

## 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 19, 2025.

Chairman Woods called the meeting to order at 6:13pm.

### **ROLL CALL**

**Present:** Chairman Woods  
Treasurer Heath  
Secretary Holland (remote)  
Director Duquette

**Absent:** Vice Chairman Law

### **PUBLIC INPUT**

None

### **MINUTES**

**MOTION BY** Director Duquette to approve and accept the public minutes of January 15, 2025 and January 23, 2025.

**SECONDED BY** Chairman Woods

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

**MOTION CARRIED**

### **TREASURERS REPORT – January 2025 and February 2025**

Treasurer Heath reported on the financials from January 2025 and February 2025. The grant offer for the land acquisition is awaiting to go to Governor and Council for approval. Our cash position is still good. Overall, our year to date total is a little better than budget. We are about \$6,000 to the good, a portion of that is due to the amount of snowstorms we have had this winter. There has been nothing out of the ordinary in our expenses.

**MOTION BY** Director Duquette to approve the January / February 2025 financial statements subject to audit.

**SECONDED BY** Chairman Woods

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

**MOTION CARRIED**

### **FY2024 Draft Financial Audit**

Treasurer Heath reported on the FY2024 Draft Financial Audit. I was able to go through our reported financial in June 2024 and the Auditor adjusting entries. There is nothing out of the ordinary on the FY2024 Audit. There are no accounting issues to discuss.

**MOTION BY** Treasurer Heath to approve FY2024 Financial Audit.

**SECONDED BY** Director Duquette

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

**MOTION CARRIED**

## **COMMUNICATIONS**

None

## **REPORTS**

### **TOWER REPORT**

Chairman Woods reported for the month of February 2025 the traffic count was 3,416 operations which is down 710 (-17%) operations from January 2025 and down 2,115 (-38%) operations versus February 2025. Year to date we are down 21%. A lot of snow and wind during the month of February.

### **AIRPORT MANAGER'S REPORT**

#### Recent events

- None

#### Upcoming events at Nashua Airport

- Pilot / Controller Forum – Will be held on May 10, 2025 from 9am – 12pm and will be held at hangar 101 Perimeter Road, which is Don Belisle's hangar. Sponsored by PALS Skyhope, Midwest ATC, and the Nashua Airport Authority.
- May 3, 2025 – EAA Young Eagles event, 79 Perimeter Road (Rain date 5/4/25).
- September 20, 2025 – Wheels & Wings Event

#### Other items of interest

- I met with Jason Muise to discuss possible T-Hangar development off the India Ramp area(s).
- 3/9/2025 – We ran an ad in the Nashua Telegraph seeking RFQ's for Airport Engineering Consultant selection. We are in the process of reviewing this.
- 03/12/2025 – Matt Caron and I met with City of Nashua CIC (Capital Improvement Committee) to present NAA's matching funds requests. The reception was very positive.
- 3/14/2025 – I participated in a radio program on WSMN to promote the Nashua Airport.
- Thank you to Nashua Jet Aviation, Shane McLaughlin, Mary Parker and Bob Byrd for presenting the NAA with brand new flags for our main entrance park.
- I went to the State House this past week. The state funds for airport improvements were omitted from the FY2026 and FY2027 budget. I have received word that these funds will be put into the budget for Fiscal Year's mentioned.

Treasurer Heath asked Airport Manager Chris Lynch the status of the update of the gates. He is in the process of reviewing the quotes received from a couple of contractors. Treasurer Heath asked about funding for the updates, the FAA will not pay for this update.

Treasurer Heath also asked about the paving of Perimeter Road. Airport Manager Chris Lynch has mentioned this to the mayor and the Director of Planning during all meetings. The City of Nashua has this road listed as a private road; and this is being looked into by Planning Department.

### **AIRPORT ENGINEER'S REPORT**

Matt Caron, Danny Quirion and Mark Ottariano discussed 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:

- Construction was completed on October 25, 2024. A final walkthrough was held on November 6, 2024, with the FAA, NHDOT, Gale and the Contractor.
- After a discussion with the FAA and NHDOT on additional signage on Taxiway 'A', it was determined that any additional signage that is required to bring the airport into full compliance will be completed under a separate project. Gale will begin the project closeout paperwork on this project.
- Continental Paving, Inc. submitted as-built drawings to Gale and the as-builts met the specifications.
- Continental Paving is preparing a package of the Overhead Aerial Photos and Oblique Aerial Photos of the Taxiway project which will be submitted to Gale and the Airport.
- The Airport Manager will be submitting Supplemental Agreement #1 to NHDOT this week. This Supplemental Agreement was discussed at the last Authority Meeting.
- Gale is continuing to coordinate the supplemental agreement with NHDOT.

##### Recommended Actions:

- None at this time.

#### 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:

- The Airport received the Grant Agreement. Gale will begin to coordinate with the Contractor on when the work can be started.

##### Recommended Actions:

- None at this time.

#### LAND ACQUISITION

This project is for the acquisition of one privately owned parcel.

##### Project Status:

- The parcel was acquired on 9/26/2023.
- A revised grant agreement was executed by the Airport and hand-delivered to NHDOT on February 5, 2025.

Mr. Caron stated that this grant agreement was not on the agenda for last Governor and Council meeting for approval. He will follow up with NHDOT to be sure this is on the agenda for the next meeting which is scheduled for March 26, 2025.

##### Recommended Actions:

- None this month.

### TOWER SITING STUDY

This project will evaluate up to three (3) possible locations for a new Air Traffic Control Tower and make a final recommendation on the preferred location.

#### Project Status:

- A draft Tower Siting Study has been prepared and sent to the FAA for preliminary review and comment on February 7, 2025. Comments were received on February 21, 2025 and have been addressed.
- A draft final Tower Siting Study was submitted to the FAA for review by all siting participants on 3/14/2025. All comments are due by March 31, 2025.

#### 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.
- No update at this time.

#### Recommended Actions:

- None at this time.

### COMMITTEES

None

### OLD BUSINESS

Infinity Aviation Hangar Development – Mr. Greg Lison discussed hangar development and things are moving incredibly slow. He is hoping to present some perpetual plans that include some renovations on this building next month. We have some investors involved, and an item of concern is the condition of Perimeter Road.

### NEW BUSINESS

Certificate to Vote – SBG 12-31-2024

**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 12-31-2024 Relocate Weather Reporting Equipment (AWOS/SAWS).

**SECONDED BY** Treasurer Heath

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

**MOTION CARRIED**

### **UPCOMING EVENTS**

05/03/2025 – EAA Young Eagles Event, 79 Perimeter Road

05/10/2025 - Pilot / Controller Forum – 101 Perimeter Road – 9:00am to 12:00pm

09/20/2025 – Wheels & Wings Event

### **PUBLIC INPUT**

None

### **DIRECTORS' COMMENTS**

Treasurer Heath – Good to be here and glad the snow season is over. Thanks everybody for doing a good job as usual. I have a good feeling about Perimeter Road. I was unable to attend the January meeting and I would like to make a motion to accept the November 2024 and December 2024 financial statements. My financial overview earlier covered year to date.

**MOTION BY** Director Duquette to approve the November / December 2024 financial statements subject to audit.

**SECONDED BY** Chairman Woods

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

### **MOTION CARRIED**

Secretary Holland – Kudos to the team for getting through another winter and Happy Spring tomorrow!

Director Duquette – Second and third all comments! We will have a meeting next month.

Chairman Woods – I'm glad spring is here! Greg, I hope we can convince the City that it is in their best interest as well as ours to repair Perimeter Road. Thank you David and Susan for getting the financials together and working with the auditors.

**MOTION BY** Chairman Woods to adjourn the public session to non-public session pursuant to RSA 91-A:3, (II)(a) The dismissal, promotion, or compensation of any public employee.

**SECONDED BY** Director Duquette

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

### **MOTION CARRIED**

Chairman Woods to enter non-public session at 7:10pm.

### **ROLL CALL**

**Present:** Chairman Woods  
Treasurer Heath  
Secretary Holland (remote)  
Director Duquette

**Absent:** Vice Chairman Law

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

**SECONDED BY** Director Duquette

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

### **MOTION CARRIED**

Chairman Woods call the public session to order at 7:19pm.

**ROLL CALL**

**Present:** Chairman Woods  
Treasurer Heath  
Secretary Holland (remote)  
Director Duquette

**Absent:** Vice Chairman Law

**ADJOURNMENT**

**MOTION BY** Director Duquette to adjourn the public session.

**SECONDED BY** Chairman Woods


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

**MOTION CARRIED**

The next meeting is scheduled for April 16, 2025

SEE ATTACHMENT FOR ATTENDEES LIST

For  
Secretary Jessica Holland

A large, stylized handwritten signature in black ink, likely belonging to Secretary Jessica Holland, is written over the text. The signature is fluid and cursive, with a prominent loop at the end.