

City of Keene
New Hampshire

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES

Friday, July 21, 2017

8:30 AM

Dillant-Hopkins Airport Terminal

Members Present:

Clark Dexter, Chair
Councilor Robert Sutherland
Robert Bergevin
Fred Happ
Joseph Bendzinski
Rodney Thompson

Staff Present:

Jack Wozmak, Airport Manager
Mike Moriarty, Airport Maintenance &
Operations Foreman

Monadnock Aviation:

Beth Bendel, FBO

Members Not Present:

Peter Delaney
Councilor Mitch Greenwald
Bill Hutwelker

1) Call to Order

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

2) Approval of Minutes – June 16, 2017

Mr. Bendzinski made a motion to approve the minutes of June 16, 2017, which was seconded by Mr. Bergevin and carried unanimously.

3) Airport Manager's Report

a. Updates on:

- i. Marketing PR**
- ii. Website Development**
- iii. Renovation of Baggage Area**
- iv. New Hangar Projects**

Mr. Wozmak provided the following report:

1. We continue our discussions with PlaneSense, a charter/fractional owner jet company, about closer operating ties with our airport. In terms of joint marketing, the goal is to have more planes visiting Keene. Mr. Wozmak is getting a sense of the Brattleboro and Keene Chambers of Commerce travel budgets with the potential of pitching fractional instead of charter. The new On-Call Engineer for

the airport was approved by City Council and Mr. Womak continues working with Tradewinds and Cape Air to see where Keene could fit into their business operations.

2. We had an FAA land use inspection recently and while we have not received the physical report, we understand that there will be no deficiencies regarding land use issues such as hangar contents, lease terms, fair market value issues, etc.
3. We continue to work at hydro seeding the areas that we stumped but with mowing in full swing, there is little time left to accomplish anything other than mowing. We do continue to use Kelly Lawn Care for some areas “outside the fence” and along Rt. 32 and we used Good Digs, LLC to do some brush clearing along the airport runways and ditches, which has not been done in three years. We received a quote for approximately \$12,000 to clear brush from the airport and so far have spent about \$2,500. Mr. Wozmak continues to list this item here as we used to do this work with our own staff but now outsource this work due to staffing constraints. Mr. Wozmak also met with consulting engineers to see what Federal funding might be available to begin addressing the extended fencing called for in the Airport Master Plan to control wildlife. He is trying to make raising minimums and fencing a priority. There may also be some funding options from Homeland Security. The new fencing will follow Airport Road so as to not disturb wetlands and can be implemented sooner than later.
4. The City Council approved a one-year lease of the former Alps Building to the Christian Life Fellowship. Now the church needs to go through the site plan review process for the Town of Swanzey. We also await a draft lease from the city legal department. Mr. Wozmak is unsure what the Swanzey review process is like but the church has everything they need to advance that application.
5. We received approval from the City Council to spend unanticipated revenue of \$16,000 for additional tree removal on private property. There is no schedule yet but Mr. Wozmak will advance as soon as possible.
6. With the arrival of nice weather, we are down to two vacant t-hangars, which is typical in flying season.
7. We continue to work with two serious candidates for new private hangars, built at their expense. Both have begun the local approval processes. One party bought the previously approved Thomas Transportation hangar and is in the process of renovating because their new plane is too tall for the old doors. The other candidate came from the Norwood Airport because they felt there was too much bureaucracy to build there. Mr. Wozmak is unsure what the candidate will do with the existing hangar, they may tear it down and build on that location because he already leases a large portion of the land and would only need a building permit. He is also considering the location of the old terminal administration building. The City does not own the hangars in question, only the hex hangars.

8. Raised flooring in the former baggage processing area has been installed and some new sheetrock was installed as well. Work will continue to make this a meeting or classroom. Mr. Wozmak is working to price double glass sliding doors to keep the room as open as possible to the lobby. He and Ms. Bendel have been discussing adding that space to her lease format; he hopes it will be possible for other functions to use the space when Ms. Bendel is not, though she would have priority. Ms. Bendel indicated they will need to discuss the ability for her to give her other room to the Civil Air Patrol if the lease agreement changes in that way; if not leasing that room all the time it could be an issue. She and Mr. Wozmak will continue discussions.
9. Lowering the so-called “minimums” for landings is being evaluated by our new airport consultants. According to the FAA, visibility restrictions are in place due to the lack of a full length taxiway; the Airport Master Plan incorporates this taxiway extension and we will advance this as a high priority. The altitude restrictions for vertically guided approaches are usually held up due to penetrations such as trees and this, as well, will become a high priority on the primary runway. Our new consultants will assist in making this a co-priority along with the taxiway extension. Mr. Wozmak has been told that a $\frac{3}{4}$ mile visibility is not out of the question. Lowering minimums will allow easier landing and take-off in adverse condition but is contingent on tree removal and runway extension.
10. We will be pressure washing two sides of the terminal building in preparation for painting as well as removing the mildew and build-up from the last 40 years, particularly now that the encroaching trees have been removed. Mr. Wozmak has yet to receive a quote on painting and has yet to find volunteers.
11. We had a conference call with NHDOT and our 14/32 contractors this week. It seems that the Federal/State funds could become available this year earlier than expected. We discussed whether any meaningful work could be done before winter and determined that most work must wait for spring of 2018, although some side-drainage erosion control work might be possible this year. This project will only take 90 days to complete.
12. We have received an acceptance letter signed by NH DOT regarding the Airport Master Plan Update (AMPU). This is/was the final step in finalizing the AMPU, which was accepted by the FAA.
13. On the marketing front, Mr. Wozmak mailed information to Sturm-Ruger, Fed Ex Ground, Fed Ex Express, UPS and Amazon.com. All but the Sturm-Ruger letters were follow-up letters. Since March he has sent out 26 letters with marketing brochures to specific companies. He has received no responses yet but is not necessarily expecting to; these corporations make long-term business location

- decisions years in advance and he hopes to stay on their radar. Sturm-Ruger is interested in using Keene and charter service to meet their needs.
14. Mr. Wozmak had a brief meeting with Governor Chris Sununu and spoke to him about the importance of the regional airports to the State's economy. Mr. Wozmak invited him to get the Department of Economic Development (DRED) to provide more assistance in this regard.
 15. Mr. Wozmak has received two reports regarding airport governance and ownership, per a request by the AAC, to begin reviewing. One report is 71 pages and the other is 127 pages. He will be reviewing these reports for guidance on an approach to our actions in determining what the best form of governance is for this airport and return to this Committee with a summary. Mr. Bergevin suggested reaching out to the Laconia Airport on their past governance efforts; he thinks the biggest obstacle is getting Keene and Swanzey to work together on it. Mr. Wozmak does not have the impression from the Swanzey Selectmen that there is current discordance between the two; in the past the perception was that Keene disregarded Swanzey's interests. Councilor Sutherland suggested that perhaps with a new incoming City Manager who has a strong interest in economic development, there could be progress.

Chair Dexter asked if the \$16,000 approved by City Council for tree clearing is for border trees on airport property or on private landowner property. Mr. Wozmak replied primarily private property; he is still working with NH DOT to acquire funds to finish removing buffer trees and fund mitigation of replacement vegetation along the airport property line.

Mr. Thompson asked if there has been luck finding reports published by NH DOT two years ago regarding the importance of the airport to the community. Mr. Wozmak replied yes and he has been using that information when on the radio, particularly numbers that DOT attributes to the economic benefits of the airport.

Mr. Bergevin asked if there is still an ongoing debt problem with Green River and if Mr. Apple has any regulations on work he does at the airport. Mr. Wozmak replied the City thinks Mr. Apple owes them some money; he is in weekly contact with the Mr. Apple's Attorney about rules for operating at the airport and is trying to work with the City Attorney to regulate that behavior.

Chair Dexter asked for an update on the tree cutting lawsuit. Mr. Wozmak had no update but it should be heard by a judge in the next few months.

Mr. Moriarty asked if anything changed for the PAPIs or landing with the tree cutting. Mr. Wozmak replied because there is still a buffer of trees left, no. Once all the tree removal is done he will return to the FAA to identify remaining obstructions. Mr. Moriarty asked if there is go ahead from any private landowners to cut trees now. Mr. Wozmak replied he is waiting on the money, but now that he has authorization he will meet with the City approved tree removal service who will seek permission from private

landowners. Mr. Bendzinski asked why the tree removal service will be negotiating the service on private property. Mr. Wozmak clarified they will not be negotiating, simply seeking the standard permission necessary for them to conduct work on the private property; all prices will be decided in advance when Mr. Wozmak negotiates with the service. He hopes to make the approved \$16,000 last as long as possible. He said the airport should always be doing tree removal so a large sweep like the last is not needed in the future.

Mr. Wozmak noted the new airport website launched, which incorporates the same information in the brochure he has been sending out (keeneairport.com). There is also now a Facebook page for the airport.

Chair Dexter asked if the obstruction problem at the south end of the airport is due to the hills, trees, or both. Mr. Wozmak replied some of both; minimums can only go so low because of the hill, but trees add to the problem. Mr. Moriarty said there are trees on and off airport property that need to be addressed; when the airport was better staffed there was always tree work, it has just been a primary topic of conversation right now because understaffed. The airport has the equipment to address trees on airport property, but not enough staff to do so. Chair Dexter said Runway 20 is the primary instrument runway and if trees are growing on the approach, the airport should be addressing it. Mr. Wozmak agreed and said he is in the process of adjusting the Airport Improvement Plan with the engineers and NH DOT to address trees when talking about taxiway extension. He wants tree removal and fencing to be a part of every conversation.

4) FBO Announcements/Activities

Ms. Bendel had no updates.

5) Next Meeting – August 18, 2017

6) Adjournment

Hearing no further business, Chair Dexter adjourned the meeting at 9:04 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker