

MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Nashua City Hall Auditorium, 229 Main Street, on Wednesday, March 20, 2019.

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

ROLL CALL

Present:	Chairman Woods	Absent:	Director Duquette
	Vice Chairman Law		
	Secretary Scheifele		
	Treasurer Heath		

PUBLIC INPUT

None

MINUTES

MOTION BY Secretary Scheifele to approve and accept the February 20, 2019 public minutes.

SECONDED BY Vice Chairman Law

MOTION CARRIED

TREASURERS REPORT – February 2019

Treasurer Heath reported that the month of February went pretty well. We had three storms and received \$3,375 per storm for the month. We didn't incur a lot of overtime this past month. The expenses were pretty much in order. It looks as though we will come in positive at the end of the fiscal year. Our marketing expense is under budget. We have a positive income of \$5,600 year to date.

MOTION BY Vice Chairman Law to accept the February 2019 financial statements as presented pending audit.

SECONDED BY Secretary Scheifele

MOTION CARRIED

COMMUNICATIONS

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

03/08/2019 – NHDOT – NH Airport Improvement & Maintenance Program

REPORTS

TOWER REPORT

Chairman Woods reported for the month of February 2019 the traffic count was 4,094 operations which year to year variance is down by 163 operations; about -4%. With the warmer months coming, we are hoping for higher numbers.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch reported on the following topics.

Recent events

- None

Upcoming events

- Groove and Seal project – second coat of paint on runway/taxiway markings. Postponed until Spring of 2019.

Other items of interest

- March 15th- Wild Irish Breakfast with Susan Clancy, Chairman Woods and Director O'Duquette.
- The Greater Nashua Chamber of Commerce "N" Magazine has been published with our advertisement. Copies are available at the Midfield Café.
- Denied by the NH DOT Bureau of Aeronautics for the NH AIM (Airport Improvements and Maintenance Programs) requesting a piece of mowing equipment.
- February 22nd- Chairman Woods and I with Mayor Donchess, Chief of Staff Kim Kleiner and CFO John Griffin to discuss FY2020 airport budget. On April 22, we meet with the Board of Alderman – Financial Committee for approval.
- March 5th- Susan and I attended the SummerFun Committee meeting at Nashua City Hall. This is a great group of volunteers.
- Terrafugia- March 4th a test vehicle was scheduled to arrive and begin testing. According to Phil Meteer, the vehicle will be here Monday, March 25th. If any questions, please direct to Danielle Kershner of Terrafugia.
- Meeting with Ken Miles from the Collings Foundation; We are working on bringing their warbirds to Nashua in the last week in September 2019. Secretary Schiefele asked about the possibility of the Collings Foundation moving to Nashua. This is still an option but have not finished the construction project they are currently working on.

AIRPORT ENGINEER'S REPORT

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

Airport Master Plan Update SBG 12-16-2016

Mr. Ipolitto provided an update on the Airport Master Plan.

- The Airport Layout Plan was submitted for review under the FAA OE/AAA system on July 9, 2018. The FAA approved the ALP on September 17, 2018.
- Gale Associates was asked to include additional language in the Executive Summary acknowledging the age of the data, and that optimism existing for an increase in based aircraft and operations at ASH through the planning period as a result of expected influencing factors:
 - Passage of NH HB 124;
 - Aircraft Deicing System (proposed);
 - Implementation of AHS as a "User Fee Airport" in accordance with US Customs Border Protection;
 - Technological advances in unmanned aerial vehicles (UAVs); and
 - Occupancy of the former DWC Buildings.
- Unless there are any further comments from the Authority, Gale is prepared to produce hard copies of the AMPU for the Airport and publish a final version on the Airport's Website.

Recommended Actions: Formally vote to accept the Airport Master Plan

Runway Groove and Seal Project SBG 12-18-2016

Mr. Ipolitto 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 has 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.
- Finalized Change Order No. 1 packages were prepared and circulated for signatures on March 1st, 2019.
- Gale is coordinating with Sealcoating, Inc. to determine a start date for spring markings and change order work. We will update the Authority once a start date is determined.
- Gale will hold a restart kick off meeting with the contractor once the change order is fully executed and confirm length and date of construction.

Recommended Actions: None at this time.

Purchase Snow Removal Equipment (SRE) Project SBG 12-18-2018

Mr. Ipolitto provided an update on the Snow Removal Equipment Project.

- This project has been funded by NHDOT/BA and FAA.
- Milton CAT has agreed to honor their bid price despite the rising costs of steel.
- Milton CAT has reported that the estimated shipping date from their manufacturing facility is 3/22/2019. This will be shipped from Brazil.

Recommended Actions: None at this time.

Pavement Reconstruction and Maintenance Phase II (NHDOT No. SBG-12-20-2019)

Mr. Ipolitto provided an update on the Pavement Reconstruction and Maintenance Phase II Project.

- 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, provide documents for the Airport to obtain an Independent Fee Estimate (IFE). (New SOP for IFE's)
- Gale has completed the 95% Plans and Specifications for this Project and circulated them for review/approval of NHDOT, FAA and the Airport Authority. The Project is being bid with three alternate work items which may be awarded if funding permits.
- FAA and NHDOT will provide comments and if any changes are required, they will be made by addendum to the bid documents. Any comments or changes have a deadline of May 1, 2019.
- Documents have been made available to potential bidders via the ProjectDog Online Bid Hosting website. (Project Code 830462).
- A pre-bid conference has been scheduled for 10:00AM on March 20th to discuss the project requirements with potential bidders. This meeting will be held at the Airport Administration building in the upstairs conference room. Any authority members who wish to attend should be aware that if a quorum is present, the meeting must be opened to the public.
- A Bid Opening meeting is scheduled to take place on April 8, 2019 at which time the bids will be read out loud, and the apparent low bidder announced. Following this, the grant applications will be prepared and circulated for signatures.

- An Independent Fee Estimate has been initiated to review Gale's Contract Price. Once this is completed, if the IFE is within 10% of Gale's fee the Authority may accept Gale's fee. If the IFE is more than 10% below Gale's fee, additional coordination with the IFE provider will be necessary.
- Estimated cost came in at \$3.2 million and does not include the engineering fee.

Recommended Actions: Please sign and forward Grant Applications to NHDOT/BA upon receipt.

Treasurer Heath asked the estimated date of start of construction. Mr. Ipolitto responded with a late spring/early summer start date.

COMMITTEES

OLD BUSINESS

Formal Vote to accept the Airport Master Plan

MOTION BY Chairman Woods to accept the Airport Master Plan as written.

SECONDED BY Secretary Scheifele

MOTION CARRIED

NEW BUSINESS

Andrew Liebfried – General Aircraft Maintenance – He was unable to attend this evening.

DATES TO REMEMBER

None

NAA ACTION ITEMS

None

PUBLIC INPUT

Mr. Steve Brouillette asked about the movement of the short/hold line – Chairman Woods informed him that this has been approved and will start early spring.

DIRECTOR COMMENTS

Chairman Woods – No comment.

Vice Chairman Law – No comment.

Secretary Scheifele – No comment.

Director Heath – We are moving in the right direction and glad to see that NHDOT has approved our projects and change orders.

MOTION BY Vice Chairman Law to adjourn the public session.

SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for April 17, 2019

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Scheifele