

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, June 17, 2026.

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

ROLL CALL

Present: Chairman Woods
Secretary Holland – remote
Treasurer Heath
Director Guerette

Absent: Vice Chairman Duquette

PUBLIC INPUT

None

MINUTES

MOTION BY Treasurer Heath to approve and accept the public minutes of May 20, 2026.

SECONDED BY Director Guerette

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

MOTION CARRIED

COMMUNICATIONS

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

NAA 26-005 - 06/09/2026 – ECAC – Self Service Fuel

TREASURERS REPORT – May 2026

Treasurer Heath reviewed the May 2026 financial statements and year-to-date results, including budget variances. He noted that revenue was slightly higher, primarily due to non-budgeted income, while flowage fees continue to lag. Overall, the Authority is approximately \$31,000 ahead of budget on a net basis.

MOTION BY Director Guerette to approve the May 2026 financial statements, subject to audit.

SECONDED BY Chairman Woods

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

MOTION CARRIED

REPORTS

TOWER REPORT

Chairman Woods reported for the month of May 2026 the traffic count was 5,129 operations which is up 167 (3%) operations from April 2026 and down 155 (-3%) operations versus May 2025. Year to date we are up 15%.

AIRPORT MANAGER'S REPORT

Recent events

- None

Upcoming events at Nashua Airport

- June 20th - NH Aviation Museum BBQ and Fly-In. This event will take place in Hangar 91. They will also be hosting a Young Eagles Event on this day.
- September 19th – 2026 Wheels and Wings Event at Nashua Airport

Other Items of Interest

- Meridian Land Services surveyed and marked up the pavement in the RWY14 runup area for the Compass Rose painting project.
- The Compass Rose is nearly complete (rain delay of game). Big thank you to the North East Chapter Ninety-Nine's for volunteering their time and effort to make this happen!
- The RWY Crack Seal Repair/Re-marking and AWOS/SAWS Relocation projects have been completed. Everything was completed on schedule with minimum runway closures as we executed the two projects simultaneously. Thank you to Gale Associates, Director Matt Caron and Resident Engineers Danny Quirion and Andrew Lanza for all of their efforts associated with this project!
- I have been working with several contractors, seeking quotes for a new roof and landscaping for the NAA Terminal Building.
- June 2nd – I met with City of Nashua officials, Office of Corporation Counsel Steve Bolton and Celia Leonard, and Community Development Director Matt Sullivan to discuss a recently filed lawsuit regarding the development of the L Deerwood property.
- June 11th – I met with NHDOT BoA, Jacobs Engineering and Gale Associates Matt Caron to discuss an Obstacle Action Plan analysis. Great news... we have no obstacles!

Chairman Woods asked about the status of the new gate access system. Airport Manager Chris Lynch reported that installation had been postponed due to a few issues and is now expected to begin by the end of the week.

AIRPORT ENGINEER'S REPORT

Matt Caron and Danny Quirion 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:

- The AWOS and SAWS have been relocated and are both up and running.
- There are a few punch list items that remain to be completed.
- The final inspection is scheduled for June 24, 2026 at 11:00am.

Recommended Actions:

- Execute Reimbursement Requests and the Closeout when received.

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%)*	\$252,491.00
State Share (2.5%)*	\$6,645.00
<u>Local Share (2.5%)*</u>	<u>\$6,645.00</u>
Total Project Cost	\$265,780.00

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

Project Status:

- This project has been completed. The final inspection is scheduled for June 24, 2026 at 11:00am.

Recommended Actions:

- Execute Reimbursement Requests and the Closeout when received.

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%)*	\$205,528.00
State Share (2.5%)*	\$5,409.00
<u>Local Share (2.5%)*</u>	<u>\$5,409.00</u>
Total Project Cost	\$216,346.00

**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.
- The grant application for this project has been submitted. We are currently awaiting the grant award which isn't expected for several months.

Recommended Actions:

- None this month

HOTEL RAMP DESIGN AND PERMIT FOR RECONSTRUCTION

Project Status:

- The Scope of Work was prepared and sent to NHDOT and the Airport for review. NHDOT had no comments on the Scope of Work.
- Gale prepared the IFE documents and email them to the Airport on May 14, 2026 so that the Airport can have an IFE prepared.
- The Airport sent the IFE documents to TELA VUOTA, PLLC.

Recommended Actions:

- Approve Gale's scope and fee upon receipt of the IFE and compliance with FAA requirements.
- Execute the revised grant application with revised figures.

MOTION BY Chairman Woods to authorize Airport Manager Chris Lynch and/or Chairman Woods to modify and execute the grant application not to exceed \$600,000.

SECONDED BY Director Guerette

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

MOTION CARRIED

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

ECAC – Self Service Fuel – Mark Holzworth, President of East Coast Aero Club, discussed the possibility of installing a double-walled, self-contained, above-ground self-service fuel farm. He requested permission to work with Airport Manager Chris Lynch to identify a potential site on the airfield, noting that the proposal is still preliminary. Treasurer Heath asked how the project might affect Infinity Aviation. Greg Lison noted that Infinity Aviation has expressed interest in a similar project and that, if only one suitable site is available for this service, the Airport Authority will need to consider how to proceed.

MOTION BY Chairman Woods to authorize East Coast Aero Club to work with Airport Manager Chris Lynch and Gale Associates to enter a site study for a self-service fuel farm.

SECONDED BY Director Guerette

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

MOTION CARRIED

UPCOMING EVENTS

06/20/2026 – NH Aviation Museum BBQ And Fly-In

09/19/2026 – Wheels and Wings Event

PUBLIC INPUT

None

DIRECTORS' COMMENTS

None

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Director Guerette

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

MOTION CARRIED

The next meeting is scheduled for August 19, 2026

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland
