

City of Keene
New Hampshire

AIRPORT DEVELOPMENT & MARKETING COMMITTEE
MEETING MINUTES

Tuesday, October 22, 2019

9:00 AM

Keene Dillant Hopkins Airport

Members Present:

Curt Hansen, Chair
Beth Bendel, Vice Chair
Joe Bendzinski
Rick Blood
Nathan Jacobs
Peter Delaney
Brian Johnson

Staff Present:

Rebecca Landry, Acting City Manager
Tom Mullins, City Attorney
Mark Goodrich, Acting City Manager

Members Not Present:

Bill Hutwelker
Mitch Greenwald, Councilor
Kendall Lane, Mayor

New Business

1. Call to Order

Chair Curt Hansen called the meeting to order at 9:00 AM.

Chair Hansen stated the minutes from the previous meeting need to be approved. Rick Blood made a motion to approve the minutes from the July meeting. Joe Bendsinski seconded the motion and the minutes from the July Meeting passed unanimously.

2. New ADMC Rules

Tom Mullins, City Attorney, discussed the requirements under law for city committee meetings and the changes to those laws. Mr. Mullins stated the risk level with this committee is low however running meetings must be following the compliance standards. As a public body this committee is required to give public notice within 24 hours to hold a meeting, a minute taker is provided to comply with the law, the public has the right to audio and video record the meeting however they cannot interfere with the body. The minute taker is being asked to take the full name and address of visitors who partake in the meeting however it cannot be required and visitors to the meeting can remain anonymous if they wish. These minutes are a public record and in the event that a question or issue arises, we can revisit the minutes for a resolution. Mr. Mullins continued stating in regards to quorum practices the rule states for this particular body if it has 12 members to achieve quorum 7 of those

members must be present. Quorum is based on total authorized positions, which includes open positions. We are encouraging committees to find alternate members, we want consistent members to contribute to issues on agenda items. Mr. Mullins said members can participate electronically but not to achieve quorum. The law requires the individual to be present to participate in a quorum. Mr. Mullins noted that email is to transmit information not to discuss agenda items or make comments on agenda items. Commenting or discussing agenda items would trigger a meeting outside of the scheduled meeting, which violates state law. While risk level is low for this particular body people are taking notice to violating laws within these low level bodies as well as the high risk bodies. Mr. Mullins stated that in the rare event that non- public sessions need to be held that the city must be notified. Mr. Mullins continued saying that sub committees are public bodies, which have to be approved through the full committee. Mr. Mullins said if this committee had questions or concerns about starting a subcommittee to contact the city. Rebecca Landry stated the other alternative is to ask Mark Goodrich or myself to take care of those matters. Mr. Blood asked what the protocol is if the total appointed members fall below the minimum quorum requirements. Mr. Mullins stated he has had discussion with the mayor about this potential issue and it is the mayor's duty to maintain the appointed members. Rebecca Landry stated she is working on getting someone into the committees open seat and the mayor has to appoint them. Mr. Mullins asked that the board look over and review the new rules and standards to adopt them at the next meeting. Mr. Bendzinski stated this committee is discussing land purchases with the airport, which is generally a non-public discussion. Mr. Mullins agreed with Mr. Bendskinski and stated that it is best to consult the city with any questions before having any non-public meetings or discussions. Mr. Goodrich asked Mr. Mullins if the committee should be adopting these new rules on agenda. Mr. Mullins stated that it should be on the agenda and a motion must be made to approve the new rules. Mr. Mullins asked the committee for any further questions. Seeing no other discussion Mr. Mullins left the meeting at 9:19 AM.

Chair Hansen asked if the city manager could vote for quorum. Ms. Landry stated she cannot vote but the mayor can vote. Chair Hansen stated we actually have 11 members and quorum is six.

3. Hanger Development

Mr. Goodrich stated we have had significant interest in developing more hangers and some people want to develop private hangers, which isn't official and has only been in discussion. We have seven people on waitlist for a t-hanger. Mr. Goodrich said he approached the mayor stating there has been interest in it, asking if there is money for it. The mayor was not interested but perhaps we will have private development at some point. Ms. Landry said if there is that much interest in the t-hangers what is the price point in comparison with other airports. Mr. Goodrich said some airports are cheaper and some are more expensive. We have seven people interested and waiting for a space. There is an escalator clause of 3 percent in our standard lease agreement. The complaint is that it is much higher than inflation. It is hard to argue that 3 percent is not feasible if you have that many people who are looking to get in here. Mr. Bendzinski asked if the 3 percent is fixed. Ms. Landry agreed that the 3 percent is fixed but that all lease agreements can be edited. Mr. Goodrich said these lease agreements auto renew after each fiscal year, which for us is in July. Mr. Goodrich said

we did have three people on the waitlist but it has gone up. If we could get a letter of commitment from these folks on the waitlist we might be able to start development on these hangers. Beth Bendel asked if the t-hangers are filled with airplanes. Mr. Goodrich said we can go in our hangers but not the private hangers because it is private property and we are unable to investigate that. Mr. Delaney asked how many private hangers we have. Mr. Goodrich estimated the airport has about 20 hangers but as far as private hangers is uncertain. Ms. Landry stated our land lease must allow us the ability to access the private hangers. Mr. Goodrich stated we are allowed to go in with permission and we do not contact all private hanger owners. Ms. Landry said if we had a complaint we would act on it.

4. Vandalism

Mr. Goodrich stated the property damage from the vandalism is believed to have been committed by minors on the mini golf property. It has been handled by the police, there is a value of \$200 - \$300 dollars' worth of damage. Ms. Landry said we working with juvenile services to offer them alternative sentencing options as opposed to more punitive sentencing. Mr. Goodrich said we have had interest in someone buying the mini golf property and restoring it. Ms. Landry said that property has been subdivided into two properties and city council with the city manager are being listed. Mr. Bendzinski asked if that building is deteriorated. Mr. Goodrich said it's been vacant for many years, showing deterioration, and lots of money will need to go into restoring it or destroying it.

Mr. Goodrich stated he wanted to update everyone on the new airport manager interview process. We have three that will go into the second interview process and in two or three weeks from now, we should have a good idea on who will be the new airport manager.

Old Business

5. Alps Property Sale

Mr. Goodrich stated we are going through the reappraisal process now. We need FAA approval to release that property. That should be done in the next month.

6. Marketing Plan Status

Mr. Goodrich said he is continuing to work on the new business plan and hopes to have a skeleton plan in place for the new airport manager.

7. Fuel Farm Kiosk

Mr. Goodrich said we have received all the equipment to update the kiosks but are waiting on our electrician to hook everything up. We are coordinating with QTPod to assist setting up the new equipment via telephone. It should only take a day for this to be completed and hope for it not to be too terribly interruptive. Ms. Bendel stated we would have some notice to let people know we cannot provide fuel that day.

8. Development of Passenger Service - RFP

Mr. Goodrich stated we have put out an RFP or commercial service study. Ms. Landry stated the city manager said it is a demand study. Mr. Goodrich said we have three interested parties that we know of. Mr. Bendzinski asked if we were going to send out letters to Amazon or FedEx. Mr. Goodrich stated he has not done it yet but will soon, it would be on his list of things to do.

Mathew Bachler with the Department of Planning and Economic Development from the town of Swanzy stated he wanted to attend to be part of the discussion on the property sale.

Ms. Bendel said we had a great event on Saturday and more planes than we could handle for PALS. We raised \$1000 dollars. Chair Hansen asked how we get notice of these events. Ms. Bendel said we put out a newsletter but this event is every month, there is a BBQ. Ms. Bendel stated she would be happy to add anyone to the email list. Mr. Jacobs asked how many planes were here for the PALS event. Ms. Bendel said there were so many people I could not even get out on the ramp. Ms. Bendel stated a photographer could have been beneficial. Mr. Jacobs asked if the PALS piolets flying in and spending money. Ms. Bendel said there were a couple events all at once some of these piolets have never met each other before so it was fun in that regard. There was a lot the aircraft diversity was incredible. It was the second annual event and hope to do it again. Ms. Bendel thanked Brian Johnson and C&S with the B17 event a month ago and this PALS event. We were struggling to keep planes off their ramp but they continued to be understanding. Mr. Goodrich said ramp space is an issue but money is being saved for expansion. Ms. Landry said an expansion is not a short-term goal. Mr. Goodrich agreed it is a long-term goal to expand ramp space. Ms. Bendel stated we manage organizing the ramp pretty well but there are times where it is hazardous. Ms. Landry asked how many folks are enrolled in piolet training right now. Ms. Bendel said we are swamped. There is a difference between serious flight students and others. Folks who are seriously pursuing their license we have about 20 enrolled. It may not seem like a lot but a lot for a small town flight school we are flying 7 days a week. We can take more but it is the busiest we have ever been. We hired another flight instructor.

Mr. Jacobs asked why we could not move the pile of dirt. We heard excuses but we have a front-end loader I am curious why we cannot relocate it. Ms. Landry said it would take hours of staff time and equipment costs to move it. The pile of dirt does have value. Mr. Jacobs said it is not just him, other people renting hangers are saying things about the pile of dirt. Ms. Landry said she would send it to city manager again. Chair Hansen asked to have this added to the agenda for next time.

Chair Hansen ended the meeting at 9:44 AM.
Respectfully submitted by,
Claire Kunzler, Minute Taker