

# MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at NAA Terminal Building, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, July 17, 2024.

Chairman Woods called the meeting to order at 6:02pm.

## ROLL CALL

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

**Absent:** Vice Chairman Law  
Treasurer Heath

## PUBLIC INPUT

None

## MINUTES

**MOTION BY** Director Duquette to approve and accept the public minutes of June 26, 2024.

**SECONDED BY** Secretary Holland

**MOTION CARRIED**

## TREASURERS REPORT – June 2024

Airport Manager Chris Lynch spoke with Treasurer Heath today and they will meet regarding the FY2025 Proposed Budget and Treasurer Heath will present it at the next board meeting.

Chairman Woods tabled the Treasurers Report and the FY2025 Proposed Budget Approval until Treasurer Heath returns.

## COMMUNICATIONS

None

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of June 2024 the traffic count was 6,733 operations which is up 297 (5%) operations from May 2024 and up 442 (7%) operations versus June 2023. Year to date we are up 1%.

### AIRPORT MANAGER'S REPORT

Recent events

- None

Upcoming events at Nashua Airport

- Nashua Airport's annual Wheels & Wings Event will be held on Saturday September 21<sup>st</sup>, 2024.

Other items of interest

- I don't have very much to discuss this month other than the business as usual at the airport. We are looking forward to welcoming a couple of new tenants who will be moving into 79 Perimeter Road in August. Within 2 months we will have Tuvoli and Pilot Workshops moving in.
- We have recorded the lease with the Registry of Deeds for lots adjacent to 79 Perimeter Road. Greg Lison can now establish the tax lots with the City of Nashua and move forward with the construction of his new hangar development. We have been unable to get in touch with Mr. Ko of Anai Aviation.

### AIRPORT ENGINEER'S REPORT

Matt Caron, Dan Quirion and Mark Ottariano 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 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:

- Pre-Construction meeting took place on May 9, 2024.
- The anticipated construction start date is the first week of August. As of July 12, 2024, we are still waiting for comments from the FAA regarding the Construction Safety and Phasing Plan. Matt did reach out to Sean Tinney, FAA, and Sean will nudge the other lines of business to see if they have any comments/concerns.

#### 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:

- Closeout paperwork was submitted to NHDOT on July 3, 2024. Once final payment is received, this project will be removed from the monthly update.

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

#### Project Status:

- Advertisement for bid was issued on July 1, 2024, with a bid opening date of July 23, 2024.
- A pre-bid meeting was conducted on July 10, 2024. Two contractors attended the pre-bid meeting.

#### Recommended Actions:

- None at this time.

## LAND ACQUISITION

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

### Project Status:

- The city attorney and seller's attorney have agreed to language for the Purchase and Sale Agreement which Gale understands has been executed by the Airport.
- The parcel was acquired on 9/26/2023.
- The Grant Application for reimbursement for the land acquisition has been executed and sent to NHDOT as of 1/11/2024.

### 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:

- Gale has provided the FAA with the requested CAD files related to the siting study.
- The anticipated start of the study is sometime in July.
- There was a Tower Siting study meeting on May 8, 2024 to discuss future funding of the tower.
- There was a subsequent Tower Siting study meeting on May 9, 2024 to discuss the potential siting location and data requirements. A plan with the lat/long has been prepared and provided to the Airport Manager.

### Recommended Actions:

- None at this time.

## RUNWAY CENTERLINE CRACK SEALING AND RSA REPAIRS

This project will address the Centerline Crack in Runway 14-32, and will repair the Runway 32 RSA, which has experienced significant erosion due to jet blast.

### Project Status:

- Gale is working with the Airport Manager and the FAA on strategies to complete the work. We are working on a plan to have the Airport Manager and his crew complete the RSA work and will look to rebid the crack sealing portion of the project.

### Recommended Actions:

- None at this time.

## **GENERAL ITEMS:**

- Gale met with City Planning on May 10, 2024 to discuss rezoning of Amherst Street.
- Gale will be providing the City with the Airport's protected surfaces to be considered in future decisions of the City.

## COMMITTEES

None

**OLD BUSINESS**

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, was not in attendance this evening.

Anai Aviation - Hangar Development

No update at this time.

**NEW BUSINESS**

Chairman Woods discussed to push the next meeting out until September. The board members agreed to meet on September 18, 2024.

**UPCOMNG EVENTS**

9/21/2024 – Wheels & Wings

**PUBLIC INPUT**

None

**DIRECTORS' COMMENTS**

Secretary Holland – Happy Summer! Looking forward to doing some flying while I am here!

Chairman Woods – Good to see you again Jessica. Always happy to hear everything is running smooth!

Director Duquette – Good job everyone! I appreciate everything. Stay cool!

**ADJOURNMENT**

**MOTION BY** Director Duquette to adjourn the public session.

**SECONDED BY** Secretary Holland

**MOTION CARRIED**

The next meeting is scheduled for September 18, 2024

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Jessica Holland

