

# 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, March 20, 2024.

Chairman Woods called the meeting to order at 6:13pm.

## ROLL CALL

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

**Absent:** Vice Chairman Law

## PUBLIC INPUT

None

## MINUTES

**MOTION BY** Treasurer Heath to approve and accept the minutes of February 21, 2024.

**SECONDED BY** Director Duquette

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

**MOTION CARRIED**

## TREASURERS REPORT – February 2024

Treasurer Heath summarized the financial statements to date. During February we received a one-time unbudgeted grant in the amount of \$59,000 from the ARP Act. This gave us a surplus of \$36,000 for the month and lowered our year-to-date deficit to (\$12,300). In March, we received approximately \$33,000 for a portion of the NHDOT aircraft registration fees. The Aviation Center at 79 Perimeter Road continues to have a negative impact on our budget. Through February, lower revenue and additional expenses related to the facility have resulted in approximately \$65,000 lower operating results. We remain healthy in our balance sheet and are still in good shape financially.

**MOTION BY** Director Duquette to approve the February 2024 Financial Statements, subject to audit.

**SECONDED BY** Chairman Woods

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

**MOTION CARRIED**

## COMMUNICATIONS

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

02/16/2024 – Boire Field Condominium III Association – Option to Extend Lease

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of February 2024 the traffic count was 5,531 operations which is up 1,473 (36%) operations from January 2024 and up 1,377 (33%) operations versus February 2023. Year to date we are up 17%.

### AIRPORT MANAGER'S REPORT

Upcoming events at Nashua Airport

- Nashua Airport's annual Wheels & Wings Event will be held on Saturday September 21<sup>st</sup>, 2024.
- NH Aviation Museum BBQ and Fly-In will be held at 81 Perimeter Road on Saturday, June 15<sup>th</sup>, 2024, from 10 a.m. – 2 p.m. This is a paid event and tickets can be purchased on the NH Aviation website.

Other items of interest

- 02/23/2024 – I submitted the NAA CIP to the City of Nashua CIC.
- 02/28/2024 – I attended a City of Nashua Committee on Infrastructure meeting regarding L Deerwood Drive – Lot H-103. This property is not located in the RPZ area of the airport and is not in the Watershed Protection area.
- 03/04/2024 – Chairman Woods and I presented the NAA CIP to the City of Nashua CIC Committee and discussed our needs for the upcoming 5 years.
- 03/08/2024 – Jacklyn Marks (Gale Associates) and I hosted our 2024 DBE goal meeting.
- 03/21/2024 – Gale Associates and I held the pre-bid meeting for our upcoming Crack Seal project.

### 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 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.
- Gale is preparing for the pre-construction conference leading into a May start of construction. 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.

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.
- No update to this project. The Supplemental Agreement justification has been submitted to the NHDOT/BA. If approved, the Supplemental Agreement will be circulated for signatures, and the 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 '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.
- A meeting with the FAA has been scheduled for March 19<sup>th</sup> at 10:00 AM to discuss the 60% design and provide clarification on project requirements. Following this meeting, the project will move onto the 90% design and bid set submissions.

#### 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 sellers 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 at this time.

**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.

**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:**

- This project is currently out for bids.
- The pre-bid meeting will be held on March 20, 2024.
- The Bid opening will be held on Friday, April 5, 2024.

**Recommended Actions:**

- None at this time.

**COMMITTEES**

None

**OLD BUSINESS**

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, currently working with Anai Aviation and Gale Associates on the water / sewer study.

Anai Aviation - Hangar Development

Mr. Nai Ko, Anai Aviation, was not in attendance this evening. However, Airport Manager Chris Lynch stated he has been working with Infinity Aviation and Gale Associates.

**NEW BUSINESS**

Boire Field Condominium III – Joe Carter requests to extend the lease for additional 20 years and to be granted an additional 20 year term lease.

**MOTION BY** Director Duquette to approve the lease extension request for E1457 – Boire Field Condominium III Association for 20 years and grant an additional 20 year term lease extension, commencing on July 1, 2044 and terminating on June 30, 2064, subject to renegotiation of terms and conditions.

**SECONDED BY** Treasurer Heath

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

**MOTION CARRIED**

**UPCOMING EVENTS**

6/15/2024 – NH Aviation Museum BBQ and Fly-In

9/21/2024 – Wheels & Wings

**PUBLIC INPUT**

Roger Mathews asked about the closure of the Runway during the crack sealing. Airport Manager Chris Lynch stated that it will be a 10 day project with temporary closures.

Wes Liu suggested we invite local political candidates to the airport to learn more about the Nashua Airport.

**DIRECTORS' COMMENTS**

Secretary Holland – Happy Spring. Thank you to the NAA, Gale Associates, and all who are working hard to make everything happen here at the airport!

Director Duquette – Good job everybody!

Treasurer Heath – Happy to hear the construction project in the grass tiedown area is moving along. Good turnout tonight. Thank you all for coming.

Chairman Woods – Thank you to David, Chris and Susan for the audit preparation. Thank you to Gale Associates for managing all the projects.

**MOTION BY** Chairman Woods to adjourn the public session to non-public session pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property and pursuant to RSA 91-A:3, (II)(a) The dismissal, promotion, or compensation of any public employee.

**SECONDED BY** Treasurer Heath

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

**MOTION CARRIED**

Chairman Woods to enter non-public session at 7:04pm.

**ROLL CALL**

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

**Absent:** Vice Chairman Law

**MOTION BY** Director Duquette to leave non-public session, seal the minutes and return to public session.

**SECONDED BY** Treasurer Heath

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

**MOTION CARRIED**

Chairman Woods call the public session to order at 8:04pm.

**ROLL CALL**

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

**Absent:** Vice Chairman Law

**ADJOURNMENT**

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

**SECONDED BY** Chairman Woods

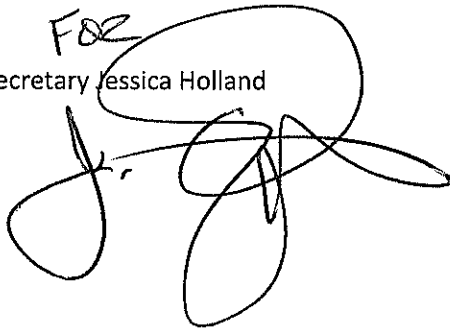
**ROLL CALL VOTE** Chairman Woods – yes  
Treasurer Heath - yes  
Secretary Holland - yes  
Director Duquette – yes

**MOTION CARRIED**

The next meeting is scheduled for April 17, 2024

SEE ATTACHMENT FOR ATTENDEES LIST

FOR  
Secretary Jessica Holland

A handwritten signature in black ink, appearing to be 'J. Holland', is written over the printed name 'Secretary Jessica Holland'. The signature is stylized and somewhat illegible. Above the signature, the word 'FOR' is written in a similar handwritten style.