

## 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, September 18, 2019.

Chairman Woods called the meeting to order at 6:13pm.

### ROLL CALL

**Present:** Chairman Woods  
Vice Chairman Law  
Treasurer Heath

**Absent:** Secretary Scheifele  
Director Duquette

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Treasurer Heath to approve and accept the August 21, 2019 public minutes.

**SECONDED BY** Vice Chairman Law

### **MOTION CARRIED**

### TREASURERS REPORT – August 2019

Treasurer Heath reported that we are in good shape, our cash balances are still good. Even though we are in a little bit of a deficit year to date, it's better than the deficit the budget projected. So far, we are only two months into the fiscal year, and we do not have a lot of surprises coming up at this point. We had a couple of maintenance things we had to do.

**MOTION BY** Treasurer Heath to accept the August 2019 financial statements as presented pending audit.

**SECONDED BY** Vice Chairman Law

### **MOTION CARRIED**

### COMMUNICATIONS

None

### REPORTS

#### TOWER REPORT

Chairman Woods reported for the month of August 2019 we had a total of 8,439 operations which is up 1,531 (22%) operations for year over year variance. For the year to date we are up 17% for movements. Treasurer Heath noted that if this trend continues, we will be around 80,000 for the year. Vice Chairman Law noted that we are up for jet traffic for the month as well.

## AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

### **Recent events**

- Wheels & Wings at the Nashua Airport. It was a great success; we had nearly 4,000 people attend which ties the record for this event from two years ago. It was cloudy and rained for the last 1.5 hours and we still had people coming through the gates.

### **Upcoming events**

- September 21<sup>st</sup> – Crossfit Fright Fest @106 Perimeter Rd. (landside) 7:30am – 2:30pm
- September 27,28 & 29 – Collings Foundation “Wings of Freedom Tour”

### **Other items of interest**

- As previously reported, the heating/cooling unit that services the air traffic control tower has failed and needs to be replaced. After reviewing various bids I've chosen Joyce Heating and Cooling as the contractor to supply and install the unit. The job is scheduled for October 7-8<sup>th</sup>.
- The Gate 13 Telephone Entry Controller has been replaced. It is all up and running. All business on airside have access to this controller.
- 09/04/19 – Met with Mayor Donchess, John Griffin, CFO and Cheryl Lindner of the City of Nashua. Informed the Mayor and his staff that Nashua was not awarded the grant from the FAA/NHDOT BoA for our upcoming taxiway paving construction project.
- 09/10/19 – CIP Meeting w/Gale Associates Representatives Nik Ippolito, Matt Caron and Armand Dufresne, NHDOT BoA representatives Carol Niewola and Will Stanfield. Carol stated the FAA didn't have the funding for our construction project this year and intend to fund it next year.

## AIRPORT ENGINEER'S REPORT

Nik Ippolito appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

### Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito 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 has been scheduled for Wednesday, September 25<sup>th</sup>, 2019. Upon completion of this inspection, the Project may be closed out.

### **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. Ipolitto provided an update on the Snow Removal Equipment Project.

- This project has been funded by NHDOT/BA and FAA.
- The Grader has been delivered to the Airport (FINALLY!)
- Final Reimbursements and Project Closeout Reports have been prepared and circulated for signatures. The final inspection for this Project will be conducted on Wednesday, September 25<sup>th</sup>, 2019 concurrently with the Groove/Seal project.
- The only remaining punch list item is the delivery of carbide tipped blades for the plows. Upon delivery of these blades, the Project will be complete, and may be closed out.

**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.

- Gale has prepared grant applications for the design-only grant to fund Gale’s design effort. The total value of this grant is \$210,000.00. These grant applications were sent to the Airport for signatures on September 9, 2019.

**Recommended Actions:**

- Please sign and forward the design-only grant applications upon receipt. NHDOT has confirmed that they have received this application.

**COMMITTEES**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

106 Perimeter Road – Consent by Lessor

Eric Fasciani, of Crossfit Nashua, is purchasing 106 Perimeter Road and requesting the approval of the Nashua Airport to consent to the transfer the lease from SAT Sr. Limited Partnership to Tamias Properties, LLC. Chairman Woods discussed the events held at Crossfit Nashua and the parking issues we have had in the past. Mr. Fasciani is making adjustments by having people direct traffic with the parking and these events are fundraisers and are not core to our business. We do not have to host them, but it is a good way to help the non-profit organizations in the area. Airport Manager Chris Lynch has had conversations with Mr. Fasciani to help with the parking. He has also met with SNHU in regards to the parking for the event. The Nashua Airport will place no parking signs for the areas we need to keep open. Shane McLaughlin expressed his concern for parking for the Midfield Cafe. Airport Manager Chris Lynch stated that there will be Midfield Parking Only signs in place.

**MOTION BY** Chairman Woods to approve the Consent by Lessor and Exhibit A – Assignment of Lessee’s Interest in Lease.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

Engineering and Planning Services

Every five years the Nashua Airport is requested to review and select an engineering and planning firm. Chairman Woods would like to retain Gale Associates throughout our current construction project. Also, at this time the Nashua Airport will begin the selection process for these services for upcoming projects.

**MOTION BY** Chairman Woods to retain Gale Associates through the build out of SBG 12-20-2019 Reconstruction and Maintenance Phase II.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

**DATES TO REMEMBER**

9/27-29/2019 – Wings of Freedom Tour (Collings Foundation)

**NAA ACTION ITEMS**

None

**PUBLIC INPUT**

Nik Ippolito, Gale Associates thanked the board for extending the construction contract. He will also assist us with the selection process.

Shane McLaughlin commended the Airport Manager and staff for hosting the Wings & Wheels event. It was his first time attending and thought it was a wonderful event for all.

Airport Manager Chris Lynch gave credit to Jeff DiSalvo, City of Nashua Parks and Rec department for putting the Wings and Wheels event together.

**DIRECTOR COMMENTS**

Chairman Woods – Thought Wings & Wheels was a terrific event. He saw lots of happy faces and also thanked Shane McLaughlin for bringing out his vehicle.

Treasurer Heath – He echoed Shane McLaughlin's comments and thanked the airport for pulling the event together. He also welcomed Eric Fasciani to the airport community.

**MOTION BY** Vice Chairman Law to adjourn the public session.

**SECONDED BY** Treasurer Heath

**MOTION CARRIED**

The next meeting is scheduled for October 16, 2019

SEE ATTACHMENT FOR ATTENDEES LIST



Vice Chairman Brian Law