairman Law

MOTION CARRIED

The next meeting is scheduled for November 20, 2019

SEE ATTACHMENT FOR ATTENDEES LIST



Vice Chairman Brian Law