

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, March 18, 2026.

Chairman Woods called the Nashua Airport Authority Board of Directors meeting to order at 6:00pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Duquette – arrived at 6:11pm
Treasurer Heath
Secretary Holland
Director Guerette

PUBLIC INPUT

None

MINUTES

MOTION BY Secretary Holland to approve and accept the public minutes of January 21, 2026.

SECONDED BY Treasurer Heath

MOTION CARRIED

TREASURERS REPORT – January 2026 and February 2026

Treasurer Heath discussed February 2026 and year-to-date financial statements. There are no anomalies. Snow plowing income was up as well as overtime payroll and part-time payroll during January and February. Our fuel flowage fees are down a bit; this could be weather driven. We are running a surplus at this time.

MOTION BY Treasurer Heath to approve the January 2026 / February 2026 financial statements subject to audit.

SECONDED BY Secretary Holland

MOTION CARRIED

FY2025 FINANCIAL AUDIT

Treasurer Heath discussed the FY2025 audit and came through as expected. No findings and internal controls are working as they should. We had a clean management letter.

MOTION BY Treasurer Heath to accept and approve the FY2025 Financial Audit.

SECONDED BY Chairman Woods

MOTION CARRIED

COMMUNICATIONS

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

03/03/2026 – East Coast Aero Club – Sign Request

03/05/2026 – Rapid Real Estate – Lease Extension Request

REPORTS

TOWER REPORT

Chairman Woods reported for the month of February 2026 the traffic count was 4,810 operations which is up 328 (7%) operations from January 2026 and up 1,394 (41%) operations versus February 2025. Year to date we are up 23%.

AIRPORT MANAGER’S REPORT

Recent events

- None

Upcoming events at Nashua Airport

- May 30th – Compass Rose Painting. Eastern New England Chapter 99’s will be painting our compass rose in the RWY 14 Runup area. The runway will not need to be closed at this time.
- Wheels and Wings in September.
- New Hampshire Aviation Museum Cookout in June has not been confirmed yet.

Other Items of Interest

- February 4th – We held our pre-construction meeting with Gale Associates, Cullen Electric, FAA and NHDOT BoA for the upcoming AWOS/SAWS Relocation Project. The proposed runway closure dates are 05/20, 05/21 and 05/23. The runway will be closed on these dates between 7:00 a.m. and 5 p.m. A notice to all tenants and customers will be sent out during the second week in April. The crack sealing project will be done at the same time, starting on 5/18. If all goes well with the weather, it could possibly be completed in 5 days.
- I have contracted a cleaning company for 79 Perimeter Road. They will clean the building’s common areas on Tuesdays and Fridays. As soon as LY Infinity finishes their construction project, I will have the common area hallway floors stripped, waxed and spray buffed.
- March 17th – We held our pre-construction meeting with Gale Associates, JJ Cunningham and NHDOT BoA for the upcoming Runway Crack Sealing and Remarking Project. In an effort to minimize impacts to our tenants and customers, Gale Associates and I are working with JJ Cunningham to combine some of the runway closure dates with the aforementioned AWOS/SAWS Relocation Project runway closure dates.
- April 1- We will welcome our newest tenants, East Coast Aero Club to 79 Perimeter Road.

AIRPORT ENGINEER’S REPORT

Danny Quirion and Matt Caron discussed the following on-going projects on behalf of the airport’s engineering consultant, Gale Associates, Inc.

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 Funding:

FAA Share (90%)	\$465,766.00
State Share (5%)	\$25,876.00
<u>Local Share (5%)</u>	<u>\$25,876.00</u>
Total Project Cost	\$517,518.00

Project Status:

- Gale is currently reviewing construction submittals from Cullen as they are received.
- The preconstruction meeting occurred on February 4, 2026 and then a second preconstruction meeting happened on February 25, 2026. The second preconstruction meeting was at the request of the FAA so that more FAA personnel could participate.
- Gale submitted the "Airport Sponsor Strategic Event Submission Forms" for the shutting down of the NAVAIDS and AWOS/SAWS during the Runway Closure and AWOS/SAWS relocation.
- The proposed start date is May 11, 2026 and the Runway is proposed to be closed on May 20 through May 22 from 7am to 5pm.
- Gale will set up a mid-April kick-off meeting before the project starts.

Recommended Actions:

- None this month.

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 Funding:

FAA Share (95%)*	\$247,741.00
State Share (2.5%)*	\$6,519.50
<u>Local Share (2.5%)*</u>	<u>\$6,519.50</u>
Total Project Cost	\$260,780.00

**It is anticipated that BIL funds will be used to fund this project.*

Project Status:

- Gale is coordinating with the Contractor (JJ Cunningham, LLC) to setup a date for the Pre-Construction meeting.
- Gale will prepare an "Airport Sponsor Strategic Event Submission Form" once the Contractor determines the start date. The project is 10 calendar days where the Contractor can work Monday through Friday from 7am to 5pm. We will try our best to overlap with the runway shutdown for the AWOS/SAWS project.

Recommended Actions:

- None this month

FAA CONSTRUCTION REIMBURSABLE AGREEMENT ASSOCIATED WITH THE RELOCATION OF THE AWOS/SAWS

This project will include efforts necessary to administer a Grant Application and FAA coordination for the FAA Construction Reimbursable Agreement associated with the relocation of the Automated Weather Observation System (AWOS) and the Stand Alone Weather System (SAWS) located adjacent to the Tower Apron at the Nashua Airport.

Project Funding:

FAA Share (95%)*	\$72,200.00
State Share (2.5%)*	\$1,900.00
<u>Local Share (2.5%)*</u>	<u>\$1,900.00</u>
Total Project Cost	\$76,000.00

**It is anticipated that BIL funds will be used to fund this project.*

Project Status:

- Gale submitted the grant application to NHDOT on February 5, 2026.
- NHDOT requested additional information on February 24, 2026. The information was provided to NHDOT.

Recommended Actions:

- None this month

HOTEL RAMP DESIGN AND PERMIT FOR RECONSTRUCTION AND SRE ACQUISITION

Project Status:

- Scoping Meeting was held on February 6, 2026, at 10am via Microsoft Teams.
- Two projects were discussed. They were “Reconstruct ‘H’ Ramp and a Portion of the Inner Taxiway (Design only)” and “Purchase SRE (Broom, Blower and Chassis).”
- On March 4, 2026 Gale emailed NHDOT to see if they had any questions or comments on the Scoping Meeting Minutes for the two projects. NHDOT had a few questions on the SRE equipment that the Airport is currently using. Gale and the Airport Manager answered their questions.
- If the Scoping Meeting Minutes are acceptable to NHDOT, Gale will proceed with developing the scope of work for these two projects.

General Items:

Matt Caron and Airport Manager Chris Lynch discussed the new Air Traffic Control Tower. We recently completed the Tower Siting Study and have applied for the construction phase with BIL funding. There is a significant cost associated with this phase. Upon discussion with the FAA, it was suggested we apply for a design only grant. Therefore, we can continue with the project and understand the cost at the local level. There is going to be an additional four years for this program.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

East Coast Aero Club Sign Request – Airport Manager Chris Lynch and Mark Holzwarth, President, East Coast Aero Club, presented an updated draft of a sign for the entrance of 79 Perimeter Road. The sign will include all occupants of the building and was well received. All parties involved will contribute to the cost.

MOTION BY Vice Chairman Duquette to approve the acquisition and installation of entrance sign at 79 Perimeter Road as presented and authorize Airport Manager Chris Lynch to use his discretion on cost.

SECONDED BY Chairman Woods

MOTION CARRIED

Rapid Real Estate (104 Perimeter Road) Lease Extension

The board of directors granted the lease extension of 104 Perimeter Road with the terms and conditions to be subject to renegotiation.

MOTION BY Vice Chairman Duquette to approve the lease extension request for E1491 – Rapid Real Estate, LLC (104 Perimeter Road) for 20 years beginning on October 1, 2064 and terminating on September 30, 2084, subject to renegotiation of terms and conditions.

SECONDED BY Treasurer Heath

MOTION CARRIED

UPCOMING EVENTS

05/30/2026 – Compass Rose Painting

PUBLIC INPUT

None

DIRECTORS' COMMENTS

Director Guerette – I got to spend a few minutes with Chris and his crew during a snowstorm this winter and they do a fantastic job under harsh conditions. I'd like to give Chris and his crew a pat on the back.

Secretary Holland – I will second Director Guerette's comment. I understand it's a lot of work to move all that snow. Nice to see everyone in person.

Vice Chairman Duquette – Nice to see the all the faces that outnumber the board, Chris and Susan. I feel like we are doing something for real here tonight.

Treasurer Heath – Thank you Susan for getting through another audit. Also happy to see East Coast coming into this building.

Chairman Woods – Also thank you to Susan and David for all their work on the financials. Thank you again to Chris and the crew for all the snow removal this winter. Larry, thanks for bringing pizza out.

MOTION BY Chairman Woods to adjourn the public meeting to non-public session pursuant to RSA 91-A:3, II (d) consideration of the acquisition, sale, or lease of real or personal property and to RSA 91-A:3, (II)(a) The dismissal, promotion, or compensation of any public employee.

SECONDED BY Vice Chairman Duquette

MOTION CARRIED

Chairman Woods to enter non-public session at 6:50pm (discussions started at 7:03pm).

ROLL CALL

Present: Chairman Woods
Vice Chairman Duquette
Treasurer Heath
Secretary Holland
Director Guerette

MOTION BY Vice Chairman Duquette authorizing Chairman Woods

SECONDED BY Treasurer Heath

ROLL CALL VOTE Chairman Woods – yes
Treasurer Heath – yes
Director Duquette – yes
Director Guerette – yes
Secretary Holland – yes

MOTION CARRIED

MOTION BY Vice Chairman Duquette

SECONDED BY Secretary Holland

ROLL CALL VOTE Chairman Woods – yes
Treasurer Heath – yes
Director Duquette – yes
Director Guerette – yes
Secretary Holland – yes

MOTION CARRIED

MOTION BY Vice Chairman Duquette

SECONDED BY Treasurer Heath

ROLL CALL VOTE Chairman Woods – yes
Treasurer Heath – yes
Director Duquette – yes
Director Guerette – yes
Secretary Holland – yes

MOTION CARRIED

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

SECONDED BY Vice Chairman Duquette

ROLL CALL VOTE Chairman Woods – yes
Treasurer Heath – yes
Director Duquette – yes
Director Guerette – yes
Secretary Holland – yes

MOTION CARRIED

Chairman Woods call the public session to order at 7:47pm.

ROLL CALL

Present: Chairman Woods
Vice Chairman Duquette
Treasurer Heath
Secretary Holland
Director Guerette

ADJOURNMENT

MOTION BY Vice Chairman Duquette to adjourn the public session.

SECONDED BY Chairman Woods

ROLL CALL VOTE Chairman Woods – yes
Treasurer Heath – yes
Director Duquette – yes
Director Guerette – yes
Secretary Holland – yes

MOTION CARRIED

The next meeting is scheduled for April 16, 2026

SEE ATTACHMENT FOR ATTENDEES LIST

JOE
Secretary Jessica Holland
