

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, May 20, 2026.

Chairman Woods called the Nashua Airport Authority Board of Directors meeting to order at 6:02pm.

ROLL CALL

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

PUBLIC INPUT

None

MINUTES

MOTION BY Vice Chairman Duquette to approve and accept the public minutes of March 18, 2026.

SECONDED BY Director Guerette

ROLL CALL VOTE Chairman Woods – yes
Vice Chairman Duquette – 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 26-003 - 04/07/2026 – Ross Desmet – Conduct Aircraft Maintenance

NAA 26-004 - 04/23/2026 – Operation HIGH FLIGHT – Mark Andrews – Sign Request

TREASURERS REPORT – March 2026 and April 2026

Treasurer Heath reviewed the March and April 2026 financial statements and year-to-date results. Actual income is above budget. Snow removal revenue exceeded budget and will help offset vehicle maintenance and fuel expenses. Fuel flowage revenue is below budget, which Airport Manager Chris Lynch attributed to higher fuel costs. Overall, revenue is up approximately \$23,000 while expenses have remained level. Year to date, the Authority has a surplus of about \$26,000. In addition, because of the fuel farm sale, fuel farm expenses will no longer need to be accrued. Interest income remains strong due to the certificates of deposit.

MOTION BY Vice Chairman Duquette to approve the March 2026 / April 2026 financial statements, subject to audit.

SECONDED BY Chairman Woods

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

MOTION CARRIED

REPORTS

TOWER REPORT

Chairman Woods reported for the month of April 2026 the traffic count was 4,962 operations which is down 459 (-8%) operations from March 2026 and up 831 (17%) operations versus April 2025. Year to date we are up 20%.

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.
- 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

- The RWY Crack Seal Repair/Re-marking and AWOS/SAWS Relocation projects have begun. Runway closure dates are 05/18 – 05/22. The runway will be closed on these dates between 7:00 a.m. and 5 p.m. A notice to all tenants and customers has been sent out via a Constant Contact Eblast. Notice has also been posted on the NAA website.
- ECAC has officially moved into the Nashua Airport Authority Terminal Building located at 79 Perimeter Road and has relocated their fleet of aircraft to the "Tower Ramp". Welcome ECAC!
- Marshall Sign has installed a new sign at the SE entrance to the 79 Perimeter Road property.
- I have been working with several contractors, seeking quotes for a new roof and landscaping for the NAA Terminal Building.
- April 1st I attended a gathering as a guest speaker at Nashua Community College. I addressed students and faculty involved in their ATC and AMT programs.
- April 30th – We held our AWOS/SAWS project kick-off meeting with Gale Associates, Cullen Electric and FAA.
- We have enhanced access to building 79 to electronic access. The doors will be automatically locked from 8pm until 7am. You will need credentials to enter the building during these hours.
- Gate Control Update – We ran into a snag. We were told that the cards we currently use would be compatible with the new system. This is not the case. We are now working on a new solution.

AIRPORT ENGINEER'S REPORT

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:

- Construction started on May 18, 2026. The Runway will be closed from May 18, 2026 to May 22, 2026, due to this project and the Runway Crack Seal project. The Runway will be closed from 7am to 5pm, Monday through Friday and will reopen at 5pm.
- This project is scheduled for 20 calendar days.
- Danny Quirion, Gale Associates, is the resident engineer overlooking this project.
- Most of the conduit is in place and everything is on track.

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:

- Construction started on May 18, 2026. The Runway will be closed from May 18, 2026 to May 22, 2026. The Runway will be closed from 7am to 5pm, Monday through Friday and will reopen at 5pm.
- This project is scheduled for 10 calendar days, but the Contractor believes they can complete the project in five (5) days.
- Andrew Lanza, Gale Associates, is the resident engineer overlooking this project.
- The painting started today, 5/20/2026.

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%)* | \$205,528.00 |
| State Share (2.5%)* | \$5,409.00 |
| Local Share (2.5%)* | \$5,409.00 |
| 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.

COMMITTEES

None

OLD BUSINESS

East Coast Aero Club Sign Request – Airport Manager Chris Lynch discussed the request from ECAC sign on building 79. He recommended to the Board of Directors the sign be placed below the existing Infinity Aviation sign.

MOTION BY Treasurer Heath to accept the concept of all signs in the same place on building 79, deny option 2, and allow ground lighting if necessary.

SECONDED BY Vice Chairman Duquette

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

MOTION CARRIED

NEW BUSINESS

Ross Desmet – Aircraft Maintenance – Airport Manager Chris Lynch introduced Ross Desmet. He has been employed at the Nashua Airport for over 30 years. Ross Desmet informed all that he has started his own aircraft maintenance in hangar 125. He is a retired Nashua Police Officer and also works at the Nashua Community College for the AP program. Welcome!

Operation HIGH FLIGHT Sign Request – Airport Manager Chris Lynch spoke on behalf of Mark Andrews, who requested permission to place a sign on the fence for his nonprofit organization. The organization provides free rides to children, veterans, military personnel, and police, though donations are accepted. Airport Manager Chris Lynch fully supports the organization, and the Board of Directors approved the request at the manager’s discretion.

UPCOMING EVENTS

- 05/30/2026 – Compass Rose Painting
- 06/20/2026 – NH Aviation Museum BBQ And Fly-In
- 09/19/2026 – Wheels and Wings Event

PUBLIC INPUT

Dave Setser asked for clarification on the AWOS/SAWS runway closure. Airport Manager Chris Lynch clarified.

DIRECTORS’ COMMENTS

Director Guerette – I would like to revisit the sign discussion. He suggests that Infinity Aviation place a sign at the entrance door so customers will know where to enter. Airport Manager Chris Lynch will discuss this with Terrance. As a new comer, I would like to commend Chris and Susan for all they do.

Secretary Holland – I, too, agree with all comments. There is a lot of great things happening at the airport and I look forward to seeing it all when I return.

Vice Chairman Duquette –I will second and third all comments.

Treasurer Heath – I would like to parallel Farrell’s comments. Being able to combine the runway closure for two projects was great.

Chairman Woods – I would like to thank Chris and Gale Associates for keeping up with all projects. And Susan thank you for keeping all the number straight and working on budget.

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

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

MOTION CARRIED

Chairman Woods to enter non-public session at 6:55pm (discussions started at 7:05pm).

ROLL CALL

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

MOTION BY Chairman Woods

SECONDED BY Vice Chairman Duquette

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

MOTION CARRIED

Chairman Woods call the public session to order at 8:04pm.

ROLL CALL

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

ADJOURNMENT

MOTION BY Chairman Woods to adjourn the public session.

SECONDED BY Vice Chairman Duquette

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

MOTION CARRIED

The next meeting is scheduled for June 17, 2026

SEE ATTACHMENT FOR ATTENDEES LIST

Secretary Jessica Holland

David R. Kean
for Jessica Holland
6