

MINUTES

The annual and 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, January 21, 2026.

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

ROLL CALL

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

PUBLIC INPUT

None

OFFICER ELECTIONS

MOTION BY Director Duquette to maintain the positions currently held with Chairman Woods, Treasurer Heath, Secretary Holland, and I will take on the position of Vice Chair, and Director Guerette.

SECONDED BY Chairman Woods

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

MOTION CARRIED

MINUTES

MOTION BY Vice Chairman Duquette to approve and accept the public minutes of November 19, 2025 and the special public minutes of November 25, 2025.

SECONDED BY Treasurer Heath

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

MOTION CARRIED

TREASURERS REPORT – November 2025 and December 2025

Treasurer Heath reported on the financials for November 2025 and December 2025. According to the budget, we are faring well. Fuel flow income is down a bit. Rental income will increase as the year progresses. Wages and salary expenses are a little below budget. Electricity expenses are a little higher due to increased activity at 79 Perimeter Road. Office Equipment expenses are up due to IT and new computers for management. We have a positive bottom-line year to date. We will discuss leases in executive session. Balance sheet is healthy.

MOTION BY Chairman Woods to approve the November 2025 / December 2025 financial statements subject to audit.

SECONDED BY Vice Chairman Duquette

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

MOTION CARRIED

FY2026 BUDGET APPROVAL

Treasurer Heath discussed the proposed FY2026 budget. We have put off approving the budget until we had some items confirmed. The biggest variable is the rental income at 79 Perimeter Road. The projected budget gives us a small surplus for the fiscal year.

MOTION BY Treasurer Heath to accept the FY2026 projected budget as presented.

SECONDED BY Vice Chairman Duquette

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

MOTION CARRIED

COMMUNICATIONS

None

REPORTS

TOWER REPORT

Chairman Woods reported for the month of November 2025 the traffic count was 5,162 operations which is down 1,435 (-22%) operations from October 2025 and up 674 (15%) operations versus November 2024. For the month of December 2025 the traffic count was 4,288 operations which is down 874 (-17%) operations from November 2025 and up 70 (2%) operations versus December 2024. Year to date we are down 6%.

AIRPORT MANAGER'S REPORT

Recent events

- None

Upcoming events

- May 30th – Compass Rose Painting. Eastern New England Chapter 99's will be painting our compass rose in the RWY 14 Runup area. Nashua Airport Authority will cover the expense of surveying and painting supplies. Rain date is the following weekend.

Other items of interest

- 12/10/2025 – I signed the contract with One Source Security for the new gate access control system. Brivo is the provider of the systems. As soon as they receive all of the equipment, they will schedule the installation. I also met with Brad Peskowicz of One Source regarding card access entry to 79 Perimeter Road which is currently equipped with mag readers.
- 12/11/2025 – We enjoyed our annual Holiday Party at The Lost Cowboy.

- Dan Kramer (Hazen & Sawyer Engineering) and Insituform have completed the sewer lining project at ASH. This was zero expense to the Airport.
- 01/14/2025 – Matt Caron and I submitted our Infrastructure Investment and Jobs Act (IIJA) Grant Application for the Terminal Building reconstruction project. We have applied for this Grant for several years; however, this is the first year applying as owners of 79 Perimeter Road.
- 01/16/2026 – We received notice from the FAA that the application period for FY 26 IIJA Competitive FAA Contract Tower (FCT) grants is now open. Matt Caron and I will work on submitting this application prior to February 17, 2026.
- 1/17/2026 – NAA hosted the Eastern New England Chapter 99’s ENE Chapter Meeting at 79 Perimeter Rd.
- Safari Construction has been working on the site engineering for the upcoming India Ramp Hangar Development Project. The soil test pit studies have been completed, and wetland recently began surveying the site.

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 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. The estimated fee for administering the construction Reimbursable Agreement and associated construction phase services is \$76,000.00, with a local share of \$1,900.00.
- We are currently scheduled to have a pre-construction meeting on February 4, 2026.
- The FAA Reimbursable Agreement total fee is \$140,345. The Airport has already paid \$46,781.73, and the next payment is technically due April 1st, however no funds have been drawn down to date. A final payment is due July 1st.

Recommended Actions:

- Vote to approve Gale’s fee of \$76,000.00 for the construction Reimbursable Agreement.

MOTION BY Vice Chairman Duquette to authorize Chairman Woods to enter in contract with Gale Associates on behalf of the Nashua Airport Authority for the construction administration of the AWOS/SAWS relocation project. Contract amount is \$76,000.00, 97.5% reimbursed by the FAA.

SECONDED BY Treasurer Heath

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

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.
- Construction is planned for early spring.

Recommended Actions:

- None this month

FY 2026 CIP

There are three projects identified on Nashua’s CIP for FY2026:

- Design, permit, bid for Hotel Ramp Reconstruction
- Replace or remove hazard beacons
- Purchase SRE

We have scheduled a scoping meeting with NHDOT for February 6, 2026.

COMMITTEES

None

OLD BUSINESS

None

NEW BUSINESS

None

UPCOMNG EVENTS

05/30/2026 – Compass Rose Painting

PUBLIC INPUT

Wes Lui – Shared an upcoming event. The New England Aerobatic Association is hosting a meeting for anyone who is interested in aerobatics and learning how you can get into aerobatics competitions. This event is being held Saturday, January 24th from 10:00am – 2:00pm at 79 Perimeter Road.

DIRECTORS’ COMMENTS

Vice Chairman Duquette – Good to see everybody. Stay warm and be safe.

Treasurer Heath – Really happy to know what is happening with this building. I look forward to the AWOS project and hope the tower project becomes a reality. Chris and the crew are doing a great job keeping things above water with all the snow. Susan, thank you for keeping all these numbers straight.

Chairman Woods – I want to call out David for working hard on the Infinity lease and other tenants. Hammering out paperwork and agreements. Thank you for that.

Secretary Holland – I would like to second some of those comments. Also, Joe, you are going to make a fantastic VIP. I look forward to serving on the board with the rest of you this year.

Director Guerette – Very impressed with Matt Caron’s professionalism and knowledge. I would like to compliment Chris and Susan. They run a tight ship and are very impressive people.

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
Treasurer Heath – yes
Secretary Holland – yes
Director Guerette - yes

MOTION CARRIED

Chairman Woods to enter non-public session at 7:03pm.

ROLL CALL

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

MOTION BY Chairman Woods

SECONDED BY Director Guerette

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

MOTION CARRIED

MOTION BY Vice Chairman Duquette

SECONDED BY Treasurer Heath

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

MOTION CARRIED

MOTION BY Vice Chairman Duquette

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

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

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

Chairman Woods call the public session to order at 8:45pm.

ROLL CALL

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

ADJOURNMENT

MOTION BY Vice Chairman Duquette to adjourn the public session.

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

The next meeting is scheduled for February 18, 2026

SEE ATTACHMENT FOR ATTENDEES LIST


Secretary Jessica Holland