

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, October 19, 2022.

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

ROLL CALL

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

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of September 21, 2022.

SECONDED BY Chairman Woods

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

MOTION CARRIED

TREASURERS REPORT –July, August and September 2022

Treasurer Heath discussed the financials for all 3 months. In general, we are on budget with a couple of good size swings due to the painting of 93 Perimeter Road and the Supplemental Site Investigation for PFAS. We are under budget on vehicles and maintenance. Office Manager Susan Clancy will move the PFAS expense from building and grounds to miscellaneous expense. In addition, she will relocate the swag expense from the miscellaneous expense to marketing expense. We are currently reviewing balance sheet. The auditors will be on site on November 7th. The GASB 87 will be implemented for fiscal year 2022.

MOTION BY Vice Chairman Law to approve the July, August and September 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

COMMUNICATIONS

The following communications have been received and placed on file.

10/18/2022 - NHDES Site Investigation – Data Review Results and Work Scope

REPORTS

TOWER REPORT

Chairman Woods reported for the month of September 2022 the traffic count was 6,557 operations which is down 848 (-11%) operations from August 2022 and down 839 (-11%) operations versus September 2021.

AIRPORT MANAGER'S REPORT

Recent events:

None

Upcoming events at Nashua Airport:

None

Other items of interest:

- Skydive Pepperell : Nashua ATIS broadcasts activity at Pepperell. When active, avoid Pepperell within a 3.5 mile radius.
- I met with potential hangar developer Stephan Vermout Gaud. Mr Gaud is interested in developing T-Hangars off the India Ramp area. The area has been surveyed and staked out. The hangar developer plans to attend next months meeting to discuss.
- 09/28 – I met with a potential hangar developer and Gale Associates representatives. The developer is interested in building a large corporate hangar in the grass tie down area.
- 09/29 – I met with representatives from Nashua Community College and Rick Bartle (Stratus Business Development). We toured 99 Perimeter Road with Viktoria Alkova (Real Estate Agent). NCC was impressed with what they saw and the building is in great condition.
- 09/30 – I participated in the annual GSAMA Golf Tournament. Congratulations to John Leland and his team for winning the tournament! All proceeds from this tournament were donated to the NH Aviation Museum to fund its STEM education related programs.
- Infinity Aviation is in contract with Gale Associates and are planning a site survey for the land adjacent to 79 Perimeter. I have requested a meeting with NHDOT and FAA regarding AWOS and Taxiway relocation.

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 only phase 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:

- The grant has been approved by the NH Governor and Executive Council and is now ready for drawdown of funds.
- Gale has prepared and submitted the first reimbursement request to capture costs to date. Per Rick Dymont of NHDOT, this should be processed at some point in the week ending 10/14/2022. We did received word today, that we will see the funds within a couple of days.
- Gale will be issuing final invoicing in the month of October and will move to close out this grant prior to year end.

Recommended Actions:

- None

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:

- FAA has reached out to let NHDOT know that they do not have the funding to do both the Golf Ramp and Foxtrot Ramp in FY 2022. FAA is requesting the Airport revise the grant application to reflect the rehabilitation of only the Golf Ramp.
- Gale and Chris Lynch worked with the FAA on a solution to fund both Golf and Foxtrot Ramps concurrently, which will include the use of BIL funds. The revised project funding program is as follows: Golf Apron Rehabilitation (FY2022 AIP) - \$323,140.00 and Foxtrot Apron Rehabilitation (FY2022 & FY2023 BIL) - \$110,785.00. The total fee proposal is \$433,925.00.
- Upon issuance of the AIP portion of this grant, Gale will circulate contracts and begin preparing for a spring start to construction.
- Gale has received the grant offer today.

Recommended Actions:

- Please sign and return executed grant offers.

GENERAL ITEMS

The Airport's CIP meeting is scheduled for Tuesday, October 18, 2022 at 11:00AM.

MOTION BY Director Duquette to authorize Chairman Woods to approve and execute the grant offer for SBG 12-26-2022 (Rehabilitate, Mark, Light, Sign and Drain Golf Apron).

SECONDED BY Chairman Woods

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

MOTION CARRIED

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development – Greg Lison was not in attendance this evening and will attend next meeting.

NEW BUSINESS

Domenic LaFauci – SNHU – 79 Perimeter Road.

Mr. LaFauci stated that they have loved operating out of Nashua Airport for the last five years. Bob Byrd of NJA has been a great help to SNHU and their students. 85 Perimeter Road does have a prospective buyer and SNHU is hoping to close by December 31, 2022. Mr. LaFauci does not know of any intentions for 79 Perimeter Road as of today.

Juneteenth Holiday

MOTION BY Director Duquette to recognize Juneteenth as a Nashua Airport Authority Holiday and revise the holiday section of the Employee Handbook.

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

UPCOMING EVENTS

None

PUBLIC INPUT

Wes Liu asked if the tower will be closed on Juneteenth as well. Airport Manager Chris Lynch confirmed that the tower is open 365 days a year.

DIRECTORS' COMMENTS

Vice Chairman Law – None

Chairman Woods – Thank you Nik and Matt of Gale Associates for all the hard work. The CIP meeting was very constructive.

Treasurer Heath – Everything is running well. Building 93 looks great!

Director Duquette – Thanks to the team as usual!

Secretary Holland – Thanks to Chris, Susan and the team for keeping everything running smoothly!

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

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

The next meeting is scheduled for November 16, 2022

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Jessica Holland

