

City of Keene
New Hampshire

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES

Friday, April 21, 2017

8:30 AM

Dillant-Hopkins Airport Terminal

Members Present:

Clark Dexter, Chair
Councilor Mitch Greenwald
Peter Delaney
Fred Happ
Rodney Thompson
Joseph Bendzinski
Robert Bergevin

Staff Present:

Jack Wozmak, Airport Manager

Monadnock Aviation:

Beth Bendel, FBO

Members Not Present:

Robert Sutherland, City Council Rep.
Bill Hutwelker

1) Call to Order

Chair Dexter called the meeting to order at 8:32 AM. He welcomed the newest member of the Committee, Fred Happ.

2) Approval of March 17, 2017 Minutes

Councilor Greenwald made a motion to approve the minutes of March 17, 2017, which was seconded by Mr. Happ and carried unanimously.

3) Airport Managers Report

a. Updates On

i. Transportation Center

Mr. Wozmak reported that Thomas Transportation has decided to stay in their current location. He has another company potentially interested in building and owning a building at the proposed Thomas site.

- ii. Marketing PR**
- iii. Airport Master Plan**
- iv. Lawsuit Following Tree Harvest**

The lawsuit following tree harvest is in the discovery phase; City legal is working on this and no updates are expected for 2-3 months.

Mr. Wozmak reported on the following:

1. The staff review of the draft Airport Master Plan (AMP) is expected to conclude next week and an AMP Committee meeting will be scheduled to finalize this project before the end of the State fiscal year (June 30). The AMP Committee (meet in Airport Terminal) is scheduled to meet and review the final draft on May 4 at 3:00 PM, followed by a public information session on May 9 (no location yet). The AMP Committee will meet again on May 24 to address any public concerns raised. On June 2, it is anticipated the City Council will refer AMP recommendations to the Municipal Services, Facilities & Infrastructure (MSFI) Committee on June 7. If the MSFI Committee recommends, the AMP will return to City Council for a final vote on June 15. Mr. Wozmak does not anticipate the Council being opposed to the AMP recommendations.

Mr. Bendzinski asked if the Council voted to approve the series of aerobatics events at the airport. Mr. Wozmak replied yes, with only two votes against – Councilors Clark and Hooper.

Chair Dexter noted one charge of this Committee is to take part in AMP development and asked if and when this Committee would like to do that. Mr. Bergevin noted the last time the proposed AMP came through this Committee it was in an early form and has not been reviewed by this Committee, who know the airport, since; he asked why a separate Committee was formed to create the AMP. Chair Dexter replied it was formed at the discretion of the Mayor. Mr. Delaney suggested a special meeting of this Committee to review the AMP before it goes to Council. Mr. Wozmak does not think this Committee will be surprised by anything they find in the proposed AMP.

Mr. Delaney made a motion for the Airport Advisory Committee to have a joint meeting with the Airport Master Plan Committee on May 4 at 3:00 PM in addition to the scheduled Airport Advisory Committee meeting on May 19. The motion was seconded by Mr. Bergevin and carried unanimously.

Mr. Wozmak will notify Councilor Hansel, Chair of the AMP Committee.

2. Stump clearing has commenced on some of the cleared areas; one site that is suitable for development next to the terminal building and the other site off the end of R/W 20 on the right side of Airport Road. The latter area will be landscaped to improve appearance. Mr. Wozmak will contact the six direct abutters to discuss their visual impact and what the airport can do to mitigate.
3. All T-Hangar tenants will soon be receiving updated 12-month leases; the primary change is that leases will automatically renew with a built-in CPI price adjustment. This is intended to save dozens of clerical hours and enhance

- predictability for tenants. These changes will take effect July 1. There are four T-Hangar vacancies right now, though Mr. Wozmak has inquiries.
4. The FAA approved the former Alps building for non-aeronautical use and a draft lease for approval by City Council is in progress. The Christian Life Fellowship (Swanzy) is interested in renting the building for a youth center. Mr. Wozmak has filed a request with the FAA to charge only \$250/month rent to begin seeing revenue from that building. He also negotiated with the City of Swanzy to stop paying real estate taxes on that property, which benefits the airport.

Councilor Greenwald asked if the City will still have landlord responsibilities (maintenance). Mr. Wozmak replied yes. Councilor Greenwald thinks \$250/month is too low. Mr. Wozmak replied with no luck attracting a tenant to that building, it is better than no revenue at all; City Council could still decline these terms. He echoed that if the building is sold, the airport would only receive 5% of the profit because it was acquired with 90% federal funds. Councilor Greenwald said it will cost the City money to maintain the building; perhaps that 5% is worth it to eliminate maintenance.

Mr. Delaney made a motion to sell the former Alps building and land, which was seconded by Mr. Bergevin.

Mr. Wozmak noted his only concern is that the City spent 20 years acquiring that land and other properties to control airport land and eliminate controversy. He added that if the building and land are sold, it cannot be developed in the future. Chair Dexter warned selling that land may set a precedent toward selling other land the airport is not using. Mr. Wozmak said every airport he speaks to faces congestion difficulties due to lack of land; while frustrating to have a long-term vacant property, if sold it cannot be used in the future. Mr. Bergevin suggested having the building demolished in exchange for the reusable materials from the building. Mr. Wozmak suggested considering the long term options before making a drastic motion to sell. Chair Dexter said this is a bigger question about selling airport assets, not just a building. Councilor Greenwald said he thinks the proposed motion is premature.

On a vote of 2-5, the motion to sell the former Alps building and land was denied. Councilor Greenwald, Mr. Bendzinski, Mr. Happ, Mr. Thompson, and Chair Dexter voted against.

Mr. Bendzinski made a motion to look into all possible options for the former Alps building, which was seconded by Councilor Greenwald and carried unanimously.

Mr. Delaney suggested perhaps a seasonal lease is more appropriate for the property; Mr. Wozmak said he has tried to advertise in that way and has had no follow-up in the past. Ms. Bendel asked if the AMP addresses that building. Mr. Wozmak replied no, not to this extent.

5. Mr. Wozmak has received confirmation that The Collings Foundation plans to include Keene in its Wings of Freedom Tour on September 25-27, 2017. The

Collings Foundation is a non-profit, Educational Foundation (501(c)3), founded in 1979. The purpose of the Foundation is to organize and support “living history” events. Since 1989, a major focus of the Foundation has been the “Wings of Freedom Tour” of WWII aircraft. This tour showcases two fully restored bomber aircraft: a B-24 Liberator and B-17 Flying Fortress. The newest addition to the Wings of Freedom Tour is a WWII P-51C Mustang dual-control fighter aircraft. Ms. Bendel noted Monadnock Aviation has hosted this event in the past and additional City staff may be required for a large crowd. This Committee was very active at this event in the past.

6. Additional marketing efforts since the March meeting include:
 - a. **Hay Creek Hotels and Restaurants**, a NH based upscale hotel group. This effort is related to Mr. Wozmak’s interest in having a boutique hotel/restaurant at the other end of the airport.
 - b. **Pinnacle Advisory Group**, a consulting group that performs market feasibility studies for hoteliers; a step that is critical in determining market capacity and success.
 - c. **Marcus Hotels and Resorts**, which operates boutique style Fly-In Hotels and Resorts around the US.
 - d. **Sea and Air, Inc.**, a booking company that facilitates clients using air and ground transportation for passengers as well as freight.
 - e. **Air Planning, LLC.**, another private charter booking/concierge service.
 - f. **Private Jet Services (PJS)**, another private charter concierge service.
 - g. **Sentient Jet**, a charter and fractional ownership aviation company.
 - h. **Plane Sense**, a NH based charter operator using a variety of methods for fractional ownership of jets.
 - i. **XOJet**, a jet charter and fractional ownership company that visits the airport frequently.
 - j. **UPS**
 - k. **Amazon.com, Inc.**
 - i. This is consistent with Amazon’s pilot drone package delivery program. Ms. Bendel has trained many drone operators in the Keene area in the testing center at the airport, which is certified to administer hundreds of professional exams, not just those related to aviation; it is one of the only such equipped testing centers in the region so it has a lot of activity.
 - l. **MacMillan/DEW Construction Company**
 - m. **Thomas Transportation**
 - n. **Northfield Mount Herman**, a private school.
7. Mr. Wozmak is in the process of developing ad copy for print media in the Nashua and Manchester regions.

Ms. Bendel asked to be included in these conversations as some of the contacts Mr. Wozmak is making are already her customers and she believes her business acknowledges their presence at the airport well; she worries the messages from different angles could confuse customers. Mr. Wozmak said he is simply thanking them for

visiting the airport, Monadnock Aviation information is included in the brochures, and the airport needs to advertise as Monadnock Aviation does.

8. Mr. Wozmak has published an RFQ for an engineering firm of record to have a firm on call to handle the upcoming airport capital projects identified in the AMP. A pre-submission conference was held with six firms. This would not eliminate the RFP process for specific projects but will assist in negotiating fees on projects. The airport will not be required to use the engineering firm of record for any project if their bid is too high.
9. City staff has been meeting to develop a mitigation plan along the tree-cutting margins adjacent to the Edgewood properties to help with screening and noise now that the pine trees have been removed. As this plan develops, Mr. Wozmak will reach out to specific neighbors to discuss what options exist for some level of mitigation.

Chair Dexter asked for an update on the old terminal building. Mr. Wozmak replied it is waiting to be torn down.

Councilor Greenwald asked if there is a way to monitor if aerobatics noise impact is any different for neighbors this year after tree removal. Mr. Womak replied there has only be anecdotal observations of neighbors and the noise study stated noise from planes would be unaffected by tree removal. Councilor Greenwald said it could be an interesting study from a PR perspective.

Dwight Anderson of Swanzey said the Edgewood neighbors hope for more notice before aerobatics activities. Before the last event, neighbors received only one day's notice, which can interrupt outdoor activities at neighbors' homes. Mr. Wozmak will be working to put a notice of the schedule in the newspaper as the schedule is finalized and can share that with the Edgewood neighbors. Ms. Bendel added neighbors and the public are invited to the aerobatics safety briefings (a standing invitation) and Mr. Wozmak encouraged the City Council to attend that.

4) FBO Announcements

Ms. Bendel reported that business is strong and she has hired a new female flight instructor who will add a new dimension to the program. She has also hired new mechanics to ensure planes are kept on time. She said jet business is good with two corporate helicopter companies using hangars at the airport; one short term and one long term. She continued that she is in need of more space for flight school. Classes are usually held in the lobby, but with increasing airport activity, that is no longer appropriate. She noted the vacant room next to the airport lobby, currently only used for Civil Air Patrol storage; the Civil Air Patrol is willing to move to a smaller room owned by Monadnock Aviation. She hopes this Committee will agree to lease that room to Monadnock Aviation at a going rate to be renovated by Monadnock Aviation. She hopes this will bring more revenue to the City as well. Mr. Wozmak agreed this would make

use of currently unused space. Ms. Bendel added her only request is that the City raises the floor.

Mr. Bendzinski made a motion to allow Monadnock Aviation to lease the vacant classroom space adjacent to the airport lobby, which was seconded by Mr. Thompson and carried unanimously.

5) Next Meeting – May 19, 2017

This Committee will also have a joint meeting on May 4 at 3:00 PM with the AMP Committee.

6) Adjournment

Hearing no further business, Chair Dexter adjourned the meeting at 9:43 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker