

## 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, November 20, 2019.

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

### ROLL CALL

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

**Absent:** Secretary Scheifele  
Director Duquette

Chairman Woods opened the meeting with a moment of silence for Lloyd Addison, the father of former Vice Chairman Sandra Cushing-Adams who passed away on November 20, 2019.

### PUBLIC INPUT

None.

### MINUTES

**MOTION BY** Treasurer Heath to approve and accept the October 23, 2019 public minutes.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

### TREASURERS REPORT – October 2019

Treasurer Heath reported that we are four months into the fiscal year. According to budget we are in good shape. The income is a little better than budget, however, we still have a shortfall in fuel flowage and tie-down parking. A couple of expenses that are higher than expected but nothing of significance at this time. Building and grounds expenses are high, but it could be the budget hasn't caught up with it this early in the fiscal year. Bottom line we are better off than we thought we should be.

**MOTION BY** Vice Chairman Law to accept the October 2019 financial statements as presented pending audit.

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

### FY2019 AUDIT

Treasurer Heath met with the auditors a couple of weeks ago and there is nothing they are concerned about. There have been no issues they came across. We will request Matthew Murray, Vachon Clukay, to present the FY2019 Audit during our next board meeting.

**MOTION BY** Treasurer Heath to approve the FY2019 draft financial statements.

**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.

11/18/2019 – NHDOT – NH Project Improvement & Maintenance Program. The Nashua Airport Authority was not selected to be a recipient for FY2020 NH AIM Program.

## **REPORTS**

### **TOWER REPORT**

Chairman Woods reported for the month of October 2019 we had a total of 7,239 operations which is up 1,925 (36%) operations for year over year variance. Year to year we are up 12,610 operation (a 23% increase).

### **AIRPORT MANAGER'S REPORT**

Airport Manager Chris Lynch reported on the following topics.

#### **Recent events**

- A dedication ceremony was held last Saturday for a former employee, Dan Moreau. There was a granite bench placed at the airport park. Maureen Lund did a great job putting this dedication together.

#### **Upcoming events**

- The Commemorative Air Force will be coming to KASH next June! This tour stop will feature the B-29 Superfortress "FIFI" and the Consolidated B-24 Liberator "Diamond Lil". They are planning on arriving here on Monday June 8<sup>th</sup>, with show dates 6/10/2020 - 6/14/2020 and they will depart KASH on Monday June 15<sup>th</sup>.

#### **Other items of interest**

- 10/28/2019 - I attended a NHDOT Bureau of Aeronautics 2019 Grant Documentation Workshop.
- Rich O'Loughlin has left his position as Aviation Operations Administrator at SNHU. Rich has accepted a position returning to the Massachusetts Port Authority as the Aviation Operations Training Manager. Congratulations to Rich! It was always a pleasure working with Rich and I wish him the best of luck.
- 10/31/2019 – Met with Kyle Viator, Assistant Dean, CETA SNHU. Kyle introduced me to Domenic LaFauci who has accepted the position of Assistant Dean of Aviation for SNHU. Welcome to Nashua Airport, Domenic! I look forward to working with you.

### **AIRPORT ENGINEER'S REPORT**

Dan Quirion appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

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

Mr. Quirion 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.

- The final deliverable on this project was to procure sign panels for the back side of the Runway 32 ILS Hold Position Signs. These were ordered from the manufacturer and the cost was incorporated into the final reimbursement request which was sent to NHDOT/BA last week.
- Upon acceptance of the final Reimbursement Request, Gale will process final closeout documents and forward them to NHDOT/BA.
- This project should be considered complete and moving forward will be removed from the Monthly Update.

**Recommended Actions:**

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

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

Mr. Quirion 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.
- The grant funding now must be approved through the New Hampshire Governor & Executive Council. The next Governor & Executive council meeting is scheduled for November 25, 2019, at which time it is expected that the grant will be approved.
- Upon approval of the grant to fund this project, Gale will prepare the first (and final) reimbursement package.

**Recommended Actions:**

- Please sign and forward reimbursement requests upon receipt.

Treasurer Heath has requested that this project remain on the monthly update to keep track if the next phase of this project.

**COMMITTEES**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**Solar**

Treasurer Heath discussed the possibility of solar panels to be installed at the airport and is currently working on this with the City of Nashua. Treasurer Heath is cautiously researching this opportunity. The 5-acre proposed location is north of the runway near the railroad tracks along the culvert line.

**DATES TO REMEMBER**

None

**NAA ACTION ITEMS**

None

**PUBLIC INPUT**

Wes Liu suggested to relocate aircraft on India Ramp for the winter to reduce snowplowing costs.

**DIRECTOR COMMENTS**

Treasurer Heath – Thanked Airport Manager Chris Lynch for his presentation at Dan Moreau’s dedication ceremony.

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

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

The next meeting is scheduled for January 15, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

*Farrell Woods for*

Vice Chairman Brian Law