

**City of Keene**  
*New Hampshire*

**AIRPORT ADVISORY COMMISSION**  
**MEETING MINUTES**

**Friday, January 15, 2016**

**8:30 am**

**Airport Terminal Building**

**Members Present:**

Clark Dexter, Chair  
Mitchell Greenwald, Councilor  
Robert Bergevin  
Rodney Thompson  
Joseph Bendzinski  
Peter Delaney (arrived at 8:36 AM)

**Staff Present:**

Mike Moriarty, Airport Maintenance and  
Operations Foreman  
Rebecca Landry, Assistant City  
Manager/IT Director  
Andrew Bohannon, Parks & Recreation &  
Cemeteries Director (arrived at 9:11 AM)

**Members Not Present:**

Bill Hutwelker  
Richard Kasper

1. **Call to Order**

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

2. **Roll Call**

3. **Approval of Minutes – December 18, 2015**

Mr. Bergevin made a motion to approve the minutes of December 18, 2015, which was seconded by Mr. Bendzinski. The motion passed by unanimous vote.

4. **Assistant City Manager, Rebecca Landry – Project Updates**

Ms. Landry reported that there are a number of projects underway – the Environmental Assessment Phase II for the tree-clearing project, the runway reconstruction project, and the Master Plan update project. She continued that also, the snow removal equipment grant is in place and the purchase order has been sent and the contract signed and the equipment is on its way. They are also working with the Marketing Committee, meeting regularly. She, Beth Bendel (Monadnock Aviation), and Laurel Boivin (Eversource) had a great meeting. Things are moving in the right direction.

Chair Dexter asked if Phase II is starting. Ms. Landry replied that they are waiting on the contract negotiation process with the consultant. It is in final draft stage awaiting signatures by both parties. That should be done next week if not today. She is not sure when Phase II begins. She asked Mr. Moriarty if he recalls. He replied no. Ms. Landry added that the project is being managed by Planning Director Rhett Lamb and Public Works Director Kurt Blomquist.

Airport Advisory Commission meeting minutes,  
January 15, 2016

Chair Dexter asked what the timeline is for the runway rehabilitation project. Ms. Landry replied that this project is also being managed by the Public Works Department, and she will find out and email him.

Mr. Bergevin asked Ms. Landry for clarification on a matter: years ago, the policy was that if an FBO from another airport wanted to send someone here to work on an airplane in or out of the hangars it was not allowed, because the FBO here was paying rent. He continued that someone asked him the other day if they could come do aircraft maintenance in the hangars. He thought that was not allowed. Ms. Landry replied that her understanding is that he is correct; they do not allow any maintenance in hangars not included in lease agreements. If anyone is being approached about this, they should report it in writing to the City. Mr. Bergevin asked if something is being done about it. Ms. Landry replied yes, if they have proof that it is happening.

Mr. Delaney arrived at 8:36 AM.

Mr. Moriarty agreed that if they have proof someone is being paid to do maintenance they can do something about it. He continued that he and others at the airport are keeping their eyes open, using the security cameras, and are just as interested in finding out about this as the AAC is.

**5. Operations Manager, Mike Moriarty – Airport Infrastructure, Hangar Occupancy**

Mr. Moriarty reported on priorities that have arisen: the Wilson Pond gate is not in service, due to being damaged/destroyed by the truck of a non-tenant (who was accompanied by a tenant) as he drove through. It is an expensive gate and will take several weeks to repair. Conversations are happening with insurance companies.

Councilor Greenwald asked for information about the airport's security system/security practices to limit such incidences. Mr. Moriarty explained the system, including the use of cameras, computerized identification cards, lights, fencing, and gates. He spoke of how they are always working to improve the security system, such as installing more lights and cameras.

Councilor Greenwald asked if these improved security measures will also help solve the mystery of unauthorized activities occurring in hangars. Mr. Moriarty spoke more about the card system, and how they are working to install more cameras to make sure card-holders are not handing off their cards to unauthorized people. He continued that "security is a moving target;" they cannot just do XYZ and forget about it. They are always updating, reviewing, and adjusting.

Mr. Moriarty reported that the Facebook page is up, thanks to the help of the IT Department, and it is maintenance and operations oriented. It is successful and a great forum for connecting with people. He gave examples of content, such as photos of the restaurant space that is available, and videos he has taken of aircraft coming in, which really help show people that there is much more activity here than they realize.

Mr. Moriarty continued that the snow removal equipment will probably arrive in the spring. They have been lucky so far to not have too much snow. There is a snow removal plan that involves borrowing and training staff from other departments since the airport is short-staffed. It is going well.

Mr. Moriarty reported that Green River Aviation (GRA) has moved out of the hangar. He continued that staff had to empty out truckloads of boxes and debris the tenant had left behind, and do other maintenance work there to clean it up, make it safe, and make sure it meets requirements.

Chair Dexter asked about the hangar occupancy. Mr. Moriarty replied that five out of 52 hangars are vacant. He will post on Facebook to say they are available.

Chair Dexter asked if GRA is still using the T-hangars that they had. Ms. Landry replied yes. She continued that they had fallen behind in rent but are now up to date.

Mr. Bendzinski asked if lease agreements specify what condition the hangars must be in when a tenant leaves, so tax payers do not have to pay for clean-up. Mr. Moriarty replied yes, the agreements have those details. He continued that when a T-hangar tenant leaves there is no closure until he inspects the space, and tenants know that. The situation with GRA is being dealt with above his level, but staff does have to clean it so someone else can rent it. Mr. Bendzinski asked what the penalty is to tenants who do not meet the specifications. Mr. Moriarty replied that it depends on the particular agreement. He continued that GRA had agreed to do a certain level of maintenance in the building, and staff are learning now what was and was not done.

Ms. Landry stated that if there are damages the tenant will be held responsible. She continued that there are certain things the tenants and City are expected and allowed to do. There are things the City will be responsible for moving forward but the tenant will be held responsible for any damage the tenant caused. She is working on all the hangar renewals. They added language to the agreements to make sure it is all current and it went through a legal review. She can share a sample with the AAC.

Ms. Bendel asked if the agreements address the issue of people bringing non-tenants in. Ms. Landry and Mr. Moriarty replied yes.

Mr. Bergevin spoke about GRA not meeting the expectations of their agreement with the City. Brief discussion ensued. Chair Dexter asked that they not get into the details, since it is a matter of litigation. Mr. Moriarty spoke of the importance of City staff having an improved, systematic way of checking to make sure tenants are following the terms of their agreements, instead of just assuming that if an agreement exists it is being followed. He gave examples.

Mr. Thompson asked if the agreements give City staff the right to inspect a rented hangar with a certain amount of notice to the tenant. Ms. Landry replied yes. Mr. Thompson asked if tenants pay security deposits. Ms. Landry replied yes. Brief discussion ensued, and Ms. Landry stated that if she has learned anything during her brief experience in the airport, it is that leases for hangars are legally very different than rental agreements for apartments, but yes, they have all of those minimum requirements.

Mr. Bendzinski asked whose responsibility it is to keep up with all of this paperwork and oversight, such as making sure rent is paid and current, doing inspections, and keeping tabs on

maintenance. Mr. Moriarty replied that it is a combination of people – the Airport Director would help draft the agreements with the help of a management team. Hangar inspections are done by the Airport Director and the Operations and Maintenance Department, at certain times such as the annual aircraft inventory, and they also address issues as they arise. Any airport management staff would have the ability to go in hangars and look.

Johann Nortz, who stated that he works in the security business, asked if proof of certificates is an included item. He continued that by State law, they would know in 24 hours if a tenant's insurance was void or dropped.

Councilor Greenwald spoke of how these issues are relevant to not just the airport, but all City property. There is a need for City staff and the City Council to pay more attention to issues such as making sure rent is being collected and seeing who is three years behind on their water bills, for example. The new City Manager is paying attention to this.

Mr. Moriarty responded to Mr. Norris's questions about insurance. He spoke of how insurance companies are supposed to notify the City if a tenant's insurance has been cancelled but that is not always the case, so they are talking about having a system for checking that. Ms. Landry added that previously tenants used to just confirm to the City that they had insurance, but that is no longer enough – tenants must have insurance certificates naming the City, which will help resolve these issues going forward.

Ms. Landry explained and praised the work of the City's Finance Department. She stated that the staff in the Finance Department do a fantastic job and have always been on top of these things – whenever they notice that someone is past due with payments, they bring it to the attention of the Airport Director or City Manager. Many departments are working together on the leases and making sure there is a system so that they have 100% notification well in advance of anything changing.

#### **6. Marketing Committee – Restaurant, MSFI Report**

Ms. Bendel stated that this meeting today is an indication that they are starting to succeed. She continued that the conversations happening here are fantastic. These things need to be discussed, resolved, and addressed, and this conversation is great. She spoke positively about Ms. Landry, Laurie Plankey in the Finance Department, and Mr. Moriarty. She continued that the Facebook page is great, and increasing interest in the airport; she can see that marketing and PR are having an impact. The survey created by Ms. Landry and Ms. Boivin will go out to stakeholders, through Stantec, in February or March, to assess users' needs and whether they are being met.

Ms. Bendel continued that the Marketing Committee met this week and finished the SWOT analysis. She is collecting information from members regarding their top 3 marketing priorities for the next 12 to 18 months, so they can get budget proposals into the City before the deadline in six weeks. She and Ms. Landry will meet and talk about the budget and how to proceed.

Ms. Landry spoke of the work the City is doing on the airport website, to make it cleaner and easier to navigate, and so it feels more like an airport website than a City website. That is a short-term measure, along with the great work Mr. Moriarty is doing with the Facebook page.

Airport Advisory Commission meeting minutes,  
January 15, 2016

Ms. Bendel added that not all marketing strategies require money from the budget process, but now is the time to get the request in so they do not miss the opportunity. She continued that at the next meeting they will talk about longer term marketing goals.

Chair Dexter spoke positively about the Facebook page, the Monadnock Aviation newsletter, and the revamped website – these are all huge improvements done in a short amount of time. He asked Mr. Moriarty to come up with a list of all hangar occupants to start communicating with them and let them know what is going on and get more interest.

Chair Dexter stated that he spoke with Parks, Recreation, and Cemeteries Director Andy Bohannon regarding the restaurant space, and he says the City decided on pricing if they were to rent it by the hour. He continued that the next step is to decide when to do it and how. He (Chair Dexter) spoke two days ago with a restaurant owner who said he was interested, and gave him the realtor's name and number. This space has been empty for about three years and he wants this committee to send a message to the City Council to see what they want to do – continue looking for someone to lease it long-term? Advertise the space as available to rent by the day? Both? The problem with renting it short-term is that if you rent it six months in advance for an event, then find someone who wants a long-term lease, you cannot tell someone they have to cancel their wedding here when it was all planned. He asked what the committee thinks, so they can tell the City Council what they recommend.

Mr. Bergevin agreed that they should choose to recommend either a long-term lease or daily rentals, so that they do not have to cancel on people. Ms. Landry replied that getting activity in the space is good for both revenue and marketing the space and they could work out a way of having events here without planning them so far in advance, and still make the space available for a restaurant person. She continued that she wants to reach out to the restaurant owner herself, without stepping on the realtor's toes. A recommendation from the AAC on how to move forward would be helpful.

Mr. Bergevin made a motion for the AAC to recommend that staff explore the possibilities of not only leasing this as a restaurant but also renting it as an event destination. Mr. Delaney seconded the motion.

Mr. Bergevin stated that staff should come up with a solution right away, choosing either one or the other, having a restaurant with a long term lease *or* renting by the day, because you cannot do both. Mr. Delaney disagreed and stated that you can structure the event lease to include the fact that you might have a long term tenant.

Mr. Bohannon arrived at 9:11 AM.

Mr. Moriarty stated that they could do both by being sure to not book so far out that they cannot negotiate with a potential person who wants a long term lease; e.g. not six months in advance. He continued that if they rent this place for one day, it brings in more money than they have had from this space in 2.5 years. Mr. Thompson agreed and suggested booking event rentals no more than 90 days in advance to allow for the potential restaurant lease. Mr. Bendzinski agreed and stated that it would take a restaurant a month or two to get started here anyway.

Discussion continued about the rental fees. Councilor Greenwald asked who would clean up after the groups. Mr. Bohannon gave more information about how he came up with the recommended fees (which would need City Council approval) by basing it on the fee structures for similar buildings like Heberton Hall. He explained the circumstances in which the fees would include custodial clean up and building supervisor, and how there would be limitations on allowable activities in the kitchen. Mr. Bendzinski asked if these proposed fees are competitive with other rental places. Mr. Bohannon replied yes and explained how they base their fees off of those of other places, such as Keene State College (KSC) and fraternal organizations, and hotels to some extent, although they do more weddings than the airport would.

Chair Dexter stated that it is not within this committee's purview to get into the nitty gritty about the fees. He continued that their role is just to recommend that they want this to be done. Mr. Moriarty stated that there is the question of the liquor license, and he would be fine with the ability for airport staff to work on a weekend and get extra money.

Mr. Moriarty asked where the revenue from renting the restaurant space would go. Mr. Bohannon replied that if Parks & Recreation is overseeing the reservation, the revenue would go to that department. Mr. Moriarty replied no, the whole idea of this is to get more revenue for the airport. Councilor Greenwald clarified that the revenue for all general fund items, regardless of department, goes into a single fund. Brief discussion ensued.

Ms. Bendel stated that Mr. Bohannon proposed fee structure is to only have a building supervisor for events that occur outside of the City's normal business day, but she is concerned that Monadnock Aviation staff would unofficially have to act in that role and that is not appropriate. She continued that if City staff are not present, anyone who comes into the airport comes to Monadnock Aviation's office with questions and for help with anything/everything. She asked that her staff not be put in this position if the City rents this space. Mr. Bohannon replied that the rental agreement includes a requirement for an event manager which would prevent this from happening.

Chair Dexter asked for a vote on the motion. It passed by a unanimous vote of 6 to 0.

Mr. Thompson stated that he votes in favor "but with some modifications" because he thinks the motion needs to be more detailed and the AAC should talk more about fees. Chair Dexter replied that that is something for staff to work out. Mr. Thompson stated that he wants the City Council to also know that the AAC has certain suggestions to pass along, such as not taking reservations in excess of 90 days, and having any income from renting the space go to the airport. Income generated at the airport should stay at the airport. Ms. Landry replied that she can take those comments to the team that will be making a recommendation to the City Council.

Mr. Delaney asked where the restaurant revenue went to in the past. Mr. Moriarty replied to the airport. Ms. Landry replied that the Facilities Department takes care of the cost of maintaining this building. She continued that she will make sure the AAC has all the details. The revenue did go to the airport before. If there is a Facilities cost (e.g. HVAC system, lighting, heating, repairs) that might be where the revenue/some of the revenue goes. She will clarify this.

Chair Dexter stated that on Wednesday, January 27 at 6:00 PM at City Hall, he is reporting to the Municipal Services, Facilities, and Infrastructure Committee about the AAC's activities. He continued that he will meet with Ms. Landry to talk about what to include in the report. If anyone has anything they want included, they can let him know. Mr. Thompson encouraged all AAC members to attend the meeting to show support to Chair Dexter and to be one unified body.

**7. Announcements – Beth Bendel, Topics for Next Agenda**

Ms. Bendel thanked members of the public for coming today, and thanked them for their interest. She asked Ms. Landry, regarding the Master Plan process, if a City Councilor has been assigned as Chair for the Master Plan Committee, as discussed, with her being Vice Chair. Ms. Landry replied that that is up to the Mayor and it has not happened yet but will soon.

Ms. Bendel stated that Monadnock Aviation's events are in their newsletter, such as tours, ground schools, people flying in in January, and jets coming. She continued that she is also working with a ski club in the Mount Snow area to get members to the mountain to ski. Business is happening and going well.

Ms. Landry expressed appreciation for Mr. Moriarty's hard work, which is above and beyond, since the airport is currently without a Director or a Maintenance Aide. Others agreed and applauded Mr. Moriarty. Ms. Bendel expressed appreciation for Mr. Moriarty's work on behalf of Monadnock Aviation. Mr. Bergevin thanked City staff for being here, and thanked Ms. Bendel for her work, and stated that this is the most support the airport has had in years.

Chair Dexter asked anyone who has suggested agenda topics to contact him. He continued that he and staff got the agenda out a week ahead this time and intend to continue that practice.

Mr. Bendzinski asked who does the Atlantic Flyer. Ms. Bendel replied that it has been in transition and she is not sure. She continued that it used to be a print publication, then stopped, and now only exists via email. Brief discussion ensued.

Charles Brown stated that he is a retired Guidance Counselor from Claremont. He continued that some years back, he was in discussions with people in the NH community college system, and there were ideas floating around about someday having a campus here for aviation-related college education. He asked if that discussion is long dead and if it had reached the AAC. Chair Dexter replied that "it didn't fly" – they wanted to work something out with Keene State College or the community college, but nothing ever came of it. Ms. Landry told Mr. Brown that he should submit something to the City if he and others are interested – the City is open to great ideas like that, regardless of what happened in the past. Mr. Brown replied that with the upcoming retirement of airline pilots coming, it would be great to build a new group of interested people. The opportunity seems like it is gone for now and whether or not it rises again remains to be seen. Chair Dexter replied that there is a lot of talk about pilot shortage in the future, If he or anyone has ideas, he/they can submit them to Ms. Landry or Ms. Bendel.

**8. Adjournment – next meeting is February 19, 2016**

Hearing no further business, Chair Dexter adjourned the meeting at 9:35 AM.

Airport Advisory Commission meeting minutes,  
January 15, 2016

Respectfully submitted by  
Britta Reida, Minute-taker