

City of Keene
New Hampshire

MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
MEETING MINUTES

Wednesday, January 27, 2016

6:00 PM

Council Chambers

Members Present:

Janis O. Manwaring, Chair
Randy L. Filiault, Vice-Chair
Robert J. O'Connor
Stephen L. Hooper
Gary P. Lamoureux

Staff Present:

Medard Kopczynski, Acting City Manager
Rebecca Landry, Assistant City Manager/IT
Director
Patricia Little, City Clerk
Elizabeth Fox, Finance Director/Assistant City
Manager
Mark Howard, Fire Chief
Andrew Bohannon,
Parks, Recreation, and Facilities Director

Members Not Present:

Chair Manwaring called the meeting to order at 6:00 PM and explained the procedures of the meeting.

1) PERIODIC UPDATE – Airport Advisory Commission

City Clerk Patricia Little stated that as she indicated at the previous meeting, they are nearing the conclusion of a year-long effort that invites public bodies to report to the standing committees to start a dialogue. Tonight, the Airport Advisory Commission (AAC) is here to give their report. The AAC's reporting to this committee is actually codified - a City ordinance requires them to make regular recommendations to the MSFI Committee. She noted that the Mayor will be introducing amendments to the Rules of Order, taking the AAC out of the MSFI Committee's realm and transferring it to the Planning, Licenses, and Development (PLD) Committee. If those amendments to the Rules of Order are approved, this may be the last opportunity for the MSFI Committee to hear from the AAC. This first year is meant to be an introduction to the committees; the Chair will speak to membership, charge, and activities of the commission. Next year they will be looking to delve deeper into the role of public bodies in identifying initiatives that work towards goals stated in the Comprehensive Master Plan (CMP). The overall objective of this exercise is to increase the public's awareness of the initiatives of the 20 public bodies, which have close to 200 civic members who have joined and participate in regular meetings. Transparency is a nice byproduct of this effort as well. They are always encouraging citizens to come forward and serve. The next effort will be to achieve greater collaboration between the City Council and the public bodies.

AAC Chair Clark Dexter stated that the AAC is an advisory committee created to take a proactive role in the development, operations, and marketing of the airport. He continued that on the development side they are working on a Master Plan update that will be finished later this year. They are also working on the maintenance of the approach of runway 20. Phase II of an Environmental Assessment has just been authorized by the State and should be completed this summer. Next year they will look for grant money for improving the 14/32 runway. Mr. Dexter continued the restaurant is a big concern; it has been empty for over two years. The AAC recommends that if it cannot be leased to a long term tenant, it be rented on a daily basis for groups, weddings and celebrations, so they can get some money coming in and also promote the airport. The City owns 52 hangars and five of them are unoccupied right now. They are advertising them for use.

Mr. Dexter continued that Airport Maintenance and Operations Manager Mike Moriarty is doing a wonderful job at the airport, but he is short-handed and needs more staff members and more help. In regards to marketing, Mr. Moriarty has developed a Facebook page and has videos of the local jets coming and going, photos of the airport space that is available, and other things that are fun for the public to see. Assistant City Manager Rebecca Landry has developed a new website for the airport on the City's webpage. They are working on establishing short and long term marketing goals. They need money if they are going to develop a marketing program, and the City Council will be hearing from the AAC about this.

Councilor O'Connor asked if the Facebook page is private or through the City. Ms. Landry replied that it is open and available to the public. She continued that there was some confusion because there can be three or four people who are fans or friends of the airport and who can develop their own Facebook pages, but there *is* an official, City-seal-stamped one. Finance Director Elizabeth Fox added that there is a link on the City's website to the airport's Facebook page if anyone wants to join.

City Manager Medard Kopczynski stated that Mr. Dexter has been very humble tonight. He continued that there is a very activist AAC, which is great to have. They are concerned about the future of the airport and they are doing positive things. The City now and hopefully in the long term is paying a lot of attention to what needs to happen at the airport. There is recognition by the City of Keene and the Town of Swanzey, which has also developed strong ties and relationships with the airport of the economic importance of the airport. There are a number of initiatives they are undertaking and will undertake, everything from the Master Plan update to the second phase of the Environmental Assessment, and moving to the obstruction clearing. They are working on marketing, finding out where the airport fits in the scheme of things, and looking to find a temporary replacement for the Airport Director – someone with a background that will help move the airport in the direction of public relations and marketing. Senior staff now spend a day each, probably, involved with airport issues. They have updated the leases and the leasing process, and are negotiating with Green River Aviation regarding the hangar that they had leased. There is tremendous progress being made, due to the AAC and also Swanzey stepping up to the plate.

Councilor Filiault stated that he commends the City Manager and the AAC. He continued that this is probably the most positive vibe they have heard about the airport in 18 years. This is all good news and he appreciates it.

Beth Bendel, of 80 Airport Road, thanked the MSFI Committee for having the AAC here. She continued that it is terrific to see the positive energy among staff and the City Council. She noted that AAC members Bill Hutwelker and Rod Thompson are also here tonight. This is the most invigorated AAC she has seen. The AAC members really care about the airport. She owns Monadnock Aviation and is Chair of the Marketing Committee and Vice Chair of the Master Plan Committee. Great things are happening with the airport right now. The marketing committee members include Mr. Moriarty, Ms. Landry, AAC members, a representative from Eversource Energy, and others. Members are not just aviators. They are trying to get people with professional marketing experience, too, to get new customers and reach out to the community. They are identifying short and long term goals for marketing the airport.

Ms. Bendel continued that she flinches every time she hears someone say they are “going to make the airport active” or something similar, because the airport is already active. The flight school is hopping, and people are learning to fly almost every day. The maintenance shop is busy. Monadnock Aviation has a testing center that offers hundreds of professional exams that people drive for hours to come take – everything from dog training to home inspection to electrical grid work, and of course, aviation. C&S is not the only corporation with jets at the airport. She cannot give the names of other companies, but they have about 300 corporate jets which come and go each year. These companies include major freight and trucking, lumber, a bakery chain, and plumbing. The airport is being used for business right now. There is room for improvement and they are working on that, but people should not think the airport is not being used now, because it is.

Councilor Hooper stated that Ms. Bendel is being modest. He continued that she gives a huge amount of energy to the airport and also the AAC and he sees the energy and it is fantastic and important. He hopes that the energy can be translated to the public in the City of Keene and outside towns so they realize this energy is there. He would endorse any ways that they can do that.

Councilor Lamoureux made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the report by the Airport Advisory Commission be accepted as informational.

2) **MEMORANDUM – Parks, Recreation, and Facilities Director – Rededication of Michael EJ Blastos Community Room**

Parks, Recreation, and Facilities Director Andrew Bohannon stated that this memorandum is regarding the Michael EJ Blastos Community Room at 380 Marlborough Street. He continued that in 2012 it was dedicated to the beloved former Mayor Blastos for the time he served as Mayor and City Councilor. A room of that nature was well deserved. At that time Keene Ice had not yet been established and the room served a couple purposes. Now that Keene Ice is established and the room was redesigned, as the City Council saw in the CIP presentation, he thinks they would agree that it is a very nice room for the community as it overlooks the ice arena. With assistance from John Byrnes they want to rededicate the room and give the proper designation and hang a photo and plaque. They will put a new sign above the police entrance way. It will get the final touches that it deserves. He brings this forward tonight as informational. The date is February 6, 2016 at 11:00 AM in the room itself. They invite the City Council, community, and friends and family of Michael Blastos.

John Byrnes stated that it is quite a nice room and a fitting finish to the tribute to Mayor Blastos. He continued that over the years the room will have a lot of uses. It will be nice to have the proper recognition done with a sign and photo. He has always been very proud of the City and Mr. Blastos's contribution to it. He is glad to do this to honor him.

Councilor O'Connor made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the rededication of the Michael EJ Blastos Community Room on Saturday, February 6, 2016.

3) **REFERRED BACK – Emergency Operations Plan**

Fire Chief Mark Howard stated that the Local Emergency Operations Plan (LEOP) has been referred back to the Committee. He continued that after further review, staff found that the adoption of the LEOP, as stated in the City Code, is by resolution. His and Kürt Blomquist's intention is to work with other staff members, including the City Clerk, to draft that Resolution and bring it back to the MSFI Committee and the City Council. Also brought up was a request for the City Council to review the LEOP further. Chair Manwaring asked if he is looking for the committee to be placed on more time. Chief Howard replied yes, so staff can draft the resolution and bring it back.

City Manager Kopczynski thanked Councilor Powers for bringing this to their attention. He continued that the last time they did this they did not pass the plan by resolution – that has not been done since the early 1980s. At some point they want the City Council to look at changing the ordinance that requires the adoption to be done by resolution, but

right now they will go through the process and draft a resolution. The City Council's review of the document will be done in non-public session, due to the sensitivity of it.

Chief Howard stated that yes, Mr. Blomquist found that from the 1980s forward the LEOP was not adopted by resolution, but this was not because any staff members were doing anything wrong. It is a matter of how you interpret the language in the City Code. Chair Manwaring replied that she read that part of the City Code and she agrees. She thanked Chief Howard and Councilor Powers.

Councilor Filiault made the following motion, which was seconded by Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends placing the Local Emergency Operations Plan on more time while City staff members draft the resolution to bring back.

4) Adjournment

Hearing no further business, Chair Manwaring adjourned the meeting at 6:25 PM.

Respectfully submitted by,
Britta Reida, Minute Taker