



CITY OF CONCORD
New Hampshire's Main Street™
41 Green Street, Concord NH 03301
(603) 225-8570

Airport Advisory Committee
41 Green Street, City Hall
Large 2nd Floor Conference Room
Draft Meeting Minutes
December 19, 2024

Committee Members in Attendance:

Rick Bartle; Warren Runde; Councilor Jeff Foote; and Councilor Ali Sekou (*arrived at 4:42 p.m.*)

Absent:

Chair Rita Castonguay-Hunt

Staff:

Tim Thompson, AICP, Assistant Director of Community Development;
Stefanie Breton, Public Information Officer
Stephanie McKim, Administrative Coordinator
Jay Burgess, Public Properties Superintendent – General Services

Public:

David Rolla, Concord Aviation Services (CAS)

The meeting was called to order at 4:35 p.m.

1. Adoption of July 25, 2024 Minutes

Mr. Bartle moved the approval of the July 25, 2024 public & sealed, non-public minutes. Mr. Runde 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 currently scheduled for September 28, 2025.

Ms. Breton stated the 2024 event went well and the committee is preparing to for an increase in attendance for 2025. The addition of food trucks to the event was well received and people attending the event tended to stay longer. Attendance was estimated at approximately 3,000 attendees.

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2 Members of the Committee discussed parking for the event, food trucks, and aerobatic
3 demonstrations.

4 5 **3. Grant Updates**

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7 Mr. Thompson informed the committee of the status on the Airport Terminal Program (ATP) grant.
8 The City is continuing to work with the FAA, NHDOT - Division of Aeronautics, and the
9 Congressional delegation on the Notice of Intent to fund the ATP grant from February. The FAA has
10 required a new environmental assessment (EA) because the previous EA for the airport done in
11 2011 did not include the terminal project. Mr. Thompson stated due to the EA requirements, the
12 City may have to re-apply for the next round of funding.

13 14 **4. Airport Manager Update**

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16 Mr. Rolla stated that overall the airport is in good financial position. Looking back at statistical
17 trends, airport corporate usage declined in 2020 as a result of the pandemic and the rise in the use
18 of virtual meetings. Jet fuel sales have historically averaged around 120,000 gallons per year. In
19 2020 he reported approximately 60,000 gallons of jet fuel were sold. Mr. Rolla further stated that
20 the airport traffic continues to rise since 2020 but fuel sales remain lower than the pre-pandemic
21 average with estimated jet fuel sales at approximately 109,000 gallons to date, but on an upward
22 trend over the past 2 years. Mr. Rolla had three students interned at the airport and two have been
23 retain for employment. He expressed the need for aviation mechanics.

24
25 Councilor Sekou inquired about the relationships with the airport and hangar members. Mr. Rolla
26 expressed hangar space is at a shortage.

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28 Members of the Committee discussed the terminal building infrastructure, and upgrades to current
29 terminal.

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31 Mr. Rolla committed to a potential future public/private partnership should the City choose to
32 pursue interim improvements at the terminal and Hangar 1 buildings for upgrades to current
33 restrooms.

34 35 **5. Committee Membership Recruitment**

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37 Mr. Thompson stated the Committee currently has 5 members with 4 vacancies. The current
38 vacancies are for the following positions: Residential Neighborhood Representative, General Public
39 Representative, General Public/Aircraft User Representative, and Concord Business Community
40 Representative. He encouraged members to recruit interested people to join.

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42 Members of the Committee discussed reaching out to potential people that may be interested in
43 joining the committee.

1 **6. Development Zone prospect updates**
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3 Mr. Thompson updated the committee on the Development Zone (DZ) prospect, Hampshire
4 Aviation. In July, the committee discussed the potential for two T shaped hangars on DZ-3B.
5 Hampshire Aviation has shifted to DZ-4 on the east side of the abandoned runway that has an
6 easement through the Nobis Engineering parking lot on Chennel Drive for utilities and potential
7 access to DZ-4. He stated the property at DZ-3B has an accumulation of top soil and other material
8 from the development of the United Therapeutics hangar and the City will need to work on getting
9 this to a better location on property, so as to not discourage development at the limited spaces that
10 are available.

11
12 Hampshire Aviation’s Charlie Cummings has proposed a single 10 T-hangar building on DZ- 4. Mr.
13 Cummings met with the City’s development team for pre-development review and has engaged
14 Northpoint Engineering to perform civil engineering work. The letter of intent has been received,
15 the temporary access agreement has been issued for Mr. Cummings to work on pre-development
16 for surveying, and land services. Mr. Thompson continues to negotiate the lease agreement pending
17 completion of improvements and permits. Mr. Thompson expects a site plan to be review by the
18 Planning Board by March 2025. Mr. Cummings intends to own the hangar space and sub-lease to
19 other aviators seeking hangar space.

20
21 Members of the Committee discussed the site and hangar demand.
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23 **7. Adjournment**

24 Mr. Bartle moved to adjourn. Mr. Runde seconded the motion. The motion passed unanimously.
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26 The meeting adjourned at 5:32 p.m.
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28 *Respectfully submitted,*

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30
31 *Stephanie McKim*

32 *Administrative Coordinator*