

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, June 19, 2019.

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

### ROLL CALL

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

**Absent:** Director Duquette

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Secretary Scheifele to approve and accept the May 15, 2019 public minutes.

**SECONDED BY** Treasurer Heath

**MOTION CARRIED**

### TREASURERS REPORT – May 2019

Treasurer Heath reported that we are in good shape financially with no drastic changes. Our legal fees are significantly more than anticipated. Receivables and cash flow are good.

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

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

### BUDGET APPROVAL – FY2020

Airport Manager Chris Lynch discussed the possibility of a tie-down fee adjustment. The last increase was for FY2014 and the increase was 25%. His recommendation is to increase the tie-down fees 20%. The non-electric tie-down will increase from \$50.00 to \$60.00 and the electric tie-down will increase from \$75.00 to \$90.00. Vice Chairman Law questioned the acceptance of this increase from airport users. Airport Manager Chris Lynch reiterated that the last increase was FY2014. Steve Brouillette questioned the reasoning for the increase. Airport Manager Chris Lynch responded that we have been working on the budget. The gates and the control tower need some big ticket repairs this fiscal year. Wes Lui suggested that going forward we have smaller increases in shorter intervals. Treasurer Heath does not feel these rates are out of line. Chairman Woods stated that, as expected, we will be receiving less revenue from the state due to HB124. Other budget items discussed were the medical benefits increase, fuel flow fees, air handler replacement for the control tower, roof for brick hangar, and legal services. Treasurer Heath advised to take a step back and really look at the projected budget; therefore, table the approval until next meeting.

## **BOARD DISCRETIONARY FUNDS**

**MOTION BY** Secretary Scheifele to disperse the remaining balance of the board discretionary funds to the board members.

**SECONDED BY** Treasurer Heath

## **MOTION CARRIED**

## **COMMUNICATIONS**

Secretary Scheifele reported that NAA received the following communication and all communications will be placed on file at the Nashua Airport Authority office.

6/04/2019 – McLaughlin Law Office – 1450 Associates LLC Lease Renewal Lot E1448

6/04/2019 – McLaughlin Law Office – 1450 Associates LLC Lease Renewal Lot E1455

## **REPORTS**

### **TOWER REPORT**

Chairman Woods reported for the month of May 2019 we had a total of 6,302 operation which is up 712 (13%) operations for year over year. The numbers are positive. Back in January we were up 8%, February down 4%, up 33% in March, and April up 12%.

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

Airport Manager Chris Lynch reported on the following topics.

#### **Recent events**

- Nashua Airport Customer Appreciation BBQ – We had approximately 70-80 people show up. The weather was nice, and it was good to see the community come out.
- June 8<sup>th</sup> - Aviation Museum of New Hampshire Fly-in and BBQ – Our 3<sup>rd</sup> annual here at Nashua. About a dozen aircraft showed up and it was a successful fundraiser for the museum.

#### **Upcoming events**

- September 14<sup>th</sup> – “Wheels & Wings”
- September 27,28 & 29 – Collings Foundation “Wings of Freedom Tour” – We will start advertising a month prior to the event.

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

- Groove & Seal Project – Gale Associates will discuss
- Reconstruct Airfield Pavement and Maintenance (Phase II) – Gale Associates will discuss
- Moving hold short line (RWY32) – Hold Short Sign was installed by KOBO on 6/13/2019 in preparation of the remarking of the runway.

## AIRPORT ENGINEER'S REPORT

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

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

Mr. Ipolitto 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 (Stoppage) – Sealcoating, Inc. has completed sealing all project areas. The first coat of pavement markings has been installed and the Runway has been re-opened. Per the Contract, the second coat of pavement markings may not be applied until the sealant has cured for 30 days.
- Gale conducted a site visit with Indus (formerly Sealcoating, Inc.) and Tittarelli (sub-contractor) to administer a process called shot blasting on the Runway to see if this process would remove the paint that is peeling up. The shot blasting process removed a large portion of the paint on the areas that were tested. It is anticipated that the pavement surface will require a minimum of one day to let the pavement rejuvenator cure before the paint can be applied. Airport Manager Chris Lynch concurs that the shot blasting is the best method. Grinding is not allowed on the runway and hydro-jetting can ruin the pavement on the runway.
- At this time, the Contractor is coordinating with sub-contractors to complete the remaining work. Once Indus determines the process they will use, which will most likely be shot blasting, they will provide the Airport a schedule for completion.
- Indus's subcontractor, KOBO, installed the guidance sign at the hold position located at the 32 Runway End on Thursday, June 13, 2019. The guidance sign will be covered until the hold position markings are installed.

It is being discussed with the contractor for the shot blasting to be done at night to minimize day closure of the airport. Overall, we are looking at a 2-3 day intermittent shutdown of the runway. We will notify the airport users at least 14 days prior to construction.

**Recommended Actions:** None at this time.

### 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.
- Milton CAT has received the Grader at their Londonderry, NH facility and is in the process of up-fitting it with the required lighting, strobes, and retro-reflective markings.
- In approximately one-week, Gale will inspect the Grader at Milton CAT before it is delivered to the Airport.

Milton CAT will visit Nashua Airport for training on the Grader.

**Recommended Actions:** None at this time.

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.

- All funding applications have been submitted to NHDOT/BA for this Project. The application package requests funds to cover the Base Bid and all alternate work items. Funding for construction is contingent upon the availability of discretionary funds from FAA. If FAA cannot issue funding for the entire Project, they may issue a grant for the base bid plus as many alternate work items that funding will permit.
- Gale is coordinating with Continental Paving, Inc. to determine a Project Schedule. However, this will be affected by the date the grant is issued. Gale will update the Authority when a schedule has been established.

We are waiting for NHDOT to issue grant; they may be waiting for the FAA to issue funds. There will be a second round of supplemental funding from the FAA. We are waiting for any additional guidance.

**Recommended Actions:** None at this time.

**COMMITTEES**

None

**OLD BUSINESS**

Southern New Hampshire University Lease Update

Treasurer Heath reported that the lease is in its final tweaks and are in SNHUs hands. The terms have been agreed to and we are just fine tuning.

**NEW BUSINESS**

Shelley Francoeur and Maureen Lund presented the board with pictures and engraving for a Granite Memorial Bench in honor of Dan Moreau to be placed in Propeller Park. Airport Manager Chris Lynch discussed the memorial bench with Shane McLaughlin due to the creation of the park by the McLaughlin family. Shane is 100% for this and willing to assist.

**MOTION BY** Chairman Woods to approve the memorial for Dan Moreau in Propeller Park.

**SECONDED BY** Secretary Scheifele

**MOTION CARRIED**

Andrew Liebfried, Aircraft Maintenance – Introduced his new General Aviation Maintenance business. He will be tentatively working in Hangar 89. The business will be focused on general service with some avionics. Welcome Andrew!

E1448 (95 Perimeter Rd) – Exercise option to extend lease

E1455 (97 Perimeter Rd) – Exercise option to extend lease

**MOTION BY** Secretary Scheifele to extend the twenty-year extension lease option for Lot E1448 (95 Perimeter) and Lot E1455 (97 Perimeter).

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

**DATES TO REMEMBER**

9/14/2019 – SummerFun Wings and Wheels

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

**NAA ACTION ITEMS**

None

**PUBLIC INPUT**

Wes Liu mentioned that Fitchburg Air Fair is this weekend.

**DIRECTOR COMMENTS**

Director Heath – Thank you Secretary Scheifele for taking the time for his feedback on SNHU lease.

Chairman Woods – Thank you Treasurer Heath for your diligence with the SNHU lease.

Vice Chairman Law – None

Secretary Scheifele - None

**MOTION BY** Secretary Scheifele to adjourn the public session.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

The next meeting is scheduled for July 17, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

A handwritten signature in cursive script, appearing to read "Robert Scheifele".

Secretary Robert Scheifele