

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held via teleconference on Wednesday, February 17, 2021.

Chairman Woods called the meeting to order at 6:01pm.

### ROLL CALL

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

### PUBLIC INPUT

None

### MINUTES

Under the Audit Report, Treasurer Heath amended the term unmodified to unqualified.

**MOTION BY** Vice Chairman Law to accept the December 16, 2020 public minutes.

**SECONDED BY** Director Duquette

**MOTION CARRIED**

### TREASURERS REPORT – November 2020 and December 2020

Treasurer Heath reported that everything looks in order. The numbers for year to date for January are in good shape. The comparison to budget is good – land lease is on budget; fuel flow and snow removal are down a bit.

**MOTION BY** Vice Chairman Law to accept the January 2021 financial statements as presented pending audit.

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

### COMMUNICATIONS

The following communications have been received and placed on file.

02/10/2021 – Boire Properties LLC/Infinity Aviation Services LLC – Request transfer of Land Leases and Operating Rights

Mr. Greg Lison discussed the restructure of Infinity Boire Properties LLC. He is requesting the board approve the transfer of land leases E1503, E1506, E1507 from Boire Properties LLC to Perimeter Road Properties LLC. He is also requesting the Operating Rights Agreements be transferred from Boire Properties LLC and Infinity Aviation Services LLC to Infinity Aviation Group LLC.

**MOTION BY** Treasurer Heath to authorize the requested transfers as stated above and to allow the Chairman and Airport Manager to sign necessary related documents.

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

### REPORTS

## TOWER REPORT

Chairman Woods reported for the month of January 2021 the traffic count was 6,080 operations which is down 421 (-6%) operations from December 2020 and down 795 (-12%) operations versus January 2020.

## AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

### Upcoming events

- June 23<sup>rd</sup> – June 27<sup>th</sup> – Commemorative Air Force at ASH. The CAF B29/B24 Squadron aircraft attending this event will be: B-29 Superfortress FIFI, B-24 Liberator Diamond Lil, Wasp T-6 Texan, P-51 Gunfighter and PT-13 Stearman.

### Other items of interest

- The FAA is considering a request by the USAF to establish the Chugs Temporary MOA (T-MOA) in the vicinity of Windham, VT. The purpose of this T-MOA is to support the upcoming Exercises Eagle Claw 21-01. Eagle Claw 21-01 will take place from 1 to 30 June 2021.
- Currently, the NAA does not have any potential tenants on our waiting list for aeronautical use of airport hangars. There are two (2) T-Hangar for sale located at 13 Perimeter Rd. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.
- Sarah Marchant, City of Nashua Community Development Division Director has asked that we share information about "Imagine Nashua" – Citywide Plan For Nashua.
- On February 12<sup>th</sup>, we received notification from the NHDOT that the Nashua Airport will be receiving funds from the FAA for the Airport Coronavirus Response Grant Program (ACRGP) to help reimburse our airport for operations, maintenance, and debt service expenses.

## AIRPORT ENGINEER'S REPORT

Nik Ippolito appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

### 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, the grant offer from NHDOT/BA has been received, fully executed, and returned to NHDOT.
- The Contracts between the NAA and Continental Paving have been fully executed. Gale is in coordination with Continental Paving to develop a project schedule as well as begin preparations for construction. By next month's meeting we should have an anticipated start date, this will allow the NAA to notify airport users of the upcoming work.
- Continental Paving is asking if there are any provisions for modified unit prices since the bid. This question has been escalated to the NHDOT/BOA.
- Once a commencement date has been agreed upon, Gale will prepare the Notice to Proceed for this date and begin coordinating a time/place to conduct the mandatory pre-construction conference.

## 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:

- Gale's design effort is nearing completion. We anticipate having the 95% design documents completed by Friday, February 19, 2021. This 95% design will be distributed to the NAA, NHDOT/BA and FAA for review and comment.
- Once comments are received on the 95% documents, Gale will make the necessary changes and address all comments in letter form.
- Following final revisions, Gale will work with the NAA to advertise and distribute bid documents to qualified bidders.
- Gale's Contract for this project has been sent to the Authority for comparison to the Independent Fee Estimate; based on discussions with Mr. Chris Lynch, it appears that Gale's fee is within 10% of the IFE provider's fee even with the addition of a permitting coordination phase with the Natural Heritage Bureau. For this reason, we believe that the Airport may vote on Gale's Contract tonight.

**MOTION BY** Treasurer Heath to accept Gales contract based on the IFE and fees provided.

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

Airport Manager Chris Lynch and Nik Ippolito discussed the ducting option along the taxiway. The option was denied by the FAA due to the temporary fix of Taxiway Alpha.

### COMMITTEES

None

### OLD BUSINESS

None

### NEW BUSINESS

Terrafugia – LSA Certification. Mr. Phil Meteer started to discuss the LSA Certification of N301TF; however, Mr. Meteer lost internet connection and was unable to complete his presentation.

### UPCOMNG EVENTS

June 23, 2021 – Commemorative Air Force

### PUBLIC INPUT

None

### DIRECTORS' COMMENTS

Vice Chairman Law – None

Treasurer Heath – Things are moving along nicely as always.

Secretary Holland – Thanks to Chris, Matt, and Joe for doing a great job clearing up all the snow.

Director Duquette – Stay safe and be good.

Chairman Woods – Thanks Chris and crew for clearing snow.

**MOTION BY** Chairman Woods to adjourn the public session to a non-public session pursuant to RSA 91-A:3, (III)(a) The dismissal, promotion, or compensation of any public employee.

**SECONDED BY** Director Duquette

**ROLL CALL**

Chairman Woods – yes  
Vice Chairman Law – yes  
Treasurer Heath – yes  
Secretary Holland – yes  
Director Duquette - yes

**MOTION CARRIED**

**MOTION BY** Vice Chairman Law to adjourn from non-public session and seal the non-public minutes.

**SECONDED BY** Chairman Woods

**MOTION CARRIED**

**ROLL CALL**

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

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

**SECONDED BY** Treasurer Heath

**MOTION CARRIED**

The next meeting is scheduled for March 17, 2021

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Jessica Holland