

## MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, September 19, 2018.

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

### ROLL CALL

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

**Absent:** Secretary Scheifele

Chairman Woods mentioned Sandra-Adams term ended on August 31,2018.

### PUBLIC INPUT

None.

### MINUTES

**MOTION BY** Treasurer Duquette to accept the June 20, 2018 public minutes.

**SECONDED BY** Director Heath

**MOTION CARRIED**

### TREASURERS REPORT – July 2018 and August 2018

Treasurer Duquette reported that there were two financials to review and no big surprises up or down. In July, we are about 102% of budget to income and 98% of budget to expenses which is good. In August, we are about 89% of budget to income and 96% of budget to expenses. All in all, good on the income and good on the expenses with no highs or lows to speak of.

**MOTION BY** Treasurer Duquette to accept the July 2018 and August 2018 financial statements as presented pending audit.

**SECONDED BY** Director Heath

**MOTION CARRIED**

### CERTIFICATE OF DEPOSIT

Airport Manager Chris Lynch discussed our current CD at Enterprise Bank and rolled it over for 2.45% for 15 months. We shopped these rates and it was the best local rate. We also have a CD at Bar Harbor Bank for approximately \$69,000 earning .50%. We reached out to Bar Harbor and they only came up to 2.00%, so we will pull that out and with an additional \$80,000 from our operating account move to Enterprise Bank with a 2.45% rate for 15 months. We are moving the funds from the operating account to stay under the \$250,000 threshold. That will leave \$140,000 left in our operating account. Director Heath commented that he reviewed the trend of our operating account and our funds have not gone below the \$140,000 mark for the past year.

## COMMUNICATIONS

Chairman Woods reported that NAA received the following communications and all communications will be placed on file at the Nashua Airport Authority office.

8/21/2018 – The Munzing Corp – Proposal for Installation of Generator

Airport Manager Chris Lynch requested this estimate for a generator obtained from GSA at no charge. The plan was to provide power to the tower and runway. Due to the expense of installation, Airport Manager Chris Lynch will have a meeting with the FAA and if they would like to have it installed, we will offer them the generator.

9/12/2018 – NHDOT/BOA – Safety Review of Hangar 15, Unit 27

Airport Manager Chris Lynch explained that this hangar was deemed unacceptable by the NHDOT and did not meet the hangar requirements. The hangar has a new owner and is now in compliance.

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of July 2018 the traffic count was 6,634 operations which is a 7% variance from July 2017 and for August we are also up 6% for year over year. We are up 11% for the year compared to last year. Airport Manager Chris Lynch noted that SNHU has been a contributor in the increase of operations.

### AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

#### Recent events

- August 20<sup>th</sup> – 26<sup>th</sup> – Arizona CAF Museum “Flying Legends of Victory” Warbird Tour featuring the “Maid in The Shade” B-25 Mitchell Bomber. It was a slow start, however, by the weekend they had sold out on all rides. We look forward to having them back in the future.
- September 14<sup>th</sup> – SummerFun 2018 Movie night featuring Disney Pixar’s “Coco”. There was about 50 people that showed up for this event.
- September 15<sup>th</sup> – SummerFun 2018 Wheels & Wings. We didn’t have the turnout we had last year. We had just over 2,000 this year and just over 4,000 last year. We contribute the delta to the Sullivan Farms Applefest was on the same day last year. I met with the Parks and Recs department and next year we will work on a different marketing strategy and also contact Sullivan Farms. Everyone had a great time.

#### Upcoming events

- Groove and Seal project – second coat of paint on runway/taxiway markings. TBD/TBA

#### Other items of interest

- July 26<sup>th</sup> – Meeting with Nik Ippolito to discuss FAA Supplemental Appropriations.
- August 8<sup>th</sup> – Meeting with Gate City Fence to discuss replacing/relocating Gate 12 and adding a remote call box (same as at the Infinity Gate call box). We have a bit of difficulty with this gate and also a new tenant (Terrafugia) has asked about a call box for this fence. We are requested this to be added to our next project.

- Meeting w/Udelsman Associates, Turnstone Construction and the Brick Hangar Tenants to discuss building an addition onto the Brick Hangar. This addition would add approximately 1,200 Sq. Ft. to the existing brick hangar structure. We have received an estimate and will be seeking additional estimates. The tenants will be picking up the cost of the addition. Tenant Steve Brouillette asked about the size of the addition and the effect of the ramp.
- August 28<sup>th</sup> – Meeting w/SNHU in Manchester at their beautiful 1230 Elm St. location. Joe Duquette, Dave Heath and I met with a group representing SNHU. We discussed a partnership the Nashua Airport Authority and SNHU.
- September 7<sup>th</sup> – Meeting w/Carol Niewola, NH DOT BoA and Gale Associates (Nik Ippolito, Matt Caron, Armand Dufresne and Rebecca McDonald), Farrell Woods and Chris Lynch to discuss the following: CIP, Project Scoping for the Phase II taxiway rehabilitation/reconstruction and the status of two change orders.
- September 11<sup>th</sup> – I photographed the contents of Hangar 15 Unit 27 and submitted them to NH DOT BoA . I subsequently received a letter of approval from NH DOT BoA on September 12<sup>th</sup>, 2018.
- September 11<sup>th</sup> – Meeting with Nashua Fire Depart Chief Brian Rhodes and Deputy Chief Kevin Kerrigan to discuss procedures for coordination and communications between the Nashua Airport tower controllers, NAA and the NFD. This stemmed from an incident that occurred when a pilot landed with a fuel leak and the NFD was not on the field when the plane landed. After meeting with the NFD, we discovered many steps that could be improved upon, including creating an address for the runway. There will be a follow up meeting with the Tower Chief and NFD.
- September 11<sup>th</sup> – Meeting with AMR representative Roy Jack. Checked all airport entry gates to ensure that the ambulance siren/yelp function worked to open gates. The NFD will no longer be assisting with medivac flights, therefore they need the ability to access all gates.
- September 12<sup>th</sup> – Meeting with Michael Ahearn (Terrafugia) and Chairman Woods regarding Hangar 101 improvements.

### **AIRPORT ENGINEER'S REPORT**

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

### **Airport Master Plan Update SBG 12-16-2016**

Mr. Caron provided a review of the Master Plan project.

- The Master Plan Committee met on August 2, 2018 and discussed Chapter 8 *Development of Alternatives*, Chapter 9 *Schedule of Improvements*, and Chapter 11 *Airport Compliance*.
- The Chapters have been revised based on comments and feedback received during the August meeting, and distributed to the Master Plan Committee for final review and comment. Additionally, both FAA and the NHDOT were sent Chapter 11 *Airport Compliance* on August 22, 2018 for review and feedback. At this time, Gale is waiting for final comments.
- The Airport Layout Plan was submitted for review under the FAA OE/AAA system on July 9, 2018. This past Monday the final determination was made and the ALP was approved.
- Gale anticipates being able to address all remaining comments from the Master Plan Committee in the coming weeks. A draft final will be prepared and presented to the Authority.

**Recommended Actions:** None this month.

Pavement Reconstruction and Maintenance SBG 12-17-2016

Mr. Ippolito provided an update on the Pavement Reconstruction and Maintenance project.

- The project is complete.
- Change Order No. 2 is at NHDOT for approval. Once approved the project will be closed out.

**Recommended Actions:** None at this time.

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ippolito provided an update on the Runway Groove and Seal project.

- Phase I (COMPLETE)– Grooving work on the Runway was completed in five (5) calendar days.
- Phase II (Stoppage) – Sealcoating, Inc. has completed sealing all project areas. The first coat of pavement markings have been installed and the Runway has been re-opened. Per the Contract, the second coat of pavement markings may not be applied until the sealant has cured for 30 days. It is anticipated that the project will be held in a stoppage until the end of summer so that operations are not affected by a second shut-down.
- The Change Order No. 1 for this project has still not been approved by NHDOT/BA. Once approved, Gale will coordinate the Change Order work with the Contractor.
- Gale has coordinated with KOBO Utility on lead times for the new lighted guidance sign, and sign panels that will be included in the Change Order. KOBO has reported that the lead time on this equipment is approximately 8 weeks.
- It appears that the lead time necessary to procure the sign equipment may delay the project too far into the winter to complete the markings during warm/dry weather. If the change order is approved sometime in September, the work would take place in November at the earliest. A determination to move forward with the work this year, or wait until the spring can be made closer to the date that the work will be performed. We will make the decision when the Change Order has been approved.

**Recommended Actions:** None at this time.

Purchase Snow Removal Equipment (SRE) Project SBG 12-18-2018

Mr. Ippolito provided an update on the Purchase of Snow Removal Equipment project.

- Funding for this project is contingent upon the availability of NHDOT Apportionments from the FAA. Funding is not guaranteed, however, during the scoping meeting, NHDOT committed to provide state apportionment funds to cover the additional costs of acquiring this piece of equipment up to a total cost of \$350,000.00. The estimated project cost exceeds the NHDOT commitment for funding, and Gale has been working with the Airport Manager to solicit the purchase of any available entitlements from NH Airports. It is understood that NHDOT's contributions to the project are again, contingent upon the availability of funds.
- A grant offer from NHDOT/BA has been received. Gale will coordinate with the vendor to issue a purchase order and begin procurement.

**MOTION BY** Treasurer 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 12-19-2018 (Acquisition of Snow Removal Equipment).

**SECONDED BY** Director Heath

**MOTION CARRIED**

**Recommended Actions:**

- Please provide a copy of the grant offer to Gale upon receipt
- Please sign and return the grant offer to NHDOT/BA.

Pavement Reconstruction and Maintenance Phase II (NHDOT No. SBG-12-20-2019)

Mr. Ippolito provided an update on the Purchase of Pavement Reconstruction and Maintenance Phase II.

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

- A scoping meeting to discuss the project was conducted on Friday, September 7, 2018 at Gale's office in Bedford, NH. This meeting was attended by Director Woods as well as Chris Lynch, the Airport Manager. Based on the results of this meeting, Gale is preparing a draft scope of work for the board's approval. This draft scope will be submitted to the Airport for review prior to the next Authority Meeting.

**Recommended Actions:**

- Please review and provide comments on the draft scope of work when approved.

**COMMITTEES**

Master Plan / Strategic Planning Committee

Chairman Woods stated this was discussed with Mr. Caron, Gale Associates, during the Airport Master Plan update.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**DATES TO REMEMBER**

None

**NAA ACTION ITEMS**

None

**PUBLIC INPUT**

Steve Brouillette, BAT, commented on the relocation of the stop/hold line.

**DIRECTOR COMMENTS**

Treasurer Joe Duquette – No comments.

Chairman Woods – Secretary Scheifele is absent due to his volunteer work with FEMA. He is helping out in North Carolina. Thank you to Sandy for her time on the board.

Director Heath – Good to see Mr. Law here tonight and looking forward to him joining the board next month.

**MOTION BY** Chairman Woods to adjourn the public session and enter into non-public session pursuant to RSA 91-A:3(II)(d) consideration of the sale or lease of real property at Nashua Airport.

**SECONDED BY** Treasurer Duquette

**ROLL CALL**

Chairman Woods – yes  
Treasurer Duquette – yes  
Director Heath – yes

**MOTION CARRIED**

**ROLL CALL**

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

**Absent:** Secretary Scheifele

**MOTION BY** Chairman Woods to adjourn the public session

**SECONDED BY** Treasurer Duquette

**MOTION CARRIED**

The next meeting is scheduled for October 17, 2018

SEE ATTACHMENT FOR ATTENDEES LIST



Chairman Woods