

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, October 17, 2018.

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

ROLL CALL

Present: Chairman Woods
Treasurer Duquette
Secretary Scheifele
Director Heath

Absent:

Chairman Woods recognized and presented plaques to Sandy Cushing-Adams and Michael Rosenblum for their service to the NAA Board.

PUBLIC INPUT

None.

MINUTES

MOTION BY Secretary Scheifele to approve the September 19, 2018 public minutes.

SECONDED BY Director Heath

MOTION CARRIED

TREASURERS REPORT – September 2018

Treasurer Duquette reported that the income was right on budget with a variance of \$600. There was a little underrun on our expenditure of \$8,000. We had an expense for bad debt expense for two aircraft that are no longer based at Nashua Airport. Discussion was held regarding the \$7,500 expense for the purchase of the NPE from Town of Haverhill and whether it should be an expense or an asset.

MOTION BY Treasurer Duquette to accept the September 2018 financial statements as presented pending audit.

SECONDED BY Director Heath

MOTION CARRIED

COMMUNICATIONS

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

09/21/2018 – The City of Nashua - Assessment of Lot E1445

09/21/2018 – The City of Nashua - Assessment of Lot E1449

09/21/2018 – The City of Nashua - Assessment of Lot E1441

09/21/2018 – The City of Nashua - Assessment of Lot E1440

09/21/2018 – The City of Nashua - Assessment of Lot E1449
09/21/2018 – The City of Nashua - Assessment of Lot E193
09/21/2018 – The City of Nashua - Assessment of Lot E1469
09/21/2018 – The City of Nashua - Assessment of Lot E1468
09/21/2018 – The City of Nashua - Assessment of Lot E1441
09/21/2018 – The City of Nashua - Assessment of Lot E1445
09/24/2018 – NHDOT – Corrective Actions Relative to Part 13 Investigation
09/24/2018 – FAA – Land Use Inspection Report
10/01/2018 – FAA – ACIP for Fiscal Years 2020-2024
10/05/2018 – F. Woods – Land Use Inspection Report Response
10/09/2018 – F. Woods - Corrective Actions Relative to Part 13 Investigation Response
10/16/2018 – J. Zall – 110 Perimeter Road Lease Extension

REPORTS

TOWER REPORT

Chairman Woods reported for the month of September 2018 we had 6,368 operations versus 5,161 in September of 2017. That is an increase of 23% which is pretty healthy. Each month, year over year, we are up every month. This is all good. Treasurer Duquette commented that last year we had negative growth and this year we haven't had any.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- September 28th- Joined Matt Caron and Nik Ippolita of Gale Associates at the GSAMA Pilots and Drivers Charity Golf Tournament at Pease Airport,

Upcoming events

- Groove and Seal project – second coat of paint on runway/taxiway markings. Postponed until Spring of 2019. We are awaiting for approval of change order from NHDOT.

Other items of interest

- 09/20/2018 – Met with Rich O'Laughlin and Nik Pliakos (SNHU) and discussed the leases with the NAA.
- 09/24/2018 – Annual Runway Safety Meeting with Brian Beane – Midwest ATC ASH Tower Chief and NAA Staff. There were no safety issues for the year.
- 10/01/2018 – Gale Associates and R.W. Gillespie & Associates, Inc. began test boring to perform geotechnical investigations in preparation for the design of the Airport's pavement maintenance project.
- 10/02/2018 – Met with SNHU Vice President Adrian Haugabrook, Rich O'Laughlin, NAA Director Joe Duquette, NAA Director David Heath and Brian Law and discussed lease terms. SNHU will submit a proposal for lease term for 79 Perimeter Road.
- 10/09/2018 – Met with Attorney Steve Bolton and discussed a request from Attorney Jeffrey Zall to make an amendment to the land lease for 110 Perimeter Rd. This will be discussed under new business.

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 Airport Layout Plan was submitted for review under the FAA OE/AAA system on July 9, 2018. We are currently waiting on a determination.
- 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.

Chairman Woods requested a timeframe from the NHDOT as to when any comments for Chapter 8 will be sent. At this time, he ask if the draft Airport Master Plan be placed on our website for public comments as we wait for comments from NHDOT.

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.

- No update is available for this project. Upon DOT Approval of Change Order No. 2, the project will request final reimbursement and close 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.
- NHDOT Approval of Change Order No. 1 was submitted to NHDOT in August and is pending. At this time it is expected that the project will be postponed until the Spring.

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.

- The Airport has signed and returned the Grant Offer to NHDOT/BA. Prior to issuing a purchase order for the equipment, the grant expenditure needs to be approved by the New Hampshire Governor and Executive Council (G&C). The grant offer did not make it on the docket for October 17, 2018 and will hopefully get approved at the next meeting, October 31st.

Recommended Actions: None at this time.

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.

- Gale has prepared a written scope of work for this project and submitted it to the Airport, and NHDOT for approval prior to developing a fee proposal. Once the scope is approved, Gale will provide a proposed cost, along with documents for the Airport to solicit the Independent Fee Estimate (IFE).
- Geotechnical explorations have been completed in the project areas and the subconsultant is preparing a report to summarize their testing results. Once received, the final pavement design will be completed.
- Survey work for this project is currently underway. Once completed, Gale can begin final design efforts.
- Gale has coordinated with NHDES to confirm that permitting through the Alteration of Terrain program is not required. This was confirmed by NHDES this week.
- Gale has performed section 106 coordination with FAA on the project. FAA has reported that no further coordination is needed for this project. Section 106 coordination is your state historic preservation office and any other environment agency that have interest in the environmental impact of the project.

Recommended Actions:

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

Sandy Cushing-Adams is asking if there is a timeframe that we will have project approvals. She is concerned of the impact of the airport community and it is unfair to the contractors and the airport users. Director Heath is also concerned about the time length it is taking for the approval of the change orders and the repercussions it could cause to the Nashua Airport. Mr. Ippolito reassured us that the delays are state-wide due to the short staff at NHDOT.

Treasurer Duquette asked if we could contact the AG's office to ensure that the SRE grant offer makes it on the G&C docket for October 31st.

Secretary Scheifele ask Mr. Ippolito if the G&C approved the grant offer this month, would it be realistic to see the SRE this year. Mr. Ippolito does not believe so, but he will contact Milton CAT for an expected lead time for the SRE.

Director Heath thank Mr. Nik Ippolito for his persistence.

COMMITTEES

Master Plan Committee

Chairman Woods authorized Mr. Matt Caron to go ahead and place the draft Airport Master Plan on our website for public comments as we wait for comments from NHDOT.

OLD BUSINESS

None

NEW BUSINESS

Land Lease Addendum and Extension – 110 Perimeter Road.

Attorney Jeffrey Zall represents TLM Holdings, the owner of 110 Perimeter Road and they are in the process of negotiating a sale. He has requested a slight change in the lease on Article XIX Section A (1). Nashua City Attorney Steve Bolton has reviewed and approved this change.

Attorney Jeffrey Zall would like to withdraw the request to extend the lease at this time.

MOTION BY Director Heath to approve Amendment to Lease and authorize Chairman Woods to sign said Amendment.

SECONDED BY Treasurer Duquette

MOTION CARRIED.

Chairman Woods withheld vote.

Automotive Fuel Storage – Terrafugia, 101 Perimeter Road

Mr. Phil Meteer, Terrafugia, requested to store automotive fuel within 50 feet of hangar. He presented a mobile DOT approved container. Director Heath does not have a problem waiving the clause in the P&S, but would like to be sure this does not violate any other authorities. Airport Manager Chris Lynch will contact the Fire Marshall. At this time, we will look into this request and have a response by next meeting.

DATES TO REMEMBER

None

PUBLIC INPUT

Mr. Steve Brouillette, BAT, commented on the timeframe of the relocation of the stop/hold line. Chairman Woods discussed the changes that will need to be done for this relocation of the stop/hold line. The NHDOT requested the change order and due to their understaffed situation we are awaiting approval.

Ms. Sandy Adams discussed the New England Flying Gourmet Challenge and is requesting donations from the airport community. Please contact John Henry. This is a lot of fun and this event goes until the spring.

DIRECTOR COMMENTS

Director Heath – Lots of good things are happening! Operations are up and the flight school is moving in the right direction. Life is good!

Treasurer Joe Duquette – Thank you to Mike and Sandy for your service on the board. Next month is Thanksgiving and our meeting falls on the night before. Request we move it up one week. Thank you to Matt and Nik of Gale Associates for all they do!

Secretary Scheifele – Asked if the CD has been removed from Bar Harbor and reminded us the CD at MCSB is expiring next month.

Chairman Woods – Secretary Scheifele spent the last month in the Carolina's with FEMA. Thank you Bob for your commitment. Rob Holland is attending the meeting this month and congratulation to him for his 8th year winning the U.S. National Aerobic Championship in the Unlimited Category as well as the Formula Freestyle. Thank you Sandy and Michael for your service and the board wishes you well.

MOTION BY Chairman Woods to adjourn the public meeting.

SECONDED BY Treasurer Duquette

MOTION CARRIED

The next meeting is scheduled for November 28, 2018

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Scheifele