

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, May 15, 2024.

Chairman Woods called the meeting to order at 6:05pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland (remote)
Director Duquette

Absent: Treasurer Heath

PUBLIC INPUT

None

MINUTES

MOTION BY Vice Chairman Law to approve and accept the public minutes of April 17, 2024.

SECONDED BY Director Duquette

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

MOTION CARRIED

TREASURERS REPORT – April 2024

Chairman Woods deferred a motion to accept the April financials until Treasurer Heath returns.

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of April 2024 the traffic count was 6,648 operations which is up 2,325 (54%) operations from March 2024 and up 1,230 (23%) operations versus April 2023. Year to date we are up 7%.

AIRPORT MANAGER'S REPORT

Recent events

- I regret to inform you of Steve Cunningham's recent passing. Steve passed away on Wednesday, May 8th, 2024, at Community Hospice House, in Merrimack, NH. He was 81 years old. Steve was a US Airforce Veteran, former President of the United States Aerobatics Foundation, founder/owner of National Flight Simulator and a long-time member of the Nashua Airport Community. Deepest sympathies to his family and friends. He will truly be missed and never forgotten.

Upcoming events at Nashua Airport

- Nashua Airport Authority & Infinity Aviation will be co-hosting a Customer Appreciation Cookout on Friday June 14th, 2024, from 2:00 p.m. to 5:00 p.m. This event will be held at Infinity Aviation located at 117 Perimeter Road. Bring your appetites!
- NH Aviation Museum BBQ and Fly-In will be held at 81 Perimeter Road on Saturday June 15th, 2024, from 10 a.m. – 2 p.m. Tickets can be purchased online at aviationmuseumofnh.org
- Nashua Airport's annual Wheels & Wings Event will be held on Saturday September 21st, 2024 from 10:00am to 2:00pm weather depending.

Other items of interest

- May 3, 2024 – In preparation for seeking permission for our annual Wheels & Wings event, I attended a virtual meeting with NH DOT BoA and FAA representatives to discuss the FAA's policy regarding "Temporary Closure of Airports for Nonaeronautical Purposes". This is a new process than previous years.
- May 9th, 2024 – We held our Pre-Construction meeting for the Taxiway 'A' project. The project start date has yet to be determined. Gale Associates will discuss in detail.
- May 9th, 2024 – Matt Caron and I attended the ASH Tower Siting Study Kick-Off teleconference with 63 FAA representatives.
- May 10, 2024 – Matt Caron and I met with Sam Durfee, City of Nashua Planning Manager and Carter Faulk, City of Nashua Deputy Planning Manager/Zoning Administrator, to discuss the city's plan for future development of the properties between the Nashua Airport and Amherst Street.

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:

- The grant to fund this project has been issued to the NAA.
- Gale is preparing for the pre-construction conference leading into a May start of construction. A final start date has not been determined at this time.
- A Change Order will be processed to remove the Taxiway 'D' work from this grant because it was added to the Golf Ramp project. Along with this Change order item, we intend to include the necessary paperwork to change from direct buried cables to in-conduit cables.
- Reimbursement Request No. 1 for this project has been filed with the NHDOT/BA.
- The Change Order for the in-conduit taxiway lighting was approved on May 9, 2024. There is a 6 to 8 week wait for the product.
- Pre-Construction meeting took place on May 9, 2024.
- Anticipated construction start date is anticipated to be the middle of June.
- Transplanting of the Bird's foot violet will take place from Tuesday May 21, 2024 through Friday May 24, 2024. Transplanting will occur from 7AM- 4PM with watering between 4PM-5PM.
- Taxiway lighting work to occur on Taxiway 'A' east and west, 'B', 'C', and 'D' that is within the Runway Safety Area will require runway closure. We are working with the contractor and Airport Manager to minimize the runway closure time.

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.
- Change Order No 1 for additional out of scope work was approved by NHDOT on May 9, 2024. Gale is preparing to close this project out.

Recommended Actions:

- Execute the closeout documents once provided by Gale.

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:

- Gale has received the 60% review comments from the FAA and NHDOT.
- A meeting with the FAA has been scheduled for March 19th at 10:00 AM to discuss the 60% design and provide clarification on project requirements. Following this meeting, the project will move onto the 90% design and bid set submissions.
- FAA commented on April 11, 2024, that they do not have any further comments with the 90% design plan. This project is set to be put out to bid.
- Gale requested additional details from the FAA and further clarification on the AWOS/SAWS equipment foundations. The FAA is currently working on compiling the additional information and is anticipating sending it to Gale the week of May 13th, 2024. Once the additional information has been received, the plans and specifications will be revised and put out to bid as soon as possible.

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.

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:

- Gale has provided the FAA with the requested CAD files related to the siting study.
- The anticipated start of the study is sometime in July.
- There was a Tower Siting study meeting on May 8, 2024 to discuss future funding of the tower.
- There was a subsequent Tower Siting study meeting on May 9, 2024 to discuss the potential siting location and data requirements. A plan with the lat/long has been prepared and provided to the Airport Manager.

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:

- This project is currently out for bids.
- The pre-bid meeting will be held on March 20, 2024.
- The Bid opening will be held on Friday, April 5, 2024.
- Despite three contractors taking out plans, we did not receive any bids. Options for the Authority to consider include: 1) Rebid the project as-is and perform additional bidder outreach, 2) Rebid as two separate contracts, one for the pavement work, and one for the RSA work.
- Please note that rebidding is not AIP eligible.

Recommended Actions:

- None at this time.

GENERAL ITEMS:

- Gale met with City Planning on Friday to discuss rezoning of Amherst Street.
- Gale will provide the City with the Airport's protected surfaces to be considered in future decisions of the City.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development

Anai Aviation - Hangar Development

Airport Manager Chris Lynch discussed the status of the hangar development. Mr. Scott Bourcier, Gale Associates has provided us with a land plat for both properties. Mr. Bourcier is putting together some verbiage for the meets and bounds to be put into the land lease. I also met with Mr. Greg Lison of Infinity and the plan is to have a lease completed and signed within the next few weeks. We will present it at next month's meeting.

NEW BUSINESS

None

UPCOMING EVENTS

06/14/2024 - Nashua Airport and Infinity Aviation Customer Appreciation Cookout

06/15/2024 - NH Aviation Museum BBQ Fly-In

9/21/2024 – Wheels & Wings

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Vice Chairman Law – Looking forward to seeing the new projects.

Chairman Woods – I second Vice Chairman Law. Looking forward to seeing some construction on the airport.

Director Duquette – Thank you everyone!

Secretary Holland – I express my condolences to the airport community and family for the passing of Steve Cunningham. Great work all!

MOTION BY Vice Chairman Law 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
Secretary Holland - yes
Director Duquette – yes

MOTION CARRIED

Chairman Woods to enter non-public session at 6:32pm.

ROLL CALL

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

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
Secretary Holland - yes
Director Duquette – yes

MOTION CARRIED

Chairman Woods call the public session to order at 6:49pm.

ROLL CALL

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

ADJOURNMENT

MOTION BY Director Duquette to adjourn the public session.

SECONDED BY Chairman Woods

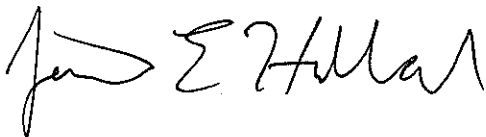
ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Law - yes
Secretary Holland - yes
Director Duquette – yes

MOTION CARRIED

The next meeting is scheduled for June 19, 2024

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Jessica Holland

A handwritten signature in black ink, appearing to read "Jessica Holland". The signature is written in a cursive style with a large initial "J" and "H".