

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, June 21, 2023.

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

ROLL CALL

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

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of May 17, 2023.

SECONDED BY Treasurer Heath

DISCUSSION: Treasurer Heath requested the language in the Treasurer Report be replaced to “has been” from “will be”.

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

MOTION CARRIED

TREASURERS REPORT – May 2023

Treasurer Heath discussed the profit and loss statement through May. We are just over \$2,800 different than budgeted. We have discussed the differences throughout the year. We are not expecting anything in June to dramatically change this surplus.

MOTION BY Vice Chairman Law to approve the May 2023 Financial Statements, subject to audit.

SECONDED BY Director Duquette

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

MOTION CARRIED

FY2024 PROPOSED BUDGET

Treasurer Heath met with Airport Office Manager Susan Clancy and Airport Manager Chris Lynch to review the proposed budget for FY2024. Airport Manager Chris Lynch discussed the addition of an automotive lift for the shop. Treasurer Heath explained that this is a capital expense and will not be included in the budget. Vice Chairman Law asked when the last snowplowing fees were increased. These fees were increased in FY2023. We will create a reserve account in FY2024 for Fuel Farm Maintenance due to inspections and painting every 5-10 years. As for PFAS expenses, we are unclear as to what will be expected, if any, for PFAS testing and engineering. Secretary Holland asked about the overage for building and grounds expense in FY2023. Treasurer Heath explained the \$28,000 in PFAS expenses.

MOTION BY Director Duquette to approve the FY2024 proposed budget as presented.

SECONDED BY Vice Chairman Law

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

COMMUNICATIONS

The following communication has been received by the Airport Authority and placed on file.

05/16/2023 – Berkshire Aviation LLC – Option to Extend Land Lease

05/19/2023 – NHDOT – Part 13 Complaint Resolved

REPORTS

TOWER REPORT

Chairman Woods reported for the month of May 2023 the traffic count was 8,004 operations which is up 2,586 (48%) operations from April 2023 and up 890 (13%) operations versus May 2022. Year to date we are down 3%. We had some good weather in May.

AIRPORT MANAGER'S REPORT

Recent events

- NH Aviation Museum Fly-In and BBQ was held at KASH on Saturday, June 17th. Even though the weather wasn't the best for the event, there was still a great turnout for the BBQ!

Upcoming events at Nashua Airport

- EAA Young Eagles event sponsored by IAC-35, is scheduled for Saturday, July 1st at 81 Perimeter Road. The event is open to kids between the ages of 8 and 17 interested in a flight. General registration is available at <https://youngeaglesday.org/?7178>
- City of Nashua Summer Fun 2023 "Wheels and Wings" at Nashua Airport
September 23, 2023

Other items of interest

- Continental Paving completed the Foxtrot & Golf Ramp(s) project ahead of schedule on 05/31/2023.
- June 1st – NAA and Infinity Aviation line service staff completed SPCC training administered by Tighe & Bond.
- June 21st – Met with City of Nashua Planning Director Matt Sullivan. We discussed recent developments regarding the piece of land on Deerwood Drive where someone is seeking a building permit. There are serious concerns for safety here at the airport. We were not notified as an abutter because we are leasing this land. Airport Manager Chris Lynch is drafting a letter to the City of Nashua to address all the airport concerns.

AIRPORT ENGINEER'S REPORT

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

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS (Construct Only)

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 most recent update from NHDOT/BA on the issuance of the grant (dates Thursday, May 11th) indicated that the funding request currently sits with FAA. Grant timing will depend on when FAA releases those funds.

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:

- Construction is now complete on this Project. The final inspection was held on Wednesday, May 31st 2023. Leaving this meeting the only remaining work is to remove the sedimentation controls upon establishment of grass growth in disturbed areas.
- The project cannot be completely closed out at this time because the foxtrot ramp portion of the funding (being provided through BIL) has not been issued. The Contractor has agreed to delay payment until the funds are in place.
- Once the BIL funding has been issued, all funds will be requested, and this grant will be closed out.

Recommended Actions:

- None at this time.

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 'C' and Taxiway 'D' as depicted on the ALP. It is anticipated that this project will be funded using BIL funds.

Project Status:

- We have received the FAA's Reimbursable Agreement. This agreement will need to be funded before the agency will begin work on their portion of the project.
- Gale's contract has been submitted to the NAA for solicitation of an Independent Fee Estimate (IFE). Upon receipt of the IFE, Gale will provide a formal fee proposal for the NAA's comparison to the IFE.

Recommended Actions:

- Please coordinate payment of the FAA's Reimbursable Agreement.
- Please coordinate an IFE on Gale's Scope of Services.

LAND ACQUISITION

This project is for the acquisition of one privately owned parcel.

Project Status:

- On May 10, 2023, Gale prepared a formal offer and circulated it for signature via DocuSign to the Airport Authority Chair, Airport Manager, and Seller. As of May 11, 2023, it has been signed by the Chair and Airport Manager.
- There is a matter of title insurance in favor of the Buyer (Airport) which, per the P&S shall be requested by the Seller and Buyer (Airport) with ten (10) days after the execution of the P&S.
- The City Attorney is aware and suggested that this could be sorted out later, if necessary. The matter of title insurance, per FAA guidance, is at the discretion of the Sponsors Attorney.
- On May 15, 2023 the Owner responded to Gale Associates, Inc. with a request to negotiate an additional \$14,000.00 for the parcel, citing additional value he felt was not covered during the appraisal process.
- On May 17, 2023 the Airport Authority voted and authorized an "Administrative Settlement", pending FAA and NHDOT concurrence.
- On June 5, 2023 FAA sent an email in favor of the Administrative Settlement.
- On June 8, 2023 NHDOT sent an email in favor of the Administrative Settlement pending NHDOT's Chief Appraiser's concurrence. Once we receive concurrence from the Chief Appraiser, we will move forward with a formal offer to Mr. Turmel and begin the recording of the transaction.

Recommended Actions:

- None this month.

TOWER SITING STUDY

This project will evaluate up to three (3) possible locations for a new Air Traffic Control Tower and make a final recommendation on the preferred location.

Project Status:

- A Project Discovery Meeting was held on Friday, May 5th to officially scope the project with FAA. Based on discussions during this meeting, we now know that in order to receive grant funding in a timely fashion, the grant application must be submitted to the FAA by June 10th, 2023.
- Gale has revised our Scope of Work based on comments received from the FAA and NHDOT. Because this fee is less than \$100,000.00, no IFE will be needed.
- The overall siting study takes approximately 18 months to complete. The actual study takes approximately 6 months from commencement to completion; however due to a backlog of similar studies at other Airports, the FAA's lead time to starting the project once agreements are signed is approximately 12 months.

Recommended Actions:

- Please review Gale's Scope/Fee and vote approve.

MOTION BY Treasurer Heath to authorize Chairman Woods to sign the grant application for the Tower Siting Study in the amount of up to \$250,000.

SECONDED BY Director Duquette

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

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, was not in attendance this evening. Chairman Woods has tabled this until next month.

NEW BUSINESS

Berkshire Aviation LLC – Option to Extend Land Lease

Mr. Stuart Steele of Berkshire Aviation LLC introduced himself and updated the Airport Authority on his business. They have sold the Bedford, NH office building and staff are moving to the EastPoint Executive Center here at the airport.

Mr. Steele is also looking for land in the airport area to construct a warehouse of approximately 5,000 square feet. Airport Manager Chris Lynch will look into this.

MOTION BY Director Duquette to approve the lease extension request for E1544 – Berkshire Aviation LLC for 20 years beginning on September 1, 2023 and terminating on August 31, 2043, upon the same terms and conditions as the Lease now in effect and to grant an additional term of 20 years beginning on September 1, 2043 and terminating on August 31, 2063 subject to renegotiation of terms and conditions.

SECONDED BY Vice Chairman Law

ROLL CALL VOTE

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

Tie-Down Rate Increase

Airport Manager Chris Lynch proposed a slight increase to the tie-down rates. Non-electric from \$55 per month to \$60 per month. Electric from \$83 per month to \$90 per month. Our last increase was in July of 2020. Research was done with the airports in the area. There is a need for this increase to cover our increasing operating costs. Mr. Roger Mathews expressed his concern about the short notice and how the tenants will react. He feels there is no reason to increase the rate currently.

MOTION BY Vice Chairman Law to approve the tie-down fees as proposed.

SECONDED BY Director Duquette

ROLL CALL VOTE

- Chairman Woods – yes
- Vice Chairman Law – yes
- Treasurer Heath - yes
- Secretary Holland – yes; as much as I agree with the need for this; we need to give more notice in the future.
- Director Duquette – yes

UPCOMNG EVENTS

07/01/2023 – EAA Young Eagles Event

09/23/2023 – Wheels and Wings

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Director Duquette – Nothing this month. Thank you!

Treasurer Heath– Thanks for making the budget process not so hard on me this year. Thanks Susan and Chris for meeting with me.

Secretary Holland– Thank you to both Susan and Treasurer Heath for a great job on the budget. Also, wishing you all a very happy summer everyone!

Chairman Woods – I'll second the comment on the budget. I appreciate all the work put into it. A shout out to Gale for the Foxtrot / Golf project!

Vice Chairman Law – No comments for the record.

ADJOURNMENT

MOTION BY Vice Chairman Law to adjourn the public session.

SECONDED BY Director Duquette

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

MOTION CARRIED

The next meeting is scheduled for July 19, 2023

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Jessica Holland

