

City of Keene
New Hampshire

AIRPORT ADVISORY COMMISSION
MEETING MINUTES

Friday, February 26, 2016

8:30 am

Airport Terminal Building

Members Present:

Clark Dexter, Chair
Robert Bergevin
Rodney Thompson
Joseph Bendzinski
Bill Hutwelker

Staff Present:

Mike Moriarty, Airport Maintenance and
Operations Foreman
Rebecca Landry, Assistant City
Manager/IT Director
Rhett Lamb, Planning Director

Members Not Present:

Peter Delaney
Richard Kasper

1. Call to Order

Chair Dexter called the meeting to order at 8:49 AM.

2. Roll Call

3. Approval of Minutes – January 15, 2016

Mr. Bendzinski made a motion to approve the minutes of January 15, 2016, which was seconded by Mr. Thompson. The motion passed by unanimous vote.

4. Assistant City Manager, Rebecca Landry

a) Restaurant

Ms. Landry reported that there is a person who is very interested in the restaurant space. She continued that there is a draft agreement in place and they are looking at the final stages of the review. She wants to start April 1. This is a great opportunity.

b) Vacant AAC Positions

Ms. Landry stated that she will talk to the Mayor about filling the vacant positions. She encouraged AAC members to suggest names to her if they think of other people.

Ms. Landry stated that the City is seeking candidates for an interim Airport Manager, and an interested candidate will spend a few days at the airport next week. She continued that simultaneously, the Human Resources Department is, at the request of the City Manager, posting for a full time Airport Director.

Airport Advisory Commission meeting minutes,
February 26, 2016

Ms. Landry stated that this past year the City Council heard updates from the City's various committees and commissions, regarding their work. She continued that in the coming year the City Council would like to focus on the 2010 Comprehensive Master Plan (CMP), which identifies where the city wants to be 20 years from now. She distributed copies of excerpts from the CMP that would be of interest to the AAC. She read a portion of it out loud and stated that this is something that the AAC can, subject to the Chair's approval, look at implanting as part of their regular agenda. The City Council will be looking for the AAC's (and other committees') next reports to be about how their work is aligning with the CMP.

Chair Dexter stated that for the record, the AAC and City staff have been handed this job of running the airport suddenly. The AAC never got into being a proactive group in the past and the City staff never had to run the airport, and they are all learning and finding their way, and need to keep working together. When they get an Airport Director it will be easier. In the meantime they all need to be involved with running this.

Mr. Bergevin stated that he has been here for about 20 years, and up until four or five years ago everything started with the AAC. He continued that that changed, and issues began skirting right around the AAC. He was irritated to see a newspaper article saying that this is the "first time in 18 years" that something good has happened at the airport. Chair Dexter replied that what's past is past and it is time to move forward, with the AAC and staff working together. He continued that City staff members he has talked with encourage the AAC to be proactive. Mr. Moriarty stated that he now sees a substantial good faith effort, City-wide, in the best interest of the airport. He continued that good things are happening and good things are coming. He would be glad to talk with anyone who stops by wanting to hear updates.

5. Operations Manager, Mike Moriarty
a) Airport Status Update

Mr. Moriarty reported that a couple months ago, the Wilson Pond gate was damaged substantially by a vehicle. He continued that it has been replaced by a new, custom-built gate and will be back in service by the end of the day. As of yesterday all of the new cameras work at the gates. This will help staff identify airport users who may be handing their cards off to someone else, which is improper use. They will add mag locks to the walk-in pedestrian gates.

Mr. Moriarty continued that the new snow-blower should be here the last week in March. Mr. Bendzinski asked what will happen with the old one. Mr. Moriarty replied that it will be back-up equipment.

Mr. Moriarty continued that staff continues to spread signs throughout the airport perimeter to inform people of leasable properties. It has been effective. People are asking him about leasable space.

He reported on the progress being made with the hangar formerly rented by Green River Aviation, such as electrical work, additional lights, and door safety.

He continued that the airport has a new employee, Ben Albert, with a great background and experience. He is the "second hand man" and can do electrical, plumbing, carpentry, and more.

Mr. Moriarty continued that the last of his updates are that he fixed some issues with the PAPIs, and that the City is making an effort with seeing what maps the airport has and how they can make them better, to identify all of the lots and see which are developable, which is great and will help get tenants.

Ms. Landry added that they have five or six open hangars and are receiving calls about those. She continued that the City had to evict a couple tenants. One tenant paid all of the back due rent at the last minute. She encourages the AAC to spread the word about the available hangars.

Chair Dexter asked if the hangar rental list is up to date so they know who is paid up and who is not. Ms. Landry replied yes, definitely. Mr. Bendzinski asked who people see when they are interested in leasing. Ms. Landry replied that they can contact her.

Chair Dexter asked about the request the City received for a short-term hangar rental. Ms. Landry replied that a person who flies for C&S, but not consistently, wanted to rent a hangar for a few days. She continued that it would not be difficult for the airport to lease monthly or maybe weekly. A different person wanted to borrow a hangar for a couple days at no cost, and that is not something the City can do.

Chair Dexter asked if the City now has a set list of how to handle that. Ms. Landry replied yes, they are prepared to respond right away if someone wants to lease.

Chair Dexter asked if it is a problem to get the maps. Mr. Lamb replied no, it is available now; they can talk about how to publish it if people want access to it. He spoke of the efforts to refine and update it. The Airport Master Plan will add more data, and Stantec will be working with the map as well. Chair Dexter asked him to give an update next month on how the mapping is coming along.

Chair Dexter asked when the repairs on the hangar that Mr. Moriarty spoke of will be done and when it will be ready for the tenants. Mr. Moriarty replied that painting is up in the air but probably it will be his crew doing that. Ms. Landry stated that the City Manager is prepared to seek the City Council's permission to spend money on repairs. There is a big expense to fix the roof. It is City infrastructure and they need to take care of it. Whether or not the tenant, Monadnock Aviation, can move in first is in discussion now. The administrative building is uninhabitable and needs to go. Mr. Moriarty replied that whether or not that will be a developable space for a small hangar is under discussion.

Ms. Landry stated that Mr. Lamb is here to give updates on the Environmental Assessment Phase II project and answer questions. Mr. Lamb stated that before Ed Mattern's retirement there was a scope of work prepared for phase II. He continued that the need for phase II was determined by the comments received on phase I, with the public requesting further review of the obstruction clearing project's impact on noise, air quality, and valuation of visual impacts. Before Ed Mattern retired, Stantec prepared a scope for phase II and the City is now very close to refining and finalizing that scope and signing a contract. Once that is signed, phase II will take approximately 90 days over the summer. They plan to report to the City Council and the AAC in

early fall. They are timing it for the grant applications for the obstruction clearing phase of the project. They are still having meetings with the Edgewood Neighborhood folks to keep them in the loop and answer their questions.

6. Marketing Committee

a) Report On Last Meeting

b) Short and Long Term Goals

Chair Dexter noted that Beth Bendel is not here, and asked who could speak to this topic. Ms. Landry reported that Ms. Bendel asked for and received Marketing Committee members' top three priorities for the next six months. She continued that she the priorities include the restaurant space, building public awareness, and entranceway's sign. She put in a supplemental budget request for replacing the sign and they are also working on getting a large screen monitor for the terminal building, to display information and photos. Mr. Moriarty added that he called a sign company to ask for drawings and quotes – Option A would be entire replacement of the whole setup. Option B would be replacing the signs but leaving the brick structure.

c) Newsletter

Chair Dexter stated that the AAC should have a newsletter. He continued that Monadnock Aviation puts out a very nice one. He does not know whether the AAC wants to ask to join that one or have its own. The purpose would be to get the word out about what is happening at the entire airport and give information about events.

Mr. Bergevin spoke positively about Monadnock Aviation's high quality newsletter and its wide reach. Mr. Thompson stated that he thinks it would be most effective to focus on communicating with current airport users. Chair Dexter asked if Ms. Landry could provide that list of airport users. Ms. Landry replied yes and added that the City can send any communication the AAC prepares. She continued that Monadnock Aviation's newsletter is fantastic and it could be mutually beneficial if the AAC joins it, and yes they want to communicate with current users, but there are others they want to reach. She gave some examples.

Mr. Thompson asked if the Monadnock Aviation newsletter is on the airport website. Mr. Moriarty replied that he thinks he has linked it on the Facebook page but beyond that he is not sure. Brief discussion ensued about Facebook. Mr. Bendzinski agreed with asking to join with Monadnock Aviation. Mr. Lamb encouraged them to think about what kind of message they are putting out, because if their message will not always be aligned with Monadnock Aviation they might want to have their own newsletter. Mr. Thompson stated that Monadnock Aviation's newsletter reaches a lot of people because Ms. Bendel sends it to email addresses instead of just waiting for people to find it on a website. Mr. Lamb replied that he was not suggesting the AAC not push the information out there. Mr. Hutwelker stated that he agrees with Mr. Lamb that they might want to consider their own, and spoke of the difficulties of having this conversation without Ms. Bendel present. Johann Nortz stated that it would be possible for Monadnock Aviation to link to the AAC's website and/or newsletter and vice versa.

Mr. Thompson spoke of all the effort, time, and money Monadnock Aviation puts into airport activities and on public awareness of the airport. He continued that it is working and the AAC

Airport Advisory Commission meeting minutes,
February 26, 2016

should tap into that energy. He agrees with the AAC linking to her website and asking her to link to the AAC's.

Ms. Landry stated that it is not just a choice between one joint newsletter or two independent ones. She continued that they can work together and also do what the City needs to do for marketing, which is different. They can push each other's newsletters. Chair Dexter asked if she can meet with Ms. Bendel between now and the next meeting to see what they can agree to do or not do and talk about it at the next meeting. Mr. Thompson asked for emphasis on having the newsletter directly emailed to airport users. Chair Dexter agreed and added, and to the local EEA chapter and cadets. Mr. Nortz replied that a few people have hangars without having email and there is still a use for snail mail.

Mr. Moriarty stated that he does not want people to think the airport is not doing any of this already. He continued that the airport has a very active Facebook page. He gave examples of content on it. He agrees with the idea of a newsletter but wants to know who will write it. Ms. Landry replied that the IT Department has always been more than willing to help the airport with an independent website and a stronger web presence, but the content needs to come from the airport. The same applies to this newsletter. The IT Department can spread the information widely but the content is important. The AAC can continue to talk about this. Chair Dexter replied yes, they will continue this discussion next month.

d) Current Hangar Renters and Owners

Chair Dexter asked for more information on the large hangar. Ms. Landry replied that she is playing phone tag with a business owner from PA who needs regular access to the airport. She continued that the City owns the permit for the site that was started by the Farrell people. She will share more information as she gets it.

Mr. Bergevin asked how bad the roof is (on the hangar Monadnock Aviation will be moving into). Mr. Moriarty replied that it needs to be repaired. Mr. Bergevin asked if Monadnock Aviation can still move in if the City Council denies the request for funding. Mr. Moriarty replied that they do what they can when they have the funds available and chip away at it – for example, it is easier to get \$2,000 to do electrical work now than it is to get, say, \$50,000 for repair the roof. Monadnock Aviation could move in when staff is done with the inside, but they are legitimately worried about the roof dripping on the aircraft. Mr. Thompson stated that aircrafts in T-hangars get dripped on a lot because the T-hangars are not insulated and there is condensation. Discussion ensued.

- e) **New and Student Pilots**
- f) **Area Airports**
- g) **NH Pilot Association**
- h) **EAA Chapter**
- i) **Wind Kings**
- j) **C.A.P.**

Airport Advisory Commission meeting minutes,
February 26, 2016

Chair Dexter stated that he went to an Airport Master Plan committee meeting and only two or three of the 15 to 18 people there were pilots. He continued that he encourages everyone to attend whenever possible so the Master Plan Update can get aviation input. The next meeting is March 16, at 6:00 PM here at the airport. It is very important for the AAC members to give input into the 20 year vision of the airport. The questionnaire has a lot of aviation-related questions that the non-flying public would not be able to answer.

Chair Dexter reported that there will be a transportation meeting held by the Chamber of Commerce, March 10 at 7:30 AM at the Alumni Hall at Keene State College. He and Mr. Hutwelker will attend and anyone else who is interested can attend as well. The Marketing Committee of the AAC was scheduled to meet on March 10 so they will change that date.

Mr. Thompson stated that you can go to the City's website and sign up to receive email notices about upcoming meetings and the agendas. It is a good way to be proactive and informed.

Chair Dexter stated that the City Council voted positively on a reconstruction project for runway 14/32, for a study. Mr. Lamb replied that that is the design phase, which is the first phase of the bigger project. He continued that the FAA is on board. Mr. Thompson asked how long the runway will be. Mr. Lamb replied that figuring that out is part of the Master Plan Update. Mr. Moriarty replied that the length will remain the same but it will be narrowed, which is a big savings in asphalt. He gave more information about the project and brief discussion ensued.

Mr. Bergevin asked if a person he knows in Nelson is eligible to join the AAC. Chair Dexter replied that he can give his name to Ms. Landry. He continued that the best method for anyone interested in joining is to send a letter directly to the Mayor, expressing interest. Mr. Lamb replied that then Chair Dexter can remind the Mayor that the letter was sent. He continued that if there are delays in the Mayor appointing members, it is not intentional – he has a very big list of appointments to make, for the City's 18 or 20 committees.

Chair Dexter stated that in his opinion, corporate aviation is the future of this airport and this airport is well suited for that. He continued that they need to let corporations know they are here. He asked if the City has a group that advertises. Ms. Landry replied that there is no marketing department or public information office. Some departments have assigned resources, but mostly, everyone fills in.

7. Announcements from FBO

8. Topics for Next Agenda - Next meeting is March 18, 2016

9. Adjournment

Hearing no further business, Chair Dexter adjourned the meeting at 9:47 AM.

Respectfully submitted by
Britta Reida, Minute-taker