

**City of Keene**  
**New Hampshire**

**AIRPORT DEVELOPMENT AND MARKETING COMMITTEE**  
**MEETING MINUTES**

**Tuesday, April 2, 2024**

**9:00 AM**

**Terminal Building,  
Dillant Hopkins Airport**

**Members Present:**

Elizabeth Bendel, Vice Chair  
Councilor Mitch Greenwald  
Bill Hutwelker  
Nathan Jacobs  
Peter Temple  
Bob Lyle

**Staff Present:**

David Hickling, Airport Manager/Chair

**Members Not Present:**

Luca Paris  
Kristopher Radder

**1) Call to Order**

Chair David Hickling called the meeting to order at 9:00 AM.

**2) Adopt November 28, 2023 Meeting Minutes**

Councilor Mitch Greenwald moved to adopt the November 28, 2023 meeting minutes which was promptly seconded by Vice Chair Elizabeth Bendel. The motion passed unanimously.

**3) ADMC Changes**

Chair Hickling stated that they had been having trouble making quorum in the past so he worked with the City Manager and Mayor to remedy the issue. They would move forward with seven seats on the committee rather than the previous twelve seats which would only require four people to meet quorum. They also changed the residency requirements as they previously required members to be residents of Keene, NH. They would now allow residents of Keene and/or someone who has a special expertise that would bring knowledge to the Committee. The City Manager would no longer be required to be a member, as it could be a City Council appointee instead. Lastly, they had trouble filling the Chair seat so Chair Hickling stepped into the position.

4) **Community Outreach Efforts**

As part of the marketing plan, Chair Hickling was able to speak with the Rotary Club as well as the Dan Mitchell show on WKBK Radio, and the Greater Monadnock Collaborative Leadership Monadnock, all of which went well. He was able to answer a lot of questions and explain what the Airport brings to the community as well as advertise the 5k race that would take place at the Airport in April.

5) **Private Hangar Development Opportunities**

Chair Hickling stated that they had multiple people express interest in building private hangars at the Airport. They were trying to figure out who would get what spot when they had done the land use study as some spots would be better used for corporate hangars or business development rather than private hangars. They were working with Business Aviation Group to do the market study to for commercial development and decided to use their expertise to prepare a Request for Proposal (RFP) for development opportunities for private hangars. Chair Hickling expects to see a draft of the RFP in two to three weeks from the time of the meeting. They would then release the RFP for several parcels that were identified as being good for development of private hangars. Chair Hickling will send the RFP out to anyone who had expressed interest in developing a hangar as well as place advertisements in the usual places that the City advertises all of their bids and RFPs. Business Aviation Group would also review proposals with the City and make recommendations if needed. Business Aviation Group will also review the airport's boilerplate land lease to ensure compliance with FAA regulations and grant assurances. Discussion ensued on the different parcels that may be available for development as the Committee referenced a map of the Airport.

6) **Update - Airport Development Broker**

Chair Hickling stated that Business Aviation Group was almost finished with the market study portion of the project. Once that had been completed, and if they had a market to develop, they would try to recruit companies to move an aviation business there. They believed that there were a lot of great opportunities at the Airport.

7) **Airport Runway 5k**

Chair Hickling stated that they had been busy working on the logistics for the 5k race that would be held that Saturday, April 6 to benefit the Keene Senior Center. The airport would be closed and there would be no movement from 8:30 AM to 10:30 AM. There were 200 people who had signed up so he expected it to be a great event that would bring more exposure to the airport.

8) **Next Meeting**

Chair Hickling stated that the next meeting is scheduled for three weeks out, however, he wasn't sure if there would be any updates within that timeframe. They would consider skipping the next meeting in April to meet in May and Chair Hickling would update the members with any new information.

9) **Adjournment**

There being no further business, Chair Hickling adjourned the meeting at 9:27 AM.

Respectfully submitted by,  
Melissa Danneker, Minute Taker

Reviewed and edited by,  
David Hickling, Airport Director