

MINUTES

The annual and 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 19, 2023.

Chairman Woods called the meeting to order at 6:02pm.

ROLL CALL

Present: Chairman Woods
Secretary Holland
Director Duquette

Absent: Vice Chairman Law
Treasurer Heath

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of June 21, 2023.

SECONDED BY Secretary Holland

MOTION CARRIED

TREASURERS REPORT – May 2023

Chairman Woods tabled the Treasurers Report until next month due to Treasurer Heath's absence.

COMMUNICATIONS

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

06/15/2023 – Perimeter Place Investments, LLP – Option to Extend Land Lease

REPORTS

TOWER REPORT

Chairman Woods reported for the month of June 2023 the traffic count was 6,291 operations which is down 1,713 (-21%) operations from May 2023 and down 983 (-14%) operations versus June 2022. Year to date we are down -5%.

AIRPORT MANAGER'S REPORT

Recent events

- July 1st Young Eagles event was cancelled due to weather. We are hoping to reschedule in the Fall.

Upcoming events at Nashua Airport

- City of Nashua Summer Fun 2023 "Wheels and Wings" at Nashua Airport
September 23, 2023

Other items of interest

- June 28th – I attended a Special Board of Aldermen meeting at Nashua City Hall. Vivian Adams is seeking a building permit for her lot on Deerwood Drive. After much discussion, her permit request was tabled pending further investigation.

- July 13th – NH DOT’s Chief Appraiser concurred with the FMV of \$155,000 appraisal(s) of L. Pine Hill Rd. Where the FAA and NHDOT have determined that an Administrative Settlement (an increase of \$14,000 above and beyond the Airport’s FMV of \$155,000 for a total of \$169,000) per FAA AC 150/5100-17, Change 7 is reasonable, appropriate, and in the public interest, the Nashua Airport Authority will proceed with the land acquisition in the amount of \$169,000 to be reimbursed at 95% (90% FAA, 5% NHDOT) in a future AIP grant application.

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 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 most recent update from NHDOT/BA on the issuance of the grant (dates Thursday, May 11th) indicated that the funding request currently sits with FAA. Grant timing will depend on when FAA releases those funds.

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:

- Construction is now complete on this Project. The final inspection was held on Wednesday, May 31st 2023. Leaving this meeting the only remaining work is to remove the sedimentation controls upon establishment of grass growth in disturbed areas.
- The project cannot be completely closed out at this time because the foxtrot ramp portion of the funding (being provided through BIL) has not been issued. The Contractor has agreed to delay payment until the funds are in place.
- NHDOT notified the Airport on July 13, 2023 that the FAA is “...close to issuing NH your BIL-AIG funding for Foxtrot Apron Rehabilitation.” NHDOT is expecting the grant award on or about August 2, 2023.

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 ‘C’ and Taxiway ‘D’ as depicted on the ALP. It is anticipated that this project will be funded using BIL funds.

Project Status:

- We have received the FAA’s Reimbursable Agreement. This agreement will need to be funded before the agency will begin work on their portion of the project.

- There is a kick-off meeting on August 1, 2023 at 10:00am. Gale is hoping to push this meeting back an hour due to a conflict.
- Gale's contract has been submitted to the NAA for solicitation of an Independent Fee Estimate (IFE). Upon receipt of the IFE, Gale will provide a formal fee proposal for the NAA's comparison to the IFE.

Airport Manager Chris Lynch has received the IFE on Gale's Scope of Services and the amount is within 10% of Gale's fee proposal.

MOTION BY Director Duquette to authorize Chairman Woods to enter and execute the contract between Nashua Airport Authority and Gale Associates based on the IFE is within 10% of Gale's fee proposal related to the AWOS/SAWS project.

SECONDED BY Secretary Holland

MOTION CARRIED

LAND ACQUISITION

This project is for the acquisition of one privately owned parcel.

Project Status:

- On May 10, 2023, Gale prepared a formal offer and circulated it for signature via DocuSign to the Airport Authority Chair, Airport Manager, and Seller. As of May 11, 2023, it has been signed by the Chair and Airport Manager.
- There is a matter of title insurance in favor of the Buyer (Airport) which, per the P&S shall be requested by the Seller and Buyer (Airport) with ten (10) days after the execution of the P&S.
- The City Attorney is aware and suggested that this could be sorted out later, if necessary. The matter of title insurance, per FAA guidance, is at the discretion of the Sponsors Attorney.
- On May 15, 2023 the Owner responded to Gale Associates, Inc. with a request to negotiate an additional \$14,000.00 for the parcel, citing additional value he felt was not covered during the appraisal process.
- On May 17, 2023 the Airport Authority voted and authorized an "Administrative Settlement", pending FAA and NHDOT concurrence.
- On June 5, 2023 FAA sent an email in favor of the Administrative Settlement.
- On June 8, 2023 NHDOT sent an email in favor of the Administrative Settlement pending NHDOT's Chief Appraiser's concurrence. Once we receive concurrence from the Chief Appraiser, we will move forward with a formal offer to Mr. Turmel and begin the recording of the transaction.
- On July 13, 2023, NHDOT's Chief Appraiser completed her review of the appraisal prepared for the Airport and concurred with the fair-market value. NHDOT and FAA have agreed to fund the purchase of the land and the City Attorney is working on the closing. Please note that the Owner has given the Airport a timeline of the end of this month to close or he will put the land on the market.

Recommended Actions:

- Follow-up with the City Attorney as needed.

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:

- A Project Discovery Meeting was held on Friday, May 5th to officially scope the project with FAA. Based on discussions during this meeting, we now know that in order to receive grant funding in a timely fashion, the grant application must be submitted to the FAA by June 10th, 2023.
- Gale has revised our Scope of Work based on comments received from the FAA and NHDOT. Because this fee is less than \$100,000.00, no IFE will be needed. However, the fee did not include the environmental study and this will increase the fee to over \$100,000.
- The overall siting study takes approximately 18 months to complete. The actual study takes approximately 6 months from commencement to completion; however due to a backlog of similar studies at other Airports, the FAA's lead time to starting the project once agreements are signed is approximately 12 months.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, was not in attendance this evening. Chairman Woods has tabled this until next month.

NEW BUSINESS

E1509 – Perimeter Place Investments, LLP – Option to Extend Land Lease

MOTION BY Director Duquette to approve the lease extension request for E1509 – Perimeter Place Investments, LLP for 20 years beginning on May 1, 2027 and terminating on April 30, 2047, upon the same terms and conditions as the Lease now in effect. Also to approve this lease to be extended for an additional term of 20 years commencing on May 1, 2047 and terminating on April 30, 2067 subject to renegotiation of terms and conditions.

SECONDED BY Secretary Holland

MOTION CARRIED

Certificate of Vote – SBG 12-25-2023 (Airport Rescue Grant Offer)

MOTION BY Director Duquette 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 12-25-2023 (Airport Rescue Grant Offer).

SECONDED BY Secretary Holland

MOTION CARRIED

UPCOMING EVENTS

09/23/2023 – Wheels and Wings

PUBLIC INPUT

Mary Parker, Macair, mentioned the couple of deer she spotted walking down Perimeter Road. Airport Manager Chris Lynch commented on the great job done by Airport Employee Eldon Richards inspecting the perimeter fence and repaired all possible areas for deer to enter. We have not seen any deer inside the fenced area since the repairs were completed.

DIRECTORS' COMMENTS

Secretary Holland– Great to be here in person this month! I commend the airport and Gale Associates for wrapping up the purchase of land.

Chairman Woods – Great to see Jess again! Nik, thank you for taking the time to see this land purchase through. Please pass on my thanks to Matt. Thank you to Eldon for patching up the holes in the fence to keep the deer off the runway.

Director Duquette – Thanks everyone as usual! Keep cool and keep dry.

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Secretary Holland

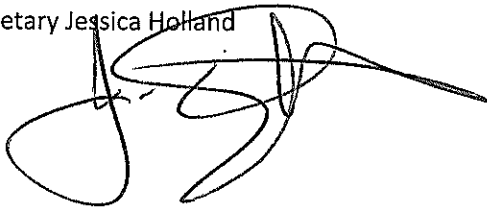
MOTION CARRIED

The next meeting is scheduled for August 21, 2023

SEE ATTACHMENT FOR ATTENDEES LIST

For

Secretary Jessica Holland

A handwritten signature in black ink, appearing to be 'J. Holland', written over the printed name 'Secretary Jessica Holland'.