

**City of Keene**  
*New Hampshire*

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

**Friday, April 15, 2016**

**8:30 am**

**Airport Terminal Building**

**Members Present:**

Clark Dexter, Chair  
Robert Sutherland, Councilor (8:31 AM)  
Robert Bergevin  
Rodney Thompson  
Peter Delaney  
Bill Hutwelker  
Joseph Briggs  
Joseph Bendzinski (8:35 AM)

**Staff Present:**

Mike Moriarty, Airport Maintenance and  
Operations Foreman  
Ben Albert, Airport Maintenance  
Rebecca Landry, Assistant City  
Manager/IT Director  
Jack Wozmak, Airport Manager, Interim  
Andrew Bohannon, Parks & Recreation &  
Facilities Director (8:34 AM)

**Members Not Present:**

Richard Kasper

**1) Call to Order**

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

**2) Roll Call**

Roll call was conducted.

**3) Approval of Minutes – March 18, 2016**

Mr. Bergevin made a motion to approve the minutes of March 18, 2016, which was seconded by Mr. Delaney. The motion passed by a vote of 6-0.

Councilor Sutherland arrived at 8:31 AM.

**4) Airport Manager's Report, Jack Wozmak**

**a) Project Updates**

**b) Restaurant**

Mr. Wozmak reported that final tweaks are being made so the restaurant can open May 1. Mr. Delaney asked what permits they need. Mr. Wozmak replied a license from the New Hampshire Department of Environmental Services (NHDES) for the septic system, a license from the Town of Swanzey's Planning Board, and so on and so forth – the usual things for a food establishment.

**c) Hangars**

**d) Discussion of Airport Master Plan**

Airport Advisory Commission meeting minutes,  
April 15, 2016

Mr. Wozmak reported that some hangars are due for renewal, and they have been talking about having multi-year instead of annual leases. He continued that they are also looking at access cards, and the fact that the current process of changing them every year may be unnecessary, when people often have access cards for many years. They will find efficiencies by not doing them new every year.

Andy Bohannon arrived at 8:34 AM.

Mr. Wozmak reported that he had a meeting with someone interested in building a pretty large hangar. Those discussions have just begun and there are no details yet. There may be another person or two interested in hangars, also.

Joe Bendzinski arrived at 8:35 AM.

Mr. Wozmak continued that the Airport Master Plan work is ongoing and expected to take another couple months. The work on the runway 14/32 study is separate but related. They are trying to find available funding.

Mr. Bergevin asked that the hangar proposals go through the AAC before they go to City Council, like they used to. Ms. Landry replied that the City Council does not have to have recommendations from the AAC to move forward but it is always a good idea. Mr. Wozmak replied that the AAC will hear all the details once they emerge and once the person does not mind it being talked about/the work becomes a little more public.

Mr. Thompson stated that he wants to emphasize the importance of eliminating the need for back-taxiing on 14/32 – it is important to be able to get off that onto a taxiway as soon as possible. It is a real safety issue. Mr. Wozmak replied that Stantec and Ballantine appreciate the concerns. He continued that addressing the taxiway is part of the plan for 2/20, so he cannot believe they would leave 14/32 unaddressed.

Ms. Landry reported that the next Master Plan meeting is tentatively scheduled for April 27. She continued that those are really good comments to be considered in that process.

Chair Dexter asked about T-hangar vacancies. Mr. Wozmack replied that they have been filling at a rate of one a week, which is good. He continued that they are down to three.

Councilor Sutherland asked about the person who had approached the City to inquire about the possibility of purchasing airport land for a new hangar. Mr. Wozmak replied that he does not have specifics about that, but maybe Ms. Landry does. He continued that his approach is, they would be leasing. Ms. Landry replied that that is correct.

Chair Dexter stated that there is interest in purchasing non-aeronautical land. Mr. Thompson stated that he can address this – he was introduced to a concept that really excites him. Ed Thomas and Frank Dobisky from Thomas Transportation are here today by his invitation, to explain their plan and desire, which would be a serious advantage for the airport.

Airport Advisory Commission meeting minutes,  
April 15, 2016

Mr. Thomas stated that he has talked with (former Airport Director) Ed Mattern, people from the Planning Board, and Mr. Wozmak, regarding different concepts about putting a transportation center here. He continued that they suggested leasing land and putting up a building, but he wants to be able to own the land. He explained how the transportation center would enhance the airport, and spoke of his company's services. He continued that they are at the talking stage right now. He would have to move pretty soon on this, as Thomas Transportation has outgrown its current location.

Mr. Moriarty stated that the hurdle is that the FAA does not allow airports to sell property, generally, although he is not saying it could never happen. He will get details. Councilor Sutherland asked about the mini golf and the house across the street that the City owns. Mr. Moriarty replied that they are in the approach, and the City could never sell them. Ms. Landry stated that the City can work with the New Hampshire Department of Transportation (NHDOT) and the FAA to really pin down what can and cannot be leased or sold or developed. The FAA is really good about giving them answers.

Ms. Landry continued that the City shares Thomas Transportation's excitement about what they can do to make this possible. Their goal is not to come up with all of the things they cannot do, but rather, to find areas of possibilities within the boundaries of the FAA.

Mr. Wozmak stated that there needs to be numerous discussions with numerous people, and he does not recommend right now talking about selling property until they figure out what the development plan is. There are possibilities – the building can be paid for by the City, the occupants, or investors. He thinks a transportation center is a great thing. The question is how quickly they can bring all the players together to make a center a center.

Mr. Thomas spoke of the need to address the increased amount of traffic that would be generated by a transportation center at the airport. Mr. Wozmak replied that he and the City Manager talk about this and they would talk with the Town and NHDOT.

Mr. Delaney asked where on the airport this would be. Mr. Wozmak replied the other side of this street/parking lot. He continued that part of the purpose of the Master Plan is to create a map of developable property, and for what purposes, and an Airport Layout Plan (ALP). Part of the idea of the ALP is to determine, categorically, where they can build something like a transportation center. They will know that through the Airport Master Plan. That will drive forward the discussions, and who the players are. That will help determine the infrastructure. They need to be mindful to not move too quickly on one specific project, because they need a plan, and to consider the future uses, the additional uses, and so on and so forth. They have just started these discussions.

Mr. Delaney replied that he and others had a 30-year lease for a hangar and found that the City is pretty easy to work with and wants to keep people. If it is a lease it is not insurmountable. Mr. Wozmak agreed that there is not an insurmountable downside to building on a lease. He continued that there could be an exit strategy and transition plan.

Airport Advisory Commission meeting minutes,  
April 15, 2016

Chair Dexter stated that there is a business man who wants to do business. He continued that he hears the City saying they “are not ready yet.” How do they work this out?

Mr. Wozmak replied that they need some time, but he does not know how much. Discussion continued. Ms. Landry replied that the Master Plan update will be complete in June or July. She continued that she encourages the AAC to make recommendations to the City Council and to staff. She agrees with Mr. Wozmak that they need a plan in place, but she also agrees that it does not have to take two years.

Mr. Thompson spoke positively about the transportation center idea. He made a motion for the Airport Advisory Commission to convey to the City Council that they support the transportation center concept to its fullest and they encourage the City to move forward with this as soon as possible. Mr. Bergevin seconded the motion, which passed by a vote of 7-0.

## **5) Operations Manager, Mike Moriarty**

### **a) Airport Status Update**

Mr. Moriarty reported that the work to prepare the restaurant is still underway. He explained the work that he and Mr. Albert have been doing for that, with lighting, propane, painting, a new door, and so on and so forth.

Mr. Moriarty reported that the new snow blower arrived and there are a few punch list items (like radios, decals, other small items) to complete before they finalize the paperwork. He continued that it is a great machine that throws the snow phenomenally.

He continued that this is the time of year to complete overdue maintenance tasks, such as fixing cameras and addressing gate issues. The Wilson Pond gate has been closed a few times since replacement. It was doing questionable movements. They replaced the circuit board and they think it is really fixed. They are doing normal, monthly PMs. It is hard to keep up with issues with the VHAC unit issues, PAPIs, lights, etc., without enough staff members.

Mr. Moriarty continued that they got a hold of the T-hangar inventory and made maps of who is in them. There is still a lot of work to do. “Everyone under the sun” seems to have keys to every T-hangar. Staff is trying to rein that in; they will change the locks and re-issue keys. That is a work in progress and anyone who is aware of issues can call him.

Mr. Moriarty briefly reported on more items, like dealing with beavers in the culverts, inspecting beacons, doing normal maintenance on lighting, applying for a pesticide license, etc. He added that it is great working with Mr. Wozmak and he appreciates his sense of humor.

Mr. Wozmak reported that Airport staff realized there are things stored in hangars that should not be, per FAA regulations. They will look into this further and give tenants a heads up that they will be doing inspections to make sure hangars are consistent with FAA rules.

Mr. Thompson stated that the hangars on the north side are virtually unusable in most winters, due to drainage – the floor tends to be a sheet of ice. He requests that addressing the drainage be

Airport Advisory Commission meeting minutes,  
April 15, 2016

put into the plans. Mr. Moriarty replied that he hopes that can be worked into a project, and yes, it is a definite priority.

**b) Sign**

Mr. Moriarty reported that he sent the AAC a rendition of what the sign company came up with. He continued that signage is on hold as he tries to determine how much money is available for this.

Mr. Wozmak stated that they should not move too soon, since they need to figure out what might happen with a transportation center, traffic flow, driveway reconfiguration, etc. He continued that it might be premature to lock in on a sign until they know what it will say, what it will lead to, and how traffic will come and go.

Mr. Thompson replied that he and Mr. Bergevin researched signage a while ago and stopped when they realized how many people were involved, between the City, State, and Town. He continued that the current sign is in the way, and if possible, it would be better to have a sign on the other side (i.e. on the daycare center land).

Ms. Landry stated that the sign is where it is because there is no access on either side. She continued that they can revisit that and try to make things happen. She agrees with Mr. Wozmak that it is better to wait until they know what will happen in the next year or two. She does not know where the fund came from, but there is a fund with a balance of \$30,000 for airport marketing, and that could be used for signage.

Chair Dexter asked who will report back next month about signage. Mr. Wozmak replied that he will, but he does not know if he will have anything to report that soon.

**c) Large Hangar Status**

Chair Dexter asked about the status of the large hangar that Green River Aviation used to occupy. Mr. Moriarty replied that it is still vacant. He continued that electric upgrades were done, doors were worked on, the ceiling was removed, and so on and so forth. The Airport has done the final sweep up and clean up and the rest is up to City Hall.

Ms. Landry stated that it is a facilities issue and there are projects to be done that they do not have the money for right now, like a roof for \$20,000 or \$30,000. Mr. Bohannon replied that they got estimates for the roof, and issued the purchase order, and the roof will be taken care of this spring.

Beth Bendel, of Monadnock Aviation, stated that Monadnock Aviation has been negotiating with the City Manager. She continued that they are still very interested and ready to move in. They are in need of a hangar.

**d) Maps**

**e) Fire Towers**

Mr. Moriarty stated that the area where the fire tower is is being left alone currently, due to the argument that it is a park and that limits the type of work that can be done there. It is under the

Airport Advisory Commission meeting minutes,  
April 15, 2016

authority of the Fire Department. Mr. Bergevin asked if it is safe. Mr. Moriarty replied yes, the poles are solid, but just it being there is not safe.

Ms. Landry reported that the Fire Chief looked at it. She continued that they will get rid of everything but the tower, such as an old tank, and clean it up. There is a fence and it is deemed safe but they are looking at plans to remove it eventually, understanding that it is their responsibility to make sure it is safe.

Mr. Wozmak asked if it has a purpose. Ms. Landry replied no. Mr. Wozmak asked if there is currently a fence around it. Ms. Landry replied yes, that is what she was told. Mr. Moriarty replied that he will check it.

**a) Grass Runway**

Mr. Moriarty reported that he has not had time to look at this, and it is not a top priority, considering everything else that is going on. He continued that he is not saying he will not follow up.

Mr. Wozmak replied that this is a good conversation for the Master Plan meeting. Chair Dexter asked if there is currently a grass runway that just has not been maintained. Mr. Moriarty replied no, there is an area that people use as a grass runway, but they should not. Discussion continued briefly, and Mr. Wozmak again suggested this be discussed at a Master Plan meeting. Ms. Landry added that a grass runway is not currently contemplated in the 14/32 project, which has been estimated to be well over budget. It should be a separate consideration all together.

**6) Marketing Committee**

Chair Dexter asked if Mr. Wozmak had anything to report about a newsletter. Mr. Wozmak replied no.

Chair Dexter asked if anyone else had any comments about marketing. Hearing none, he stated that he came up with the idea of having an open house, coordinated between the new restaurant owner, and Mr. Moriarty and Airport staff, to maybe display the new snow blower. They could maybe get airplanes out there and have the Civil Air Patrol come.

Mr. Wozmak stated that he came up with a big list of ideas for marketing the airport. He continued that they are not in priority order right now. He read through his list, giving a brief explanation of each idea. The list included having a drag race, establishing a 10-day vacation fly cruise through the state, reestablishing the Monadnock Pilots Association, establishing an aviation-related community college program, creating a world class avionic center, having a golf or jazz or music fly-in, combining events with the restaurant so people can make a day of it, flying pediatric cancer patients from Dartmouth-Hitchcock in for family support and fun activities, having some sort of display or show with respect to terrorism and the government's response to it, having an air show, having hot air balloon rides, and having some sort of drone obstacle course competition. These are ideas in addition to how to get the word out, such as a paper newsletter or electronic communications. As they get events going they will have more to talk about and more to market.

Airport Advisory Commission meeting minutes,  
April 15, 2016

Mr. Thompson spoke in support of the idea of reestablishing the Monadnock Pilot's Association, and about how active it used to be. He continued that this list of ideas is great, but very ambitious, and if they had an active pilots' association they could help a lot and work together.

Mr. Wozmak stated that he has been talking with Mr. Moriarty and Ms. Bendel about creating a crew lounge. He continued that if they are going to encourage more corporate travel here it would help to have a nice room, quiet and comfortable with wi-fi. They will try and use existing space for this. Ms. Bendel agreed that this is important; she has had jet pilots sleeping on Monadnock Aviation's couch, and they need a real lounge.

Chair Dexter asked when the next marketing meeting is. Ms. Bendel replied that she thinks it is May 3.

**7) FBO Announcements, Beth Bendel**  
**a) Open House**

**8) Topics for Next Agenda, Meeting Date: May 20, 2016, 8:30 AM**

Mr. Bohannon stated that he has been working with Keene State College (KSC) architectural students this semester for a conceptual design of a new terminal. He continued that they have come a long way during the semester. They received guidance from Ms. Bendel, and listened to her thoughts, and narrowed their designs down from six to three. Ideas discussed today, such as a transportation center and pilot's lounge, match what the students have come up with. The designs will be presented at a luncheon on April 27 and the AAC members are invited. He can send the invitation to anyone else who wants it.

Ms. Bendel stated that Mr. Bohannon did a great job, and she looks forward to seeing the projects.

**9) Adjournment**

Hearing no further business, Chair Dexter adjourned the meeting at 9:30 AM.

Respectfully submitted by  
Britta Reida, Minute-taker