

ADOPTED

City of Keene
New Hampshire

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES

Friday, May 19, 2017

8:30 AM

Dillant Hopkins Airport Terminal

Members Present:

Clark Dexter, Chair
Peter Delaney
Rodney Thompson (Arrived Late)
Joseph Bendzinski
Councilor Robert Sutherland
Robert Bergevin
Bill Hutwelker

Staff Present:

Jack Wozmak, Airport Manager

Monadnock Aviation:

Beth Bendel, FBO

Members Not Present:

Fred Happ
Councilor Mitch Greenwald

1) Call to Order

Chair Dexter called the meeting to order at 8:31 AM.

2) Approval of Minutes

Mr. Bergevin made a motion to approve the minutes of April 21, 2017, which was seconded by Mr. Bendzinski and carried unanimously.

3) Airport Manager's Report

a. Updates on:

- i. Transportation Center**
- ii. Marketing PR**
- iii. Airport Master Plan**
- iv. Lawsuit Following Tree Harvesting**

Mr. Wozmak reported the following:

1. Thirty newly revised T-Hangar leases were mailed out this month; these leases are now on an automatic format with fixed prices and increases, eliminating more than 200 clerical hours annually.
2. Stump clearing has concluded and we will begin hydro seeding the areas. We received a quote of \$2,300 per acre for hydro seeding so our staff built a hydro seeder for less than \$1,500 with leftover airport materials. We will be using our

own equipment on the recently cleared areas as well as other grass areas in need of fertilization and re-seeding.

Councilor Sutherland asked if maintenance outside the fence is done by Parks and Recreation. Mr. Wozmak said Parks and Recreation does not supply the airport with much; 2/3 of the 400 acres that need to be mowed are inside the fence and he has contracted out for parts outside the fence. Councilor Sutherland replied that Parks and Recreation has some responsibility for the airport in the City budget. Mr. Wozmak replied yes, they address technical building problems where they have the resources while airport staff actively maintains the airport. Councilor Sutherland said costs and revenues of the airport are all over the City budget, not just under the airport department; he said this needs to change so the City knows the true cost to operate and maintain the airport and the revenue it generates. Councilor Sutherland continued that he receives many calls from constituents about disorganization and he is working to help tidy things up in the City; he said the City needs to determine what is right for the airport. Mr. Wozmak said it would be interesting to look at the history of airport budget and staff. Councilor Sutherland said while he has only been on the Council for one year, he looks to change things and hopes a proper assessment of all the land around the airport will take place; he provided an example of how the airport in Gilford is run. He plans to introduce something to the Council to ensure the City spends money on the proper operations of the airport and how to manage it properly and cooperatively outside of politics.

Mr. Thompson said he would hate to see the airport become an organization run by the City Council. Mr. Wozmak replied it already is. Mr. Thompson said it is and is not; he said the airport ran poorly with no Council input and with some input in the last year as well as formation of this Committee, the airport has grown. He thinks airport management is different than a City Council full of many differing opinions. He hopes the AAC remains a strong entity with advice from Council, not Council control. Councilor Sutherland agreed that is why things need to be reviewed.

3. The potential tenant at the ALPS (Christian Life Fellowship youth center) is working with the Town of Swanzey regarding tax exempt status and this has delayed any action on this potential tenant. If their use is not determined to be exempt, this deal with fall through.
4. The ALPS building was shown to another potential tenant on May 11 for a for-profit business. We will see what comes of this interested party.
5. Ad copy developed for Committee review is attached to the meeting packet.
6. We will be interviewing four firms that responded to the RFQ for an on-call engineering (a.k.a. Engineer of Record), to guide the 10-year Master Plan. The interviews will be on May 25 from 10:00 AM to 3:00 PM. Mr. Bergevin and Mr. Delaney agreed to be on the interview committee with Mr. Wozmak, Mr. Moriarty, and The City Engineer.
7. A letter was sent to the direct Edgewood abutters asking to meet with them regarding mitigation for their specific properties.
8. The Airport Manager was on WKBK this month talking about the economic benefit derived from the airport. Below are the talking points:

- a. There are 80 resident planes here. Each pays a minimum of \$270 per month. Some pay \$300 per month.
 - b. Many of the plane owners are professionals and business owners who like Keene because of the airport. Just from my recollection of some of these people, each of their companies employ a dozen or more local folks providing wages and benefits all of which flows into the region for our economic well-being.
 - c. Obviously C&S, with 1,200 employees clearly moved to Keene because of the airport, which their two corporate jets use 4 to 6 times each day. If you presume that each employee makes \$15 (which is likely conservative), that's \$31,000 x 1,200 employees provides an economic impact regionally of \$37 million. If you assume that perhaps half of the employees come from, say, Vermont, you still have \$18 million flowing into the local economy.
 - d. The airport operations, including city staff, contract operators and tenant operations employs 21 people who, with benefits, infuse more than \$2,400,000 into the economy via wages and benefits. Virtually all of whom live in the Keene area.
 - e. Corporate jet and private charter jet arrivals have increased 15% over the past year that I have been at the airport and ALL of these jets are bringing people in to visit schools and colleges (such as Northfield Mount Herman, Landmark College who cater to high-income families), to conduct corporate business and any of the 'big box' stores or related to C&S and other national and international companies in Keene such as Smiths Medical and at least a half-dozen others. Private Charter Jets (like FlexJets, NetJets, Wheels Up, Tradewinds Aviation) fly private clients in to recreate in the region at resorts such as the Hermitage in Vermont—which while seemingly is a distance away—we operate the only fully equipped 24/7 airport.
 - f. For every gallon of jet fuel or gas that is purchased the City received 8 cents a gallon. The gallons flowing approach 400,000 gallons.
 - g. The airport itself generates around \$450,000 in revenue for the city and this department represents one of the few revenue-producing "utility" or "infrastructure" city departments. Yes, its operation is subsidized by Keene tax payers because our overall operating budget is around \$620,000 but that subsidy is what is responsible for the millions of dollars infused into the community. So without trying to calculate the money that people spend on rental cars (from the airport Enterprise counter) to taxis, meals and tourism, we are at a community benefit of \$21 million dollars as a result of a \$175,000 investment by taxpayers. This also does not count the more than 900 people that flow through the Flight Deck Restaurant or the Thomas Transportation customers (5,000 annually) that use the airport parking facilities. (We rent parking spaces).
9. We hope to have the parking lot lines painted this year in cooperation with the Public Works Department. The airport is also in queue to have the sidewalk and ramp outside the terminal repaved.
 10. The final public information session on the Airport Master Plan (AMP) was held. There will be one more Committee meeting to finalize and vote on a

recommendation to City Council. The Airport Master Plan will be submitted to Council on June 1 and likely referred to the MSFI Committee before final Council approval in mid-June.

Chair Dexter noted this Committee agreed to vote their approval of the AMP; he said he thought the AMP was great and he is in favor of the promotion of solar arrays on the property. Mr. Wozmak noted the City has already launched an RFQ to see how large of a solar farm they could place, potentially at the airport. While not a lot of contiguous space for a solar farm at the airport, certain areas are being approved by the FAA for solar opportunities. Mr. Bendzinski asked if solar is a hazard to aviation. Mr. Wozmak replied no, orientation and glare analyses remove that hazard. Chair Dexter said he feels there is a responsibility for the airport to generate income and if a solar field is possible, this Committee should endorse it; as opposed to having a bare piece of land for possible development 20 years from now. Mr. Thompson asked if solar would require more tree removal. Mr. Wozmak replied that is unlikely. Mr. Delaney said he thought the consultants at Stantec did a good job and supports the solar possibilities.

Mr. Bergevin made a motion that the Airport Advisory Committee recommends the City Council adopt the Airport Master Plan. The motion was seconded by Mr. Delaney and carried unanimously.

Mr. Wozmak reminded Councilor Sutherland that some big solar corporations install farms and reap all the benefits; he hopes if the City moves forward they ensure the City will have some benefit. Councilor Sutherland agreed noting the City put out an RFP for solar arrays for all City buildings but he has yet to see the proposals submitted. He said he understands Mr. Wozmak's concerns and will consider them carefully.

11. Mr. Wozmak has begun the process of obtaining quotes to renovate the former baggage area to be potentially rented to Monadnock Aviation as a classroom. He will likely need to obtain three quotes, if the initial quote is over \$5,000, as a City policy.
12. Mr. Wozmak is seeking advertising frames for the airport to increase revenue via poster ads.
13. We, again this year, host the Monadnock Humane Society Walk for Animals. This will take place around the terminal area but outside of any flight surfaces that would necessitate FAA approval.
14. In June we will host a fundraiser for Hundred Nights Shelter "Touch-a-Truck". It will likely take place in the part 77 surface with clear demarcation to not require FAA approval. Mr. Bergevin reminded Mr. Wozmak to consider ticks.
15. We have received a quote for brush-hogging areas of the airport that used to cut with city-owned equipment. However, that equipment is no longer available and we are looking at contracting out this function at a cost of \$125/hour. We expect that if we were to cut all the areas that need cutting, we would spend about \$12,000. We will examine the budget to see how much cutting we can get done. There are several years of buildup and it requires both the equipment as well as man hours to address.

16. May 15 addendum to Airport Manager's Report: The ad copy distributed has been placed in the queue with the Keene Sentinel for publication as a digital ad in what is termed a "1/2 tower" ad on SentinelSource. This will cost \$84.50 per week and will run for three weeks initially. In addition we will run a 1/4 page ad in the Business Journal to reach every member of the Keene, Peterborough, and Brattleboro Chamber of Commerce, the entire Sentinel circulation and other identified business folks. The business Journal ad will cost \$176 for each of three editions (June/July-August & September). Hence, to reach the above market, we will spend \$798.

Councilor Sutherland asked the purpose of informing Keene citizens about an airport they already pay for. Mr. Wozmak replied most citizens do not realize the airport exists, its capacity, or its revenue. Councilor Sutherland indicated the ad reads, "Discover the Center of New England in Keene." Mr. Wozmak said his goal is to increase knowledge locally and spread knowledge outward from there as he sees results of the ads. Mr. Thompson suggested other newspapers in the area as well. Mr. Wozmak said after many years of silence at the airport, the first job is to expose more people to what the airport has and does. Councilor Sutherland said he thinks a more targeted effort would be better; he thinks articles about the airport in the Sentinel would be better than ads. Mr. Wozmak envisions a combination of these ideas.

17. Mr. Wozmak has also been speaking to the Burlington Free Press (part of the USA Today Network). A similar blend of print and digital advertising would cost about \$1,550 per month for a minimum of four months or \$6,200. As he continues to evaluate advertising platforms, he will be mindful that the airport budget, if approved by City Council, has \$11,250 allocated for advertising.
18. Mr. Wozmak has also been communicating with the Nashua Telegram. This publication has sister publications with Milford Cabinet, Hollis/Brookline Journal, and the Merrimack Journal. Pricing formats are similar as with the above publishers. Keene offers some competition to Nashua so Mr. Wozmak is working to let companies in that area know what Keene can do for them.
19. Mr. Wozmak visited the Turner's Fall Municipal Airport last week. There are many businesses located in the airport industrial park. The airport building itself is small and the runway is less than 3,500 feet. It is in good condition, however. They do a lot of skydiving at the airport.
20. Mr. Wozmak would like to assemble volunteers to paint the trim of the terminal building. Nearly every surface inside and out could use a good paint job. He is looking for folks that can do a good job, work on ladders, and help improve the appearance of the building. Any thoughts in this regard would be welcome. A City summer employee is a possibility as well as court-ordered community service, the Civil Air Patrol, and the EEA Flying Club.

Chair Dexter asked for an update on planting screening trees. Mr. Wozmak replied there is no update yet, the Planning Department is looking into it.

Mr. Bergevin asked for an update on Green River. Mr. Wozmak replied the lawsuit is underway to recover what the City believes they are owed, approximately \$40,000. He said the man in the lawsuit still works at the airport occasionally; Mr. Wozmak has worked with his attorney and he still has a plane at the airport so it is a gray area as the Ordinance is unclear. There is no regulation that those housing a plane at the airport must use the FBO to service their plane, they can go elsewhere. Mr. Bergevin said there is an FBO here and letting someone be here and make money without paying the City is not right. Ms. Bendel agreed from her perspective it is an unfair playing field because she pays the City monthly to operate in addition to insurance. Mr. Wozmak said because he has a plane here and therefore has an entry card, he can bring anyone in to service his plane. It was determined that the man in question is not actually a pilot and Mr. Wozmak will call his attorney to work with him further and consider revoking his card. Mr. Wozmak will also review this with the City Attorney and revisit the matter at the June meeting.

There was no update on the Edgewood forest lawsuit.

4) FBO Announcements/Activities

Ms. Bendel reported the bar-be-que's recommence on May 20 at Noon; the event in July will feature fresh, grass-fed meat from a farm in Maine. There have been a number of seminars and the new quarterly Monadnock Aviation schedule is posted. Ms. Bendel reported that Monadnock Aviation has been certified as a Woman Owned Business and a Veteran Owned Business, perhaps the only such business in the country.

5) Next Meeting – June 16, 2017

6) Adjournment

Hearing no further business, Chair Dexter adjourned the meeting at 9:27 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker