

# MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, May 17, 2017.

Chairman Rosenblum called the meeting to order at 5:58 pm.

## **ROLL CALL**

**Present:** Chairman Rosenblum  
Vice Chairman Cushing-Adams  
Secretary Scheifele  
Director Woods  
Director Duquette

## **PUBLIC INPUT**

None

## **MINUTES**

**MOTION BY** Secretary Scheifele to approve the public minutes for April 19, 2017.

**SECONDED BY** Director Joe Duquette

**MOTION CARRIED**

## **TREASURERS REPORT – April 30, 2017**

Chairman Rosenblum reported that to date our fuel flowage fees income are approximately \$10,000 higher than budget and our tiedown income is approximately \$6,700 under budget. We received \$6,000 more than budgeted for our State of NH Registration income. Snow removal income is \$7,440 more than budgeted.

Most expenses are in line. To date, part time wages are under budget by approximately \$10,000 and overtime wages are over budget by approximately \$5,300. We received partial reimbursement for the Auditors expense from the FAA/NHDOT due to our project expenses, in turn, reducing our auditing expense by \$5,000. Overall, after CIP expenses, our net income is a little over \$63,000.

**MOTION BY** Chairman Rosenblum to accept the treasurers report for April 30, 2017 pending audit.

**SECONDED BY** Vice Chairman Cushing-Adams

**MOTION CARRIED**

## **COMMUNICATIONS**

Secretary Scheifele reported that NAA received several new communications.

Primal Athletics/Crossfit – Cancellation of parking lot rental  
NHDOT – 5010 Inspection Report

All communications to be placed on file.

## REPORTS

### TOWER REPORT

Chairman Rosenblum reported that there were 4,482 operations in the month of March. That is down 15% from April 2016. For the year-to-year comparison, we are down 13%.

### AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Boy Scout Camporee 5/5-5/7

Nashua International Sculpture Symposium 5/11/17

#### Upcoming Events

DWC closed May 10, 2017 and the last Commencement Ceremony was held on May 13<sup>th</sup>, 2017, NAA coordinated fly over of a C-17 Globemaster.

Discussed the acquisition of a fork lift (Manchester NH) and generator (Plattsburgh NY) through an FAA program.

Several meetings were attended during the month discussing DWC real estate, Hellenic American University, Summer Fun Committee, Construction Progress, and NHDOT.

Discussion was held regarding the Annual Tenant Appreciation Cookout.

### AIRPORT ENGINEER'S REPORT

Armand Dufresne, Nik Ippolito, and Matt Caron appeared on behalf of the airport's engineering consultant, Gale Associates, Inc.

Armand Dufresne discussed the departure of Erik Strand from Gale Associates and announced Nik Ippolito's promotion as Project Manager.

#### Airport Master Plan Update SBG 12-16-2016

Mr. Caron provided a review of the Master Plan project.

The Master Plan Committee (MPC) met on May 8<sup>th</sup> to discuss the draft of Chapter 2 – Existing Conditions and draft Chapter 3-Existing Environmental Conditions.

Gale is working on Chapter 4 – Forecasting and is anticipating a third MPC meeting towards the end of June. Following the meeting, and edits to Chapters 1-4, it would be a good opportunity to present these Chapters to the Nashua Airport Authority for approval.

The updating of the Airport Layout Plan in accordance with FAA's Standard Operation Procedures is ongoing through the duration of the Master Plan Update.

#### Pavement Reconstruction and Maintenance project SBG 12-17-2016

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

Phase I construction is substantially complete. Construction in Phase II is on going. Phase I was completed in 20 calendar days, which was 10 days ahead of schedule.

The construction schedule has been revised and the estimated completion date has been moved forward to June 20, 2017.

***Phase I Work Remaining***

Apply second coat of pavement markings once the new pavement has been allowed to cure for 30 days.  
Cleanup and restoration of the Contractor's Staging area  
Removal of sediment and erosion control measures

***Phase II Work Remaining***

- As of May 10th, 2017, the Contractor has used 10 of 45 calendar days in Phase II.
- Phase II work area will be closed to operations for 45 days.
- Taxiway 'G' closed for 45 days.
- Temporary, half day closures of Taxiway 'A' will be coordinated with the tower in real time.
- Tenants continue to have access to hangars on foot; aircraft relocations during construction have been coordinated through the Airport Manager and Resident Engineer.
- Gate No. 5 will be unavailable to users for the duration of Phase II. Gate 6 will be used periodically for hangar tenant access, with parking permissible on the Hangar 0 Apron only.
- Repair of the sink hole uncovered prior to construction has been approved by NHDOT and the Contractor is in the process of making these repairs. The cost of these repairs is eligible for reimbursement under existing unit prices already in the Contract.

Gale has received written approval from NHDOT for the installation of porous pavement installed between the T-Hangars in Phase I. This addition will be documented in the final as-built plans.

Gale has sent Field Order No. 1 out for signatures. Field Order No. 1 included information to assist the Contractor in performing additional work necessary to reconstruct the portion of 'A' Ramp not previously included in the project.

Gale has prepared Change Order No. 1 for the above referenced project. Change Order No. 1 will include all elements not included in the original contract, which are required to perform the additional work. Change Order No. 1 items include:

- Addition of Alternate Work Item A (reconstruction of the additional portion of 'A' Ramp).
- Addition of in-pavement tie-down anchors (4) to be installed in the same or similar location to the previous tie-down anchors in the apron.
- Addition of stone infiltration trenches below the porous pavement.

The agreement for the transfer of FAA NPE funds with the Town of Whitefield (Mt. Washington Regional Airport) and the Airport has been executed and approved by NHDOT. UDPATE: NHDOT reported incorrect numbers in the Transfer Agreement. An addendum to the NPE Transfer agreement is being prepared by Gale for NHDOT Review.

Supplemental Agreement No. 1 has been approved by NHDOT. Final agreement packages are being prepared for distribution.

**Runway Groove and Seal Project SBG 12-18-2016**

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

The Bid Opening was held on March 28, 2017 at the Airport. Three (3) bids were received. The lowest qualified bid was received from Sealcoating Inc. in the amount of \$360,414.00.

With concurrence from FAA and NHDOT, Gale prepared and submitted a grant application for the project in the amount of \$600,000.00 on April 3, 2017.

The Board is awaiting funding from the FAA and NHDOT for this project and is tentatively slated to start in the Fall of 2017.

#### General Items

**2017-2020 DBE Plan** – The Airport’s 2017-2020 DBE Plan is due on August 1st of 2017. Gale is in the process of drafting the Airport’s DBE Plan and is currently performing outreach to local DBE firms. Once a draft DBE Plan has been prepared, Gale will forward a copy to the Airport for review.

### **COMMITTEES**

#### Strategic Planning Committee

Director Duquette discussed the CIP and Master Planning meeting which was held at the beginning of May. They dissected the CIP spreadsheet and are visiting the necessity for snow removal equipment, which may be sooner rather than later. Also discussed the purchase of land equipment in the near future to assist the with 400 acres of land.

### **NEW BUSINESS**

None

### **OLD BUSINESS**

Airport Manager Chris Lynch will be scheduling a meeting with the City Attorney to discuss lease extensions on buildings 106 and 114.

### **DATES TO REMEMBER**

Young Eagles – June 3, 2017

NH Aviation Museum Fly In – June 10, 2017

Poker Run – June 24, 2017

Movie Night - August 4, 2017

Wings and Wheels - August 5, 2017

### **PUBLIC INPUT**

Wes Lui asked of progress of ITT and the effects it will have on the airport. No updates at this time.

### **DIRECTOR COMMENTS**

Director Woods – Has spent some time with Chris Lynch and he wants to publicly state his satisfaction with Chris’ performance.

Director Woods – Porous pavement looks good and it is doing its job.

Secretary Scheifele – Meetings are being held at the City Hall due to Wednesdays being the busiest evening at the Library.

Vice Chairman Cushing-Adams – DWC’s faculty has moved and will be missed. Charlie, former owner of Wings, has passed away. Congratulations to the previous Airport Maintenance Manager, Ron Willey, and his wife for the purchase of their new home in the south. The C17 flyover was great and she is happy to have Chris on board as the Airport Manager.

Chairman Rosenblum – Has had several meetings with Chris and it a pleasure working with him.  
Attended the NISS and the event was well attended.

**MOTION BY** Vice Chairman Cushing-Adams to adjourn the public session and move to non-public session to discuss a personnel matter pursuant to RSA 91-A:3 II(a).

**SECONDED BY** Director Woods

**Roll Call Vote**

Present: Chairman Rosenblum, Yes  
Vice Chairman Cushing-Adams, Yes  
Secretary Scheifele, Yes  
Director Woods, Yes  
Director Duquette, Yes

**MOTION CARRIED**

**MOTION BY** Director Duquette to adjourn from non-public session.

**SECONDED BY** Director Woods

**MOTION CARRIED.**

**ROLL CALL**

**Present:** Chairman Rosenblum  
Vice Chairman Cushing-Adams  
Secretary Scheifele  
Director Woods  
Director Duquette

**MOTION BY** Director Woods to adjourn the public session

**SECONDED BY** Chairman Rosenblum

**MOTION CARRIED**

The next meeting is scheduled for June 21, 2017

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Robert Scheifele