

## 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, March 15, 2023.

Chairman Woods called the meeting to order at 6:00pm.

### ROLL CALL

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

### PUBLIC INPUT

None

### MINUTES

**MOTION BY** Treasurer Heath to approve and accept the minutes of February 15, 2023.

**SECONDED BY** Director Duquette

**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law – yes  
Secretary Holland - yes  
Treasurer Heath – yes  
Director Duquette – yes

### **MOTION CARRIED**

### TREASURERS REPORT – February 2023

Treasurer Heath discussed the anticipated income of the Aircraft Registration Fees. This income was received today. There is nothing outstanding to note in for February. We are still ahead year to date. We had a lower fuel expense this month and cash is good. We do have our financial accounts in FDIC covered accounts.

**MOTION BY** Vice Chairman Law to approve and accept the February 2023 financials pending audit.

**SECONDED BY** Director Duquette

**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law – yes  
Secretary Holland - yes  
Treasurer Heath – yes  
Director Duquette – yes

### **MOTION CARRIED**

### FY2022 FINANCIAL AUDIT

Treasurer Heath discussed the questions he has for the auditors and does not feel comfortable approving the FY2022 Financial Audit at this evening's meeting. This approval has been tabled until next meeting.

### COMMUNICATIONS

None

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of February 2023 the traffic count was 4,154 operations which is up 102 (3%) operations from January 2023 and down 351 (-8%) operations versus February 2022. Year to date we are down 7%.

### AIRPORT MANAGER'S REPORT

Recent events

None

Upcoming events at Nashua Airport

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

Other items of interest

- The scheduled (2/23/23) Fuel Farm Inspection with the EPA was postponed due to weather.
- I received a contract from Tighe & Bond for the Jet-A 20,000 Gallon Fuel Tank Inspection (Including contract for Clean Harbors to facilitate the tank cleaning portion of the inspection process). I ask the NAA Board of Directors to make a motion to approve and proceed with execution of said contract.
- I submitted our SPCC (Spill Prevention, Control and Countermeasure) Plan to EPA and was informed that it does not meet current day requirements and we must create a new SPCC. I ask the NAA Board of Directors to make a motion to authorize Gale Associates to proceed with creating a new SPCC.
- 3-8-2023 – I signed the Grant Application for the Rehabilitate Taxiway 'A'. Gale Associates has submitted this application to NHDOT.

Airport Manager Chris Lynch received quotes from Tighe & Bond for the Fuel Inspection and SPCC Plan along with a quote from Clean Harbors for the tank cleaning portion of the inspection. The total of the quotes is approximately \$24,000.

**MOTION BY** Director Duquette to authorize Airport Manager Chris Lynch to proceed forward with the Tighe & Bond and Clean Harbors contracts as presented.

**SECONDED BY** Chairman Woods

**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law – yes  
Secretary Holland - yes  
Treasurer Heath – yes  
Director Duquette – yes

**MOTION CARRIED**

### AIRPORT ENGINEER'S REPORT

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

### 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:**

- Bidding is now complete. The low bidder was Continental Paving, Inc. with a bid price of \$2,466,070.00.
- The grant application has been prepared, signed by the NAA, and was submitted to NHDOT/BA on March 8th, 2023.
- Gale has prepared a letter of recommendation to award the Project to Continental Paving Inc. A notice of award and Contracts will be circulated upon authorization from the NAA to proceed.

**Recommended Actions:**

- Please vote to authorize Gale to circulate Contractor's contract.

**MOTION BY** Director Duquette to circulate the contract between contractor and Nashua Airport Authority as presented by Gale Associates.

**SECONDED BY** Chairman Woods

**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law – yes  
Secretary Holland - yes  
Treasurer Heath – yes  
Director Duquette – yes

**MOTION CARRIED**

**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:**

- The grant is now in place and the first reimbursement request for project related costs has been submitted to the NHDOT/BA.
- The Contractor has started submitting shop drawings for the work.
- At this time, no start date has been provided to Gale. Continental will likely announce a spring start (April-May).

**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:**

- Gale has received comments on the draft Scope of Work from the NHDOT/BA and FAA. The edits have been made, and we're currently waiting for FAA to provide a draft Reimbursable Agreement for their services. Once received, we will review and revise our Scope/Fee as needed to make sure all project requirements are being met.

**Recommended Actions:**

- None at this time.

**LAND ACQUISITION**

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

**Project Status:**

- During the January Authority meeting, the Authority voted and authorized Gale solicit an Appraiser and Review Appraiser to commence work on the acquisition of one parcel.
- Following the January Authority meeting, Gale solicited proposals for Appraisal and Review Appraisal services.
- We are currently awaiting a response from NHDOT/BA on the eligibility and associated special conditions of a potential grant.

**Recommended Actions:**

- None at this time.

**GENERAL ITEMS:**

- Hangar Development:
  - o Gale is now under contract with a second developer for engineering services related to the construction of a hangar(s).

**COMMITTEES**

None

**OLD BUSINESS**

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, was unable to attend meeting. Airport Manager Chris Lynch stated that Mr. Lison is ironing out some details with the City of Nashua.

**NEW BUSINESS**

Matt Caron, Gale Associates, discussed the development of another hangar. This developer, Anai Aviation, is under contract with Gale Associates to provide them with schematic site design services to evaluate hangar possibilities in the area of the grass tie-downs. Mr. Nai Ko of Anai Aviation introduced himself to all and discussed the purpose of the development of this hangar.

**MOTION BY** Director Duquette to authorize Airport Manager Chris Lynch to negotiate a land lease with Anai Aviation.

**SECONDED BY** Vice Chairman Law

**ROLL CALL VOTE**

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

**MOTION CARRIED**

**UPCOMING EVENTS**

09/23/2023 – Wheels and Wings

**PUBLIC INPUT**

Mr. Wes Liu complimented the NAA crew for a great job with snowplowing as always!

**DIRECTORS' COMMENTS**

Secretary Holland – I'd like to extend a welcome to Mr. Nai Ko. Great to have you at the airport and I hope to see you in person soon. I'd like to wish everyone a Happy St. Paddy's Day!

Director Duquette – I'd like to second the welcome to Mr. Ko!

Treasurer Heath – It's an exciting time for the airport. Looking to have a great relationship with Anai Aviation moving forward.

Chairman Woods – I'm looking forward to this as well. A shout out again to the snowplowing group.

Vice Chairman Law – Welcome Mr. Ko. This is really exciting.

**MOTION BY** Chairman Woods to adjourn the public session to non-public session pursuant RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property.

**SECONDED BY** Director Duquette

**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law – yes  
Secretary Holland - yes  
Treasurer Heath – yes  
Director Duquette – yes

**MOTION CARRIED**

Chairman Woods to enter non-public session at 7:07pm.

**ROLL CALL**

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

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

**SECONDED BY** Vice Chairman Law

**ROLL CALL VOTE** Chairman Woods  
Vice Chairman Law  
Treasurer Heath  
Secretary Holland  
Director Duquette

**MOTION CARRIED**

Chairman Woods to enter public session at 8:06pm.

**ROLL CALL**

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

**ADJOURNMENT**

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

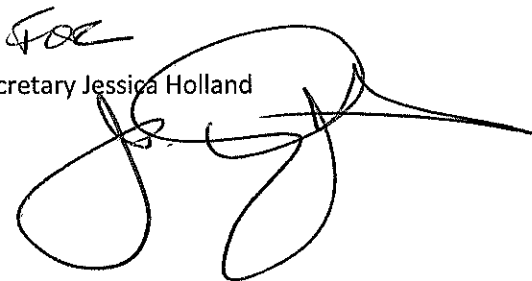
**SECONDED BY** Director Duquette

**ROLL CALL VOTE** Chairman Woods  
Vice Chairman Law  
Treasurer Heath  
Secretary Holland  
Director Duquette

**MOTION CARRIED**

The next meeting is scheduled for April 19, 2023

SEE ATTACHMENT FOR ATTENDEES LIST

  
Secretary Jessica Holland