

City of Keene
New Hampshire

AIRPORT DEVELOPMENT AND MARKETING COMMITTEE
MEETING MINUTES

Tuesday, October 23, 2018

9:00 AM

Dillant-Hopkins Airport Terminal

Members Present:

Curt Hansen, Chair
Beth Bendel, Vice Chair
Mitch Greenwald, City Councilor
Joe Bendzinski
Peter Delaney

Staff Present:

Jack Wozmak, Airport Manager

Members Not Present:

Mayor Kendall Lane
Rick Blood
Nathan Jacobs
Brian Johnson
Bill Hutwelker

1) Call to Order

Chair Hansen called the meeting to order at 9:03 AM. Roll call was conducted.

2) Approval of Minutes – September 25, 2018

Councilor Greenwald made a motion to accept the minutes of September 25, 2018 as presented. Ms. Bendel seconded the motion, which carried unanimously.

3) Old Business

a.) Runway 14/32 Reconstruction Project

Mr. Wozmak reported that yesterday they had the FAA inspection in order to finish the runway reconstruction project. The inspection took approximately four hours. Mr. Wozmak reported that the inspection consisted of the FAA walking every inch of the runway. He noted that there were a few minor things that were found during the inspection but was nothing major. In addition, he noted that there are a couple signs that are on back order. Once the changes to the runway have been completed the runway will be ready.

Mr. Wozmak reported there is a flight check scheduled in one month to turn on the runway lights. Mr. Delaney asked if the runway was currently open. Mr. Wozmak responded that runway is open and has been for weeks.

Mr. Wozmak reported the reconstruction project was under budget by approximately \$110,000 and that he will spend \$6,000-\$8,000 on the two back ordered signs. So, the airport will be under the budget by \$100,000. Councilor Greenwald asked what Mr. Wozmak was able to spend the money on. Mr. Wozmak replied that he could only spend the money on the project itself and if it is related to the runway reconstruction.

Ms. Bendel asked if the money could be saved for the runway opening ceremony. Mr. Wozmak will check with the FAA to see if this is an option.

b.) New Marketing Approach

Mr. Wozmak reported that he did receive contact information from Nathan Jacobs, who previously worked for C&S. The information pertained to aircraft sales representatives in order to get feedback about modifying or changing the brochure. He stated that the representatives have agreed to a meeting. A date and time has not been setup. Mr. Wozmak added that it would be helpful from a salesperson point of view since they orchestrate every detail when someone buys a plane.

c.) Runway Re-Dedication Ceremony

Mr. Wozmak stated that it would be helpful to have 2 or 3 people working on the rededication ceremony in the spring. He said that he will be contacting the membership to see if there are some volunteers to help put together some details for the ceremony.

4.) New Business

a.) New Hampshire Business Article and Ad

Mr. Wozmak reported that Ms. Bendel has an upcoming expose in the November issue of the NH Business Magazine. He reported they took the opportunity to buy a half page ad in the magazine and will split the cost of the ad with Monadnock Aviation. Mr. Wozmak noted the idea of the ad is to reach out and touch on the land that the airport has for development. A copy of the ad was distributed to the Committee.

Ms. Bendel explained that the magazine will do a profile on Monadnock Aviation and is a great opportunity to help promote both the airport and Monadnock Aviation. She explained this is a joint effort between Monadnock Aviation and the City. Ms. Bendel stated the airport can market the runway all they want but if there are no services the jets will not come. In addition, she could market all of her services all she wants but if there is no runway, jets will not come. She reiterated this is a joint effort between what the City has to offer and what services she has to offer in order to bring jets to the airport.

Mr. Wozmak then asked for comment from the Committee.

Councilor Greenwald stated at the last meeting he asked about a marketing plan. He asked if a consultant was needed to do this plan. Mr. Wozmak responded that it would not hurt to have someone put something together. He noted that what it really takes is for someone to execute the plan. Councilor Greenwald stated that it was Mr. Wozmak that would execute the plan.

Mr. Bendzinski asked what free trade zone meant. Mr. Wozmak replied that it means products that come into this region would not be subject to taxation. He continued to explain that if someone wanted to import product into this region they would be sheltered from some sort of entry tariffs. Councilor Greenwald noted that this is a good asset for the airport. Mr. Wozmak stated that that he believes the airport would have to apply for free trade and is unaware if the airport already has this in place. Ms. Bendel noted that it is listed on the City's website that the airport is a free trade zone.

Mr. Delaney asked what the mechanism is to get the product here. Councilor Greenwald noted that this would be a good topic for the next meeting. Chair Hansen added that the City Manager had mentioned this in previous discussion.

Ms. Bendel noted that the airport is not a port of entry for Customs and that a free trade zone is a different thing. Mr. Bendzinski asked how Customs would check out a flight from a foreign country if they came to this airport. Mr. Wozmak explained that if a plane was coming in from a foreign country, the plane would have to stop at another airport that has Customs prior to coming to this airport. Mr. Wozmak stated that he will get something in writing to show what the zone is and how it will impact the region.

Mr. Wozmak reported that a few years ago he looked at a free trade zone and was told that it could be done. However, this would have to be taken from somewhere else. He stated that what changed was the number of free trade zones in New Hampshire.

Mr. Wozmak asked if the messaging for the airport was discussed at the City's Economic Development Committee. Councilor Greenwald noted that this will be discussed. He reported the EDC's next meeting addresses infrastructure and energy. The Committee asked if this meeting was open to the public. Councilor Greenwald replied that it is always open to the public. The next EDC meeting is on Tuesday, November 20, 2018 at 1PM in the City Hall, Second Floor Conference Room.

Councilor Greenwald explained that the EDC is working on implementing the identification that arts, music and culture are a big reason for wanting to live in the Keene area. Ms. Bendel asked how the airport plays into that plan. Councilor Greenwald replied that the airport is a major asset for wanting to work and live in Keene. He noted that very few people in the community know what is really going on at this airport.

Chair Hansen welcomed comment from the public.

A representative from Dubois and King reported that they are designing taxiway AA that is a reconstruction and extension. Mr. Wozmak reported that Dubois and King have been at the airport over the last few months conducting survey work. He reported they had a meeting last week at the Department of Environmental Service, with respect to wetlands. At the end of the runway Wilson Pond drains out through a 6 foot culvert underneath the primary runway. He noted they will have to extend this 300' or 400'. Mr. Wozmak noted that these changes come of the wetlands dynamic and look at the hydrology of where the water is going. He added the Dubois and King have been working on the template for the federal and state dollars. Mr. Wozmak noted that 1 billion dollars is the congressional supplemental budget. Congress appropriated 1 billion for nonprimary airports to do these types of projects. He noted this was 100% funded. Dubois and King are coming up with projects should the money be available, as well as be prepared to immediately design something that is realistic and a doable project.

Mr. Bendzinski asked if the parking lot has been considered as a project. Mr. Wozmak replied in the affirmative stating that it is both the parking lot and the sidewalk. He noted that two people were interested in building hangars in this location and that his suggestion to wait a few years before paving the parking lot. Mr. Wozmak explained that he suggested this in order to save time and money by having the parking lot paved once.

Mr. Delaney stated that he wanted to revisit the drainage issue with Wilson Pond. He asked if the town was working on something with the damn. Mr. Wozmak replied in the affirmative. He explained that if they change the outflow characteristics of Wilson Pond, he wanted to be sure, with respect to hydrology overflow that this would create a bottleneck and flood the airport. Mr. Wozmak stated that there is a 6 foot culvert at the south end and outflow at the other north end. He noted that in the middle there is a 36 inch culvert. Mr. Wozmak stated that they always going out to this culvert with a telephone pole to help the water flow. He noted that if there is more flow coming out of Wilson Pond during a flood event, the airport is going to have a bottleneck with the 36 inch culvert. He stated that they have discussed including a study of that hydrology in order to know what do with 36 inch culvert.

Mr. Bendzinski stated that he wanted to note that on his way into the airport he noticed the banners on the fence. He noted that these banners are tasteful and informative.

Mr. Wozmak reported that the Flight Deck has cut back hours and will now close at 3 PM. Ms. Bendel stated that it is a little painful when the airport closes at 5 PM. She noted that there are times when pilots fly in and cannot access restrooms. Ms. Bendel added that 5 PM is early.

Mr. Bendzinski asked if there is someone is at the airport when corporate jets arrive in the middle of the night. Ms. Bendel replied that here staff is always here when the jets arrive. She explained that her staff comes in and provides service on a case by case basis. If someone calls at 3 AM, her staff is available. Monadnock Aviation operates 24 hours a day, 365 days a year.

Ms. Bendel stated that the perception is that what she provides is a City service. She has come to accept the struggle that people view Monadnock Aviation and the City as one. Ms. Bendel stated that by marketing the airport and Monadnock Aviation together it will attract activity and achieve financial self-sufficiency.

Councilor Greenwald acknowledged Brady Brewster, an aviation planner at Jacobs Engineering out of Manchester, New Hampshire. Mr. Brewster noted that his company does very similar work to Dubois and King.

Mr. Brewster informed the Committee that he is from Omaha, Nebraska. In Omaha, he worked for an economic development agency that Omaha had created to help market their surplus of land and find other uses. He noted that one of his colleagues that worked on a free trade zone extensively at the airport Newport in VT. He reported that the runway extension meant that the airport will now be usable by general aviation, cargo and charter flights all year long. In addition, the extension will also help the regional economy.

Ms. Bendel reported that the last BBQ of the season was on October 20th and that there were 75 people in attendance. Monadnock Aviation hosted Patient AirLift Services (PALS) fly-in for this barbecue. Ms. Bendel explained that PALS arranges free air transportation for individuals requiring medical diagnosis, treatment or follow-up, for compassionate assistance, for military personnel/family requests through the PALS for Patriots Program, or for humanitarian purposes through the PALS Sky Hope Disaster Relief Program. She noted that it was a great time as well as a great turnout.

4) **Next Meeting Date** – Tuesday, November 27, 2018 at 9 AM.

5) **Adjournment**

Mr. Delaney made a motion to adjourn the meeting. The motion was seconded by Mr. Bendzinski, which carried unanimously. Hearing no further business, Chair Hansen adjourned the meeting at 9:46 AM.

Respectfully submitted by,
Jennifer Clark, Minute Taker