

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held via teleconference on Wednesday, October 21, 2020.

Chairman Woods called the meeting to order at 6:03pm.

ROLL CALL

Present:	Chairman Woods	Absent:	Director Holland
	Treasurer Heath		
	Secretary Duquette		
	Vice Chairman Law (arrived 6:25pm)		

PUBLIC INPUT

None

MINUTES

MOTION BY Treasurer Heath to approve the September 16, 2020 public minutes.

SECONDED BY Secretary Duquette

MOTION CARRIED

TREASURERS REPORT

Treasurer Heath reported on the September financials. He stated that the numbers continue to be stable and there is nothing unusual on the budget. Our income is up due to the receipt of CARES Act funds of \$69,000. Vehicle expenses were higher this month due to the purchase of a new flatbed body for the Ford pick-up truck and new tires for the Chevy pick-up.

MOTION BY Chairman Woods to approve the September 2020 financials pending audit.

SECONDED BY Secretary Duquette

MOTION CARRIED

COMMUNICATIONS

No communications received.

REPORTS

TOWER REPORT

Chairman Woods reported for the month of September 2020 the traffic count was 7,841 operations, which is down 540 (-6%) operations from August 2020. September 2019 versus September 2020, we are down 2,038 (-21%) operations. Hopefully, the operations will pick up a bit.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- None

Other items of interest

- As reported last month, “the State of NH has received a \$6,246,588 block grant from the FAA. This grant is designated for Non-primary airports in the NH State Block Grant Program. I spoke with Carol Niewola and she indicated that we should see a grant offer within a few weeks for our Pavement Maintenance Project.” As of 10/15/20 we have still not received a grant offer from the NH DOT Bureau of Aeronautics.
- 9/21/2020 – Participated in a conference call with NH DOT Bureau of Aeronautics and Gale Associates to discuss the Taxiway Alpha project. A Zoom meeting is scheduled for Friday, October 23 with the NHDOT, FAA, and Gale Associates to further discuss this project.
- 9/29/2020 – Participated in the annual ASH Runway Safety Meeting with Midwest ATC Tower Chief, Brian Beane and several FAA representatives. Overall, everything at ASH is good with no incursions reported.
- 10/2/2020 – Meeting with Gale Associates to further discuss Taxiway Alpha project alternatives).
- 10/12/2020 – I worked with NH DOT Bureau of Aeronautics, Will Stanfield, to complete the FAA 5010 inspection.
- 10/20/2020 – NAA held its annual Snowplow meeting.

AIRPORT ENGINEER’S REPORT

Armand Dufresne appeared (via conference call) on behalf of the airport’s engineering consultant, Gale Associates.

CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No TBD)

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

Project Status:

- At this time a grant announcement for the New Hampshire State Block Grant has been posted to the FAA Website (September 4, 2020). Through coordination with NHDOT/BA, it appears that the amount awarded will be sufficient to fund the base bid, and all alternate bid items.
- Below is a preliminary schedule for the upcoming tasks prior to construction:
 - NHDOT/BA application for the NH Block Grant for FY2020 – May 1, 2020
 - FAA issues NH Block Grant for FY2020 – September 4, 2020
 - NHDOT/BA issues grant offer to Airport – September 20, 2020 (estimated) TBD
 - NAA accepts/signs grant offer – September 23, 2020 (estimated) TBD
 - Owner/Contractor Contracts are circulated – September 24, 2020 (estimated) TBD
 - Grant gets approved by Governor – October 25, 2020 (estimated) TBD
 - Contract work begins – November 1, 2020 / Spring 2021. (estimated)
- CARES Act funding is still anticipated to provide 100% funding for this project.

Recommended Actions:

Please sign and return the Grant Offer to NHDOT/BA upon receipt.

GENERAL ITEMS:

1. The next project on the current CIP is a “design-only” project to relocate Taxiway ‘A’. Prior to scoping of this Project, the FAA/NHDOT/BA informed the Airport that there is not enough discretionary funding at the federal level to relocate Taxiway ‘A’, but the FAA would support a reconstruction of Taxiway ‘A’ in its current location. At the time this agenda was prepared, Gale is coordinating ground survey and geotechnical evaluations assuming is not being relocated. Prior to initiating any such data collection efforts, the NAA will need to decide whether to proceed with reconstructing Taxiway ‘A’ in its current location, or to postpone the Project until a time when the FAA can fund the relocation. Once a decision is made, Gale will begin coordinating a date/time to conduct a scoping meeting with NHDOT/BA and the Authority to discuss the project requirements and scope of work. At next month’s meeting, this second project will be added to the Agenda.

COMMITTEES

None

OLD BUSINESS

NEW BUSINESS

None

DATES TO REMEMBER

NAA ACTION ITEMS

PUBLIC INPUT

Mr. Stephen Brouillette discussed the solar farm at Sanford Airport and asked about this possibility at Nashua Airport. Airport Manager Chris Lynch updated Mr. Brouillette on the previous discussions held with the NHDOT and Gale Associates regarding the lack of space for a solar farm.

DIRECTOR COMMENTS

Secretary Duquette – None

Treasurer Heath – Looking forward to seeing the audit.

Vice Chairman Law – None

Chairman Woods – Everything is running smoothly at the airport. Thank you to Chris, Susan, Matt, and Joe.

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Vice Chairman Law

MOTION CARRIED

The next meeting is scheduled for November 18, 2020

SEE ATTACHMENT FOR ATTENDEES LIST

Farrell Woods for
Secretary Duquette
[Signature]