

MINUTES

The annual and monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, January 18, 2023.

Chairman Woods called the meeting to order at 6:09pm.

ROLL CALL

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

PUBLIC INPUT

None

OFFICER ELECTIONS

MOTION BY Director Duquette to keep the board with all officers in their current positions and Director Duquette will be back up Secretary to Secretary Holland as she will attend meetings remotely.

SECONDED BY Chairman Woods

MOTION CARRIED

MINUTES

MOTION BY Treasurer Heath to approve and accept the minutes of December 14, 2022.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT –November 2022 and December 2022

Treasurer Heath stated that we haven't had any snow removal income. Building and Grounds expense continues to level out throughout the fiscal year. Year to date we are in pretty good shape and have about a \$4000 surplus through December. Payroll was overbudget in December due to COLA bonuses to employees.

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of December 2022 the traffic count was 4,839 operations which is down 604 (-11%) operations from November 2022 and down 158 (-3%) operations versus December 2021. Year to date we are down 9%.

AIRPORT MANAGER'S REPORT

Recent events

None

Upcoming events at Nashua Airport

None

Other items of interest

- 12/19/2022 – Attended a virtual meeting with FAA, NHDOT and Gale Associates to further discuss the plans to relocate the AWOS.
- 01/05/2023 – Met with Randy Turmel (Crimson Properties) to discuss the possibility of the Airport Authority to purchase the lot adjacent to the Brick Hangar parking lot.
- 01/10/2023 – Met with Carol Niewola (NHDOT BoA), Sean Tieney (FAA) and Matt Caron to discuss NHDOT/FAA grant opportunities for land acquisition.
- Welcome Shannon and Equus Flight Academy to Nashua Airport!

Happy New Year!

AIRPORT ENGINEER'S REPORT

Nik Ippolito 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:

- We have received confirmation from the NHDOT/BA that the rehabilitation of Taxiway 'A' was confirmed with FAA to be eligible. NHDOT/BA is also processing payment of project related fees to date. If this payment is not received by the NAA by 1/31/2023, please let us know so we can reach out to NHDOT/BA for a status update.
- Gale has prepared and submitted the closeout documents for the design-only grant on January 12, 2023.
- Moving forward, the project will have to be re-bid. Gale will coordinate with the NAA on publication of the advertisement for bids once we've finished updating the plans/specifications and performed a QA/QC review of the final bid documents.

Recommended Actions:

- None at this time.

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:

- The grant approval did not make the December 21st or the January 5th agenda for the New Hampshire Governor & Executive Council. The next meetings will be on January 18th and February 8th. This grant was approved today by Governor & Executive Council – January 18th.

Recommended Actions:

- Sign reimbursement request when received.

RELOCATE AWOS/SAWS

This project is for the design, bidding, and construction phase services associated with relocating the existing AWOS/SAWS at the Airport. The weather equipment will be moved to a location between Taxiway 'A' on the 14 end, and Taxiway 'D' as depicted on the ALP. It is anticipated that this project will be funded using BIL funds.

Project Status:

- A scoping meeting for this project was conducted on December 19, 2022.
- A draft Scope of Work has been prepared by Gale and submitted to the agencies for review. Once reviewed, Gale will prepare IFE documents and a fee proposal for the NAA to review.
- This project will require two (2) reimbursable agreements with the FAA. One for the design associated with their relocated equipment, and one for the construction phase services to install the relocated equipment. These agreements must be paid ahead of the grant. The FAA is currently in the process of preparing these agreements.

Recommended Actions:

- None at this time.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison was unable to attend this evening; however, sent a message to Airport Manager Chris Lynch to update the board members. Infinity’s engineers are scheduling a meeting with the city planner’s office for comments and their recommendations.

NEW BUSINESS

Equus Flight Academy purchased Air Direct Airways Flight Academy. Shannon Weidekamp, CEO and part owner introduced herself and briefly discussed upcoming plans for the flight academy.

UPCOMNG EVENTS

None

PUBLIC INPUT

Mary Parker, NJA, informed the board that Bob Byrd will return to work part time effective Thursday 1/19.

DIRECTORS’ COMMENTS

Vice Chairman Law – Congratulations and welcome to Equus Flight Academy. Also, my public condolences to the family of Steve Brown.

Secretary Holland – I second Vice Chairman Law’s comments and a thank you to Susan and David for taking care of the Nashua Airport financials and budget.

Chairman Woods – Good news tonight! Excited to see the school grow.

Treasurer Heath – Welcome Equus and I believe you will complement our airport. This is a great community.

Director Duquette – Welcome Equus Flight Academy.

MOTION BY Chairman Woods to adjourn the public session to non-public session pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property and to RSA 91-A:3, (II)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Director Duquette

ROLL CALL

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

MOTION CARRIED

MOTION BY Chairman Woods to enter non-public session.

SECONDED BY Treasurer Heath

ROLL CALL

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

MOTION CARRIED

MOTION BY Vice Chairman Law to approve the purchase of Map E, Lot 50 Pine Hill Road, contingent upon the purchase price being within 10% of the appraised value, to authorize Gale to proceed with a scoping meeting and to hire the required appraisal firms, and to authorize the funding this project at the Airport's own expense until grant funding becomes available.

SECONDED BY Treasurer Heath

MOTION CARRIED

MOTION BY Director Duquette to approve a compensation increase for Joe Callahan and Eldon Richards.

SECONDED BY Treasurer Heath

MOTION CARRIED

MOTION BY Chairman Woods to leave non-public session, seal the minutes and return to public session.

SECONDED BY Secretary Holland

ROLL CALL

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

MOTION CARRIED

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Secretary Holland

MOTION CARRIED

The next meeting is scheduled for February 15, 2023

SEE ATTACHMENT FOR ATTENDEES LIST

ER
Secretary Jessica Holland

