

City of Keene
New Hampshire

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES

Friday, September 16, 2016

8:30 AM

Dillant-Hopkins Airport Terminal

Members Present:

Clark Dexter, Chair
Robert Bergevin
Bill Hutwelker
Rodney Thompson
Robert Sutherland

Staff Present:

Jack Wozmak, Airport Manager
Beth Bendel, FBO

Members Not Present:

Peter Delaney
Joseph Bendzinski
Richard Kasper
Joseph Briggs
Mitch Greenwald, Councilor

1) Call to Order

Chair Dexter called the meeting to order at 8:35 AM.

2) Approval of Minutes

Mr. Bergevin made a motion to approve the minutes of August 19, 2016, which was seconded by Mr. Sutherland and carried unanimously.

3) Airport Manger's Report

Mr. Wozmak provided the following report:

- The T-hangars remain 100 % occupied with two on the waiting list. One of the damaged planes was dismantled and shipped to its new home on September 14. The waiting list will be used to fill the hangar.
- The private party seeking to build a private hangar next to the terminal building has decided against moving forward. Mr. Wozmak did not see a strong business plan coming together. If they come back with a plan, perhaps the hangar can move forward. Mr. Wozmak said it was a good exercise and learning experience for him.

- Mr. Wozmak received draft drawings from an architect regarding some renovations to the terminal building consistent with earlier reports about creating a private pilot's lounge, removing the old counters, adding signage for the FBO, car rental agencies and restaurant, etc. More notably, he asked the architect to design ADA compliant bathrooms and a compliant handicap ramp into the building. We have had two restaurant customers require (embarrassing) assistance in the restroom as a result of the outdated restrooms. I will be identifying ADA compliance as a strong reason for renovating the bathrooms at the airport now that we have a significant increase in citizens coming to the airport.
- While we have shown the Alps property five times, we still do not have a tenant. On September 14, Mr. Wozmak spoke with two other individuals that expressed interest in renting. Mr. Sutherland asked about the condition of the building. Mr. Wozmak replied that the restaurant is clean, the floors are good, the paint is decent, and it is easily rentable. Mr. Sutherland asked about the kitchen. Mr. Wozmak replied that there is no kitchen; the airport owns the building but not the historical equipment.
- Another car cruise is being planned for September 24 from 2:00 PM to 5:00 PM.
- We have begun discussions with the Navy and Fletcher Funeral Home regarding the return of remains of Edwin C. Hopkins, one of the namesakes of the airport. The current plan is for the wake (October 14) and funeral (October 15) to take place in the terminal building with a reception in the Flight Deck Restaurant following the funeral on October 15. Mr. Wozmak has been working with the funeral home to see if the family is ok with inviting us in given Mr. Hopkins' significance to the City and Airport. Mr. Thompson said that Mr. Dillant was brought back to Swanzey approximately one year ago and there was no reception. He said this could be a good opportunity to honor them both with a memorial. Ms. Bendel suggested that if not with his remains, perhaps they could have a memorial for both men on Pearl Harbor day at the Airport.
- NH DOT has confirmed that the grant funding for the design work of runway 14/32 will soon be available and this design project can move forward. They are trying to work out a timeline and schedule to start work before winter.
- On August 30, Mr. Wozmak met with the Edgewood Neighborhood Association. There were about 35 citizens in attendance. Mr. Womak spoke with citizens about the Forest Management Plan, easements, and other topics. Mr. Sutherland asked if they just talked about trees or aeronautics as well. Mr. Wozmak replied that aeronautics was not a big issue; the primary concern is how the City will manage forests. That discussion led to the noise issue which may or may not be present. The Airport will be conducting some noise studies soon. There was positive discussion about Edgewood's openness to the CT National Guard coming in periodically and the positive value of that. There have been a few calls to Keene and Swanzey about aerobatics and Mr. Wozmak encouraged the callers to reach out to their City Councilors with feedback. Mr. Hutwelker also received three calls from citizens and had the same discussion with them. Mr. Sutherland was contacted by a few citizens in the spring; he asked Ms. Bendel to explain what happens to foot traffic here during aeronautics. Ms. Bendel replied that

- there is foot traffic and people here watching but she does not count it. Mr. Wozmak said the restaurant has had planes fly in for breakfast and some locals have expressed that they wish the restaurant opened earlier.
- Mr. Wozmak met with the forest management consultants on September 6. They continue their work and are looking to hold a workshop here in the terminal for the community towards the end of October so that they can present their overall plans for the airport forest land and specifically the Edgewood forest section. They feel that the almost 200 acres of forest land potential is great and could be a showcase for excellent land management. The consultants will make a public presentation about the plan for the community as well as the science behind proper land management. Trees will be marked so neighbors can see what we're talking about. Mr. Wozmak thinks the plan will begin execution in November or December. Mr. Sutherland asked if there is an opportunity to work with the University extension system on this project. Mr. Wozmak replied yes, he has spoken with Mr. Steve Roberge, and he hopes to have a consultant with no history with the airport so they can focus on the forest work.
 - The airport purchased and installed a pan, tilt, zoom camera at the end of runway 02 in a pilot project to try to determine with more accuracy the number of operations at Keene. While field technicians from the FAA facilitated this installation, FAA administration required us to remove the equipment until we go through certain processes to make sure that the camera and microwave link will not create electronic interference with some FAA equipment in that area so if we get the go ahead, this should be a good pilot project for accurate counts. This is an effort to better count operations because the issue has arisen so much in the Airport Master Plan. Mr. Wozmak is working with the NHDOT to have a statewide, more uniform process for estimations which is why they got the new camera. Mr. Sutherland said his understanding was that the FAA estimates are widely used and applied to various airports and that those estimates can effect FAA funding. Mr. Wozmak replied that there are wide benchmarks for operations that could affect FAA funding. NHDOT does not seem concerned that estimates would be so low that they effect funding. The FAA was considering funding a standard, uniform system for counting operations because it is an issue for all non-controlled airports. The current rough traffic number is in the high 40's and has been consistent for at least a decade.
 - The airport hosted the Granite State Airport Managers Association meeting on September 9 with about 40 attendees. A sponsor provided coffee, donuts, and bagels.
 - Mr. Wozmak opened a conversation with an air charter service named *Wheels Up*. The goal will be to discuss joint marketing of their service and Keene as a destination for the region. Mr. Womak hopes their use of Keene will increase.
 - Mr. Wozmak met with the Norwood Group regarding a partnership in developing the 10 sites (about 30 acres) on airport property suitable for either airside or landside development. The Norwood Group provides commercial real estate services worldwide with more than 300 offices nationwide. The person Mr. Womak met with is a pilot so they understand aviation. He hopes to partner with someone who has the resources to develop the property on the airport and

improve economic and business development. For most successful airports, money comes from related business activities which have some aviation connection. The fees Keene gets are consistent with other large and small airports in the region. Mr. Thompson asked about progress on the proposed transportation center. Mr. Wozmak replied that he spoke with the Norwood Group about that but had not had subsequent meetings with Thomas Transportation. He does not expect the City will want to use tax dollars toward anything like this. Mr. Thompson asked if it could be a source of revenue. Mr. Wozmak replied yes, we need to develop a plan for those 30 acres and the type of customer that land would support given the environment, City, and economic profile. Mr. Wozmak said they need to think about City CIP and running a sewer line and pumping station to create a backbone of sustainable development for the acreage at the airport. They should also think about larger, six to eight inch, water main in the future. The more we can focus on developing land here, the higher the payoff.

Chair Dexter asked the status of the small heated hangar. Mr. Wozmak replied that he does not know the status; the tenant may be looking to purchase a hangar that is for sale. He has been following up with them.

Chair Dexter asked the status of the Tax Increment Financing (TIF). Mr. Wozmak replied that he has gathered previously submitted documents and needs to speak with Sarah in Swanzy to find out what would make it successful. He thinks the town of Swanzy would like to see a more developed picture of what the TIF is and what everything would really cost. Mr. Hutwelker agreed that the concern was not having a fully developed plan to take to voters. Mr. Wozmak said they might not have as much detail as everyone would like but his goal is to find something more visible; there is never guaranteed success of a TIF. Ms. Bendel agreed stating that airports thrive not necessarily from airplanes but also from leasing airport land.

Mr. Miguel Picante of Swanzy asked the status of rerouting Route 32. Mr. Wozmak replied that the intersection is dangerous and he thinks because of the new rotary, the best and safest route is to direct people to the rotary. He started a conversation with NHDOT to put a similar sign at the Lake Street intersection to help people turn at the right place. They seem to be open to the idea but there is a process to putting up a new sign. The Southwest Region Planning Commission has done a traffic study on Old Homestead Highway and Lake Street and those results are being tabulated. When those results are available, Mr. Wozmak will present them to Swanzy Selectmen who will decide whether to ask the state to designate Lake Street as Route 32 and not Old Homestead Highway.

4) Operation Manager's Report

5) Marketing Committee Report (Committee in Recess)

Mr. Wozmak is working toward a draft marketing brochure which will tie to social media. When there is enough to talk about and layouts, the marketing Committee will be reinstated to give feedback and finalize.

6) FBO Announcements

Ms. Bendel said the FBO is busy and looking for new staff, particularly experienced linemen. They have added a retractable gear, complex aircraft to the training fleet. This provides the ability to train someone from never having flown through commercial training. This has not been available in Keene for a long time.

Ms. Bendel noted they are conducting a Drone Ground School for commercial drone operators. Operators are trained for the FAA exam which is proctored at the airport.

Ms. Bendel has teamed with the Airline Owners and Pilots Association (AOPA) for a “rusty pilot” seminar. Ms. Bendel also noted the bar-be-que on September 17 which will host the SONEX flyers.

Mr. Wozmak noted the importance of pilot training as there is a nationwide pilot shortage. There is a high level of hours required for pilot certification and it has stopped the flow of pilots into the commercial arena. There is effort at the federal level to redo those regulations.

7) Topics for Next Agenda

Ms. Bendel suggested talking about an airport open house next summer. Mr. Wozmak agreed and said he would like to upgrade the airport more first, wants Civil Air Patrol to come, and thinks activities can be combined to create a meaningful open house.

Mr. Sutherland asked how the Airport Master Plan intersects with this Committee. Mr. Wozmak replied that the Airport Master Plan is a 10-year plan and will be presented to City Council in October or November. There are eight or nine chapters in the plan and they Committee is currently reviewing chapter five. It will be a few more months before the draft is ready to be sent to this Committee.

8) Adjourn

Hearing no further business, Chair Dexter adjourned the meeting at 9:32 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker