

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

**FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**

**Thursday, July 30, 2014**

**6:30 PM**

**Council Chambers**

**Members Present:**

Mitchell Greenwald, Chairman  
Terry M. Clark  
Thomas F. Powers  
Kris E. Roberts

**Staff Present:**

City Attorney, Thomas Mullins  
Airport Director, Ed Mattern  
City Clerk, Patty Little  
Asst. City Manager, Med Kopczynski  
Planning Director, Rhett Lamb

**Members Absent:**

Randy L. Filiault

**Others Present:**

Janis O. Manwaring

Chair Greenwald called the meeting to order at 6:30 PM.

**1. MEMORANDUM: Airport Director - Request for Proposals - City Owned Hangar/Office**

Airport Director, Ed Mattern stated this matter is in reference to the City-owned hangar and office building at the airport. An RFP was issued through the Finance Department for a 30 day period and the City received two proposals; one from Monadnock Aviation and the other from Green River Aviation. A review team was put together comprised of staff and members of the Airport Advisory Committee. The team reviewed the proposals based on the RFP criteria. 50% of the review was based on written criteria and the second half was based on a face to face interview. Based on these two criteria, Monadnock Aviation received a higher score. Mr. Mattern noted this information is included in the committee's packet.

Mr. Mattern noted there are other options for the Council to consider included in the Memorandum; the structures in question have significant work which needs to be done and the hope was through the RFP this would be addressed but the business case did not outline same. He noted the Council hence, does have the option of considering the long term life of these buildings as they consider the matter before them. Mr. Mattern stated the Planning Director who is part of the Planning Advisory Committee of the Master Plan Update is present today.

Chair Greenwald noted the Committee has four options to consider. He noted there are two operators currently at the airport and neither one is very strong. This City owned hangar and office are a rental, the lease for which expired years ago and because the City couldn't come up with a firm solution a portion of this building was rented out to the civil air patrol which use never transpired. Chair Greenwald stressed the fact the Committee is charged with the best interest of the City.

The Chair then went over the different options before them tonight:

- The Finance, Organization and Personnel Committee recommend Council forgo any decision on the RFP until the results of the Airport Master Plan Update Facilities Assessment has been completed.
- The Finance, Organization and Personnel Committee recommend the City Manager be authorized to negotiate and execute a lease agreement with Monadnock Aviation, relative to the City-owned hangar at the Dillant-Hopkins Airport.
- The Finance, Organization and Personnel Committee recommend the City Manager be authorized to negotiate and execute a lease agreement with Green River, relative to the City-owned hangar at the Dillant-Hopkins Airport.
- The Finance, Organization and Personnel Committee recommend Council reject both proposals and direct staff to develop cost estimates for improvements to the hangar to include rest rooms.

The Chair stated he was not in favor of option 4 as the City does not have money to rebuild this facility. The Chair clarified if another entity wanted to construct a hangar at the airport there is property available. Mr. Mattern answered in the affirmative.

Councilor Roberts stated the reason he was opposed to this last time is because he felt the process was not followed, but felt it was followed properly this time. He also noted in the last four months Green River has had only \$14 of revenue and paid rent in advance only four times but was late the other few times. At the present time they are 136 days late and when this is compared to Monadnock Aviation, they have always been on time except for a few occasions. He agreed with the Chair that neither is a very strong candidate but can't support going forward with Green River, and as a result he would support going with option 2.

Chair Greenwald went over the individuals who were part of the Review Committee, Asst. City Manager, Med Kopczynski; Finance Director, Steve Thornton; City Assessor, Dan Langille; Asst. Public Works Director, Donna Hanscom; as well as Kevin Provost and Bill Hutwelker from the Airport Advisory Committee. Based on the evaluation, Green River scored 301 out of a possible 700 and Monadnock Aviation scored 395. He noted this is not a thunderous approval for either one of the entities and if you translate it to a percentage they come very close.

He noted the information provided to the Committee does show that one party is moving forward and the other is not.

Councilor Powers noted there is a message here – the airport industry is declining and he agreed a decision needs to be made today. He further questioned if the City is only talking about the hangar and there are no restrooms available, whether the City would not be in violation of its own codes. Mr. Mattern explained from his point of view it would be how the building is used. If it is used as a commercial enterprise and the public is accessing this site, it would fall under Swanzey’s codes and restrooms are required. If it is however, used for storage and no employees are working restroom requirements won’t exist, but this is something which needs to be clarified. Monadnock Aviation’s proposal is to use it for storage of aircraft.

Councilor Clark noted the City has tried to make this airport viable for many years but year after year the City keeps operating on a deficit. He noted no-one from the outside seems to be interested in doing business at the airport except for those who are already doing business at the airport and wasn’t sure if the City should be involved in this process. The Councilor did not feel these four options were the only options available to the City and stressed the importance of considering what is in the best interest of the tax payer. He agreed he sees the importance of the airport but questioned how long the tax payer can support it. He felt what the City should be conveying to those interested, the hangar and the administrative building should be rented as one unit and if a party is not interested then something else should be thought of.

Chair Greenwald recalled the reason for splitting the hangar and the administrative building was to accommodate Green River’s request. He agreed it should be a “package deal”.

Councilor Roberts felt it is more than just the airport and agreed the airport by itself is running on a deficit. However, C&S has its aircraft at the airport – C&S took an empty building on Optical Avenue and created space they are paying taxes on and the same is true with space at the Fed Ex site, the Blackbrook site and the Stoneholm Farm building. Having C&S in the community benefits the community greatly. He added he has a concern about advertising this as a “package deal” and questioned what happens if both existing entities vacate the airport. The City will then have to run the fuel farm.

Councilor Powers asked whether the proposal called for both buildings to be taken as a whole. Mr. Mattern stated they wanted to be as broad as possible and hence did not call for both buildings to be taken together; it was one or the other or both together – those were the options. The Councilor questioned how the City originally acquired these buildings. Mr. Mattern explained Emerson Aviation owned both those buildings together with the fuel farm. They failed to pay taxes to the Town of Swanzey and defaulted on their obligations to the city. The Town of Swanzey took the assets and the city acquired same from Swanzey. He noted the hangar and the administration building were always a package deal.

Mr. Mattern noted that an economic impact study was done with the airport making a 6.5 million dollar contribution to the local economy. He noted the Highway Department does not generate a profit either nor do the Fire Department or the library but these services are important to a community and everyone benefits from them.

Councilor Clark questioned who was benefiting from the airport. He noted it might benefit certain tax payers or certain businesses but does not benefit everyone broadly. Chair Greenwald stressed what the Committee is tasked with today is what to do with this property at the airport.

Councilor Clark made a motion to put this item on more time. The motion died for lack of a second.

Councilor Roberts noted staff has followed all directions provided to them by the Council and hence he is ready to make a motion.

Councilor Roberts made the following motion which was seconded by Councilor Powers.

That the Finance, Organization and Personnel Committee recommends the City Manager be authorized to negotiate and execute a lease agreement with Monadnock Aviation for the City-owned hangar at Dillant Hopkins Airport.

Councilor Clark asked where this leaves the administration building. Chair Greenwald noted he was going to ask the City Manager to include this in his negotiation unless Councilor Roberts wanted to amend his motion to include this item in it.

Councilor Roberts made the following amendment to the motion on the floor, which was seconded by Councilor Powers.

That the Finance, Organization and Personnel Committee recommends the City Manager be authorized to negotiate and execute a lease agreement with Monadnock Aviation for the City-owned hangar and Administration Building at Dillant Hopkins Airport.

Chair Greenwald noted if the Manager cannot negotiate the office portion then the matter when it comes back will be discussed. Attorney Mullins noted the motion includes "execute", therefore it would not come back before the Committee. Councilor Powers hoped this matter does not drag on.

Councilor Clark felt this item has been difficult to handle and did not feel it has been thought out well and agreed he does not want to think about it for another year. He felt getting it out of the way does not help the tax payer and felt it should be done right. Chair Greenwald asked what else Councilor Clark wants to do; an RFP has been sent out twice and the same responses came in. Councilor Clark stated he would include the administrative building in the proposal as well; either they take the whole thing or none at all. Councilor Roberts noted the City has parsed-out portions of buildings in the past if it is in the best interest of the City and used the transportation center as an example.

On a vote of 3-1, Finance, Organization and Personnel Committee recommends the City Manager be authorized to negotiate and execute a lease agreement with Monadnock Aviation for the City-owned hangar and Administration Building at Dillant Hopkins Airport. Councilor Clark voted in opposition.

**2. DISCUSSION: Appointment of an Interim City Manager**

Chair Greenwald noted this is a personnel matter and as such the Committee will be entering a non-public session. At 7:05 PM, a motion by Chair Greenwald to go into non-public session to discuss personnel under RSA 91-A:3,II(b), was duly seconded. On a roll call vote, 4 Councilors were present and voted in favor. Discussion was limited to the subject matter. The session concluded at 7:18 PM. A motion by Councilor Powers to keep the minutes in non-public session was duly seconded. On a roll call vote, 4 Councilors were present and voted in favor. Councilor Filiault was absent.

The meeting reconvened at 7:20 PM.

Councilor Powers made the following motion which was seconded by Councilor Roberts.

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends the Finance Committee be authorized to negotiate an agreement with the individual discussed in non-public session to assume the position of acting City Manager effective upon taking the oath of office, but subject to final review and approval by the City Council.

At 7:21 PM, there being no further business before the Committee, Chair Greenwald declared the meeting adjourned.

Respectfully submitted by,  
Krishni Pahl, Minute Taker