

# MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held via teleconference on Wednesday, December 16, 2020.

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

## **ROLL CALL**

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

## **PUBLIC INPUT**

None

## **MINUTES**

**MOTION BY** Vice Chairman Law to approve the November 18, 2020 public minutes.

**SECONDED BY** Treasurer Heath

**MOTION CARRIED**

## **TREASURERS REPORT**

Treasurer Heath reported on the November financials. He stated things are static. No projects going on currently. The balance sheet is strong. We are holding approximately \$2,400 for future projects for the brick hangar. Treasurer Heath discussed that at times we have an anomaly between budget and actual; however, in terms of actual operations, there are not many anomalies. We are going to look at capitalizing some of the expenses on the trucks. Audit adjustments for FY2020 have not been entered. Drew Gillette asked about the year to date on a specific excel financial spreadsheet because it states October 31 not November 30. The incorrect spreadsheet is in the November financial packet; therefore, the board will approve the November financials next month after clarification.

## **FY2020 AUDIT**

Treasurer Heath has reviewed the draft audit and had no issues with it. We do not record depreciation or OPEB expenses throughout the year. Vice Chairman Law noted that the audit draft does point out that they did not identify any deficiencies in internal controls.

**MOTION BY** Treasurer Heath to approve the FY2020 draft audit.

**SECONDED BY** Vice Chairman Law

**MOTION CARRIED**

## **COMMUNICATIONS**

No communications received.

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of November 2020 the traffic count was 7,525 operations, which is up 20 (0%) operations versus October 2020. November 2019 versus November 2020, we are up 1,103 (17%) operations. Overall year to date, we are slightly down 3% from 2019. Despite the pandemic, the numbers are good.

### 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 during the past three month's meetings, "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've spoken with Carol Niewola several times now and she has indicated that we should see a grant offer within a few weeks for our Pavement Maintenance Project." As of 12/8/20 we have still not received a grant offer from the NH DOT Bureau of Aeronautics.
- Merrill, Inc. has completed site surveying Taxiway 'A' for our anticipated Parallel Taxiway 'A' Pavement Maintenance project (proposed SBG: SBG-12-23-2021). Proposed Project Description (describe project deliverables): "Rehabilitate, Mark, Light and Sign Taxiway 'A' (Approx. 5,200 LF X 40 FT), Holding Bay; and Associated Taxiways; Modify Adjacent Aprons; Construct Drainage and Sewer Upgrades; and Update SWPPP.
- We had our first plowable snow event for this season. NAA snowplowing staff worked on Saturday December 5<sup>th</sup> and Sunday December 6<sup>th</sup>. Except for the few hours when snow removal equipment was on the runway and associated movement areas, the airport remained open throughout the duration of the storm.
- Director Holland and I have started looking into the possibility of having a "Grass Runway" at KASH. So far it has simply been a fact-finding mission. As soon as we have gathered sufficient information, we will submit a presentation to the NAA Board.
- Currently, the NAA does not have any potential tenants on our waiting list for aeronautical use of airport hangars. There is a T-Hangar for sale located at 13 Perimeter Rd. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.
- Last month we discussed an uptick to airport operations, and I would like to give credit to a couple more operations here at the airport. New England Aeronautics (John Nutt), Brouillette Aviation Training (Steve Brouillette) and New England Flight Training (Bob Denaro). These operations are flight training all day along with East Coast, CR Helicopters and AirDirect. Thank you, you are all doing a great job!
- It was brought to my attention that some people are doing runups in the India Ramp area. We do not allow that for we try to be good neighbors. Maintenance runups should be in the compass rose area at the 14 end.

## AIRPORT ENGINEER'S REPORT

Nik Ippolito 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.)

#### **Estimated Project Funding:**

|                    |                |
|--------------------|----------------|
| FAA Share (100%)   | \$3,626,000.00 |
| State Share (0%)   | \$0.00         |
| Local Share (0%)   | <u>\$0.00</u>  |
| Total Project Cost | \$3,626,000.00 |

#### **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.
- No Update to the current status of this project.

Secretary Joe Duquette asked what could possibly be stalling this grant offer. Mr. Ippolito is uncertain as to why this is taking so long. Airport Manager Chris Lynch informed the board that Mr. Ippolito does contact the NHDOT/BOA weekly questioning the receipt of this grant offer. Airport Manager Chris Lynch also met with Bruce Bauer of Continental Paving and discussed the schedule for next year. Continental Paving does have the airport in their 2021 schedule and are also honoring the bid cost.

Director Holland asked Mr. Ippolito if there is a paper trail for all the times Gale Associates have contacted the NHDOT/BOA. Mr. Ippolito confirmed there is. Director Holland is concerned about the time and cost of the delay for the grant offer.

#### **Recommended Actions:**

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

### REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS (NHDOT No TBD)

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'.

#### **Estimated Project Funding:**

|                    |                     |
|--------------------|---------------------|
| FAA Share (90%)    | \$3,600,000.00      |
| State Share (5%)   | \$200,000.00        |
| Local Share (5%)   | <u>\$200,000.00</u> |
| Total Project Cost | \$4,000,000.00      |

**Project Status:**

- A Scoping Meeting for this Project was conducted on October 30, 2020 with NHDOT/BA and FAA. Minutes for this meeting were prepared and distributed to all parties.
- Gale has received comments from NHDOT/BA on the Scope of Work for this Project. Gale has prepared a fee proposal and IFE documents for the Airport and will transmit them to Chris, the Airport Manager. so that the Authority can solicit an independent fee estimate. In the past, the Airport has used Montgomery Consulting Group, a registered DBE for IFE preparation.
- FAA has accepted the PCI data developed by Gale and has approved the project to move forward this fiscal year.
- Survey and geotechnical field work have been completed, once the data processing has been completed, the surveyor will provide Gale with the base plans which will be used as the basis for design on this project. We anticipate receipt of this data before the end of December, and design efforts will commence as soon as possible following that deliverable.

Recommended Actions: None at this time.

**COMMITTEES**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**DATES TO REMEMBER**

None

**NAA ACTION ITEMS**

None

**PUBLIC INPUT**

None

**DIRECTOR COMMENTS**

Treasurer Heath – Hope everyone enjoys their Christmas and holiday season. Thanks for all your time and diligence.

Vice Chairman Law – I wish everyone a happy holiday. Everyone stay Covid safe and snow safe. Happy New Year.

Director Holland – Thanks to Susan, Chris, Joe and Matt. Merry Christmas and Happy New Year.

Chairman Woods – Merry Christmas and Happy New Year. Stay safe and see everyone at the January meeting.

**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** Secretary Duquette

**MOTION CARRIED**

**ROLL CALL**

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

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

**SECONDED BY** Secretary Duquette

**MOTION CARRIED**

**ROLL CALL**

Chairman Woods – yea  
Vice Chairman Law – yea  
Treasurer Heath – yea  
Secretary Duquette – yea  
Director Holland – yea

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

**SECONDED BY** Secretary Duquette

**MOTION CARRIED**

The next meeting is scheduled for January 20, 2021

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Duquette