

City of Keene
New Hampshire

AIRPORT ADVISORY COMMISSION
MEETING MINUTES

Friday, August 19, 2016

8:30 AM

Airport Terminal Building

Members Present:

Clark Dexter, Chair
Peter Delaney
Joseph Bendzinski
Robert Bergevin
Richard Kasper
Robert Sutherland
Rodney Thompson (Departed at 9:15 AM)
Mitch Greenwald, Councilor

Staff Present:

Jack Wozmak, Airport Manager
Mike Moriarty, Airport Maintenance &
Operations Foreman
Ben Albert, Airport Maintenance
Tracy Keating, The Flight Deck Restaurant

Members Not Present:

Josheph Briggs
Bill Hutwelker

1) Call to Order

Chair Dexter called the meeting to order at 8:30 AM.

2) Approval of Minutes – July 15, 2016

Mr. Bendzinski noted corrections to the minutes. On page two of six, “joined marketing effort,” should be corrected to, “joint marketing effort.” Also, on page three of six, the word ‘distal’ should be stricken from, “considering adding a distal rental car business.” On page four of six, “Mr. Sutherland questioned he approach,” should be corrected to, “Mr. Sutherland questioned his approach.” Finally, Chair Dexter noted that on page six, “ISL” should be corrected to “ILS.”

Mr. Delaney made a motion to accept the minutes of July 15, 2016 as corrected, which was seconded by Mr. Kasper and carried unanimously.

3) Airport Manager Report

Mr. Wozmak provided the following report to the Commission:

- The T-hangars remain 100% occupied with three on the waiting list. There are still three crashed aircraft awaiting insurance company or NTSB approval.

- Progress continues toward the construction of a new hangar, privately funded with bidding packages due by August 19 to the owner. Ground breaking could take place around April 2017. Mr. Bergevin asked if the owners will give a presentation to the Commission. Mr. Wozmak replied that he does not know, but either way the Commission will be kept informed. Anything built will have to be approved through the normal City processes. Mr. Thompson asked who the owners are, what the hangar will be used for, and if they are looking at other regional airports. Mr. Wozmak replied that it will be a private hangar for storage of two to three jets of various sizes and that the potential tenants seem to be set on Keene.
- Mr. Wozmak will be receiving draft drawings from an architect regarding some renovations to the terminal building consistent with his earlier reports about creating a private pilot's lounge, removing the old counters, adding signage for the FBO, car rental agencies and restaurant, etc. He hopes the signage here will align with the signage at the end of the street.
- The Alps property has been shown four times but still does not have a tenant. However, there is yet another interested party and he will provide more details if talks continue. Mr. Sutherland asked if this is specific just to the restaurant building or will there be other operations. Mr. Wozmak replied that this particular party is interested in the restaurant building. If their operation in the Alps building is financially successful they may expand to the building currently holding the golf carts. That building needs work and has limitations for reuse without modifications. Mr. Delaney asked if they are trying to lease that in its entirety and eliminate recreation. Mr. Wozmak replied that there is no firm approach to any of it. The putting area is a non-starter, historically. He is trying to see if they can make enough to pay the taxes on the building.
- The Precision Approach Pathway Lights have been repaired and are in service. The total cost was \$15,941. The airport insurer will seek total reimbursement from the other party.
- Monadnock Aviation has executed a lease for the green hangar.
- The airport received confirmation that the 14/32 crosswind runway is indeed necessary and will continue to be eligible for federal funds for maintenance/reconstruction. There was discussion about the wind coverage data suggesting the runway was no longer necessary. With the help of many people from Stantec and the FAA, decades of wind data has been reviewed. Where the weather recording instrumentation is placed does not meet federal specifications as presumed.
- The first car cruise took place on August 13. Logistics went flawlessly but the weather did not cooperate so it was cut short due to rain. Another car cruise is being planned for September 24. Mr. Wozmak thinks this will become a regular event with the help of Ms. Keating from the Flight Deck Restaurant.
- Regarding the Route 32 relocation suggestion, Southwest Regional Planning has conducted traffic counts on Lake Street and Old Homestead Highway and that data will be available within a couple of weeks. Mr. Wozmak will revisit the Swanzey selectmen with the data once received to see if they are still in favor of having that road removed. If the selectmen vote to support the Route 32 concept,

a letter to the Commissioner of Transportation to approve this project will be required. Mr. Wozmak is creating signs for the airport that direct patrons to Lake Street as the best and safest route. If there are events with 50-100 cars, the parking lot will be insufficient but cars could be passed through Lake Street to the rotary instead. This is a safe and sufficient option. Mr. Moriarty questioned the past intention for Route 32 to pass straight to Route 101. Mr. Wozmak replied that the State acquired the property across the street but there was an impediment to their constructing it. Ultimately the State abandoned that plan and now characterizes that land as surplus for conservation.

- The contracted foresters have begun their work to inventory approximately 300 acres of forested land around the airport. They are enthusiastic about the potential to do good work with the airport forests. They are interested in holding educational sessions here so that members of the neighborhood and City can appreciate the work. It is all about sustainable and responsible forest management.
- Mr. Wozmak has begun conversations with the Flight Deck Restaurant to have a special Oktoberfest menu so that they can advertise a fly-in for early October.
- The airport is piloting a project to paint the hangars white – even the hangars they do not own. Mr. Wozmak will be working with hangar owners who are willing to purchase the materials and labor to apply the paint. It is not clear yet how much time it will take to do this, but it is a goal to improve the appearance of the hangars with a uniform coat of paint. One tenant owner has offered to buy the paint. Mr. Thompson asked if this project includes T-hangars. Mr. Wozmak replied no, they are painted specifically and are in good condition. He has assured C&S that their hangars will not be affected.
- The airport will be hosting the Granite State Airport Managers Association meeting on September 9.
- Mr. Wozmak met with the Connecticut Air National Guard about their interest in using Keene as a periodic training site to practice logistics of supply pick-ups, drops, and general fly-bys. They conducted a test low approach touch and go on August 18 and Mr. Wozmak will see if there is more feedback from the community.
- Mr. Wozmak has been meeting with the Edgewood Neighborhood Steering Committee members and will be meeting with them as a group twice during August. He is trying to build relationships of credibility with them. He will meet with the Steering Committee as a whole on September 3. Mr. Bergevin noted that there used to be a tree committee that met with the Edgewood Steering Committee. Mr. Wozmak's said his intention is to maintain or have as much contact with the neighbors as they would like. He has offered to meet with anyone at any time. The community is aware of the forest management plan and that some trees that fall outside that plan may need to be removed in the future if they are obstacles to aviation. He does not think a separate tree committee is necessary at this time.
- Mr. Wozmak also introduced the new airport display monitors in the terminal building which display information for the FBO, flight school, restaurant, and other activities. He stated the goal is to have an activity at the airport every

weekend and sometimes during the week. Mr. Moriarty noted that creating such a monitor with a sign company would have cost thousands of dollars. Mr. Albert was familiar with the technology and installed them himself for a cost of only \$700-800.

Chair Dexter thanked Mr. Wozmak for his work and this report.

4) Operations Manager Report

Mr. Moriarty provided the following report to the Commission on airport operations:

- The new terminal monitors and the Precision Approach Pathway Lights have been repaired.
- The **dangerous lot** has been cleaned and taken care of.
- The FBO is concerned with the uprights on the old hangar doors. Mr. Moriarty noted that these uprights are the way they are by design. They will be working with Ms. Bendel's mechanic to hinge the posts to the top so they swing out of the way. He added that the roof is done and electrical and safety improvements are underway to make it safe.
- There have been gate issues anytime there is lightening even if the lightening does not directly hit a gate. They have installed lightening resistors and the failure rate is low but the maintenance gate was impacted by lightening the previous week. The gate is working again. If anyone notices gate issues, Mr. Moriarty asked that they contact him.
- Security cameras have been installed over the past several years as the budget has allowed. Cameras have been added recently to the loading dock. The price of cameras has gone down. Many of the cameras are internet protocol so Mr. Albert has been setting them up. Additional cameras are planned for the basement where alcohol is stored.
- The airport wish to have a zoom camera at the end of the runway has been fulfilled. It is a higher resolution PTZ camera that will provide the ability to watch that end of the runway. The primary location is looking at the touchdown zone. They will likely tap into the audio as well. It is a movable camera so it can be used for other purposes such as scanning for wildlife and checking snow depths from home. This is not a traffic counting camera but it has every capability to assist with that effort. However, the same issue with counting motion arises as it could be a vehicle or wildlife as opposed to an aircraft. There is discussion about making that camera public access.
- The old PA system has been repaired by Mr. Albert and is being used for the FBO and restaurant, among other uses. It is separated into zones within the airport so that air traffic can be heard within the terminal.
- With regard to upcoming projects, improvements to both the terminal building and parking lot are needed and will require more research. They are planning ahead and do not want to spend too much money on the parking lot before plans for the terminal building are finalized.

- Ditch mowing will take place soon as it does each year. The Highway Department has an over the rail mower that the airport usually borrows for this project but it is broken and the City is not in the position to buy new. Instead, the airport will lease a tractor with an over the rail mower. The project will start late September and last approximately one week. Mr. Sutherland noted that the airport owns a new and an old snow thrower. He questioned the likelihood that the airport could sell the old one to bring in revenue for some of these other projects. Mr. Moriarty said that is an active discussion. They want to keep the old snow blower primarily because, according to the FAA, they cannot sell it for more than \$5,000, even though it is worth much more. Mr. Moriarty can find uses for it; the issue is paying for it. Additionally, it is a unique machine to the City and can provide many benefits to the airport beyond snow blowing such as for plowing, mowing, etc.
- There have been problems with the mechanical pedestrian gates which are \$600 each. He put a magnetic lock on one two years ago which has been successful and approximately the same price. They are planning to put magnetic locks on the other gates as well.
- The Police and Fire Department now have access cards to the airport property.

5) Marketing Committee Report

This subcommittee has been suspended. Mr. Wozmak is talking to Public Relations and will keep moving toward a draft document to show the marketing committee.

6) FBO Announcements

The FBO was not present at the meeting so the Commission heard from Ms. Keating of the Flight Deck restaurant. Ms. Keating reported that the restaurant has been open for three months now and that the patio is now open as well and people love using it. Patrons have been pleased with the PA system as well. There have been adjustments to the staff and menu, as expected. So far, there are great reviews online, a Facebook page, and all pilots who visit are featured on their Wall of Fame. They are trying to get a sign-in book for pilots as well. People have been visiting from all over the region. Keene residents are also enjoying the restaurant and the patio. They had 2,100 covers in the last month, which is good for a new restaurant. They have received a lot of support from the City Council and airport staff. They have mostly been relying on word of mouth and less on advertising. They are now featured on the local attractions maps. They are hopeful for a successful car cruise in September. They are in the works to incorporate more community outreach activities and school field trips. Ms. Keating has spoken with a few local school principals about the idea.

7) Topics for Next Agenda

Councilor Greenwald and Mr. Wozmak both inquired with the Clerk's office about why this meeting is not on the City calendar or website.

8) Adjourn

Hearing no further business, Chair Dexter adjourned the meeting at 9:25 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker