

MINUTES

The annual and monthly business meeting of the Nashua Airport Authority (NAA) was held at NAA Terminal Building, 79 Perimeter Road – Room 137, Nashua, NH 03063 on Wednesday, January 17, 2024.

Chairman Woods called the meeting to order at 6:02pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland - Remote
Director Duquette

Absent: Treasurer Heath

PUBLIC INPUT

None

OFFICER ELECTIONS

MOTION BY Director Duquette to maintain for another year all officers in their current positions.

SECONDED BY Vice Chairman Law

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

MOTION CARRIED

MINUTES

MOTION BY Vice Chairman Law to approve and accept the minutes of November 27, 2023 and December 18, 2023.

SECONDED BY Director Duquette

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

MOTION CARRIED

TREASURERS REPORT – November 2023 and December 2023

Treasurer Heath was absent from this meeting; however, he forwarded a financial summary for the board member which stated: The bottom line through December was a deficit of \$51.2K, which includes the negative financial impact of \$38.8K from the Aviation Center. All other revenue and expenses appear to be within normal fluctuations.

MOTION BY Vice Chairman Law to approve the November 2023 and December 2023 Financial Statements, subject to audit.

SECONDED BY Director Duquette

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

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Vice Chairman Law reported for the month of December 2023 the traffic count was 4,282 operations which is down 1,847 (-30%) operations from November 2023 and down 557 (-12%) operations versus December 2022. Year to date we are down 5%.

AIRPORT MANAGER'S REPORT

Recent events

- None

Upcoming events at Nashua Airport

- None

Other items of interest

- In the third week of December 2023, we finally received \$1.56 million of our reimbursement from NHDOT for the Foxtrot/Golf Ramp paving project that was completed in the end May 2023. We are thankful for this reimbursement.
- Engineering firm Tighe & Bond is currently working on updating the SWPPP.
- On January 7, 2024 we had our first plowable snowstorm this season. We measured approximately 16" of snow accumulation. We did close the airport for the day. Also, we also had some issues with the snow removal equipment which is now all set thanks to Eldon Richards.
- On January 16, 2024 we had less than 5 inches of snow and we were able to clean up during the evening hours.

Due to the financial deficit in December 2023, Secretary Jessica Holland asked about any upcoming leases for 79 Perimeter Road. Airport Manager Chris Lynch is talking with Greg Lison of Infinity. He is lining up some tenants and we are hoping to have the building leased sooner than later. We will have a follow-up discussion next month.

AIRPORT ENGINEER'S REPORT

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

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS (Construct Only)

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:

- The grant to fund this project has been issued to the NAA.
- Contracts between Continental Paving and the NAA have been fully executed and returned to all parties.
- There is currently no anticipated start date for construction. We anticipate an early spring start, but this remains to be confirmed.

Recommended Actions:

- None at this time.

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:

- All contract work is now complete.
- Similar to the Taxiway 'A' project, Gale's scope of services did not include administering a second grant for this project. Gale will be processing a supplemental agreement for review/comment of the NAA prior to final reimbursement and closeout.
- A draft supplemental agreement has been prepared and sent to NHDOT/BA for concurrence prior to circulating the document for signatures. NHDOT requested documentation confirming that the supplemental agreement does not double pay for services completed under the original contract. The 6 items in the supplemental agreement are not contained in the original contract, so Gale responded to NHDOT to ask what would they would consider to be adequate documentation. We have not received a response.

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 review comments from the FAA and NHDOT.
- Gale has initiated the 60% phase of design.
- Upon receipt of the preliminary design comments, Gale will continue preparing the 90% Design Submittal.

Recommended Actions:

- None at this time.

LAND ACQUISITION

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

Project Status:

- The city attorney and sellers attorney have agreed to language for the Purchase and Sale Agreement which Gale understands has been executed by the Airport.
- The parcel was acquired on 9/26/2023.
- Gale will assist the Airport in preparing a grant application for FAA funding for future reimbursement (95%) of the acquisition.

Recommended Actions:

- Execute the grant application once is completed.

TOWER SITING STUDY

This project will evaluate up to three (3) possible locations for a new Air Traffic Control Tower and make a final recommendation on the preferred location.

Project Status:

- A Grant Offer has been made to the NAA for this study. Upon approval of the NH Governor & Council, we will begin the Phase I Environmental Site Assessment for this project.
- The overall siting study takes approximately 18 months to complete. The actual study takes approximately 6 months from commencement to completion; however due to a backlog of similar studies at other Airports, the FAA's lead time to starting the project once agreements are signed is approximately 12 months.
- Gale's Contract is still pending for this project. After last month's meeting the draft contract was submitted to the Board for review/approval. If there are no comments/questions, please execute this contract so that we can initiate the Phase I ESA.

Recommended Actions:

- None at this time.

RUNWAY CENTERLINE CRACK SEALING AND RSA REPAIRS

This project will address the Centerline Crack in Runway 14-32, and will repair the Runway 32 RSA, which has experienced significant erosion due to jet blast.

Project Status:

- Design is ongoing. We anticipate having the 95% Design Documents ready for agency review by the next Authority Meeting.
- Upon confirmation that the NAA has received the IFE for this project, Gale's fee proposal was sent over to the NAA. Upon review, if the fees for the project are within 10% of the IFE provider's estimated fee, this is typically viewed as acceptable.

Recommended Actions:

- Please make a motion to accept Gale's fee proposal based on the results of the IFE.

Secretary Jessica Holland asked about Runway closure during this project. Nik, Gale Associates, stated the runway will be closed for approximately 15 days during the daytime operations only. Airport Manager Chris Lynch will meet with Nik to discuss the results of the IFE during this week.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, was not in attendance this evening.

Anai Aviation - Hangar Development

Mr. Nai Ko, Anai Aviation, was not in attendance this evening.

Airport Manager Chris Lynch stated that Infinity Aviation and Anai Aviation are currently working with Gale Associates on the sewer and water plans.

NEW BUSINESS

None

UPCOMING EVENTS

None

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Secretary Holland– Looking forward to another great year! Thank you everyone and looking forward to seeing what future improvements we have coming up, especially with all the new developments.

Director Duquette – Happy 2024!

Chairman Woods – Happy 2024! We are off to a good start with snow removal. Kudos to Eldon for repairing the snow removal equipment so quickly.

Vice Chairman Law – Would like to discuss with Airport Manager Chris Lynch the useful life of the snow removal equipment and future purchases.

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

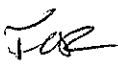
SECONDED BY Vice Chairman Law

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

MOTION CARRIED

The next meeting is scheduled for February 21, 2024

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland
