

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, March 21, 2018.

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

ROLL CALL

Present: Vice Chairman Woods
Director Duquette
Director Cushing-Adams

Absent: Chairman Rosenblum
Secretary Scheifele

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to accept the public minutes for February 21, 2018.

SECONDED BY Director Cushing-Adams

MOTION CARRIED

TREASURERS REPORT – February 28, 2018

Vice Chairman Woods deferred to report on the February Financial Statements until Chairman/Treasurer Rosenblum returns next month.

COMMUNICATIONS

Director Cushing-Adams reported that NAA received one new communication and it will be placed on file at the Nashua Airport Authority office.

03/07/2018 – MDL Consulting Associates – Thank You to NAA Plowing Team

REPORTS

TOWER REPORT

Vice Chairman Woods reported for the month of February 2018 the traffic count was 4,257 which is up 1,005 operations (31%) from February 2017. Looks good.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- June 2nd – Aviation Museum of NH – Fly in / BBQ.
- Young Eagles are also planning June 2nd for their event. This will be too much activity for the day and will discuss the possibility of another date with the Young Eagles.
- July 9th through July 16th - Airpower History Tour (CAF). The world's most famous flying B-29 Superfortress "FIFI" will be here along with the C-45 Expeditor "Bucket of Bolts" and a CAF T-6 Texan. They will arrive Monday July 9th at noon, meet with the press for pictures and stories. No public for this. The crew would then take the afternoon off and Tuesday off. Then open to the public on Wednesday July 11th and be open 9:00 a.m. to 5:00 p.m. Wednesday through Sunday July 15th. They would then depart on Monday morning, July 16th. We will be receiving flyers to disperse through the airport.
- September 14th – SummerFun 2018 Movie night (movie TBA)
- September 15th – SummerFun 2018 Wheels & Wings

Other items of interest

- March 9th – Vice Chairman Farrell Woods and I attended a meeting with representatives from the Terrafugia company. Terrafugia is very interested in establishing a "home base" here at the Nashua Airport for their flight testing, final assembly and aircraft sales.
- March 14th – Chairman Rosenblum and I attended a City of Nashua Budget Review Committee meeting in the Aldermanic Chambers of Nashua City Hall. During this meeting, I requested to be part of the CERF program for we are in need of a new lawn tractor. Also, I discussed the deterioration of Perimeter Road and need for new pavement.
- March 15th- Chairman McRosenblum and I attended the Plus Company's "Wild Irish Breakfast" where everyone is Irish on St Patty's Day!

The Plus Company provides Customized Home, Life, Education and Work Supports for Individuals with Developmental Disabilities and Acquired Brain Injuries. This is truly a noble cause and the Wild Irish Breakfast is a great event that supports their mission.

AIRPORT ENGINEER'S REPORT

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.

- Draft Chapters 1-4 were presented during the September meeting. The Authority voted and approved the proposed forecast for the Airport.
- Draft Chapter 5 was presented to the Authority during the February meeting. The Authority voted and approved Chapter 5.

- The Master Plan Committee held its 6th meeting on March 8th and reviewed draft Chapters 6 & 7 (Future Airport Development and Sustainability), as well as reviewed development alternatives.
- There is still some work to be done on Chapters 6 & 7, and a third Alternative is currently being developed based on feedback received during the March 8th meeting. Vice Chairman Woods will forward the chapters to the board.
- Gale anticipates having the Alternatives prepared in time for the April Authority meeting.

Recommended Actions:

- Review Chapter 5 and forward any comments/feedback or required changes to Gale.

Pavement Reconstruction and Maintenance SBG 12-17-2016

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

- The project is complete.
- At the request of NHDOT, a Change Order detailing the emergency drainage repairs conducted during Phase II of construction has been prepared and is currently at NHDOT for review. Once approved, this Change Order will complete all work necessary to close out the Project.
- A meeting will be conducted with Bruce Bauer and Rick Charbonneau from Continental Paving to address corrective actions on Taxiway 'H'. A date and time will be finalized in the next few weeks.

Recommended Actions:

- Review and sign close out documents upon receipt.

Runway Groove and Seal Project SBG 12-18-2016

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

- Gale has coordinated with the Contractor on a proposed schedule for Construction. Sealcoating, Inc. has provided a tentative schedule for the approval of the Airport Authority. The tentative schedule is as follows:
 - Late March/Early April – Notice to Proceed and Pre-Construction Conference
 - April 16 – April 26 – Phase I – Install Grooved Runway Surface
 - Mid June – Phase II – Apply sealant and re-mark.
- Gale will schedule the Pre-Construction Conference with all parties for the first week in April. The Authority, as well as the Airport staff are encouraged to attend.

Discussion was held regarding the timeframes for the construction.

Recommended Actions:

- Please evaluate the tentative schedule and provide feedback on the Phase II sealing operations. Particularly, how will the Airport's operations be affected.

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

Mr. Caron 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.

- The project is currently in the bidding process. The bid opening is scheduled for Monday, March 26th at 10:30 AM in the Airport Administration Building Conference Room. At this meeting an apparent low bidder will be announced.
- After opening Bids, Gale will evaluate each bid for compliance with the Specifications, check references, and draft a Letter of Recommendation of Award for the Airport Authority. If the Airport Authority is in agreement with this recommendation, a Notice of Award and Contract will be sent to the low bidder.
- The Delivery date of the equipment will be 150 Calendar Days from the date listed on the Notice of Award & Contract.

Recommended Actions:

- Please review the Letter of Recommendation of Award when received and provide Gale with direction on awarding of the Project.

COMMITTEES

Master Plan Committee

Vice Chairman Woods commented that Mr. Caron of Gale Associates covered the updated material relating to the Airport Master Plan meeting. I will forward the drafts of Chapters 6 & 7 to the board for review.

Strategic Planning Committee

Director Duquette reported that at this time they are working primarily with the Master Plan Committee.

OLD BUSINESS

HB 124 Update – The bill has passed the Senate and House. The bill will now go to Conference Committee.

NEW BUSINESS

Mark Rubin of New England Aircraft Detailing introduced himself and briefly discussed his professional mobile business. The NAA Board of Directors welcomed him to the airport.

DATES TO REMEMBER

June 2nd – Aviation Museum of NH Fly In – BBQ

June 2nd – Young Eagles

June 9th – 16th – CAF Airpower History Tour

NAA ACTION ITEMS

None

PUBLIC INPUT

Wes Liu would like to lobby that Perimeter Road be re-named to Airport Road. This request would need to be presented to the Board of Alderman. Atty Steve Bolton discussed the difficulties of changing the name of a road due to the businesses currently located there.

Roger Mathews asked if Taxiway Alpha could be used as a runway during the construction. This would need marking for a runway and the FAA will need to be involved. Vice Chairman Woods recalls this has been requested in the past and has been denied.

DIRECTOR COMMENTS

Director Cushing-Adams - None

Director Duquette - None

Chairman Rosenblum – Entered the meeting at this time and discussed the HB124. The Finance Committee heard the bill this past week and there are issues due to funding. The Sponsor of the House Bill suspect that both bills will go to a Conference Committee and they will develop a resolution.

Kudos to Chris and his staff for keeping the airport running during the inclement weather this past month.

Also, met with the Nashua Strategic Committee last week. The airport is being mentioned in the plans and is progressing well.

Vice Chairman Woods – None

MOTION BY Director Cushing-Adams to adjourn the public meeting.

SECONDED BY Director Duquette

MOTION CARRIED

The next meeting is scheduled for April 18, 2018

SEE ATTACHMENT FOR ATTENDEES LIST


Director Cushing-Adams