

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, November 20, 2024.

Chairman Woods called the meeting to order at 6:06pm.

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 public minutes of October 16, 2024.

SECONDED BY Vice Chairman Law

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

MOTION CARRIED

TREASURERS REPORT – July, August, September, October 2024

Treasurer Heath discussed year to date financials. Our balance sheet is good. We are running a deficit as expected due to the added expenses for 79 Perimeter Road.

MOTION BY Vice Chairman Law to approve the July, August, September, and October 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

FY2025 PROPOSED BUDGET

Treasurer Heath discussed the proposed budget. I decided to do it a little differently this year and separate the rental income and expenses from our normal operating income and expenses. I was hesitant to approve a deficit budget; however, this is only temporary until we fully lease 79 Perimeter Road.

MOTION BY Chairman Woods to approve the projected FY2025 budget.

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

The following communications have been received by the Airport Authority and placed on file.

NAA 24-006 – 11/05/2024 – John Nutt – Gate Access Concerns

Airport Manager Chris Lynch briefly discussed the concerns and will be responding to Mr. Nutt as he requested and will also meet with him to discuss his concerns.

REPORTS

TOWER REPORT

Chairman Woods reported for the month of October 2024 the traffic count was 5,810 operations which is down 25 (0%) operations from September 2024 and down 657 (-10) operations versus October 2023. Year to date we are down 5%.

AIRPORT MANAGER'S REPORT

Recent events

- The Taxiway 'A' project is mostly complete! Thank you to the Midwest ATC for handling any disruptions in the traffic.

Upcoming events at Nashua Airport

- None

Other items of interest

- 11/6/2024 – I participated in a site walk/survey with representatives from Hazen and Sawyer. The City has contracted them to re-line a major City sewer line that crosses our airport. This project has not been scheduled yet, but they indicated that it would be done sometime in the spring of 2025. The project will involve installing a temporary bypass line around the runway. To minimize any impact on the airport's operations, this bypass line will only affect the 'E' Taxiway for approximately two days. Further planning is ongoing related to the actual job of re-lining the sewer lines. We will be coordinating with FAA to facilitate any navaid(s) or runway closures if deemed necessary.
- 11/12/2024 – I had a telephone conversation with Toria Socolosky of the Ninety-Nines International Organization of Women Pilots. She and her organization have generously offered to paint a new compass rose on the new pavement in the Runway 14 runup area. I'd like to thank Gale Furey (Ninety-Nines member) for reaching out to her organization to make this happen!

- 11/13/2024 – Matt Caron, Mark Ottariano and I participated in a virtual meeting with FAA representatives to discuss details of the AWOS Relocation project.

AIRPORT ENGINEER'S REPORT

Matt Caron, Danny Quirion and Mark Ottariano 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 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:

- Construction was completed on October 25, 2024. A final walkthrough was held on November 6, 2024, with the FAA, NHDOT, Gale and the Contractor.

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:

- Final payment has been received; this project will be removed from the monthly update.

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 'D' as depicted on the ALP. It is anticipated that this project will be funded using BIL funds.

Project Status:

- Advertisement for bid was issued on July 1, 2024, with a bid opening date of July 23, 2024.
- A pre-bid meeting was conducted on July 10, 2024. Two contractors attended the pre-bid meeting.
- Bids were received from two (2) Contractors on July 23, 2024. Cullen Electrical Contractors was the apparent low bidder with a bid of \$252,675.00.
- The FAA Grant was submitted on August 20, 2024. The project is awaiting the grant agreement before moving forward.

Matt Caron stated that he had a conversation with Carol Niewola and Rick Dymont today and are awaiting for more guidance from the FAA.

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 seller's 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.

Mr. Caron stated that during his conversation with Carol Niewola this morning we should see this Grant Agreement by next week.

Recommended Actions:

- None this month.

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:

- FAA Aviation Administration representatives of the Eastern Service Area (ESA) and Nashua Airport/Boire field participated in the siting activities at ASH on August 8, 2024. The siting meeting resulted in the selection of a preferred location for the new tower. The Airport is expected to submit a siting report to the FAA by 12/5/2024. Gale is preparing this report on behalf of the Airport.
- An update to the ALP is required within 60 days of the siting assessment. Gale has completed this task on behalf of the Airport.
- At this time, we are waiting for the FAA to complete its Siting Hazard Analysis so we can incorporate the results into the siting report.
- Gale continues to work on the Siting Report. We're waiting for comments back from the FAA regarding the OE/AAA filing and an airspace determination.

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:

- The Airport and Gale will discuss the re-bidding of the crack sealing work.
- Gale has revised the Scope of Services and Appendix A to remove the RSA repair work.
- Gale has revised the Plans and Specifications to remove the RSA repair work. Gale would like to put the project out to bid starting on December 2 and ending on December 20, 2024.
- Once bids are received, Gale will complete an FAA Grant and submit it on the Airport's behalf.

Recommended Actions:

- None at this time.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development. Greg Lison, Infinity Aviation, is currently securing long term tenants for the new hangar. He is hoping to have shovels in the ground next spring.

Anai Aviation - Hangar Development. Mr. Ko was not in attendance. There is hearsay that he is no longer interested in pursuing hangar development.

NEW BUSINESS

Bi-monthly meeting discussion

The Board of Directors discussed the possibility of holding bi-monthly meetings. At this time, we will continue with monthly meetings as stated in the by-laws of the Nashua Airport Authority.

MOTION BY Chairman Woods to cancel the December 2024 business board meeting.

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

UPCOMING EVENTS

None

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Secretary Holland – This has been a great year. I am grateful for everyone who supports the airport. Happy Thanksgiving everybody.

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 7:25pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath - yes
Secretary Holland (remote)
Director Duquette

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

SECONDED BY Secretary Holland

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 8:02pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Treasurer Heath - yes
Secretary Holland (remote)
Director Duquette

ADJOURNMENT

MOTION BY Vice Chairman Law to adjourn the public session.

SECONDED BY Director 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 January 15, 2025

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Jessica Holland

