

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, June 26, 2024.

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

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Secretary Holland
Director Duquette

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the public minutes of May 15, 2024.

SECONDED BY Secretary Holland

MOTION CARRIED

TREASURERS REPORT – April 2024 and May 2024

Treasurer Heath summarized the financial statements to date. Even with the lack of land lease income, everything is going well. Building 79 continues to have some shortfalls. The \$59,000 received from the COVID-19 relief fund has helped keep us with an approximate \$10,000 overall net income.

MOTION BY Director Duquette to approve the April and May 2024 Financial Statements, subject to audit.

SECONDED BY Secretary Holland

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of May 2024 the traffic count was 6,436 operations which is down 212 (-3%) operations from April 2024 and down 1,568 (-20%) operations versus May 2023. Year to date we are down 1%.

AIRPORT MANAGER'S REPORT

Recent events

- NAA and Infinity Aviation co-hosted a Customer Appreciation Cookout on Friday June 14th. This event was a great success! We had more than 100 attendees. Thank you to Christine Lison for all of her hard work putting this together. Thank you Chairman Woods for joining us.
- The NH Aviation Museum Fly-In & BBQ was held on June 15th. They had record-breaking attendance this year! Thank you to all the volunteers that made this a great event.

Upcoming events at Nashua Airport

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

Other items of interest

- 5/23 – Rotor Technology hosted a cookout. I met with VAI (Vertical Aviation International) President & CEO Jim Viola. VAI is working with Rotor to help promote their business.
- 6/12 – I attended the NBAA event at Westchester County Airport. Thank you to Titan Fuels and Infinity Aviation!

AIRPORT ENGINEER'S REPORT

Matt Caron 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:

- The grant to fund this project has been issued to the NAA.
- A final start date has not been determined at this time.
- A Change Order will be processed to remove the Taxiway 'D' work from this grant because it was added to the Golf Ramp project. Along with this Change order item, we intend to include the necessary paperwork to change from direct buried cables to in-conduit cables.
- The Change Order for the in-conduit taxiway lighting was approved on May 9, 2024.
- Pre-Construction meeting took place on May 9, 2024.
- Construction start date is anticipated to around July 15, 2024. We are waiting on FAA's review and approval of the Construction Safety and Phasing Plan.
- Transplanting of the Bird's foot violet took place from Tuesday May 21, 2024 through Friday May 24, 2024.
- Taxiway lighting work to occur on Taxiway 'A' east and west, 'B', 'C', and 'D' that is within the Runway Safety Area will require runway closure. We anticipate runway closure for one day between 7AM-5PM.

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:

- All contract work is now complete.
- Change Order No 1 for additional out of scope work was approved by NHDOT on May 9, 2024. Gale is preparing to close this project out.

Recommended Actions:

- Execute the closeout documents once provided by Gale.

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:

- Gale has received the 60% review comments from the FAA and NHDOT.
- FAA commented on April 11, 2024, that they do not have any further comments with the 90% design plan.
- Gale requested additional details from the FAA and further clarification on the AWOS/SAWS equipment foundations. There was a little delay in FAA providing the clarification needed, but this has been resolved and the plans and specifications are complete.
- We anticipate putting this project out to bid on July 1, 2024 with a bid opening date of July 23, 2024.

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:

- Despite three contractors taking out plans, we did not receive any bids. Options for the Authority to consider include: 1) Rebid the project as-is and perform additional bidder outreach, 2) Rebid as two separate contracts, one for the pavement work, and one for the RSA work.
- Please note that rebidding is not AIP eligible.

Recommended Actions:

- None at this time.

GENERAL ITEMS:

- Gale met with City Planning on May 10, 2024 to discuss rezoning of Amherst Street.
- Gale has provided 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, has signed a lease agreement with the NAA for approximately 89,000 square feet to present to the City of Nashua for a Lot Number. Mr. Lison will start the process of constructing water/sewer for the hangar development.

Anai Aviation - Hangar Development

No update at this time.

NEW BUSINESS

None

UPCOMING EVENTS

9/21/2024 – Wheels & Wings

PUBLIC INPUT

Mr. Roger Matthews, NAA tenant, asked if we had a date for the runway shutdown during the Taxiway A project. Airport Manager Chris Lynch will let everyone know after the Construction Safety and Phasing Plan is approved by the FAA.

DIRECTORS' COMMENTS

Secretary Holland – Good to be here in person. A huge thank you to Gale, and the Nashua Airport Authority for maintaining such a great airport to fly into!

Treasurer Heath – I'm happy that Infinity's hangar development is coming to fruition!

Chairman Woods – I'd like to thank Gale, Greg, Chris and Susan for all hard work in getting Infinity's hangar development started. Also, a shout out to Joe for the property looks good.

Director Duquette – Congratulations to Infinity. All the guys at Gale are doing great work!

ADJOURNMENT

MOTION BY Treasurer Heath to adjourn the public session.

SECONDED BY Director Duquette

MOTION CARRIED

The next meeting is scheduled for July 17, 2024

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Jessica Holland