



CITY OF CONCORD

New Hampshire's Main Street™

Community Development Department

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**Airport Advisory Committee
37 Green Street
City Council Chambers
Meeting Minutes
April 24, 2025**

Committee Members in Attendance:

Chair Rita Castonguay-Hunt; Rick Bartle; Warren Runde; Councilor Jeff Foote;

Absent:

Councilor Ali Sekou

Staff:

Tim Thompson, AICP, Assistant Director of Community Development;
Stephanie McKim, Administrative Coordinator
David Gill, Parks and Recreation Director
Jay Burgess, Public Properties Superintendent

Public:

David Rolla, Concord Aviation Services (CAS)

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

1. Adoption of December 19, 2024 Minutes

A motion was made by Mr. Runde and duly seconded by Councilor Foote to adopt the public & sealed, non-public minutes of December 19, 2024. The motion passed by a unanimous vote.

2. Keach Park Lights Project Update

Parks & Recreation Director David Gill summarized his previous presentation to the committee in January 2024. He reported H.L Tuner group has reached out to Jacobs Engineering to get review comments on the finalized plans for Keach Park and he is going to follow up with them to get a status update.

Mr. Gill reported the committee had previously inquired how the lights would affect planes landing at the Concord Municipal Airport. He reported based on the current design with Musco Lighting the fixtures are full cut-off, and upward glare is zero.

Mr. Runde inquired if the lighting could be adjusted. Mr. Gill stated the lighting is not adjustable as far as dimming the lights or adjusting them up or down.

1 Chair Castonguay-Hunt stated as long as an Obstruction Evaluation / Airport Airspace Analysis
2 (OE/AAA) with FAA was filed the lighting should not be a factor for the airport operations. Mr. Gill
3 reported Musco Lighting installs lighting in various airports settings and once Jacob Engineering
4 completes their review of the design, the OE/AAA will be filed.
5

6 Mr. Gill reported the Recreation & Parks Advisory Committee (RPAC) recommended not to move
7 forward with the design mostly related to noise, trash and lack of a facility use plan.
8

9 Councilor Foote inquired if part of the improvement is for the expansion of parking. Mr. Gill
10 reported there were two options to expand parking. One option was at the City-Wide Community
11 Center (CWCC). Approximately 6 years ago when the improvements were made to the CWCC,
12 upgrades to parking were deferred to see how the community utilized the new facility and usage
13 would determine if there would be a need for additional parking. The parking is now overflowing
14 more times than not. There is a request in the next year's Capital Improvement Plan (CIP) for
15 design funding for a new parking lot and staff is waiting for budget approval. The second option is
16 to add parking at Newton Avenue adjacent to the park. There is potential for the City to purchase a
17 section of land where the strip mall is and convert that into additional parking but that would need
18 approval from City Council and a willing seller.
19

20 Councilor Foote inquired about the proposed \$400,000 improvement to the soccer field and what
21 size the field is. Mr. Gill reported that field is consider a youth size division III soccer field and not
22 regulation for middle or high school games.
23

24 Mr. Gill reported RPAC did review a request from the Concord Youth Lacrosse league to expand the
25 field to accommodate a regulation high school field. The would require more lighting poles to be
26 installed towards the softball field creating a safety issue, and adds additional costs of \$125,000-
27 \$150,000. This request did not move forward due to excessive use of the grass field and costs
28 associated with irrigation, upkeep, and lighting.
29

30 Mr. Gill requested the committee make a recommendation to City Council for the Keach Park
31 lighting proposal as it relates to the Airport and approaching aircraft.
32

33 A motion to recommend approval to City Council of the Keach Park lighting design as presented
34 was made Mr. Bartle. Discussion ensued regarding turning the lighting of during inclement weather
35 to eliminate potential glare from the lighting. Mr. Gill stated this lighting can be turned off at
36 anytime if the need did arise. Chair Castonguay-Hunt seconded the motion. The motion passed by a
37 unanimous vote.
38

39 **3. Airport Manager Update**

40

41 Mr. Rolla reported airport traffic has increased with the spring weather. The flight school has seven
42 flight instructors utilizing four aircraft. He reported two flight school aircraft fly typically from
43 sunrise to sunset.
44

45 Mr. Rolla reported the airport has been doing some outreach with the local high school regarding
46 flight schools, and careers in aviation. He currently has three interns at the airport. Two interns are
47 in the auto maintenance program at CRTC and they are working with the maintenance team. The
48 third intern is from Goffstown High School and is interested in a career in aviation.
49

1 Mr. Rolla reported ongoing issues with the airport fuel farm. The self-service pump has had
2 operational issues over the previous 6-month time span. The cost of repairs thus far been estimated
3 at \$5,000. The repair technician recommended a modification to the City owned fuel farm piping
4 and the City approved the modification to the fuel farm piping. The self-service pump issue has
5 improved but some pumping issues have persisted inconsistently. To further diagnose the issue
6 would require emptying the tank and having a technician go in to examine the inside. The fuel farm
7 is 28 years old and coming up on replacement in the CIP budget.
8

9 Mr. Thompson reported he requested \$269,00 in the budget for FY26 and a CIP request for one
10 million dollars in FY27.
11

12 Mr. Bartle inquired about upgrades to the QT pods (fueling system).
13

14 Mr. Rolla reported the QT pods have been upgraded four times since 1998 with the most recently
15 upgrade to credit card processor by the City in 2024 at a cost of \$24,000. He stated the issue with
16 the pump is a liquid flowing issue and has been occurring since the installation but is not related to
17 credit card processing.
18

19 Discussion ensued regarding location of the potential upgrade to fuel farm, and above
20 ground/underground storage tank potential.
21

22 Mr. Rolla inquired about current status of potential terminal building upgrades.
23

24 Mr. Thompson reported the City had been informed by the FAA (under the previous federal
25 administration) that the notice of award the City has is no longer valid due to deadlines not being
26 met for full design. This deadline was not met due to the FAA not accepting the environmental
27 assessment (EA) completed previously, but requiring one that included the proposed new terminal
28 facility explicitly. Mr. Thompson reported a new environmental assessment will need to be
29 conducted before any potential funding will be considered by FAA. The City Council has
30 appropriated funds to begin the process of a new EA and there are additional requests in the CIP to
31 continue to move forward.
32

33 Mr. Thompson reported he testified in front of legislature to have the State reinstate their matching
34 funds for FAA in the State budget. The original proposal by Governor Ayotte for the State budget did
35 include any matching funds. The State's matching funds of \$3.6 million will leverage almost \$65
36 million in federal funding. Mr. Thompson testified that the City cannot go directly to FAA to request
37 funding as this has to be funneled through the state. The matching funds have been reinstated in
38 the House budget and will be reviewed by the Senate.
39

40 Mr. Rolla reported signs have been posted for national aerobatics day in June and the aerobatics
41 practice area had been opened.
42

43 Councilor Foote inquired about Hangar 1 upgrades to exterior and the restrooms.
44

45 Mr. Thompson reported this is not in the current CIP for the upcoming year and it would need to be
46 programmed in future CIP. Mr. Burgess reported Public Properties has begun to look at options for
47 the exterior of Hangar 1. It is likely that they will find lead paint in Hangar 1 and that would require
48 a different approach to upgrading the exterior. He is hoping to have this in the CIP for the next
49 budget year.
50

1 Mr. Rolla reinstated his commitment of a potential future public/private partnership should the
2 City choose to pursue upgrades to current restrooms in Hangar 1.

3
4 Discussion ensued regarding restrooms, ADA accessibility compliance, hangar availability, hangar
5 replacement, and potential construction and maintenance for the upcoming summer.
6

7 **4. Nonpublic Session for the discussion of the acquisition, sale, or lease of real property per NH**
8 **RSA 91-A3:11(d)**
9

10 Chair Castonguay-Hunt moved to go into non-public session for the discussion of the acquisition,
11 sale, or lease of real property per NHRSA 91-A3: II(d). Mr. Runde seconded the motion. A roll call
12 vote was held and the vote was unanimous in support of the motion. The non-public session began
13 at 5:22 p.m.
14

15 Chair Castonguay-Hunt moved to come out of non-public session. Mr. Bartle seconded the motion. A
16 roll call vote was held and the vote was unanimous in support of the motion. The non-public session
17 ended at 5:53 p.m.
18

19 Upon conclusion of the non-public session, Chair Castonguay-Hunt moved to seal the minutes of the
20 non-public session. Mr. Runde seconded the motion. A roll call vote was held and the vote was
21 unanimous in support of the motion.
22

23 **5. Adjournment**
24

25 Mr. Bartle moved to adjourn. Chair Castonguay-Hunt seconded the motion. The motion passed
26 unanimously.
27

28 The meeting adjourned at 5:55 p.m.
29

30 *Respectfully submitted,*
31

32
33 *Stephanie McKim*
34 *Administrative Coordinator*