

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, November 19, 2025.

Chairman Woods called the meeting to order at 6:04pm.

ROLL CALL

Present: Chairman Woods
Treasurer Heath
Secretary Holland – arrived at 6:15pm
Director Duquette
Director Guerette

PUBLIC INPUT

None

MINUTES

MOTION BY Director Duquette to approve and accept the public minutes of September 24, 2025.

SECONDED BY Treasurer Heath

ABSTAINED BY Director Guerette

MOTION CARRIED

TREASURERS REPORT – September 2025 and October 2025

Treasurer Heath reported on the financials for September 2025 and October 2025. Everything looks well. The operating revenues are as expected and no unusual expenditures in the last two months. The balance sheet is strong and payables are current. The auditors have started the FY2025 audit this month.

MOTION BY Director Duquette to approve the September 2025 / October 2025 financial statements subject to audit.

SECONDED BY Chairman Woods

ABSTAINED BY Director Guerette

MOTION CARRIED

LANDING FEES

Treasurer Heath discussed the current rate of the landing fees and proposed an increase. Due to Airport Manager Chris Lynch's research, this increase remains lower in comparison to other local general aviation airports.

MOTION BY Director Duquette to increase the aircraft landing fee rate for aircraft 12,500 lbs. and over to \$2.20 per 1,000 lbs maximum take-off weight effective January 1, 2026.

SECONDED BY Treasurer Heath

MOTION CARRIED

FY2026 BUDGET APPROVAL

Treasurer Heath discussed the proposed FY2026 budget. Most revenues and expenses are in line; however, we are still working on the details of a few revenue and expense items 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 25-006 – 10/27/2025 – James Tamposi – E1442 Land Lease Transfer

REPORTS

TOWER REPORT

Chairman Woods reported for the month of September 2025 the traffic count was 7,334 operations which is up 1,691 (30%) operations from August 2025 and up 1,499 (26%) operations versus September 2024. For the month of October 2025 the traffic count was 6,597 operations which is down 737 (-10%) operations from September 2025 and up 787 (14%) operations versus October 2024. Year to date we are down 8%.

AIRPORT MANAGER'S REPORT

Recent events

- None

Upcoming events

- None

Other items of interest

- 10/26/2025 – I hand delivered the RWY Crack Sealing and RWY Marking Project grant offer to NHDOT. This grant has been approved by NH Governor and Council on 11/12/2025.
- 10/10/2025 – I had the privilege of attending the NH Aviation Museum Gala.
- Perimeter Road paving project is complete!
- 10/18/2025 - Thank you to everyone who attended the Rob Holland Tribute/Pilot Gathering and thank you to Terri Nathanson for helping organize the event. Members of IAC35 flew a “missing man” formation in honor of our dear friend, Rob Holland.
- 10/24/2025 – Our dear friend and colleague, Robert C. “Bob” Byrd passed away on October 11, 2025. Thank you to everyone who attended and contributed to his Celebration of Life Ceremony. It was a fitting tribute to a great man who will truly be missed by all.
- 10/24/2025 – Eldon Richards met with NH DOT to facilitate our annual 5010 Inspection.
- 10/28/2025 – I met with NH Aviation Museum representatives, Bob Hough, Jeff Rapsis and Nathaniel MacDonald to discuss next years annual Fly-In/BBQ. Next year we will host a Young Eagles event and Antique/Warbird Fly-In on the same day as the Fly-In/BBQ.
- 10/30/2025 – We held our annual “Snow Plowing Crew” meeting. This year we have 3-4 part time employees to assist with snow plowing.

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.

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:

- NHDOT received the Closeout report. NHDOT said they would process the Closeout on Monday, October 6, 2025.
- The Airport has received the final payment for this project from NHDOT/FAA. Gale and Continental have received their final payment.
- This project will be removed from the monthly update moving forward.

Recommended Actions:

- None

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 is currently reviewing construction submittals from Cullen as they are received.
- The Airport received the construction Reimbursable Agreement from the FAA on November 13, 2025. Gale is assisting the Airport reviewing the Reimbursable Agreement.
- Gale will process a separate Grant for the Reimbursable Agreement.

Recommended Actions:

- None at this time.

MOTION TO authorize Airport Manager Chris Lynch to execute the Reimbursable Agreement between Department of Transportation Federal Aviation Administration and Nashua Airport Authority and to disburse funds of \$140,345.18 in three installments of \$46,781.73 upon execution, \$46,781.73 by April 1, 2026, and \$46,781.72 by July 1, 2026 as related to the relocation of the AWOS project.

SECONDED BY Treasurer Heath

MOTION CARRIED

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:

- Gale received the signed Owner-Contractor contract on October 14, 2025.
- The Contractor (JJ Cunningham LLC) said that we will need to push the start of construction to spring of next year due to the cold weather (less than 50°F). JJ Cunningham said they will hold their prices so the Airport will not have to rebid the project.
- The Runway Centerline Crack Sealing project was on the Governor and Counsel meeting agenda on November 12, 2025 for their approval. It passed and has been approved.

Recommended Actions:

- None this month

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

E1442 (7 Perimeter Road) Land Lease Transfer – Mr. Jim Tamposi is selling this property on behalf of the James N. Tamposi and Shirley C. Tamposi Family Revocable Trust of 2015 and is requesting the land lease be transferred to Hangar 7 LLC.

MOTION BY Director Duquette to authorize The James N. Tamposi and Shirley C. Tamposi Family Revocable Trust of 2015 to transfer land lease E1442 (7 Perimeter Road) to Hangar 7 LLC under the existing terms and conditions and to authorize the Chairman to sign necessary related documents.

SECONDED BY Treasurer Heath

MOTION CARRIED

One Source Security – Mr. Brad Peskovitz, Sales Manager, discussed the upgrade of our current independent gate access control system to the Integrated Brivo and Eagle Eye Platform. This platform will be cloud-based, include cameras, and can be accessed through a fob, key card, or cellular phone.

MOTION BY Director Duquette to authorize Airport Manager Chris Lynch to sign the necessary paperwork and contract for One Source Security for the purposes of the implementation of the access system as outlined in Quote #: q13918.

SECONDED BY Treasurer Heath

MOTION CARRIED

UPCOMING EVENTS

None

PUBLIC INPUT

Burt Wadas is confirming the rumors of new hangars building on the airport. Airport Manager Chris Lynch confirmed and will send his contact information to the builder.

Terrance Hart, General Manager, confirmed the arrival of a de-icing truck.

Secretary Holland would like to have the board send a thank you letter to the City of Nashua Department of Public Works for the new pavement of Perimeter Road. She will draft the letter for the board.

DIRECTORS' COMMENTS

Director Duquette – Larry welcome! Happy Holidays and stay warm. Great job by everyone and glad to be part of the team.

Treasurer Heath – It's an exciting time for the airport. Happy that all the projects are coming to fruition. Happy Holidays everybody!

Chairman Woods – Hope everyone has a great Thanksgiving! Happy to be here. I wish everyone well. Hopefully Chris' wish comes true for no snow. Larry, welcome to the board.

Secretary Holland – Its nice to be back at my home airport. Congratulations to NAA and Gale for all you do for us. I signed up for another term on the board. Welcome to the board, Larry.

Director Guerette – I hope I can be a valuable asset to the community and to the board.

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

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

MOTION CARRIED

Chairman Woods to enter non-public session at 7:45pm.

ROLL CALL

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

MOTION BY Director Duquette to leave non-public session, seal the minutes and return to public session.

SECONDED BY Treasurer Heath

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

MOTION CARRIED

Chairman Woods call the public session to order at 8:36pm.

ROLL CALL

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

ADJOURNMENT


MOTION BY Director Duquette to adjourn the public session.

SECONDED BY Treasurer Heath

MOTION CARRIED

The next meeting is scheduled for January 21, 2026

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland

