

**Airport Advisory Committee**  
**37 Green Street, City Council Chambers**  
**Approved Meeting Minutes**  
**July 25, 2024**

Committee Members in Attendance:

Chair Rita Castonguay-Hunt; Warren Runde; Councilor Jeff Foote; and Councilor Ali Sekou (*arrived at 4:49 p.m.*)

Absent:

Rick Bartle

Staff:

Tim Thompson, AICP, Assistant Director of Community Development; Stefanie Breton, Public Information Officer

Public:

David Rolla, Concord Aviation Services (CAS)

The meeting was called to order at 4:34 p.m.

**1. Adoption of January 25, 2024 Minutes**

Mr. Runde moved the approval of the November 9, 2023 public & sealed, non-public minutes. Mr. Foote seconded the motion. The motion passed by a unanimous vote.

**2. Wings & Wheels Update**

Public Information Officer Stefanie Breton gave an overview of the progress being made for the Wings & Wheels event, scheduled for September 29.

She indicated that the event on Facebook has 2,400 people interested, 85 indicating they are going to the event. Little actual promotion has taken place thus far, she will ramp up outreach beginning in August.

The event committee was working on a flyover request, which sounds like it may be denied (not a final decision yet), but a Navy static display is likely going to be made available. The Army is also working on providing an interactive vehicle display, and the National Guard Blackhawk helicopter will be there. Other organizations (State Police, McAuliffe Planetarium, Aviation Museum) are also working on displays or materials for the event.

With the unfortunate and untimely death of Joe Kasper, the group will now be looking for a new event emcee. The event committee hopes to dedicate this year's event to Joe since he was involved for many, many years, and Northeast Delta Dental has been a sponsor for many years as well.

Three food trucks have currently confirmed attendance (Smoothie Bus, Wicked Tasty, Frozen Flamingo), and the event committee is still reaching out to others.

The City is asking anyone bringing vehicles to register prior to the event to streamline the process.

1 Chair Castonguay-Hunt noted that SNHU will be attending this year with students, as their aviation  
2 program is ramping back up.

### 3 4 **3. Grant Updates**

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6 Mr. Thompson about the status of the Airport Terminal Grant. The City was awarded the grant in  
7 February, and was on a path toward bidding and moving into construction in July and August.  
8 During the progress of design and coordination with the FAA, it was determined by the FAA that the  
9 City's environmental impact analysis (EA) from 2011 would not be sufficient to meet the FAA  
10 requirements for the new terminal building and relocation of the FAA's antennae arrays at the  
11 airport, primarily because of the airfield's eligibility for inclusion on the National Register of  
12 Historic Places which requires a full National Environmental Policy Act review.

13  
14 This has required the City to shift gears and staff is pulling together resources to obtain additional  
15 grant funding for the EA and for the cost increases that will result from the delay in the ability to  
16 move forward with the project. Staff will be enlisting the assistance of the federal congressional  
17 delegation as needed to assist with the process, given its importance both to the City and the State.

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19 Councilor Foote asked about timelines for the new EA. Mr. Thompson stated the Engineering  
20 project manager estimates 6-9 months, but to be conservative he would suggest 9-12 months is  
21 more realistic. Chair Castonguay-Hunt asked about the breakdown of what parts of the project are  
22 federal funding eligible. Mr. Thompson responded that any portions of the project that are not  
23 accessible to the public would not be eligible for the grant funds, but the majority of the project is  
24 publicly accessible and would be covered by the grant.

### 25 26 **4. Airport Manager Update**

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28 Mr. Rolla expressed his thanks to the City for the extension for Concord Aviation Services (CAS) to  
29 remain the Airport Manager and Fixed Based Operator for another 10-year term. He mentioned  
30 that 3 of the corporate aircraft from United therapeutics used the Airport today. The Flight School  
31 continues to do well. Fuel sales appear to be essentially flat from FY 23 to FY24, which is an  
32 improvement from the declines in revenue seen in previous years. He attributed this to more  
33 businesses utilizing the airport for corporate travel and chartering aircraft. Hangar space continues  
34 to be a challenge state-wide and locally, but signs are encouraging that there may be additional  
35 hangar development in the near future. Finally, he expressed excitement for the upcoming  
36 upgrades to the self-service credit card system at the fueling facility that was budgeted in FY25 by  
37 the City.

38  
39 Councilor Foote expressed his appreciation for Mr. Rolla giving him a tour this past winter. He  
40 found it to be enlightening and informative. Councilor Sekou expressed his interest in having a tour  
41 as well, as he was unable to join Councilor Foote at the prior tour. Mr. Rolla expressed that he  
42 would welcome the opportunity to give tours to any committee member.

43  
44 Chair Castonguay-Hunt inquired about the grass cutting schedule. Mr. Rolla explained that only  
45 around the edges of the runways are done semi-regularly, and the rest of the area is done after  
46 October 1 each year per the terms of the conservation agreement. Chair Castonguay-Hunt asked if  
47 any movement had taken place on electric charging stations. Mr. Thompson indicated that there  
48 has not been yet. Mr. Rolla added that there will be private charging done by United Therapeutics  
49 at their hangar as they are among the leaders in utilizing electric aircraft technology nationally.

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1       **5. Committee Membership Recruitment**  
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3           Mr. Thompson stated the Committee is currently at 5 members, with the resignation of Ms. Wolek  
4           and the non-response from Mr. MacKay and Mr. Mani. He encouraged members to recruit  
5           interested people to join. The current vacancies are for the following positions: Residential  
6           Neighborhood Representative, General Public Representative, General Public/Aircraft User  
7           Representative, and Concord Business Community Representative.  
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9       **6. Nonpublic Session for the discussion of the acquisition, sale, or lease of real property per NH**  
10       **RSA 91-A3:11(d)**

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12           Mr. Runde moved to go into non-public session for the discussion of the acquisition, sale, or lease of  
13           real property per NHRSA 91-A3: II(d). Chair Castonguay-Hunt seconded the motion. A roll call vote  
14           was held and the vote was unanimous in support of the motion. The non-public session began at  
15           5:09 p.m.  
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17           Chair Castonguay-Hunt moved to come out of non-public session. Councilor Foote seconded the  
18           motion. A roll call vote was held and the vote was unanimous in support of the motion. The non-  
19           public session ended at 5:25 p.m.  
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21           Upon conclusion of the non-public session, Chair Castonguay-Hunt moved to seal the minutes of the  
22           non-public session. Mr. Runde seconded the motion. A roll call vote was held and the vote was  
23           unanimous in support of the motion.  
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25       **7. Adjournment**

26           Mr. Runde moved to adjourn. Councilor Sekou seconded the motion. The motion passed  
27           unanimously.  
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29           The meeting adjourned at 5:27 p.m.  
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31       *Respectfully submitted,*

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34       *Tim Thompson, AICP, Assistant Director of Community Development*