

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, April 17, 2024.

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

ROLL CALL

Present: Vice Chairman Law
Treasurer Heath
Director Duquette
Secretary Holland

Absent: Chairman Woods

PUBLIC INPUT

None

MINUTES

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

SECONDED BY Treasurer Heath

MOTION CARRIED

TREASURERS REPORT – March 2024

Treasurer Heath summarized the financial statements to date. The balance sheet reflects the prior years audited adjustments. Due to the retroactive adjustments for land lease income, we have offset some of the deficit caused by the loss of land lease income from 79 Perimeter Road. We had no snow removal income during March along with minimal fuel expense. We received approximately \$33K for our portion of the NHDOT aircraft registration fees. Our balance sheet is strong.

MOTION BY Director Duquette to approve the March 2024 Financial Statements, subject to audit.

SECONDED BY Secretary Holland

MOTION CARRIED

COMMUNICATIONS

The following communication has been received by the Airport Authority and placed on file.

03/18/2024 – 85 Perimeter LLC – Request a lease addendum for lease terms.

REPORTS

TOWER REPORT

Vice Chairman Law reported for the month of March 2024 the traffic count was 4,323 operations which is down 1,208 (-22%) operations from February 2024 and down 1,248 (-22%) operations versus March 2023. Year to date we are up 1%.

AIRPORT MANAGER'S REPORT

Airport Manager Chris Lynch was absent from this month's meeting.

AIRPORT ENGINEER'S REPORT

Matt Caron and Danny Quirion 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.
- We spoke with Continental on April 10, 2024 to provide a contractor's quote for the change from direct bury to in-conduit for NHDOT to approve the Change Order.
- On April 10, 2024, Gale and GZA (Environmental Subconsultant) were on site to flag the location of Bird's foot violet within the area of disturbance for the taxiway rehabilitation. Flagged plants will be transplanted, likely during Phase-III of construction.

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.
- No update to this project. The Supplemental Agreement justification has been submitted to the NHDOT/BA. If approved, the Supplemental Agreement will be circulated for signatures, and the grant will be closed out.

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:

- 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.

- May 3, 2024 is the anticipated bid date with bids due May 24, 2024.

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 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:

- 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 is a meeting on April 23, 2024 to "discuss the duties and obligations of the ASH Airport Sponsor when transitioning from a Sponsor owned and FAA equipped FCT to a Sponsor owned and Sponsor equipped FCT".

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.

COMMITTEES

None

OLD BUSINESS

Infinity Aviation – Hangar Development - Surveying of the lot is in process. Greg Lison does not have any other updates.

Anai Aviation - Hangar Development - Surveying of the lot is in process.

NEW BUSINESS

85 Perimeter LLC – Michael Green requests to amend and extend the lease for 40 years and to be granted an additional 20 year term lease.

MOTION BY Director Duquette to approve the lease term amendment request for Lot E1451 – 85 Perimeter LLC for 20 years beginning on August 1, 2024 and terminating on July 31, 2044, upon the same terms and conditions as the Lease now in effect. Also, grant an additional 20 year term lease extension, commencing on August 1, 2044 and terminating on July 31, 2064, subject to renegotiation of terms and conditions.

SECONDED BY Treasurer Heath

MOTION CARRIED

UPCOMNG EVENTS

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

9/21/2024 – Wheels & Wings

PUBLIC INPUT

Mike Green – 85 Perimeter LLC invited the airport community to an event on Friday, May 10th at 85 Perimeter Road. Kevin Plante will host an ATC presentation at 6:00pm. Pizza will be served at 4:00pm.

DIRECTORS' COMMENTS

Secretary Holland – Great to be here in person! Thank you all for your hard work!

Director Duquette – Happy Spring! Thank you for coming!

Treasurer Heath – Thank you Matt and Danny for picking up the workload due to Nik’s resignation. Thank you all for coming.

Vice Chairman Law – Thank you all for coming!

ADJOURNMENT


MOTION BY to adjourn the public session.

SECONDED BY

MOTION CARRIED

The next meeting is scheduled for May 15, 2024

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland
