

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held via teleconference on Wednesday, April 21, 2021.

Chairman Woods called the meeting to order at 6:03pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Secretary Holland
Director Duquette

PUBLIC INPUT

None

MINUTES

MOTION BY Vice Chairman Law to accept the March 17, 2021 public minutes.

SECONDED BY Treasurer Heath

MOTION CARRIED

MOTION BY Vice Chairman Law to accept the March 17, 2021 non-public minutes.

SECONDED BY Treasurer Heath

MOTION CARRIED

TREASURERS REPORT – March 2021

Treasurer Heath reported that everything looks in order on the balance sheet. On our income and expense, we have a positive variance of \$117,000 (the comparison to actual for net income). The main reason is the CAREs Act Funds income and lower payroll/benefits/building and grounds expenses.

MOTION BY Vice Chairman Law to accept the March 2021 financial statements as presented subject to audit.

SECONDED BY Director Duquette

MOTION CARRIED

COMMUNICATIONS

The following communications have been received and placed on file.

04/17/2021 – J. Orent/M. Gray – Variance to construct single family home on Deerwood Drive

Mr. Orent contacted Airport Manager Chris Lynch on Saturday, April 17th to discuss the public hearing of the Nashua Zoning Board of Adjustment notification regarding a variance request to construct a single-family home on Deerwood Drive. Mr. Orent expressed his opposition of this variance. Mr. Lynch has discussed this Carter Falk from the City of Nashua who will look into it.

REPORTS

TOWER REPORT

Chairman Woods reported for the month of March 2021 the traffic count was 7,098 operations which is up 1,609 (29%) operations from February 2021 and up 1,648 (30%) operations versus March 2020. Hopefully we will continue to see these numbers increase.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Upcoming events

- June 19th – Annual NH Aviation Museum Fly-In & BBQ
- June 23rd – June 27th – Commemorative Air Force at ASH. The CAF B29/B24 Squadron aircraft attending this event will be:
B-29 Superfortress FIFI, B-24 Liberator Diamond Lil, Wasp T-6 Texan, P-51 Gunfighter and PT-13 Stearman. CAF will arrive Monday June 21, Depart Monday June 28. Gates open 9am to 5pm, each day June 23 to June 27. B-29/B-24 Squadron will run the gate. Gate fees are \$20/adult and \$10/child over age 10. All aircraft rides will be booked through the B-29/B-24 Ride Desk and/or online <https://www.airpowersquadron.org/Nashua-NewHampshire> .

Other items of interest

- March 26th – I made a PowerPoint presentation showcasing the Nashua Airport to the Rivier College RISE Group.
- April 2nd – Taxiway “A” project pre-bid conference was held via teleconference.
- April 5th – Phase I of the Pavement Maintenance Phase II Project has begun!
- April 20th – Budget review with Mayor Donchess.
- The FAA is considering a request by the USAF to establish the Chugs Temporary MOA (T-MOA) in the vicinity of Windham, VT. The purpose of this T-MOA is to support the upcoming Exercises Eagle Claw 21-01. Eagle Claw 21-01 will take place from 1 to 30 June 2021.
- There are two T-Hangars for sale located at 13 Perimeter Rd. Also, community hangar rental is available from Nashua Jet Aviation and Infinity Aviation.
- Thank you Macair and Nashua Jet Aviation for the generous donation of new American and State flags for our airport entrance.

AIRPORT ENGINEER'S REPORT

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

CONSTRUCT ONLY – Pavement Maintenance Phase II (NHDOT No. SBG 12-21-2020)

This Project is to reconstruct taxiways between hangars located on the north-west side of the Airfield (Runway 14 end.)

Project Status:

- On April 5, 2021, Continental Paving began construction in Phase I of this Project. At the time of this meeting, the Contractor has used 16 of the 30 Contract Calendar Days in the Phase I work area.
- At the time this agenda was prepared, the Contractor's schedule shows paving operations to begin on Monday, April 19, 2021. Upon completion of paving operations, markings will be applied to the new pavement areas, and the Contractor will begin site restoration/stabilization. Once completed the Contractor will move into the Phase II work area.
- The Phase II work area is scheduled to commence on May 10th, 2021 however, if the necessary coordination with tenants is completed, the Contractor may request permission from the Authority to enter the Phase II work area earlier.
- Gale will review all construction quantities with the Contractor, and at the end of April we will process the first Contractor's Periodic Cost Estimate (PCE). This will serve as the Contractor's invoice to the Authority. Once approved, Gale will prepare a Reimbursement Request for NHDOT/BA which will cover all project costs to date.

Recommended Actions:

- Please coordinate with hangar owners/tenants in the Phase II work area to make the necessary accommodations for moving and/or access to their aircraft.
- Please review/sign the reimbursement packages upon receipt.

REHABILITATE TAXIWAY 'A' AND ASSOCIATED TAXIWAYS

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:

- Gale has not received comments back from NHDOT/BA on the bid documents; Therefore, we are moving forward with the bid opening scheduled for April 16, 2021.
- This Project has received interest from the following bidders:
 - 1) Busby Construction
 - 2) Continental Paving, Inc.
 - 3) FL Merrill Construction, Inc.
 - 4) Sargent Corp.
 - 5) W.L. French Excavating Corp.
 - 6) Weaver Brothers Construction Company, Inc.
- Upon the opening of bids, Gale will announce the apparent low bidder and begin preparing the required Grant Applications for NHDOT/BA. The NHDOT/BA has extended the deadline for receipt of these grant applications to April 19, 2021. Due to the expedited turnaround time from bid opening to grant application, it will be crucial to coordinate signing these documents as soon as possible. Gale will utilize DocuSign Electronic Signature Services to prepare and circulate the Grant Applications to all parties.

Recommended Actions:

- None at this time, as the Grant Applications have already been circulated and sent to NHDOT/BA.

Sargent Corp. was the winner of the lowest bid and will be awarded the contract. The three lowest bids were really close.

GENERAL ITEMS:

Gale has received confirmation from FAA that grants issued in Fiscal Year 2021 will be funded at 100%, meaning no local share is expected for this Project.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

None

UPCOMING EVENTS

June 19, 2021 – Annual NH Aviation Fly-In and BBQ

June 23, 2021 – Commemorative Air Force

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Secretary Holland – Thank you to Chris and Gales Associate's for all your hard work on the new ramps.

Treasurer Heath – I echo what Jessica said. It will be a benefit to the tenants. The whole bid process does not sit well with me. Thank you to the McLaughlin family for the flag donations.

Vice Chairman Law – I concur to comments thus far. I participated with the Imagine Nashua meeting. It was nice to let others know about our airport.

Director Duquette – Thank you to the team at the airport. As always you never disappoint.

Chairman Woods – Continental's work looks great. Thank you to Danny and the Continental folks, I am looking forward to seeing the finished product. Thank you to the McLaughlin family and Nashua Jet for the donation of the flags.

MOTION BY Chairman Woods to adjourn the public session to a non-public session pursuant to RSA 91-A:3, (II)(a) the dismissal, promotion, or compensation of any public employee.

ROLL CALL

Chairman Woods – yes

Vice Chairman Law – yes

Treasurer Heath – yes

Secretary Holland – yes

Director Duquette - yes

MOTION CARRIED

MOTION BY Chairman Woods to adjourn from non-public session.

SECONDED BY Director Duquette

MOTION CARRIED

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath
Secretary Holland
Director Duquette

MOTION BY Chairman Woods to seal non-public session minutes pursuant to RSA 91-A:3, (II)(a) the dismissal, promotion, or compensation of any public employee.

SECONDED BY Treasurer Heath

MOTION CARRIED

MOTION BY Treasurer Heath to adjourn the public session.

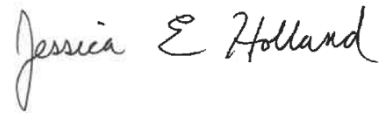
SECONDED BY Vice Chairman Law

MOTION CARRIED

The next meeting is scheduled for May 19, 2021

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Jessica Holland

A handwritten signature in black ink that reads "Jessica E Holland". The signature is written in a cursive style with a large initial 'J' and a distinct 'E'.