



# CITY OF CONCORD

*New Hampshire's Main Street™*

## *Community Development Department*

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**Airport Advisory Committee  
City Hall  
41 Green Street, Second Floor Conference Room  
Draft Meeting Minutes  
November 20, 2025**

Committee Members in Attendance:

Chair Rita Castonguay-Hunt; Rick Bartle; Warren Runde; David Segal; Alyssa McClary; Councilor Ali Sekou (arrived 4:36); Councilor Jeff Foote (arrived 4:38)

Absent:

Tom Winkelmann

Staff:

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

The meeting was called to order at 4:29 p.m.

The Committee made introductions and welcomed newly appointed members Mr. Segal and Ms. McClary.

**1. Adoption of April 24, 2025 Minutes**

A motion was made by Mr. Bartle and duly seconded by Mr. Runde to adopt the public minutes of April 24, 2025. The motion passed by a unanimous vote.

A motion was made by Mr. Bartle and duly seconded by Mr. Runde to adopt sealed, non-public minutes of April 24, 2025. The motion passed by a unanimous vote.

**2. 2025 Wings and Wheels Recap**

Mr. Thompson referred to Ms. Breton to recap the Wings and Wheels as the event lead organizer. Ms. Breton reported she was unable to attend the event, however, the feedback she had received was the most positive feedback since she has been involved with the event. One positive change made to the event this year was hiring two flaggers to assist in traffic flow, parking, and pedestrian crossing the roadway. This was in addition to the police detail and it made for smoother and safer event.

1 Ms. Breton reported the NH Fire Academy attended the event with a fire truck to add to the variety  
2 of vehicles for the event. She reported an area for future improvement is to try to secure more  
3 aircraft to attend the event. Due to the being an outdoor event with unpredictable weather, it can be  
4 difficult to get aircraft to register. Additionally, Ms. Breton reported the food trucks were busy and  
5 she would like to have them register earlier for next year's event.  
6

7 Mr. Thompson inquired about attendance. Ms. Breton reported she understood it to be on par or  
8 higher than last year's event at approximately 2-3,000 attendees.  
9

10 Chair Castonguay-Hunt and Mr. Bartle reported the processes are now in place and the event runs  
11 very smooth. Chair Castonguay-Hunt reported the Civil Air Patrol (CAP) volunteers were  
12 phenomenal. Mr. Bartle agreed and further reported it would have been impossible for the event to  
13 run as smooth without the CAP volunteers help. Mr. Bartle reported the end of the event can get  
14 hectic when vendors or registered vehicles attempt to leave early despite knowing they agreed to  
15 stay until the end of the event for safety reasons.  
16

17 Mr. Segal inquired about the overall purpose for the event. Mr. Bartle reported from his perspective,  
18 this event enables the community to become familiar with the airport as a community space.  
19 Additionally, he reported, aviation has a S.T.E.M. component and vendors are able to engage the  
20 community through this event. Chair Castonguay-Hunt reported the Academy of Model Aeronautics  
21 (AMA) fly their model aircrafts and it is a great gateway into aviation. Mr. Thompson reported from  
22 the City's perspective, Wings and Wheels is a great community event to bring people into the City,  
23 raises awareness of the airport, and it has a tangible economic benefit as well.  
24

25 Chair Castonguay-Hunt reported she had someone inquired if the Concord Municipal Airport would  
26 like to adopt an airshow that has outgrown their current airport. Mr. Thompson stated this  
27 committee could discuss this in the future.  
28

29 Mr. Thompson reported the planning for the 2026 Wings and Wheels event will begin in the next  
30 couple of months.  
31

### 32 **3. Hampshire Aviation Hangar Project** 33

34 Mr. Thompson reported the Hampshire Aviation hangar was approved by the Planning Board on  
35 April 16<sup>th</sup>, City Council approved on June 9<sup>th</sup>, preconstruction meeting was held on September 2<sup>nd</sup>  
36 and a lease agreement was signed. Mr. Thompson reported Hampshire Aviation's lease rate is \$0.30  
37 per square foot, increasing 3% per year for the entire development zone. The initial payment of  
38 \$9,981 was received and construction is underway.  
39

40 Mr. Thompson reported the total benefit to the City is:

- 41 • total rent for initial 20 Year Term: \$321,654.50 (excludes taxes).
- 42 • maximum potential revenue (40 Years): \$902,598.32.
- 43 • estimated property taxes of \$18,690 to \$22,152 in property taxes annually.  
44

45 Mr. Thompson reported he understands Hampshire Aviation had either sold or leased all ten units  
46 in the developed hangar.  
47

48 Chair Castonguay-Hunt inquired about the size of the building. Mr. Thompson reported the hangar  
49 is a 50'x60'. He further reported there were some challenges after the Planning Board process they  
50 did not anticipate:

- 1) The location did not match the easement. This required permission to move the entire development zone 26' north from NH Fish and Game, and Fish and Wildlife Services.
- 2) The grading from the hangar to the abandon runway was less than ideal. Given the nature and type of aircraft, this was addressed in the lease agreement by Hampshire Aviation signing an indemnification clause agreement.
- 3) The interpretation by the previous City Planner about parking. Initially, staff had anticipated cars would be parked in the hangar when the planes were out. The previous City Planner had denied that and reported parking would be on the exterior of the building. This presented clear zone issue for wings on the aircraft. Additional approval was needed from NH Fish and Game due to the developed lot restrictions creating aerial clearance into conservation zone and not within the development zone.

Mr. Thompson reported Mr. Cummings of Hampshire Aviation was patient and understanding of the process involving the City and multiple federal and state agencies and expects an occupancy permit late winter/early spring.

#### **4. Airport Manager Update**

Mr. Thompson reported Mr. Rolla was unable to attend. He further reported based on the budget year to date, revenues are ahead compared to last year, largely in part due to the additional lease payment from Hampshire Aviation.

Mr. Bartle inquired about the fuel farm and if it continues to be an issue. Mr. Thompson reported the capital improvement program (CIP) for FY26 included the fuel farm upgrade.

Chair Castonguay-Hunt inquired about an electric charging station at the airport. Mr. Thompson reported he did authorize a BETA charger as the Acting City Planner for the United Therapeutics hangar.

Councilor Foote inquired about an update on the terminal project. Mr. Thompson reported the terminal grant from FAA had been cancelled. The City met with congressional staff and FAA to plead the case for grant extension and were unsuccessful.

Mr. Thompson reported engineering is currently reviewing alternative grant opportunities and the City is working with the State to move forward with the design provided by Jacobs Architecture for the previous grant. The City Council had appropriated funds to move forward and now it is a matter of working with the state to make that happen.

Councilor Foote reported he previously inquired in this committee about the poor restroom conditions at the terminal and hangar locations within the past year. He reported the City has a willing partner in the Airport Manager to make improvements to the restroom conditions and he would like the committee to address this issue. Councilor Foote further reported now that this committee understands the terminal project is not moving forward, he would like to request getting a quote together to improve the restrooms at the hangar and terminal buildings.

Mr. Thompson responded that he will work with administration to address this in the CIP.

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

1 Mr. Runde moved to go into non-public session for the discussion of the acquisition, sale, or lease of  
2 real property per NHRSA 91-A3: II(d). Councilor Sekou seconded the motion. A roll call vote was  
3 held and the vote was unanimous in support of the motion. The non-public session began at 5:02  
4 p.m.

5  
6 Mr. Runde moved to come out of non-public session. Mr. Bartle seconded the motion. A roll call vote  
7 was held and the vote was unanimous in support of the motion. The non-public session ended at  
8 5:27 p.m.

9  
10 Upon conclusion of the non-public session, Councilor Sekou moved to seal the minutes of the non-  
11 public session. Mr. Runde seconded the motion. A roll call vote was held and the vote was  
12 unanimous in support of the motion.  
13

14 **6. Adjournment**

15  
16 Mr. Runde moved to adjourn. Chair Castonguay-Hunt seconded the motion. The motion passed  
17 unanimously.

18  
19 The meeting adjourned at 5:28 p.m.

20  
21 *Respectfully submitted,*

22  
23  
24 *Stephanie McKim*  
25 *Administrative Coordinator*