

MINUTES

The annual and monthly business meeting of the Nashua Airport Authority (NAA) was held via teleconference on Wednesday, January 20, 2021.

Chairman Woods called the meeting to order at 6:03pm.

ROLL CALL

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

PUBLIC INPUT

None

OFFICER ELECTIONS

Director Duquette addressed the board with his thoughts of the current positions of all board members. He stated that each board member has the best qualities for their current positions. He would like to step back to Director and ask Director Holland to take on the Secretary role on the board.

MOTION BY Secretary Duquette to nominate Chairman Woods to remain as Chairman, Vice Chairman Law to remain as Vice Chairman, Treasurer Heath to remain as Treasurer, Director Holland as Secretary, and Secretary Duquette as Director.

SECONDED BY Vice Chairman Law

MOTION CARRIED

MINUTES

MOTION BY Director Duquette to accept the December 16, 2020 public minutes.

SECONDED BY Treasurer Heath

MOTION CARRIED

TREASURERS REPORT – November 2020 and December 2020

Treasurer Heath reported that we tabled November financials until this month. We are in good shape. There is miscellaneous income for the fence damaged caused by a motorist. The payroll seems to be on track for both November and December. Bottom line we are running a little better than budgeted. For December, the balance sheet remains solid. The snow plowing resulted in overtime and part time wages. The full-time wages compared to December 2019 are higher; the difference being a 5-week month versus a 4-week month, in addition, bonuses were distributed in December this year versus in January of the previous calendar year, plus salary increases. Year to date we are still in good shape. Vehicle repairs and maintenance expenses are higher than budget and we may reclassify these during the year due to some high expense repairs. We are still looking at a positive income for the year to date.

MOTION BY Vice Chairman Law to accept the November 2020 and December 2020 financial statements as presented pending audit.

SECONDED BY Chairman Woods

MOTION CARRIED

AUDITOR REPORT

Mr. Matthew Murray of Vachon Clukay presented the FY2020 audit.

Nashua Airport Authority received an unqualified opinion on the financial statements, no findings or deficiencies identified. As part of the audit process, we examined the Authority's internal controls over financial reporting. There were no deficiencies or weaknesses to report. If at any time, we find any deficiencies or weaknesses, we would contact management directly.

For the first time in 4 years, the airport was required to have a Federal Compliance Audit conducted because total federal expenditures exceeded the \$750,000 threshold. The trigger for this audit was due to a federally funded project and the snowblower which was awarded to the airport thru a federal program.

We did discover a discrepancy with the OPEB valuation through the City of Nashua and had this corrected quickly.

MOTION BY Treasurer Heath to accept the FY2020 Audit presentation from Vachon Clukay and Company.

SECONDED BY Vice Chairman Law

MOTION CARRIED

COMMUNICATIONS

The following communications have been received and placed on file.

01/08/2021 – Macair – Exercise of Option to Extend Ground Lease for 9 Perimeter Road

01/13/2021 – Macair – Remove Exercise of Option to Extend Ground Lease for 9 Perimeter Road Request

REPORTS

TOWER REPORT

Chairman Woods reported for the month of December 2020 the traffic count was 6,501 operations which is up 91 (1%) operations from December 2019. Overall, total operations for the year were 77,254; down 2,192 (3%) from CY2019.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch echoed Director Duquette's compliments to the board members. He is thankful for all the help and support he has received during the years.

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- June 23rd – June 27th – Commemorative Air Force at ASH. The CAF B29/B24 Squadron aircraft attending this event will be: B-29 Superfortress FIFI, B-24 Liberator Diamond Lil, Wasp T-6 Texan, P-51 Gunfighter and PT-13 Stearman.

CAF will arrive Monday June 21, Depart Monday June 28. Gates open 9am to 5pm, each day June 23 to June 27. B-29/B-24 Squadron will run the gate. Gate fees are \$20/adult and \$10/child over age 10. All aircraft rides will be booked through the B-29/B-24 Ride Desk and/or online <https://www.airpowersquadron.org/Nashua-NewHampshire> .

Other items of interest

- The NAA has received its grant offer for the Phase II Pavement Maintenance project! Nik Ippolito will speak more about this project.
- The FAA is considering a request by the USAF to establish the Chugs Temporary MOA (T-MOA) in the vicinity of Windham, VT. The purpose of this T-MOA is to support the upcoming Exercises Eagle Claw 21-01. Eagle Claw 21-01 will take place from 1 to 30 June 2021.
- On January 11th I presented NAA's CIP to the City of Nashua CIC. At this time, I informed the City that our current project will be 100% funded by the FAA.
- Currently, the NAA does not have any potential tenants on our waiting list for aeronautical use of airport hangars. There is a T-Hangar for sale located at 13 Perimeter Rd and Archie Frangoudis has informed me that his hangar is for sale as well. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.

AIRPORT ENGINEER'S REPORT

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

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

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

Estimated Project Funding:

FAA Share (90%):	\$3,626,000.00
State Share (5%):	\$0.00
Local Share (5%):	\$0.00
Total Project Cost:	\$3,626,000.00

Project Status:

- At this time, the grant offer from NHDOT/BA has been received, fully executed, and returned to NHDOT.
- Gale has prepared the Contract between the City of Nashua and Continental Paving, Inc. for execution. These Contracts were sent to Continental on January 6th, 2021.
- Once the Contracts are fully executed, Gale will coordinate with the Contractor on a construction schedule.

Recommended Actions:

- None at this time.

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS

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 (90%):	\$3,600,000.00
State Share (5%):	\$200,000.00
Local Share (5%):	\$200,000.00
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.
- Gale has provided documents for the Independent Fee Estimate (IFE) to Mr. Chris Lynch to solicit the IFE. Once the IFE is completed, Gale will provide the Draft Contract we have prepared for review and comparison to the IFE. If the cost provided is within 10% of the IFE providers cost, this is typically viewed as acceptable.
- Gale has coordinated with NHDOT/BA on the specifics of the Project and we have confirmed that NHDOT and FAA support the rehabilitation of Taxiway 'A' to current FAA Standards and will remain at 40'. The new lighting will be LED and we are in full swing design.
- Gale has received concurrence from the New Hampshire Department of Environmental Services (NHDES) that this project qualifies for a general permit-by-rule. This means that no submission to NHDES is required to undertake this Project.
- Gale has initiated coordination with the Natural Heritage Bureau to begin the application process for the mitigation of protected habitat areas located within the Taxiway environment. This task is anticipated to be minimal; Gale's environmental subconsultant, GZA will be taking the lead on this effort.
- Gale is progressing into the design phase this week; we have completed incorporating the latest survey data into our base plans, and we are currently working on the geometry and grading for the new Taxiway 'A'.

Recommended Actions:

- Please review both Gale's draft Contract and the IFE providers estimated fees upon receipt.
- For next month, Gale will need a motion to approve any amendments.

In response to Shane McLaughlin's question, there will be no change in weight bearing.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

COVID Vaccination Site - Chairman Woods asked to add Brad Kreick to the agenda to present his request for the Nashua Airport to host a COVID vaccination site.

Brad Kreick is coordinating COVID vaccination sites for the Governor of New Hampshire. Brad discussed the development of a model for a way for the private sector to partner up with the state to try to accelerate the vaccination effort. Macair has volunteered the use of hangar located at 9 Perimeter Road. Chairman Woods is concerned of the traffic this would cause at the airport. This would be a drive thru site with no access to the airfield. Mr. Kreick has attempted to reach out to the property owners of the old Daniel Webster site for traffic and overflow parking.

Imagine Nashua - Sarah Marchant, AICP, Community Development Division Director, City of Nashua, discussed the city-wide master planning process. The goal is to hear from the public about what they would like to see for the future of Nashua. The major topics that have evolved are parking, neighborhoods, housing and re-development, jobs and trade skills, parks and trails. The Nashua Airport Authority will help get the word out to the public through our contact list. For detailed information, please visit www.nashuanh.gov or <http://imagine.nashuanh.gov>.

UPCOMING EVENTS

June 23, 2021 – Commemorative Air Force

PUBLIC INPUT

Shane McLaughlin, Macair, thanked Airport Manager Chris Lynch, Chairman Woods, and all Directors for their leadership throughout the difficult year. Thank you for your quick response regarding the COVID vaccination site at 9 Perimeter Road.

DIRECTORS' COMMENTS

Treasurer Heath – Shout out to Chris Lynch and Chairman Woods for getting the grant application pushed through to the NHDOT/BA and to Shane and Brian McLaughlin for offering their hangar to be used for a COVID vaccination site.

Secretary Holland – Thanks to the board for her first year serving on the board. Everyone has been superb to work with and looking forward to my new role!

Vice Chairman Law – Sarah Marchant presented Imagine Nashua to the rotary club as well. I really would encourage folks to go to the pinning page and support our airport.

Director Duquette – Compliments to everyone for all the successes. My term is up this year, so please feel free to send any nasty grams if warranted!

Chairman Woods – Thank you fellow directors for their service and thanks to Secretary Holland for stepping up to the role of secretary. I look forward to another year as Chairman.

MOTION BY Chairman Woods to adjourn the public session to a non-public session pursuant to RSA 91-A:3, (III)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Director Duquette

ROLL CALL

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

MOTION CARRIED

MOTION BY Chairman Woods to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Vice Chairman Law

MOTION CARRIED

ROLL CALL

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

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for February 17, 2021

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland