

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, January 15, 2025.

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

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland
Director Duquette

Absent: Treasurer Heath

PUBLIC INPUT

None

OFFICER ELECTION

MOTION BY Director Duquette to maintain current officer positions for 2025.

SECONDED BY Secretary Holland

MOTION CARRIED

MINUTES

MOTION BY Director Duquette to approve and accept the public minutes of November 20, 2024.

SECONDED BY Secretary Holland

MOTION CARRIED

TREASURERS REPORT – November and December 2024

Chairman Woods tabled Treasurer’s Report until Treasurer Heath returns.

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of December 2024 the traffic count was 4,218 operations which is down 270 (-6%) operations from November 2024 and down 64 (-1%) operations versus December 2023. Year to date we are down 7%.

AIRPORT MANAGER’S REPORT

Recent events

- Snow plowed for the first time on January 11, 2025.

Upcoming events at Nashua Airport

- May 3, 2025 – EAA Young Eagles event, 79 Perimeter Road (Rain date 5/4/25).

Other items of interest

- 01/10/2025 – I met (“will meet”, at the time of writing this report) with Matt O’Brien from B&S Locksmiths to discuss replacing our current Kerri Systems Gate Access system. First estimate was approximately \$76,000. Wes Lui stated Keene Airport’s update was covered under a grant. I will look into it.
- 01/14/2025 – I met (“will meet”, at the time of writing this report) with Brad from One Source Security to discuss replacing our Kerri Systems Gate Access system.
- Federal Wildlife Management permits have been updated for the year.
- MSGP Annual Report has been submitted to the EPA.

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.
- After a discussion with the FAA and NHDOT on additional signage on Taxiway ‘A’, it was determined that any additional signage that is required to bring the airport into full compliance will be completed under a separate project. Gale will begin the project closeout paperwork on this project.
- Continental Paving, Inc. submitted as-built drawings to Gale and they are currently under review.

Matt Caron stated there were some additional costs by Gale Associates associated with this project. The local share amount is approximately \$1,750. Gale would like to submit a supplemental agreement to NHDOT to recoup these costs. The NAA board members do not have any problems with this.

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.
- The FAA determined that there will be enough funds left in the previous Reimbursable Agreement developed during the design phase, to account for FAA construction phase services.

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 NHDOT has requested additional items and these items have been addressed. There is one intergovernmental department (Energy & Planning) that needs to review this grant as a necessity for NHDOT. February 12th is the deadline for this review.

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.
- Three (3) bids were received for the project. The apparent lowest bidder is JJ Cunningham, LLC with a bid of \$111,180.00. Other bids were received from HiWay Safety Systems, Inc. (\$251,370.00) and Hi-Lite Airfield Services, LLC (\$319,424.00).

Recommended Actions:

- None at this time.

GENERAL ITEMS:

The time for Engineer Consultant Selection is due for engineering and planning. The Authority will need to put out a bid for the process.

Secretary Holland stated that the effort and time that Gale Associates put into our airport is greatly appreciated. Matt Caron thanked her for her comments.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Mr. Greg Lison was not in attendance this evening.

NEW BUSINESS

UPCOMING EVENTS

05/03/2025 – EAA Young Eagles Event, 79 Perimeter Road

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Director Duquette – 2025 here we come!

Secretary Holland - Happy New Year. I'm happy to say the mayor has reappointed me for another 5 year term. Looking forward to more good things to come!

Chairman Woods - Happy to hear Secretary Holland has been reappointed for another 5 years. I'll second her comments regarding Gale Associates. Very happy with what I've seen.

Vice Chairman Law – I agree with the comments regarding Gale.

MOTION BY Director Duquette 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 Secretary Holland

MOTION CARRIED

Chairman Woods to enter non-public session at 6:35pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland
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 Chairman Woods

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 7:03pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Law
Secretary Holland
Director Duquette

Absent: Treasurer Heath

ADJOURNMENT

MOTION BY Director Duquette to adjourn the public session.

SECONDED BY Chairman Woods

MOTION CARRIED

The next meeting is scheduled for February 19, 2025

SEE ATTACHMENT FOR ATTENDEES LIST

Foe
Secretary Jessica Holland
