

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, April 17, 2019.

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

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Director Duquette

Absent: Secretary Scheifele

PUBLIC INPUT

None

MINUTES

MOTION BY Treasurer Heath to approve and accept the March 20, 2019 public minutes.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT – March 2019

Treasurer Heath reported that we are in month 9 of the fiscal of year, March 2019, and we are continuing a series of downfall for revenues of approximately \$28,000. The good news is expenses are below budget of about \$38,000 giving us a surplus of about \$10,000. The largest account for our surplus is our marketing account. We will be using \$5,000 of the surplus for legal services. All in all we are in good shape.

MOTION BY Director Duquette to accept the March 2019 financial statements as presented pending audit.

SECONDED BY Vice Chairman Law

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of March 2019 the traffic count was 5,547 which is up 1,375 (33%) operations for year over year. Director Duquette noted that 2018 over 2017 was up 26% for the month of March.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- Groove and Seal project – second coat of paint on runway/taxiway markings. Postponed until Spring of 2019. Nik Ipolitto of Gale Associates will talk about this.
- Nashua Airport Customer Appreciation BBQ is tentatively scheduled for Friday June 14th, between 3-5pm.

Other items of interest

- Terrafugia has commenced testing at Nashua Airport. We have not heard anything regarding the upper management reorganization and how it will affect the future of Terrafugia at Nashua Airport.
- NAA installed new window shades in the tower.

Treasurer Heath asked about the Collings Foundation visit. Airport Manager Chris Lynch will hear from them when they have confirmed their schedule.

Airport Manager Chris Manager also gives a huge thank you to Nick Caggiano, Parks and Rec, City of Nashua, for the use of their bucket truck to repair a guy wire on an obstruction light pole.

AIRPORT ENGINEER'S REPORT

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

Airport Master Plan Update SBG 12-16-2016

Mr. Ipolitto provided an update on the Airport Master Plan.

- NHDOT has received the AMPU closeout report, final grant reimbursement request, one AMPU report/CD, and a signed ALP. They are processing the documents and payment is forthcoming.
- Above-mentioned documents have also been provided to the Airport and FAA.
- Thank you to the Authority and those that dedicated their time to participate in the Master Plan Committee meetings.

Recommended Actions: None at this time

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. It is anticipated that the project will be held in a stoppage until the end of summer so that operations are not affected by a second shut-down.

- Gale has received verbal confirmation from NHDOT that Change Order No. 1 has been approved. Upon receipt of the approved change orders, they will be placed in the job files for archiving upon completion of the work.
- Gale is coordinating with Sealcoating, Inc. to determine a start date for spring markings and change order work. A project kickoff meeting is scheduled for May 8, 2019, and will be conducted with the Contractor to discuss the best method for re-marking the Runway. Once a date for the restart of construction is determined, Gale will notify all parties of the work.

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.
- No update on the delivery is available at this time, the expected delivery day is still 4/22/19. SRE is in transit.

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.

- Gale has prepared a written scope of work for this project and submitted it to the Airport, and NHDOT for approval prior to developing a fee proposal. Once the scope is approved, provide documents for the Airport to obtain an Independent Fee Estimate (IFE). (New SOP for IFE's)
- A pre-bid conference was conducted on March 20th to discuss the project requirements with potential bidders. This meeting was held at the Airport Administration building in the upstairs conference room.
- The public opening of bids was conducted on April 8, 2019. the bids were read out loud, and the apparent low bidder (Continental Paving, Inc.) was announced.
- A Grant Application was prepared and executed by Gale and the Airport Authority, acting through the Airport Manager. These grant applications were delivered to NHDOT on April 12th, 2019 in accordance with the extension request granted by NHDOT.
- Upon issuance of a grant to fund the work, Gale will prepare the Owner-Contractor Contracts as well as the Notice to proceed.

Recommended Actions: None at this time.

There have been no updates on receiving supplemental funds at this time.

COMMITTEES

OLD BUSINESS

Approval of legal engagement with Shaheen & Gordon regarding SNHU lease

Treasurer Heath has reached out to Shaheen & Gordon to assist with the lease for SNHU. They are requesting a \$5,000 retainer for their services. Treasurer Heath will be really surprised if this expense reaches \$5,000 for it is an extension on our existing lease.

MOTION BY Treasurer Heath to approve the retainage for the services of Shaheen & Gordon to draft and assist in the lease between SNHU and Nashua Airport Authority in accordance with their engagement letter of April 3, 2019 and also authorize Chairman Woods to endorse the agreement.

SECONDED BY Vice Chairman Law

MOTION CARRIED

NEW BUSINESS

Andrew Liebfried – General Aircraft Maintenance – He was unable to attend this evening.

DATES TO REMEMBER

None

NAA ACTION ITEMS

None

PUBLIC INPUT

None

DIRECTOR COMMENTS

Director Duquette – Happy Easter / Passover

Vice Chairman Law – No comment.

Chairman Woods – Thank you to all who took the time to assist with the Airport Master Plan.

Director Heath – No comment.

MOTION BY Director Duquette to adjourn the public session to a non-public session pursuant to RSA 91-A:3, (III)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Treasurer Heath

ROLL CALL

Chairman Woods – yay

Vice Chairman Law – yay

Director Duquette - yay

Treasurer Heath – yay

MOTION CARRIED

MOTION BY Director Duquette to adjourn from non-public session and seal the non-public minutes.

SECONDED BY Vice Chairman Law

MOTION CARRIED

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Director Duquette
Treasurer Heath

MOTION BY Director Duquette to adjourn the public session.

SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for May 15, 2019

SEE ATTACHMENT FOR ATTENDEES LIST

 Director Duquette 