

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, May 16, 2018.

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

ROLL CALL

Present: Vice Chairman Woods
Secretary Scheifele – arrived 6:25pm
Director Duquette
Director Cushing-Adams

PUBLIC INPUT

None

OFFICER ELECTIONS

Due to the resignation of Chairman Michael Rosenblum, the authority elected new officers.

MOTION BY Director Cushing-Adams to nominate Vice Chairman Woods to Chairman, Director Cushing-Adams to Vice Chairman, Director Duquette to Treasurer and Secretary Scheifele to remain as Secretary.

SECONDED BY Director Duquette

MOTION CARRIED

MINUTES

MOTION BY Vice Chairman Cushing-Adams to accept the public minutes for April 18, 2018.

SECONDED BY Treasurer Duquette

MOTION CARRIED

TREASURERS REPORT – April 30, 2018

Office Manager Susan Clancy reported that for the month of April, our income is where it should be with a variance of approximately \$700. For the year to date income, we are above budget by approximately \$24,000 due to recovering land lease fees from DWC/SNHU, assistance with aircraft incident recovery, overpayment of health insurance, and sale of various equipment. For our expenses, we are running slightly under budget for the month and for the year to date. Overall for the month of April we have a net income of \$3600 and year to date, a net income of approximately \$55,000.

MOTION BY Treasurer Duquette to accept the April 2018 financial statements as presented pending audit.

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

TREASURERS REPORT – February 28, 2018/March 31, 2018

MOTION BY Chairman Woods to approve the financial statements for February 2018 and March 2018 pending audit.

SECONDED BY Treasurer Duquette

MOTION CARRIED

COMMUNICATIONS

Chairman Woods reported that NAA received several new communications and all communications will be placed on file at the Nashua Airport Authority office.

4/27/2018 – Michael Rosenblum – Resignation

4/30/2018 – Boys & Girls Club – Thank you Letter for the Donation in Memory of Sean McGuinness

5/08/2018 – NHDOT – Anonymous Complaint

REPORTS

TOWER REPORT

Chairman Woods reported for the month of April 2018 the traffic count was 4,582 which is up 101 (2%) operations from April 2017. The month over month variance has been positive for each month this year.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- June 2nd – EAA Young Eagles sponsored by Air Direct Airways
- June 9th – Aviation Museum of NH – Fly in / BBQ in Hangar 81 at 11:00am. This is a great event.
- July 11th through July 15th - Airpower History Tour (CAF). The world's most famous flying B-29 "Superfortress" FIFI will be here along with the C-45 Expeditor "Bucket of Bolts" and a CAF T-6 Texan. They will arrive Monday July 9th at noon, meet with the press for pictures and stories. No public for this. The crew would then take the afternoon off and Tuesday off. Then open to the public on Wednesday July 11th and be open 9:00 a.m. to 5:00 p.m. Wednesday through Sunday July 15th. They would then depart on Monday morning, July 16th.
- September 14th – SummerFun 2018 Movie night (movie TBA)
- September 15th – SummerFun 2018 Wheels & Wings

Other items of interest

- Joe Donovan of SNHU gave the NAA, FAA and MidWest ATC keys for 79 Perimeter Rd.
- I met with Chris Bergeron and Joe Donovan regarding adding a section of fence outside their "dispatch office" on 79 Perimeter Rd. The cost will be absorbed by SNHU.

- April 12th – I made it one year with the NAA!
- May 21st – 26th – These dates are tentatively scheduled for the Sealing and Remarking phase of the Runway 14/32 Groove, Seal and Remark project. The runway will be closed beginning at 7 a.m. Monday, May 21st for 24 hrs/day for the 5 days of this phase of the project reopening on Saturday May 26th at 7:00 a.m.
- On May 8th I attended a meeting at the FAA Regional Headquarters in Burlington Ma. The subject of this meeting was to discuss a letter of complaint received by the NH DOT BoA regarding “non-aeronautical” use of hangars, etc. Attendees included Jorge Panteli (FAA Regional Compliance Director), Gail Lattrel (Acting Director FAA Airports), Lisa Lesperance (FAA), Tricia Lambert (Administrator, NHDOT BoA), Carol Niewola (Senior Planner, NHDOT BoA) and Patrick Herlihy (Director, NHDOT BoA). During this meeting I was told that I had to ensure that all hangars would be accessible for inspection beginning at 9:00 a.m. on May 10th.
- Land use and Hangar inspection on May 10th, 11th and 14th. This inspection was conducted and went very well. We inspected approximately 90; we have approximate 60 hangars left to inspect. Everyone has been cooperating. So far out of 90 hangars, we have had 5 issues and we will need to increase the rate to a non-aeronautical rate.
Wes Liu commented on the positive way Airport Manager Chris Lynch has conducted this inspection with the FAA.
Vice Chairman Cushing-Adams was a little frustrated when the claim was received on April 3 and we did not hear about it until May 8 specifically expressing concern regarding a chemical lab and the potential hazards. She addressed the NHDOT BA and they explained the staff changes at their location.
Airport Manager Chris Lynch responded with the NHDOT BA and FAA have treated us and our tenants with respect. They are fair and the process is going well.

AIRPORT ENGINEER’S REPORT

Nik Ippolito and Matt Caron appeared on behalf of the airport’s engineering consultant, Gale Associates, Inc.

Airport Master Plan Update SBG 12-16-2016

Mr. Caron provided a review of the Master Plan project.

- The Master Plan Committee held its 7th meeting on April 16th and reviewed the development alternatives. The “Preferred Alternative” will be worked on and presented to the board at the May meeting.
- Gale is still coordinating with the MPC on some data collection efforts needed to finalize draft Chapter 6 *Future Airport Development*, and draft Chapter 7 *Sustainability*.

Preferred Alternatives are our wish list to be submitted to the NHDOT and FAA for projects on the airport. They will be included in our Airport Layout Plan.

The projects contained in Alternative No. 1 form the foundation upon which all other alternative are built. Subsequent Alternative include all of the projects from Alternative No. 1 with additional projects or alternative options under specific evaluation.

Alternative No. 1

1. **Property Acquisition:** Includes 2 Parcels located on Pine Hill Road
2. **Taxiway 'A' Relocation:** moves Taxiway 'A' 150 closer to Runway 14-32, maintains required 400' of required separation;
3. **Apron Expansion:** As result of Taxiway 'A' relocation, Echo, Foxtrot, Golf, and Hotel Ramps can be expanded;
4. **Taxiway Reconstruction:** reconfigure 'B', 'C', and 'F' to comply with design standards, reconfigure and shift taxiway 'D' to comply with design standards;
5. **AWOS Relocation:** relocates the AWOS from its location adjacent to Delta Ramp to a new location adjacent to Hotel Ramp;
6. **Deicing Area Construction:** designated area proposed on 'Golf' Ramp during winter months;
7. **Construction Administration (Admin Building and Customs Building)** 2 options: 1- former DWC building to house Admin Building, with a stand-alone Customs building adjacent to the Alpha Ramp; 2 a new facility adjacent to the DWC building to accommodate both;
8. **Self-Serve Fuel Facility Construction:** 1, 10,000-gallon tank adjacent to Alpha Ramp;
9. **Hangar Construction:** hangar complex construction on abandoned Delta Ramp, one corporate hangar adjacent to Alpha Ramp, and one corporate hangar adjacent to Echo Ramp;
10. **Airport Access Road Construction:** behind buildings 25-38 with associated parking;
11. **Fencing Reconfigurations and Vegetation Removal:** perimeter fencing around the MALSR, and reconfigured fencing around newly acquired parcels on Pine Hill Road;
12. **India Ramp Hangar Development:** T-hangar development off of India Ramp.

Alternative No. 2

Alternative No. 2 includes all projects from Alternative No. 1, with the following changes to the three projects listed below.

1. **Self-Serve Fuel Facility Construction:** 1, 10,000-gallon tank located in the vicinity of Delta Ramp;
2. **Hangar Construction:** same as Alternative No.1 except this Alternative add three hangars adjacent to Alpha Ramp instead of 1;
3. **India Ramp Land Reservation:** designates land adjacent to India Ramp for aeronautical related develop- not necessary hangars.

Alternative No. 3

Alternative No. 3 includes all projects from Alternative No. 1, with the following changes to the four projects listed below.

1. **Self-Serve Fuel Facility Construction:** 1, 10,000-gallon tank located in the vicinity of Delta Ramp;
2. **Construction of corporate hangars:** same as Alternative No. 1 except this Alternative adds three hangars adjacent to Alpha Ramp instead of 1;
3. **Construction of Administration Building, and Customs Building:** Admin building to be located adjacent to the DWC building; Customs building located adjacent to Alpha Ramp;
4. **India Ramp Hangar Development:** India Ramp is converted to T-hangars, and land adjacent to India Ramp is reserved for aeronautical/non-aeronautical use.

Alternative No. 4

Alternative No. 4 includes all projects from Alternative No. 1, with the following changes to the six projects listed below.

1. **Fuel Facility Construction:** 1, 10,000-gallon tank located in the vicinity of Delta Ramp;

2. **Construction of Administration Building and Customs Building:** Admin building to be located adjacent to the DWC building; Customs building located adjacent to Alpha Ramp;
3. **India Ramp Hangar Development:** India Ramp is converted to T-hangars, and adjacent land is reserved for aeronautical/non-aeronautical use;
4. **Apron Expansion:** expands Echo, Foxtrot, Golf, and Hotel Ramps. Differs from Alternative No. 1 because of the reconfigurations to taxiways 'C', and 'D';
5. **Taxiway Reconstruction:** (reconfigures Taxiways 'B' and 'F', and reconfigures Taxiway 'C' and 'D' northwest of their existing locations)
6. **Hangar Construction:** three corporate hangars south of Alpha Ramp, 4 corporate hangars west of Alpha Ramp, Delta Ramp hangar complex;

Alternative No. 5

Alternative No. 5 includes all projects from Alternative No. 1, with the following changes to the six projects listed below.

1. **Fuel Facility Construction:** 1, 10,000-gallon tank located in the vicinity of Delta Ramp;
2. **Construction of Administration Building and Customs Building:** Admin Building adjacent to the DWC building, Customs building adjacent to Alpha Ramp;
3. **India Ramp Hangar Development:** T-hangar development on existing India Ramp, and designation of adjacent land as aeronautical/non-aeronautical use;
4. **Apron Expansion:** Echo, Foxtrot, Golf, and Hotel Ramps.
5. **Hangar Construction:** three corporate hangars south of Alpha Ramp, 4 corporate hangars west of Alpha Ramp, Delta Ramp hangar complex;
6. **Taxiway Reconstruction:** reconfigure Taxiways 'B', and 'F', eliminate Taxiway 'C' and 'D' and construct a single Taxiway between existing Taxiway 'C' and 'D')

Alternative No. 6

Alternative No. 6 includes all projects from Alternative No. 1, with the following changes to the six projects listed below.

1. **Fuel Facility Construction:** 1, 10,000-gallon tank located in the vicinity of Delta Ramp;
2. **Construction of Administration Building and Customs Building:** Admin Building located adjacent to the DWC building, Customs building adjacent to Alpha Ramp
3. **India Ramp Hangar Development:** T-hangar development on existing India Ramp, adjacent land designated as aeronautical/non-aeronautical;
4. **Apron Expansion:** Echo, Foxtrot, Golf, and Hotel expansions;
5. **Hangar Construction:** three corporate hangars south of Alpha, 4 hangars west of Alpha, Delta Ramp hangar complex;
6. **Taxiway Reconstruction:** reconfigure Taxiways 'B' and 'F', reconstruct Taxiway 'C' and 'D' southeast of their current configurations.

Steve Brouillette expressed concern that his tie-downs will be removed for hangar development. Mr. Caron and Treasurer Duquette clarified that this is the grand plan wish list and these alternatives are in place for the next 20 years and all items are not guaranteed to be completed.

Recommended Actions:

- Discuss and approve the recommended Preferred Alternative.

MOTION BY Treasurer Duquette to post on our website the Master Plan Committee Option #6 as the Preferred Alternative for public input.

SECONDED BY Secretary Scheifele

MOTION CARRIED

Pavement Reconstruction and Maintenance SBG 12-17-2016

Mr. Ippolito provided an update on the Pavement Reconstruction and Maintenance project.

- The project is complete.
- Change Order No. 2 has been signed by Continental Paving and sent to the Airport for signatures. Once signatures are obtained, the Change Order will be incorporated into the close-out report and final reimbursements/closeout reports can be sent out.
- A meeting will be conducted with Bruce Bauer and Rick Charbonneau from Continental Paving to address corrective actions on Taxiway 'H'. A date and time will be finalized in the next few weeks. Mr. Ippolito will attempt to schedule this meeting on Friday, May 18.

Recommended Actions:

- None at this time.

Chairman Woods and Airport Manager Chris Lynch commented about another significant crack in the pavement located between Hangar 13 and 15.

Airport Manager Chris Lynch also commented that the hangar door on 7 Perimeter Road still needs to be repaired.

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito 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 – Work will begin on Phase II is scheduled for May 21 – May 26 contingent upon weather permitting the application of the surface sealant.
- At the request of the Authority, Gale has submitted a draft Change Order No. 1 to NHDOT for labor and materials necessary to install an ILS Hold Position Marking and relocate one (1) lighted hold position sign. Upon NHDOT approval, the final Change Order No. 1 will be submitted for signatures.
- A Memorandum of Agreement (MOA) will be required between the Airport Authority and the ATCT to certify the change in operational conditions dependent on the weather. This document was submitted to NHDOT for review along with the proposed Change Order to include the ILS Hold Position Marking.

Discussion was held with Mr. Ippolito, Treasurer Duquette, Airport Manager Chris Lynch, Roger Mathews regarding the timeframe for Phase II.

Recommended Actions:

- None at this time.

Purchase Snow Removal Equipment (SRE) Project SBG 12-18-2018

Mr. Ippolito provided an update on the Purchase of Snow Removal Equipment project.

- Funding for this project is contingent upon the availability of NHDOT Apportionments from the FAA. Funding is not guaranteed, however, during the scoping meeting, NHDOT committed to provide state apportionment funds to cover the additional costs of acquiring this piece of equipment up to a total cost of \$350,000.00. The estimated project cost exceeds the NHDOT commitment for funding, and Gale has been working with the Airport Manager to solicit the purchase of any available entitlements from NH Airports. It is understood that NHDOT's contributions to the project are again, contingent upon the availability of funds.
- Bids were opened on March 26, 2018 at the Airport Administration Building upstairs conference room. One (1) bid was received from Milton CAT. Based upon the bid, Gale prepared a Grant Application for the equipment and has submitted it to NHDOT for funding. The Bid from Milton CAT totaled to \$389,900.00. This is approximately 4% higher than the Engineer's Estimate of Cost.
- Upon receipt of funding from FAA and NHDOT, Gale will prepare a letter of recommendation to award the Contract to Milton CAT.

Recommended Actions:

- None at this time.

COMMITTEES

Master Plan / Strategic Planning Committee

Chairman Woods stated that there should be one more meeting to discuss the remaining chapters.

OLD BUSINESS

HB 124 Update – Chairman Woods discussed SB565 and it appears it will be moving forward to the governors desk. This bill removes the millage fees, introduces a weight-based fee structure, and there will be no increase in fuel flowage fees. The Bureau of Aeronautics will need to justify their budget to the state for funding.

NEW BUSINESS

Commander Russ Morin introduced himself and informed the authority that Civil Air Patrol will be moving into the SNHU Aviation Center. Chairman Woods welcomed them to the airport.

DATES TO REMEMBER

June 2nd – Young Eagles

June 9th – Aviation Museum of NH Fly In – BBQ

July 11th – 15th – CAF Airpower History Tour

September 14th – SummerFun Movie Night

September 15th – SummerFun Wheels & Wings

NAA ACTION ITEMS

None

PUBLIC INPUT

Nik Ippolito of Gale informed us that the GSAMA quarterly meeting will be at Mt Washington Airport in Whitefield on June 8th. The weekend following this meeting there will be a fly-in for a Lobsterbake. Airport Manager Chris Lynch has flyers he will post and Mr. Ippolito has tickets for purchase.

DIRECTOR COMMENTS

Vice Chairman Cushing-Adams – Thanks to Susan for her extra efforts with the financials. Also, very sad to see Chairman Rosenblum resign. Chris is doing a great job. Met with Mayor Donchess for replacement suggestions and he is taking resumes. The Mayor prefers a Nashua resident.

Chairman Woods – We are all going to miss Chairman Rosenblum and hope he will stop by. Also, thank you to the airport community for your cooperation in the FAA land/hangar use inspection. Thank you to the FAA and NHDOT for treating our tenants kindly.

Director Duquette – All the best to Chairman Rosenblum and congratulations to Vice Chairman Woods for stepping up to Chairman. Kudos to Chris and the airport team for the reactivity with the NHDOT and FAA.

MOTION BY Secretary Scheifele to adjourn the public session

SECONDED BY Vice Chairman Cushing-Adams

MOTION CARRIED

The next meeting is scheduled for June 20, 2018

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Scheifele