

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held via teleconference on Wednesday, November 18, 2020.

Chairman Woods called the meeting to order at 6:01pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law (arrived 6:15)
Treasurer Heath
Secretary Duquette
Director Holland

PUBLIC INPUT

None

MINUTES

MOTION BY Treasurer Heath to approve the October 21, 2020 public minutes.

SECONDED BY Secretary Duquette

MOTION CARRIED

TREASURERS REPORT

Treasurer Heath reported on the October financials. He stated the numbers continue to be stable and there is nothing unusual on the budget. The auditors have done the field work and we are waiting for our draft statements. There was a discrepancy with the OPEB valuation with the City of Nashua and this has been corrected. Our land lease income is slightly up this year versus last year due to the payment of land lease from SNHU for the tower building. Vehicle expenses are higher than budgeted. Airport Manager Chris Lynch explained the increase is due to the repair of the snowblower that we received at no charge. Year to date we are positive \$68,000 which is due to the CARES Act payment.

MOTION BY Chairman Woods to approve the October 2020 financials pending audit.

SECONDED BY Vice Chairman Law

MOTION CARRIED

COMMUNICATIONS

No communications received.

REPORTS

TOWER REPORT

Chairman Woods reported for the month of October 2020 the traffic count was 7,505 operations, which is down 336 (-3%) operations from September 2020. October 2019 versus October 2020, we are up 266 (4%) operations. Airport Manager Chris Lynch relates the uptick to SNHU and CR Helicopters.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- None

Other items of interest

- As reported during the past two month's meetings, "the State of NH has received a \$6,246,588 block grant from the FAA. This grant is designated for Non-primary airports in the NH State Block Grant Program. I've spoken with Carol Niewola several times now and she has indicated that we should see a grant offer within a few weeks for our Pavement Maintenance Project." As of 11/18/20 we have still not received a grant offer from the NH DOT Bureau of Aeronautics.
- 10/23 – I facilitated a virtual meeting via ZOOM in order to gain some clarity in regarding the FAA's denying the planned Taxiway 'A' relocation project. Attendees were FAA's Luke Garrison, John Kirkendahl and Julie Seltsam, NHDOT BA's Will Stanfield and Carol Niewola, Gale Associates Matt Caron and Nik Ippolito and NAA's Farrell Woods, Joe Duquette and Chris Lynch. In summation, the current number of based aircraft and overall operations do not support the project at this time. However, the FAA is willing to support the funding of a rehabilitation of Taxiway 'A' in its current location.
- 10/30 – NAA's Farrell Woods and I attended a Taxiway 'A' Scoping Meeting held via ZOOM with NH DOT BA's Carol Niewola and Will Stanfield and Gale Associates representatives Nik Ippolito and Danny Quirion.
- 10/30 – City of Nashua Assessing Department (via a subcontractor {Rick Olson}) has begun a reassessing operation of the Nashua Airport property. Mr. Olson was escorted around the airport in order to take exterior photographs and measurements of all of the airport's airside buildings/hangars. Director Holland asked if this related to the taxed paid to the city. Treasurer Heath stated that the re-assessment is mandatory for the NH Division of Revenue.
- 11/2 – Joyce Heating and Cooling performed scheduled preventative maintenance on the HVAC units in the NAA building located at 93 Perimeter Road and the ATC Tower at located at 79 Perimeter Road.
- 11/4 – R.W. Gillespie & Associates (Geotechnical Engineering) gathered core samples from Taxiway 'A' under the supervision of Danny Quirion of Gale Associates.

AIRPORT ENGINEER'S REPORT

Armand Dufresne appeared (via conference call) on behalf of the airport's engineering consultant, Gale Associates.

CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No TBD)

This Project is to reconstruct taxiways between hangars located on the north-west side of the Airfield (Runway 14 end.)

Estimated Project Funding:

FAA Share (100%)	\$3,626,000.00
State Share (0%)	\$0.00
Local Share (0%)	<u>\$0.00</u>
Total Project Cost	\$3,626,000.00

Project Status:

- At this time a grant announcement for the New Hampshire State Block Grant has been posted to the FAA Website (September 4, 2020). Through coordination with NHDOT/BA, it appears that the amount awarded will be sufficient to fund the base bid, and all alternate bid items.
- Below is a preliminary schedule for the upcoming tasks prior to construction:
 - NHDOT/BA application for the NH Block Grant for FY2020 – May 1, 2020
 - FAA issues NH Block Grant for FY2020 – September 4, 2020
 - NHDOT/BA issues grant offer to Airport – ~~September 20, 2020 (estimated)~~ TBD
 - NAA accepts/signs grant offer – ~~September 23, 2020 (estimated)~~ TBD
 - Owner/Contractor Contracts are circulated – ~~September 24, 2020 (estimated)~~ TBD
 - Grant gets approved by Governor – ~~October 25, 2020 (estimated)~~ TBD
 - Contract work begins – ~~November 1, 2020~~ / Spring 2021. (estimated)
- CARES Act funding is still anticipated to provide 100% funding for this project.
- No Update to the current status of this project.

Recommended Actions:

Please sign and return the Grant Offer to NHDOT/BA upon receipt.

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS (NHDOT No TBD)

This Project is for the design and construction phases 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'.

Estimated Project Funding:

FAA Share (100%)	\$3,600,000.00
State Share (0%)	\$200,000.00
Local Share (0%)	<u>\$200,000.00</u>
Total Project Cost	\$4,000,000.00

Project Status:

- A Scoping Meeting for this Project was conducted on October 30, 2020 with NHDOT/BA and FAA. Minutes for this meeting were prepared and distributed to all parties.
- A draft Scope of Work has been prepared and submitted to NHDOT/BA and to the Authority for review and concurrence. Once this scope of work is approved, Gale will apply a fee to that scope. Immediately prior to distributing the fee proposal, the Authority will need to solicit an Independent Fee Estimate (IFE). In the past, the Airport has used Montgomery Consulting Group, a registered DBE for IFE preparation. Gale will provide the pro-forma for this IFE.
- Leading into the design of this Project, Gale's surveying and geotechnical subconsultants will be on site performing evaluations to support Gale's design efforts.

- a) The Geotechnical Investigations took place on November 4th through November 6, 2020.
- b) Surveying & base mapping will take place on November 16th through November 20, 2020. Gale will have personnel on site to observe and direct the surveyors.
- Gale performed a Pavement Condition Index (PCI) Study on Taxiway 'A' to confirm that the pavement is a candidate for rehabilitation. Per FAA regulations, pavement rehabilitation is only eligible on pavements with a PCE below 75; the results of the study confirm that the highest PCI anywhere on Taxiway 'A' is 70. The lowest PCI was 34. The areas with a PCE below 55 may need additional, or more comprehensive reconstruction, depending on the results of the geotechnical evaluation.

Treasurer Heath asked the approximate amount it would be to fund the actual relocation of Taxiway `A`. Airport Manager Chris Lynch stated that the cost was well north of \$6.2 million and at this time, we can't let Taxiway `A` remain in its current condition.

Recommended Actions:

Please review and provide any comments on the Scope of Work to Gale.

COMMITTEES

None

OLD BUSINESS

NEW BUSINESS

Chairman Woods asked for explanation in regards to the letters some tenants are receiving from the EPA. Airport Manager Chris Lynch explained that the EPA is on a mission to locate PFAS on airports in New Hampshire. PFAS is found in the foam used by the fire department. Weston Solutions has been contracted by the EPA to contact different airports to test. When they were here they realized that some of the hangars have wells and they would like to take samples from the wells to minimize borings around the airport. They have sent letters to tenants respectively requesting access through these hangars. They have found contaminants local to the airport and they are looking to see if it is coming from the airport. If there is any contamination at the airfield, there are funds available through the state to help rectify.

DATES TO REMEMBER

NAA ACTION ITEMS

PUBLIC INPUT

Chipper Brown asked about the relocation of Taxiway `A` and the potential of more hangar space. He is asking if anyone has researched the revenue increase to the airfield and would it be beneficial for the airport to put up additional money to help fund the project. Chairman Woods stated that the buildings at the airport have all be privately funded and the airport collects land lease revenue. Airport Manager Chris Lynch stated that currently we have land in the grass tie down area and just beyond India Ramp and according to our Master Plan, these areas have already been slated for development.

Jeff Sutton asked if we track occupancy or vacancies at the airport. Airport Manager Chris Lynch replied that most hangars are privately-owned, and he relies on word of mouth as to what is available at the airfield. Wes Liu, treasurer of a condo unit, stated he may know of one coming up and to contact him offline. Jeff Sutton also asked the status of the non-aeronautical investigation done last year. Airport Manager Chris Lynch updated him on the status, and we have 5 hangars that have been granted non-aeronautical use for 5 years. These hangars will be charged a different rate for land lease, a fair market value rate.

DIRECTOR COMMENTS

Vice Chairman Law – Good job Chris and everyone at the airport for staying safe during this difficult Covid period. Enjoy the holiday season!

Director Holland – Thanks to Chris and Susan for keeping the airport running smoothly. Hopefully, I will see the airport community out flying soon! Happy Thanksgiving to everyone.

Secretary Duquette – Kudos to all and Happy Thanksgiving!

Chairman Woods – Thanks to Chris and Susan for all you are doing. Wish everyone a happy and safe Thanksgiving.

MOTION BY Secretary Duquette to adjourn the public session.

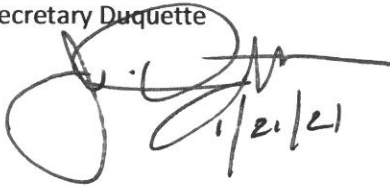
SECONDED BY Director Holland

MOTION CARRIED

The next meeting is scheduled for December 16, 2020

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Duquette

A handwritten signature in black ink, appearing to be 'J. Duquette', with a large loop on the left side. Below the signature, the date '1/21/21' is written in a similar cursive style.