

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, September 21, 2022.

Chairman Woods called the meeting to order at 6:08pm.

### ROLL CALL

**Present:** Chairman Woods  
Secretary Holland  
Director Duquette

**Absent:** Vice Chairman Law  
Treasurer Heath

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Director Duquette to accept the NAA public minutes of July 27, 2022.

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

### TREASURERS REPORT –July and August 2022

Treasurer Heath absent. Chairman Woods tabled Treasurer Report until next meeting.

### COMMUNICATIONS

The following communications have been received and placed on file.

08/24/2022 – Weston & Sampson – SSI – Data Review Results and Work Scope

Airport Manager Chris Lynch discussed the cost of the supplemental site investigation for the PFAS identified here at the airport. He is looking for approval to execute a contract with Weston & Sampson to perform this investigation required by the NHDES. The cost estimate for this project is \$36,595.

**MOTION BY** Chairman Woods to approve Airport Manager Chris Lynch to execute the contract with Weston & Sampson for the supplemental site investigation for the initial amount of \$36,595.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

### REPORTS

#### TOWER REPORT

Chairman Woods reported for the month of August 2022 the traffic count was 7,405 operations which is down -634 (-8%) operations from July 2022 and down 16 (0%) operations versus August 2021.

#### AIRPORT MANAGER'S REPORT

##### **Recent events:**

September 17<sup>th</sup> – Wheels & Wings at Nashua Airport. We had over 3,500 attendees for this event. The weather was great. Thank you to Bob Byrd of NJA, Kevin Delacruz of Infinity, Joe, Eldon and Bob Donadio of NAA, and Dave Simmons and Brian Tomasetti for all their help throughout the day.

## Upcoming events at Nashua Airport:

None

## Other items of interest:

- Skydive Pepperell : Nashua ATIS broadcasts activity at Pepperell. When active, avoid Pepperell within a 3.5 mile radius.
- The NAA building painting is complete!
- 8/10 – Carol Niewola and Jorge Panteli visited ASH to “Close Out” the Part 13 Investigation. I’m currently waiting on correspondence from NH DOT BOA.
- 8/12 – Met with City of Nashua officials from Risk Management Department and Parking enforcement to provide a tour of our airport.
- 8/31 – Met with Matt Sullivan, Director of Community Development, City of Nashua to tour our airport.
- 09/13 – Pre-game meeting with Jeff DiSalvo, City of Nashua Parks and Recreation to discuss the Wheels and Wings Event.

## AIRPORT ENGINEER’S REPORT

Nik Ippolito, Gale Associates discussed the following on behalf of the airport’s engineering consultant, Gale Associates, Inc.

## 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’.

### Project Status:

- The executed grant agreement for this project was submitted to the NHDOT/BA on July 28<sup>th</sup>, 2022, which met the deadline for inclusion on the September 7<sup>th</sup> Governor & Executive Council (G&C) Meeting, however, the most recent agenda for the NH Governor and Executive Council did not contain this grant.
- The next G&C meeting will be held on September 21, 2022. Matt Caron, Gale Associates, did confirm that the grant agreement was on the agenda.

### Recommended Actions:

- None

## 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:

- FAA has reached out to let NHDOT know that they do not have the funding to do both the Golf Ramp and Foxtrot Ramp in FY 2022. FAA is requesting the Airport revise the grant application to reflect the rehabilitation of only the Golf Ramp.
- Gale and Chris Lynch worked with the FAA on a solution to fund both Golf and Foxtrot Ramps concurrently, which will include the use of BIL funds. The revised project funding program is as follows: Golf Apron Rehabilitation (FY2022 AIP) - \$323,140.00 and Foxtrot Apron Rehabilitation (FY2022 & FY2023 BIL) - \$110,785.00. The total fee proposal is \$433,925.00
- Upon issuance of the AIP portion of this grant, Gale will circulate contracts and begin preparing for a spring start to construction.

Recommended Actions:

- Please sign and return executed grant offers upon receipt.

GENERAL ITEMS

Gale met with the Airport Manager and a potential hangar developer to discuss possible hangar development of India Ramp. Mr. Ippolito has also spoken with the developer and forwarded requested additional information.

COMMITTEES

None

OLD BUSINESS

Infinity – Hangar Development. Greg Lison updated the board on the progress of hangar development. Mr. Lison has questions regarding the use of building 79 Perimeter Road which Airport Manager Chris Lynch will address. Questions arised regarding the use of the building for aviation education purposes only and the plan to relocate the AWOS. Nik Ippolito, Gale Associates, suggested we reach out to NHDOT BoA to schedule CIP meeting.

UPCOMNG EVENTS

None

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Director Duquette – Nothing specific this month.

Secretary Holland – Thanks to Chris and his team. It’s nice to see you all in person.

Chairman Woods – Very impressed with the job Kevin did on our building. I’d also like to call out Eldon for he did all the power washing on the building and that did not look like a fun job!

ADJOURNMENT

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

**SECONDED BY** Secretary Holland

**MOTION CARRIED**

**MOTION BY** Chairman Woods to enter non-public session at 7:05pm.

**SECONDED BY** Secretary Holland

**ROLL CALL**

**Present:** Chairman Woods  
Secretary Holland  
Director Duquette

**Absent:** Vice Chairman Law  
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  
Secretary Holland  
Director Duquette

**Absent:** Vice Chairman Law  
Treasurer Heath

**MOTION CARRIED**

Chairman Woods called the public session to order at 7:20pm.

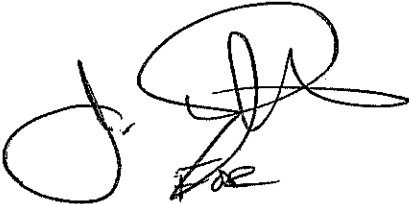
**MOTION BY** Chairman Woods to adjourn the public session.

**SECONDED BY** Secretary Holland

**MOTION CARRIED**

The next meeting is scheduled for October 19, 2022

SEE ATTACHMENT FOR ATTENDEES LIST

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above the name 'Secretary Jessica Holland'.

Secretary Jessica Holland