

# MINUTES

The 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, February 21, 2024.

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

## ROLL CALL

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

## PUBLIC INPUT

None

## MINUTES

**MOTION BY** Director Duquette to approve and accept the minutes of January 17, 2024.

**SECONDED BY** Vice Chairman Law

**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law – yes  
Treasurer Heath - abstain  
Secretary Holland - yes  
Director Duquette – yes

**MOTION CARRIED**

## TREASURERS REPORT – January 2024

Treasurer Heath summarized the financial statements to date. The Aviation Center at 79 Perimeter Road continues to have a negative impact on our budget. Through January, lower revenue and additional expenses related to the facility have resulted in approximately \$52,000 lower operating results. Everything else seems to be in order and our cash position is strong.

Our leases call for the CPI-W adjustments using January 2024 rates. CPI-W adjustment to the leases will be reflected on the March 2024 invoices.

This year NAA will receive approximately \$33,000 for the aircraft registration fees from the NHDOT/BA. We typically receive these funds in mid-March.

The paperwork for the ARP Act Grant Agreement has been submitted. We received confirmation on 2/13/2024 that the \$59,000 from this grant should be received within 30 days.

**MOTION BY** Vice Chairman Law to approve the January 2024 Financial Statements, subject to audit.

**SECONDED BY** Director Duquette

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

**MOTION CARRIED**

## **FY2023 AUDIT**

Treasurer Heath discussed the draft financial statements from the FY2023 audit. He stated there are not a lot of unusual things going on. Unrestricted funds increased by 2.5 million because the improvements we have made to the property were greater than the depreciation. In prior year, depreciation exceeded the amount of improvements which caused a deficit. Our financials are similar to prior years. Also, no new accounting pronouncements to affect our numbers.

**MOTION BY** Treasurer Heath to accept the FY2023 audited financial statements as presented.

**SECONDED BY** Director Duquette

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

**MOTION CARRIED**

## **COMMUNICATIONS**

None

## **REPORTS**

### **TOWER REPORT**

Chairman Woods reported for the month of January 2024 the traffic count was 4,058 operations which is down 224 (-5%) operations from December 2023 and down 6 (0%) operations versus January 2023. Year to date we are down 0%.

### **AIRPORT MANAGER'S REPORT**

Recent events

- On February 7<sup>th</sup>, Rotor Technologies hosted guest of honor, Governor Chris Sununu for a live public flight demonstration of their autonomous/uncrewed helicopter. The flight demonstration was followed by a reception and naming ceremony for Rotor's new R550X. It was a successful event. Looking forward to their continued success.

Upcoming events at Nashua Airport

- Nashua Airport's annual Wheels & Wings Event will be held on Saturday September 21<sup>st</sup>, 2024.
- NH Aviation Museum BBQ and Fly-In will be held at 81 Perimeter Road on Saturday, June 15<sup>th</sup>, 2024, from 10 a.m. – 2 p.m. Tickets are not available yet, but when they are they can be purchased on the NH Aviation Museum website.

Other items of interest

- 01/29/2024 – I met with FAA Investigator Curt Davis and Rick Dymant. The FAA is investigating several flat tire events at Nashua. An inspection of the airport showed no contributing factors associated with the runway and/or taxiways. The belief is that the tubes manufactured are defective.
- 01/30/2024 – I filed the Nashua Airport's MSGP Annual Report with the EPA.
- 02/01/2024 – I met with Nik Ippolito to review the recent IFE from Tela Vuota for the upcoming RWY 14/32 Crack Repair and Seal, Remark and RSA Repairs.

- Tower Chief Brian Beane is retiring from his position. At this time, we do not know who his replacement is. We wish him good luck and he will be missed!

Treasurer Heath noted that Mr. James Tamposi's memorial service will be held at the NH Aviation Museum sometime in the fall.

#### 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.
- Gale has started receiving shop drawings for project related items. Review and approval of those shops are ongoing.
- A pre-construction conference will be scheduled in mid-March for an April start of construction. Gale has requested an anticipated start date for the project from Continental, we will report to the Board once received.

Construction will be phased to maintain access to the runway at all times.

#### 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.
- Gale coordinated with NHDOT/BA on Supplemental Agreement No. 1 to determine what documentation is needed to satisfactorily demonstrate the Supplemental Agreement is only for out-of-scope work. Gale will be preparing this documentation and submitting it to NHDOT for review. If accepted, we can process final reimbursement and move to close out this project.

#### Recommended Actions:

- Please authorize Chairman Woods to sign the supplemental agreement upon receipt. The fee is approximately \$16,000 which will fit within the available grant funding. The local share of this supplement would be \$800.00.

**MOTION BY** Director Duquette to authorize Chairman Woods to execute the Supplemental Agreement No. 1 upon receipt for SBG 12-26-2022 and SBG 12-27-2023 (Rehabilitation of Golf Ramp and Foxtrot Ramp). The fee is approximately \$16,000. The local share of this supplement would be \$800.00.

**SECONDED BY** Vice Chairman Law

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

**MOTION CARRIED**

#### 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 'E' 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 submitted the 60% design package to the FAA and NHDOT/BA on January 26, 2024 for review and comment. This submission also contained a list of questions that Gale will need to answer prior to being able to finalize the design. The typical turnaround time for review is 30 days.

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.
- The Grant Application for reimbursement for the land acquisition has been executed and sent to NHDOT as of 1/11/2024.

Recommended Actions:

- None at this time.

#### 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:

- The NAA should be receiving some form of communication from the FAA regarding the initiation of this study. There was an internal handoff meeting within the FAA on February 12, 2024 at which time the project should be placed in the queue.
- Once the NAA has received confirmation that the study is being initiated, please let Gale know and we will begin preparing for the Phase I Environmental Site Assessment.

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. The 95% Design Submission will be submitted to the NAA and NHDOT/FAA by the end of this month.

Recommended Actions:

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

**MOTION BY** Director Duquette to accept Gale Associates Fee Proposal for the Runway Centerline Crack Sealing and RSA Repairs based on the results of the Independent Fee Estimate.

**SECONDED BY** Treasurer Heath

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

**MOTION CARRIED**

**COMMITTEES**

None

**OLD BUSINESS**

Infinity Aviation – Hangar Development

Mr. Greg Lison, Infinity Aviation, discussed the progress of this development. They are in the design process of the building and are also waiting for lot line approval. Land surveying was completed in January 2024.

Anai Aviation - Hangar Development

Mr. Nai Ko, Anai Aviation, was not in attendance this evening. However, Airport Manager Chris Lynch stated he has been working with Gale Associates. He is in the same position as Infinity Aviation.

**NEW BUSINESS**

None

**UPCOMNG EVENTS**

6/15/2024 – NH Aviation Museum BBQ and Fly-In

9/21/2024 – Wheels & Wings

**PUBLIC INPUT**

Mary Parker, NJA, informed the Board of Directors that Rotor Technologies will be renting the hangars that Bob Beaulieu previously occupied. She will be requesting the lease rate be changed to aeronautical rather than non-aeronautical.

**DIRECTORS' COMMENTS**

Vice Chairman Law – Thank you. I would like to reiterate Dave’s comments regarding Jim Tamposi and remembers when they started to develop the airport. I would like to extend my gratitude to the family. I’m sorry I missed Rotor’s event. There are a lot of good things happening at this airport. I keep playing power ball so I can buy a plane to put in 85 Perimeter!

Secretary Holland – The Rotor Technologies event was a huge success for the airport. I watched the video and am looking forward to seeing more!

Director Duquette – Second, third on all the comments – especially the power ball!

Treasurer Heath – This airport is a gem and it’s good to see it finally being recognized. Thanks to Rotor and the investments being put forth from Infinity Aviation and Anai Aviation. Also, thank you for the continued support of Nashua Jet and everyone on the field.

Chairman Woods – I did attend the Rotor event and it was very successful. Hector was very kind regarding his comments about the airport and Nashua Jet Aviation. Thank you, Chris and Susan for putting together the information for the auditors.

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

**SECONDED BY** Director Duquette

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

**MOTION CARRIED**

Chairman Woods to enter non-public session at 6:58pm.

**ROLL CALL**

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

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

**SECONDED BY** Director Duquette

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

**MOTION CARRIED**

Chairman Woods call the public session to order at 7:15pm.

**ROLL CALL**

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

**ADJOURNMENT**

**MOTION BY** Director Duquette to adjourn the public session.

**SECONDED BY** Chairman Woods

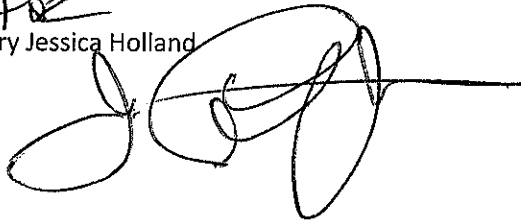
**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law - yes  
Treasurer Heath - yes  
Secretary Holland - yes  
Director Duquette – yes

**MOTION CARRIED**

The next meeting is scheduled for March 20, 2024

SEE ATTACHMENT FOR ATTENDEES LIST

*Foe*  
Secretary Jessica Holland

A large, stylized handwritten signature in black ink, appearing to be 'Jessica Holland', written over the printed name.