

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at SNHU Campus, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, July 27, 2022.

Chairman Woods called the meeting to order at 6:20pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Secretary Holland

Absent: Director Duquette

PUBLIC INPUT

Mr. Bob Byrd, NJA, thanked Greg Lison and his crew at Infinity Aviation for their help while he was out.

MINUTES

MOTION BY Treasurer Heath to accept the NAA public minutes of June 15, 2022.

SECONDED BY Vice Chairman Law

MOTION CARRIED

TREASURERS REPORT –June 2022

MOTION BY Chairman Woods to approve the June 2022 financial statements, pending audit.

SECONDED BY Vice Chairman Law

Treasurer Heath discussed the financials for June 2022. At the end of the fiscal year 2022, we came in unaudited with approximately a \$66,000 surplus. Vice Chairman Law asked about a difference in the benefit expense between June 2022 and June 2021. Office Manager Susan Clancy will look into the cause of the difference. Treasurer Heath believes it has to do with an adjusted entry for GASB 68 in which the auditors record.

MOTION CARRIED

FY2023 PROPOSED BUDGET

Treasurer Heath discussed the forecast of several income and expense accounts in the proposed budget for FY2023.

MOTION BY Vice Chairman Law to accept proposed budget as presented.

SECONDED BY Chairman Woods

MOTION CARRIED

INSURED CASH SWEEP

Treasurer Heath and Office Manager Susan Clancy discussed the Insured Cash Sweep for our operating account at Merrimack County Savings Bank.

MOTION BY Chairman Woods to allow NAA Management to open an Insured Cash Sweep (ISC) for the operating account.

SECONDED BY Treasurer Heath

MOTION CARRIED

COMMUNICATIONS

The following communications have been received and placed on file.

06/21/2022 – Armstrong Teasdale LLP – Right to Know Request regarding PFAS documents

07/11/2022 – BFC II – Thank you Letter

REPORTS

TOWER REPORT

Chairman Woods reported for the month of June 2022 the traffic count was 7,274 operations which is up 160 (2%) operations from May 2022 and down 473 (-6%) operations versus June 2021.

AIRPORT MANAGER'S REPORT

Recent events:

June 18th – The NH Aviation Museum Fly In and BBQ was held at ASH. This was very successful event with a strong turnout.

Upcoming events at Nashua Airport:

September 17, 2022 (Saturday), 9:00 a.m.-2 p.m. – Wheels & Wings Event. Also, we will have Donali's Land & Sea Food Truck at the event this year. If anyone is interested in participating in the event, please let me know.

Other items of interest:

- Skydive Pepperell : Nashua ATIS broadcasts activity at Pepperell. When active, avoid Pepperell within a 2 mile radius.
- The NAA building paint stripping/prep. work has begun and will be painted beginning in August.
- June 27th – The repairs to Hangar 109 have been completed.
- July 7th – I met with Greg Lison of Infinity Aviation and Nik Ippolito and Matt Caron of Gale Associates to discuss a land lease and development of hangars and a new FBO building.
- July 8th – As part of the Supplemental Site Investigation (per NHDES), Danny Quirion (Gale Associates) and I met with Steven LaRosa of Weston & Sampson and performed a site walk of the Nashua Airport.
- I met with a new prospective developer for the "Grass Tie Down Ramp." The developer was scheduled to present at this month's meeting but unfortunately they will need more time to prepare. During the initial meeting, the developer stated that they are looking to develop a 100,000 sq. ft. hangar.
- I placed the order for the shirts for giveaways at the Wheels and Wings event. This purchase was made possible through an anonymous donation to the airport. A sample was passed around at the meeting.

AIRPORT ENGINEER'S REPORT

Matt Caron, Gale Associates discussed the following on behalf of the airport's engineering consultant, Gale Associates, Inc.

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:

- A grant application for a design-only project has been submitted and accepted by the NHDOT/BA.
- Gale has reached out to the NHDOT/BA for an estimated date for the issuance of this grant. No update has been given at this time.

- NHDOT/BA issued the grant offer for this project around June 29, 2022. Chris Lynch is in receipt of the grant offer.

Recommended Actions:

- The Board of Directors approve and execute the grant offer.

MOTION BY Secretary Holland to authorize Chairman Woods to approve and execute the grant offer for SBG 12-23-2022 (Rehabilitate, Mark, Light, and Sign Taxiway 'A' (approx. 5,200 LF x 40 FT). Holding Bay and Associated Taxiway; Modify Adjacent Aprons; Construct Drainage and Sewer Upgrades; and Update Stormwater Pollution Prevention Plan (SWPPP) – Phase I (Design, Permit, & Bid).

SECONDED BY Treasurer Heath

MOTION CARRIED

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:

- Bids for this project were opened on April 26, 2022. The low bidder on the project was Continental Paving, Inc. with a bid price of \$1,991,710.00.
- Gale has prepared grant applications for this project which were submitted and accepted by the NHDOT/BA.
- Upon issuance of the grant to fund this project, a Notice of Award and Contract will be sent to the Authority and Contractor for execution.
- Depending on the timing of the grant issuance, construction may begin in the summer of 2022. If the grant issuance is delayed, there is a possibility that construction would be postponed until the spring of 2023.
- FAA has reached out to let NHDOT know that they do not have the funding to do both the Golf Ramp and Foxtrot Ramp in FY 2022. FAA is requesting the Airport revise the grant application to reflect the rehabilitation of only the Golf Ramp.

Mr. Caron discussed the timeline of the notification sent by the NHDOT/BOA to the Nashua Airport Authority and Gales Associates. The NHDOT/BOA was notified by the FAA as early as May 27, 2022 that the FAA did not have the discretionary funds for Golf and Foxtrot rehabilitation and requested a revised grant application for Golf Ramp rehabilitation only. It wasn't until July 13, 2022 that NHDOT/BOA reached out to Chris Lynch with a cc to Gale Associates that the FAA was unable to fund both Golf Ramp and Foxtrot Ramp rehabilitation and a revised grant application was needed. A deadline was not noted. On Friday, July 15, 2022, Chris Lynch was cc'd on an email to NHDOT/BOA from the FAA that the revised grant application was due to the FAA by July 18, 2022. This caused a scramble; however, we did get the revised grant application in on time. Airport Manager Chris Lynch and Mr. Matt Caron worked with the FAA to come up with the solution of using BIL funds for the Foxtrot portion of the project.

- Gale and Chris Lynch worked with the FAA on a solution to fund both Golf and Foxtrot Ramps concurrently, which will include the use of BIL funds.

Recommended Actions:

- The Board of Directors approve proceeding with both Golf and Foxtrot Rehabilitation using a combination of AIP and BIL funds.

MOTION BY Secretary Holland to approve proceeding with both Golf and Foxtrot Rehabilitation using a combination of AIP and BIL funds (AIP for Golf and BIL for Foxtrot).

SECONDED BY Chairman Woods

MOTION CARRIED

GENERAL ITEMS

No additional updates.

COMMITTEES

None

OLD BUSINESS

Marketing – Airport Manager Chris Lynch discussed during his report.

NEW BUSINESS

Infinity Aviation – Hangar Development – Greg Lison updated the board of directors on the hangar development. He has identified the parcels for the land lease and has also identified a builder and is working with two architecture firms.

UPCOMNG EVENTS

09/17/2022 – Wheels and Wings

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Secretary Holland – Great to be back here in person. Thanks to Chris, Susan, Eldon, and Joe for keeping daily ops running. I commend Gale Associates for your effort in keeping the project running.

Treasurer Heath – I am excited for the development and possibilities of the airport and Greg is taking the first step in putting some real work into this. Hopefully some day the NHDOT/BOA will start advocating for us.

Chairman Woods – I appreciate the efforts put forth by Gale Associates and Chris for the upcoming project. I am excited about Infinity's potential project out here and any other one that may come to Nashua Airport.

Vice Chairman Law – I think you have all covered it. Thank you.

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for August 17, 2022

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland