

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, February 16, 2022.

Chairman Woods called the meeting to order at 6:04pm.

ROLL CALL

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

PUBLIC INPUT

None

OFFICER ELECTIONS

MOTION BY Director Duquette to keep the board with all officers in their current positions and Director Duquette will be back up Secretary to Secretary Holland as she will attend meetings remotely.

SECONDED BY Vice Chairman Law

MOTION CARRIED

MINUTES

MOTION BY Chairman Woods to approve the January 26, 2022 public minutes.

SECONDED BY Director Duquette

MOTION CARRIED

TREASURERS REPORT –January 2022

Treasurer Heath reported that the numbers look consistent. There were three storms in January which drove up the revenue. The year-to-date numbers are right on track. Balance sheet looks good. The leases will be adjusted next month with the January 2022 CPI-W rate retro to January. We will be over budget due to under estimating.

MOTION BY Chairman Woods to accept the January 2022 financial statements as presented pending audit.

SECONDED BY Director Duquette

MOTION CARRIED

COMMUNICATIONS

The following communications have been received and placed on file.

01/12/2022 - NHDOT Hangar Uses Corrective Action Plan

Airport Manager Chris Lynch is preparing his response. There is a list of hangars that the NHDOT would like to inspect. These are the hangars that were deemed non-aeronautical during the first inspection and have since become aeronautical. Archie Frangoudis will be moving out of his hangar on April 1 and that hangar will revert to aeronautical use at that time.

02/09/2022 – Weston & Sampson – SSI Work Scope

Airport Manager Chris Lynch reported that the NHDES is insisting that we come up with a Supplemental Site Investigation. With the help of Gale Associates we located Weston & Sampson. They have given us their proposal. Chairman Woods has recently done some research on PFAS and discussed his findings regarding drinking water and ground water. Treasurer Heath suggests we look into obtaining legal advice from someone who specializes in environmental.

REPORTS

TOWER REPORT

Chairman Woods reported for the month of January 2022 the traffic count was 4,310 operations which is down 687 (-14%) operations from December 2021 and down 1,770 (-29%) operations versus January 2021.

AIRPORT MANAGER'S REPORT

Recent events:

None

Upcoming events at Nashua Airport:

Saturday June 18, 2022, 8:00 a.m.-2:00 p.m. - NH Aviation Museum Fly-In and BBQ.

Other items of interest:

01/21/2022 – I attended a virtual meeting with NHDES, EPA, Weston Solutions and City of Nashua Corporation Counsel Steve Bolton. We discussed the Final Report submitted by Weston Solutions concerning the PFAS investigation at Nashua Airport and the NHDES required follow-up Supplemental Site Investigation.

01/28/2022 – I met with local developers Robert Parsons and Dana Georges to discuss corporate hangar development at Nashua Airport. This is in addition to the other possible developers. He is interested in developing a hangar for his own aircraft.

01/28/2022 – I attended a virtual meeting with Weston & Sampson Engineers, Inc., CEO Frank Ricciardi and Engineer Steven LaRosa to discuss the SSI requirements for the PFAS issue at Nashua Airport. They are in the process of putting together a plan and proposal for the SSI.

02/07/2022 – I attended a virtual meeting with representatives of the City of Nashua's Planning Department to discuss the new electronic submission system, Cleargov which is now being used by the City of Nashua for our CIP submissions to the CIC.

Gale Associates and I are still working with NHDOT/BOA regarding the Taxiway 'A' relocation. We have submitted our responses to the NHDOT/BOA recent requests. We will be requesting a follow-up meeting.

Unfortunately, during the last snow/ice storm, an employee of Nashua Airport Authority had an incident between a vehicle and aircraft. There has been a claim filed with the insurance company.

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 SBG-12-22-2020)

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

Project Status:

- This project is now substantially complete. The date of substantial completion was August 24, 2021. This will represent the start of the Contractor's 1-year guarantee.
- Gale has not received the approved Change Order No. 2 from NHDOT/BA. Until this is received, we are unable to close out this grant.
- Gale's December invoice included a credit for the \$6,238.00 that is due back to the NHDOT/BA. The NAA should issue a check to the NHDOT/BA in the amount of \$5,926.10 to credit the DOT/FAA for the overpayment related to the design of this Project.
- No Update since the last meeting. Still waiting for Change Order No. 2 approval from NHDOT/BA.

Recommended Actions:

- Please sign the final RR and closeout documents upon receipt.

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 justification package for the relocation of Taxiway 'A' was submitted to the NHDOT/BA on December 29, 2021. On Tuesday February 1st, an email from Mr. John Carli at the FAA was received. This email indicated that the justification package was neither reviewed, nor forwarded to the FAA for consideration. We're currently waiting for a response from the NHDOT/BA and FAA on this request.

Recommended Actions:

Please sign and forward revised Grant Application upon receipt.

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:

- Contracts have been executed, and we're progressing through the design of this Project.
- The preliminary plan set was submitted to the NHDOT/BA on November 22nd 2021. No comments have been received to date. Gale followed up with the NHDOT/BA on January 3, 2022 and no response was received. Gale, again, followed up on Tuesday, February 1st at which time the NHDOT/BA indicated that an action plan would be provided to Gale before the end of the week. No Action plan has been received at the time this Agenda was prepared.

Recommended Actions:

None at this time.

COMMITTEES

None

OLD BUSINESS

\$2,500 Anonymous Donation – This was discussed last month and carried forward. This donor requested this donation be used to promote the airport. Ideas consisted of banner towing, swag, and clothing. The board will continue this discussion next month.

NEW BUSINESS

OIA Air Corp (E2138 – 1 Perimeter Road) Lease Extension

Letter was sent to Nashua Airport Authority in 2012 to request the option to extend which was not voted on at that time. This matter has been resolved.

MOTION BY Director Duquette to ratify the extension of lease for OIA Air Corp (E2138) for a twenty (20) year period beginning on October 1, 2016 and terminating on September 30, 2036. This lease may be extended for an additional term of twenty (20) years commencing on October 1, 2036 subject to renegotiation of terms and conditions.

SECONDED BY Treasurer Heath

MOTION CARRIED

Marketing – Treasurer Heath introduced and discussed an estimate to produce a video for marketing the airport. Discussions were based on the target audience and how to get this material to the appropriate companies/individuals. Also discussed was de-icing for the possibility of attracting more corporate jets here at Nashua Airport. Vice Chairman Law discussed hiring a marketing agency to develop a marketing plan.

UPCOMING EVENTS

06/18/2022 – NH Aviation Museum Fly-in and BBQ

PUBLIC INPUT

Wes Liu – Thanks for all the snowplowing and thanks Chris for the hangar parts!

Hector – Rotor Technologies – We recently leased Tamposi Hall at DWC Campus for our employees. We are looking to expand our employee count and hoping to expand our business. Will be scheduling a meeting for next week with Airport Manager Chris Lynch to discuss our next steps.

DIRECTORS’ COMMENTS

Director Duquette – Good discussion tonight and good luck Jess.

Secretary Holland – I officially leave for Colorado in 20 hours. I will be available via phone, text, email and will be joining the meetings via zoom. I’m glad you are all allowing me to serve in this non-traditional role.

Chairman Woods – Thank you Jess for continuing to serve on the board. Your opinion is valued and really appreciate your willingness to stay on the board. Snowplowing has been good. Thank you, David, for taking the initiative for putting this marketing material together.

Treasurer Heath – I’ve said plenty tonight! Thank you Jess for your input and your continued input.

Vice Chairman Law – Jess, I wish you all the best and thank you for continuing to stay on the board.

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 Chairman Woods to enter non-public session.

SECONDED BY Vice Chairman Law

ROLL CALL

- | | | | |
|-----------------|-------------------|----------------|-------------------|
| Present: | Chairman Woods | Absent: | Secretary Holland |
| | Vice Chairman Law | | |
| | Treasurer Heath | | |
| | Director Duquette | | |

MOTION CARRIED

MOTION BY Chairman Woods to approve a compensation increase for Joe Callahan.

SECONDED BY Vice Chairman Law

MOTION CARRIED

MOTION BY Chairman Woods to approve a compensation increase for Susan Clancy.

SECONDED BY Treasurer Heath

MOTION CARRIED

MOTION BY Vice Chairman Laws to leave non-public session, seal the minutes and return to public session.

SECONDED BY Treasurer Heath

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Director Duquette

Absent: Secretary Holland

MOTION CARRIED

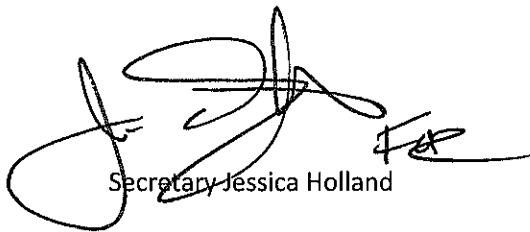
MOTION BY Treasurer Heath to adjourn the public session.

SECONDED BY Chairman Woods

MOTION CARRIED

The next meeting is scheduled for March 16, 2022

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Jessica Holland