

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, May 17, 2023.

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

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Director Duquette

Absent: Treasurer Heath
Secretary Holland

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the minutes of April 19, 2023.

SECONDED BY Vice Chairman Law

MOTION CARRIED

TREASURERS REPORT – March 2023

Vice Chairman Law relayed the financial report in Treasurer Heath's absence. Treasurer Heath reviewed and accepted the March and April financials. Items of note: \$28,270 of the \$44K of Buildings/Grounds Maintenance is for unbudgeted Weston and Sampson engineering related to the DES PFAS project; An additional \$4,500 was spent in August 2022 on the 93 Perimeter painting project. Under Fuel Farm Maintenance, \$7,050 was spent to date for the Fuel Farm tank inspection; a final payment of \$7,050 should be paid in May upon completion. Balance sheet accounts appear to be in order; There is \$50,000 related to a COVID relief grant through DOT that is included in accounts receivable. That amount was booked as a year end adjustment in FY2022. On April 28, DOT stated to NAA that the total Grant amount of \$57,162 should be received by May 28 (it was received today per Office Manager Susan Clancy). The amount of \$7,162 in excess of the \$50,000 already booked has been reported as revenue in FY2023.

Airport Manager Chris Lynch confirmed the \$7,050 due for Fuel Farm tank inspection also includes the completion of the SPCC Plan.

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

SECONDED BY Director Duquette

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of April 2023 the traffic count was 5,418 operations which is down 153 (-3%) operations from March 2023 and down 803 (-13%) operations versus April 2022. Year to date we are down 8%.

AIRPORT MANAGER'S REPORT

Recent events

None

Upcoming events at Nashua Airport

- Aviation Museum of NH Fly-In BBQ will be held at 81 Perimeter Rd on Saturday June 17, 2023, from 10:00 a.m. to 2:00 p.m. Tickets may be purchased online at EventBrite.com.
- City of Nashua Summer Fun 2023 "Wheels and Wings" at Nashua Airport September 23, 2023

Other items of interest

- Continental Paving is currently 3 weeks ahead of schedule with the Foxtrot and Golf paving project. We are looking at an estimated completion date of June 6th.
- Tighe and Bond completed the SPCC plan and it has been submitted to the EPA.
- April 28th – I met with Nik Ippolito at Nashua Airport. We selected three potential locations for the FAA's "Tower Siting Study".
- May 5th – Met with FAA, NHDOT and Gale Associates for our Tower Siting Discovery Meeting.
- May 17th – Met with NFR personnel to discuss Nashua Airport Emergency Response and Communications Review and recent radio tests. We also discussed the on-going PFAS investigation.

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 application was submitted to NHDOT/BA on March 8th, 2023. A revised grant application was submitted to NHDOT/BA on May 4th, 2023. This revised application was found to be necessary to reduce the overall requested amount by the value of Change Order work that was removed from the Taxiway 'A' project and added to the Golf Ramp project. (Approx. \$23,500).
- The most recent update from NHDOT/BA on the issuance of the grant (dates Thursday, May 11th) indicated that the funding request currently sits with FAA. Grant timing will depend on when FAA releases those funds.

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:

- Construction is underway on Golf and Foxtrot Ramp. At the time of this meeting, the Contract is on Day 38 of 75. The project is substantially completed and the final inspection will be done Monday, May 22.
- Gale has received approval for Change Order No. 1, which removed work from the Taxiway 'A' project and added it to this project.
- Upon substantial completion, Gale's field engineer will work with Chris to inspect the project area prior to opening it to traffic. As a reminder, the only individual with the authority to open or close areas related to the project is Chris.

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:

- The FAA's reimbursable agreements should be forthcoming. Based on a discussion with FAA during the scoping meeting for the tower siting study, the RA's are pending one final approval internally before being sent to the Airport for review/signatures. Once received, Gale can finalize our contract and begin preparing for design.
- No update on this project since last month's meeting.

Recommended Actions:

- Please forward draft RA's to Gale upon receipt.

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.
- Appraisal and Review Appraisal tasks have been completed. A written offer, and purchase and sale agreement have been prepared and sent to the City's attorney for review and comment.
- On May 10, 2023, the City Attorney confirmed that a formal offer to the Seller could be presented.
- On May 10, 2023, Gale prepared a formal offer and circulated it for signature via DocuSign to the Airport Authority Chair, Airport Manager, and Seller. As of May 11, 2023, it has been signed by the Chair and Airport Manager.
- There is a matter of title insurance in favor of the Buyer (Airport) which, per the P&S shall be requested by the Seller and Buyer (Airport) with ten (10) days after the execution of the P&S.
- The City Attorney is aware and suggested that this could be sorted out later, if necessary. The matter of title insurance, per FAA guidance, is at the discretion of the Sponsors Attorney.

Recommended Actions:

- Follow up with the Seller if the P&S has not yet been executed by the Seller.

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 Project Discovery Meeting was held on Friday, May 5th to officially scope the project with FAA. Based on discussions during this meeting, we now know that in order to receive grant funding in a timely fashion, the grant application must be submitted to the FAA by June 10th, 2023.
- Gale has prepared a draft Scope of Work for the project and has submitted it to NHDOT/BA, FAA, and to the Authority for review/comment. Pending any changes warranted by the review comments, we will move to the IFE process. Gale can provide contact information for up to three (3) IFE providers upon request.
- 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.

Recommended Actions:

- Please obtain IFE services upon receipt of the pro-forma provided by Gale.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, stated that Airport Manager Chris Lynch and himself are continuing to work with another entity to free up an area currently under lease.

NEW BUSINESS

None

UPCOMING EVENTS

06/17/2023 – Aviation Museum of NH Fly-In BBQ

09/23/2023 – Wheels and Wings

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Vice Chairman Law – None.

Chairman Woods – I'm pretty impressed with the pace of the paving project!

Director Duquette – Thanks to the team!

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

SECONDED BY Vice Chairman Law

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law – yes
Director Duquette – yes

MOTION CARRIED

Chairman Woods to enter non-public session at 6:28pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Director Duquette

Absent: Treasurer Heath
Secretary Holland

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

SECONDED BY Vice Chairman Law

MOTION CARRIED

Chairman Woods to enter public session at 6:39pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Director Duquette

Absent: Treasurer Heath
Secretary Holland

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Vice Chairman Law

MOTION CARRIED

The next meeting is scheduled for June 21, 2023

SEE ATTACHMENT FOR ATTENDEES LIST



Director Joe Duquette