

## 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, September 24, 2025.

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

### **ROLL CALL**

**Present:** Chairman Woods  
Vice Chairman Law  
Treasurer Heath  
Director Duquette  
Secretary Holland - remotely

### **PUBLIC INPUT**

None

### **MINUTES**

**MOTION BY** Director Duquette to approve and accept the public minutes of July 16, 2025.

**SECONDED BY** Treasurer Heath

**ROLL CALL VOTE** Chairman Woods – yes  
Vice Chairman Law – yes  
Treasurer Heath – yes  
Director Duquette – yes  
Secretary Holland – yes

**MOTION CARRIED**

### **TREASURERS REPORT – July 2025 and August 2025**

Treasurer Heath reported on the financials for July 2025 and August 2025. We haven't finalized the FY2026 budget as of today. We do have positive numbers year to date. There is nothing out of the ordinary. The balance sheet looks strong, and we are earning some significant interest in investments.

**MOTION BY** Director Duquette to approve the July 2025 / August 2025 financial statements subject to audit.

**SECONDED BY** Vice Chairman Law

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

**MOTION CARRIED**

### **FY2026 BUDGET APPROVAL**

Treasurer Heath stated we are still working on some numbers and are not ready to approve the budget at this time. Chairman Woods tabled this approval until next meeting.

### **COMMUNICATIONS**

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

NAA 25-005 – 08/27/2025 – Nashua Fire Rescue – Pine Hill Road Fire Station Feasibility Study

## REPORTS

### TOWER REPORT

Chairman Woods reported for the month of July 2025 the traffic count was 6,131 operations which is up 807 (15%) operations from June 2025 and up 966 (19%) operations versus July 2024. For the month of August 2025 the traffic count was 5,643 operations which is down 488 (-8%) operations from July 2025 and down 656 (-10%) operations versus August 2024. Year to date we are down 15%.

### AIRPORT MANAGER'S REPORT

#### Recent events

- 09/20/2025 - Wheels & Wings – We had a fantastic turnout of over 3,300 people in attendance. Big thank you to the Nashua Parks & Rec Department! Look forward to next year!

#### Upcoming events at Nashua Airport

- None

#### Other items of interest

- August 22<sup>nd</sup> - Met with Matt Sullivan, City of Nashua Director of Community Development. We discussed paving Perimeter Road. The paving will begin on October 1<sup>st</sup>!
- September 11<sup>th</sup> – Met with Mark Andrews and Laurie Seymour. We discussed developing a hangar to accommodate 3 aircraft for the Commemorative Air Force to be based here at ASH. They are in the process of acquiring a T-6, a Stearman and the CAF PT-23 (currently based in Hampton, NH).
- September 19<sup>th</sup> – I drove to NHDOT and pick up the Grant Offer for the RWY Crack Sealing and RWY Marking Project. This Grant Offer will be returned to NHDOT by October 3<sup>rd</sup> and will then be presented to Governor & Council on November 12<sup>th</sup>.
- We have decided to move forward with the RWY Crack Sealing and Marking Project. As soon as the contractor can give us a start date, we will give a 2-week notice to the tenants/users.

### AIRPORT ENGINEER'S REPORT

Mark Ottariano and Danny Quirion discussed the following on-going projects 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:

- Continental Paving has completed most of the punch list items for the project, except for the seeding of the Contractor Staging Area and a portion of the shoulders on Taxiway A. Continental will wait to perform the seeding until conditions are more favorable for grass growth.
- Continental Paving has completed the punch list items and the Notice of Termination (NOT) for the SWPPP has been filed. The Closeout process will start this week.

#### Recommended Actions:

- The Airport Authority will review and sign the appropriate sheet in the Closeout Report.

### 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:

- A reimbursable Agreement for Construction Phase Services with the FAA has not been established. There will need to be a Reimbursable Agreement in place with the FAA before construction can start. Coordination with both the FAA and Cullen is ongoing.
- Gale is currently reviewing construction submittals from Cullen as they are received.
- Gale is continuing to coordinate the Reimbursable Agreement for Construction Phase Services with the FAA. Construction can't start until the Reimbursable Agreement is in place.

#### 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:

- A Grant Application was submitted to NHDOT for this project on February 13, 2024.
- During a meeting with JJ Cunningham, LLC, they recommended that the crack sealing work be conducted in June.
- The Airport Authority received the Grant Offer from NHDOT and the FAA last week.
- Gale is coordinating a start date with the Contractor (JJ Cunningham LLC).

#### Recommended Actions:

- The Airport Authority shall vote to approve/accept the grant offer and then sign the grant offer if approved.

**MOTION BY** Director Duquette to authorize Farrell Woods, Chairman of the Nashua Airport Authority, to execute and deliver for and on behalf of the Nashua Airport Authority any contracts with the State of New Hampshire related to SBG 12-33-2025 – Crack Seal, Rubber Removal, and Mark Pavement on Runway 14-32.

**SECONDED BY** Treasurer Heath

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

**MOTION CARRIED**

### COMMITTEES

None

### **OLD BUSINESS**

Paving of Perimeter Road – Discussed during the Airport Manager’s Report. This will be removed from the agenda going forward.

### **NEW BUSINESS**

None

### **UPCOMING EVENTS**

None

### **PUBLIC INPUT**

Airport Manager Chris Lynch read a message from Chris Loprinze, Loprinze Aviation, who is interested in becoming an Airport Board Member. Chairman Woods stated that he would like to see Mr. Loprinze as a board member. Airport Manager Chris Lynch highly recommends him as well. Secretary Holland seconds all comments. Chairman Woods will recommend him to the Mayor of Nashua. Vice Chairman Law suggests we try to expand our board due to quorum reasons.

### **DIRECTORS’ COMMENTS**

Secretary Holland - Big news about the paving. I want to commend Chris, the NAA Team, and the NAA Board for all having input regarding the upcoming pavement of Perimeter Road.

Director Duquette – I second all that!

Treasurer Heath – The pavement of Perimeter Road will be a welcome improvement to the airport. Thanks Chris for making this happen.

Chairman Woods – I would like to second all that and thank Jessica for putting a letter together a while ago and sending it to the city informing them of the condition of Perimeter Road. Thank you Chris and Dave for all their efforts. All good stuff! Also, thank you to all the pilots who brought their aircraft to Wheels and Wings this last Saturday. It is a wonderful outreach event.

Vice Chairman Law – I’ve made my comments so I’m all set.

**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.

**SECONDED BY** Treasurer Heath

**MOTION CARRIED**

Chairman Woods to enter non-public session at 6:41pm.

### **ROLL CALL**

**Present:** Chairman Woods  
Vice Chairman Law  
Treasurer Heath  
Director Duquette  
Secretary Holland

**MOTION BY** Treasurer Heath 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  
Treasurer Heath – yes  
Director Duquette – yes  
Secretary Holland - yes

**MOTION CARRIED**

Chairman Woods call the public session to order at 8:00pm.

**ROLL CALL**

**Present:** Chairman Woods  
Vice Chairman Law  
Treasurer Heath  
Director Duquette  
Secretary Holland

**ADJOURNMENT**

**MOTION BY** Chairman Woods to adjourn the public session.

**SECONDED BY** Director Duquette

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

**MOTION CARRIED**

The next meeting is scheduled for November 19, 2025

SEE ATTACHMENT FOR ATTENDEES LIST



Secretary Jessica Holland