

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua Airport Authority, 93 Perimeter Road, Nashua NH on Wednesday, June 16, 2021.

Chairman Woods called the meeting to order at 6:05pm.

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Director Duquette
Secretary Holland – arrived 6:06pm
Vice Chairman Law – arrived 6:12pm

PUBLIC INPUT

Wes Liu asked for an update on the repairs to be completed on building 109.

MINUTES

MOTION BY Treasurer Heath to accept the May 19, 2021 public minutes.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT – May 2021

Treasurer Heath reported that our financials continue to be better than budgeted. Our surplus is approximately \$170,000 due to the explanations given in previous months and is expected to carry through to the end of the fiscal year. During the month of May we did receive a rebate from health insurance due to favorable loss ratio.

MOTION BY Chairman Woods to accept the May 2021 financial statements as presented subject to audit.

SECONDED BY Director Duquette

MOTION CARRIED

FY 2022 BUDGET

Treasurer Heath discussed the projected budget and suggested a couple of adjustments within the expenses.

MOTION BY Director Duquette to adopt the FY2022 presented budget with an increase of \$7,000 to account 54290-Fuel Farm Maintenance and a decrease of \$5,000 of account 61307-Fuel.

SECONDED BY Treasurer Heath

MOTION CARRIED

COMMUNICATIONS

The following communications have been received and placed on file.

06/08/2021 – ASH 121 Condominium Association – Appreciation to NAA Authority and Airport Manager

REPORTS

TOWER REPORT

Chairman Woods reported for the month of May 2021 the traffic count was 7,860 operations which is up 521 (7%) operations from April 2021 and up 2,795 (55%) operations versus May 2020.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Upcoming events

- June 19th – Annual NH Aviation Museum Fly-In & BBQ
- June 23rd – June 27th – Commemorative Air Force at ASH. The CAF B29 Squadron aircraft attending this event will be:
B-29 Superfortress FIFI, Wasp T-6 Texan, P-51 Gunfighter and PT-13 Stearman.

CAF will arrive Monday June 21, Depart Monday June 28. Gates open 9am to 5pm, each day June 23 to June 27. B-29 Squadron will run the gate. Gate fees are \$20/adult and \$10/child over age 10. All aircraft rides will be booked through the B-29 Ride Desk and/or online <https://www.airpowersquadron.org/Nashua-NewHampshire> . Local flight schools will be advertising at this event.

Other items of interest

- June 1st & 2nd – Site visit at ASH with Weston Solutions. They collected water samples from existing well sources located at 3, 5, 117, 125 Perimeter Road and monitoring wells located inside the airport fence near the approach lights adjacent to Deerwood Drive.
- June 1st- I presented the NAA budget to the City of Nashua Budget Review Committee via a Zoom meeting.
- June 2nd – NAA and Midwest ATC conducted our annual RSAT (Runway Safety Action Team) meeting via Zoom. There were no incursions reported for the past year and only one excursion.
- June 7th- Phase III of the Pavement Maintenance Project has begun.
- June 7th- NAA staff met with Infinity Aviation and NJA representatives to discuss the pavement maintenance projects and our upcoming events, NH Aviation Museum BBQ and the Commemorative Air Force event. Primary topics of discussion were safety, line service and transient aircraft handling/parking.
- There are two T-Hangars for sale at KASH. One is located at 13 Perimeter Rd. and one is available 127 Perimeter Road. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.

AIRPORT ENGINEER'S REPORT

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

CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No. SBG 12-21-2020)

This Project is to reconstruct taxiways between hangars located on the north-west side of the Airfield (Runway 14 end.)

Project Status:

- On Monday June 8, 2021 the Contractor began work in Phase III of the Project.
- The Per the Contractor's schedule, construction in the Phase III Work Area must be completed by Saturday, June 26, 2021. Gale has processed the Contractor's April pay request and incorporated it into the next Reimbursement Request. This Reimbursement Request has been forwarded to NHDOT/BA for processing; the funds should be deposited in the Airport's account sometime this month.

- Gale has processed the Contractor's May pay request and submitted that information to the Contractor for concurrence. Once they approve and sign their pay request, it will be worked into the next Reimbursement Request.
- Gale has processed the Contractor's May pay request and submitted that information to the Contractor for concurrence. Once they approve and sign their pay request, it will be worked into the next Reimbursement Request.
- Change Order No. 1 for this Project has been sent to NHDOT/BA for approval. This Change Order was requested to cover out-of-scope work that was performed by the contractor, including:
 - 1) Removal and replacement of sagging drainage pipes in the Phase I work area
 - 2) Removal and replacement of an existing stormwater structure in Phase I.

Recommended Actions:

Please sign and forward the next Reimbursement Request upon receipt.

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 grant application has been submitted to NHDOT/BA for funding through the Airport Improvement Program. The anticipated grant issuance is sometime before the 30th of September 2021.
- The Low Bidder on the Project was Sargent Corp. of Stillwater, ME. The Contractor's bid price was \$2,030,172.50.
- Contracts between Sargent Corp. and the NAA have been prepared by Gale. With concurrence from the NAA, Gale will circulate these Contracts and begin preparing for the pre-construction conference.
- Gale is preparing the Airport's Industrial SWPPP for submission to EPA for coverage under the 2021 MSGP. Once the draft SWPPP is assembled, a digital copy will need to be posted on the Airport's website for EPA review. Gale anticipates having a draft completed for Authority consideration before the end of June.

Recommended Actions:

- Please make a motion to award this Contract to Sargent Corp. and circulate the Contracts for execution.

MOTION BY Director Duquette to award Sargent Corp. the contract to Rehabilitate Taxiway 'A' and Associated Taxiways and to authorize Farrell Woods, Chairman of the Nashua Airport Authority, to execute and deliver for and on behalf of the Nashua Airport Authority any contracts with the State of New Hampshire related to SBG 12-23-2021 (Rehabilitate Taxiway 'A' and Associated Taxiways).

SECONDED BY Treasurer Heath

MOTION CARRIED

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

Mr. Tim Heald – Constellation Behavioral Services, introduced himself via teleconference as the potential purchaser of 102 Perimeter Road. They work with young children with developmental delays and autism.

Dr. Hector Xu – Rotor Technologies, introduced Greg McMillan and himself as current renters at 9 Perimeter Road. They are working on autonomous flight controls for Robinson helicopters.

UPCOMING EVENTS

June 19, 2021 – Annual NH Aviation Fly-In and BBQ

June 23, 2021 – Commemorative Air Force

PUBLIC INPUT

Roger Matthews, airport tenant, commented that it is good to be back in person.

DIRECTORS' COMMENTS

Director Duquette – Good to see everybody and feel a little more normal!

Secretary Holland – It's great to see everybody. Welcome to the airport to the newcomers!

Chairman Woods – Glad to be back to in person meetings! Appreciate everyone coming.

Vice Chairman Law – Apologize for being late. With the new business coming to the airport, it is showing that the airport is an economic driver for the City of Nashua. Please visit Imagine Nashua and make comments.

Treasurer Heath – It is exciting to have new technology at the airport.

MOTION BY Chairman Woods to adjourn to non-public session pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property.

ROLL CALL

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

MOTION CARRIED

MOTION BY Chairman Woods to adjourn from non-public session.

SECONDED BY Vice Chairman Law

MOTION CARRIED

ROLL CALL

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

MOTION BY Chairman Woods to seal non-public session minutes pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property.

SECONDED BY Director Duquette

MOTION CARRIED

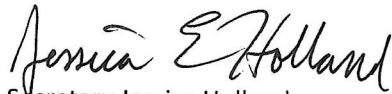
MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Vice Chairman Law

MOTION CARRIED

The next meeting is scheduled for July 21, 2021

SEE ATTACHMENT FOR ATTENDEES LIST

A handwritten signature in black ink that reads "Jessica E. Holland". The signature is written in a cursive style with a large, stylized initial "J".

Secretary Jessica Holland