



City of Keene  
*New Hampshire*

**PLANNING, LICENSES AND  
DEVELOPMENT COMMITTEE  
AGENDA  
Council Chambers A  
February 21, 2018  
7:00 PM**

David C. Richards  
Philip M. Jones  
George S. Hansel  
Bartlomiej K. Sapeta  
Margaret M. Rice

- 
1. Relating to the Airport Development and Marketing Committee  
Ordinance O-2018-01

**MORE TIME ITEMS:**

- A. Janis Manwaring/Pathways for Keene - Request to Use City Property - 4 on the 4th
- B. Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects - Council Policy
- C. Continued Discussion – An Ordinance for Disorderly Residences

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

January 31, 2018

**TO:** Mayor and Keene City Council

**FROM:** Elizabeth Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Relating to the Airport Development and Marketing Committee

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**COUNCIL ACTION:**

In City Council February 1, 2018.

Referred to the Planning, Licenses and Development Committee.

**RECOMMENDATION:**

That City Council refers Ordinance O-2018-01 to the Planning, Licenses and Development Committee for a recommendation.

**ATTACHMENTS:**

Description

Proposed Amendment

Ordinance O-2018-01

**BACKGROUND:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommended that City staff be instructed to introduce an Ordinance for 1st reading that would change the name of the Airport Advisory Commission to the Airport Development and Marketing Committee. The charge of the Committee will be to take a proactive role in the development of the Keene Dillant-Hopkins Airport, by collaborating with other City and local economic development efforts to implement the Airport Master Plan. In addition, the committee members would also serve as ambassadors for the airport both locally and regionally. Ordinance O-2018-01 has been drafted. The Airport Advisory Commission was created to take a proactive role in the development of the Keene Dillant-Hopkins Airport by actively striving for the implementation of the adopted master plan. It shall also review the master plan from time to time to ensure responsiveness to changing conditions. It also currently has the primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.

Prior to the arrival of our current Airport Manager Jack Wozmak, the commission and their monthly meetings were utilized for review of items that were more administrative in nature. In my opinion, this is not where we most need assistance from our volunteers. The proposed charge for the committee makes it clear that the focus of the committee will be to assist with the development and marketing of the airport. It is one of my goals, as City Manager, to integrate development of the airport into the larger regional and state economic development initiatives. To do this effectively we need the help of the committee members.

To bring focus to the Airport Committee we are proposing a name change and a more simplified direct charge for the committee members.

Summary of charges:

1. Name changed from Airport Advisory Commission to Airport Development and Marking Committee.
2. Increase membership from nine to eleven members.
3. Changes the Mayor's role to ex-officio "with" a vote.
4. Clarifies that the City Manager is an ex-officio member without a vote.
5. Simplifies the charge of the committee to focus on marketing and development

Eighteen

Relating to – Airport Development and Marketing Committee

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by inserting the bolded text and eliminating the stricken text in Division 2 of Article IV “Departments” Chapter 2 entitled “Administration” as follows:

**DIVISION 2. – AIRPORT DEVELOPMENT AND MARKETING COMMITTEE**  
~~AIRPORT ADVISORY COMMISSION~~

Sec. 2-621. - Membership.

- (a) The airport **development and marketing committee** ~~advisory commission~~ shall consist of **eleven** ~~nine~~ regular voting members. No less than five voting members must be residents of the city. At least one of the voting members must reside in the Town of Swanzey, and one voting member must be a member of the city council.
- ~~(b) If the mayor and city council desire, additional city council members may be designated as council liaisons to the commission. Additional council liaisons shall, however, be nonvoting members.~~
- (e) (b) The mayor, **or his designee**, shall be an ex officio member of the ~~commission~~ **with a vote without a vote. The mayor, or his designee, shall not be counted as one of the minimum of five voting members who are residents of the city.**
- (c) **The city manager shall be an ex officio member without a vote.**
- ~~(d) (d) The membership of the **committee** ~~commission~~ shall elect a chair, who shall be a city resident. The chair shall have a demonstrated interest in aviation and shall assume an active role in the development of the airport. ~~business of the commission and airport issues~~~~

Sec. 2-622. - Terms.

The terms for members of the airport **development and marketing committee** ~~advisory commission~~ shall be for a period of three years.

Sec. 2-623. - Relation to department.

The airport director **will work with the committee to market and develop the airport.** ~~shall report to the airport advisory commission on the activities of his office. The airport director shall also advise the commission of his judgment concerning matters before the commission or on matters he feels should come before the commission. The commission shall advise the airport director relative to other airport-related issues.~~

Sec. 2-624. - Functions and guidelines.

In accordance with the provisions of applicable law, the functions and guidelines in this section are established for the conduct of the airport **development and marketing committee.** ~~advisory commission~~ The **committee** ~~commission~~ shall:

- (1) **Take a proactive role in the development of the Keene Dillant-Hopkins Airport by collaborating with other city and local economic development efforts to implement the Airport Master Plan.**
- (2) **Serve as ambassadors for the airport both locally and regionally.**
- (3) **Assume primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.**
- ~~(1) Take a proactive role in the development of the Keene Dillant-Hopkins Airport by actively striving for the implementation of the adopted master plan. It shall also review the master plan from time to time to ensure responsiveness to changing conditions.~~
- ~~(2) Promote communication and the exchange of ideas and concerns between airport users and city staff and the city council.~~
- ~~(3) Review the airport rules, regulations, and ordinances to ensure effectiveness and currency; make recommendations relative to amendments to procedures and regulations, as well as the minimum standards.~~
- ~~(4) Make regular reports and recommendations to the municipal services, facilities and infrastructure committee of the city council.~~
- ~~(5) Assume primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.~~
- ~~(6) Perform other related functions as required by the city council or as requested by the city manager.~~

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Kendall W. Lane, Mayor



# CITY OF KEENE

O-2018-01

Eighteen

In the Year of Our Lord Two Thousand and .....

AN ORDINANCE .....Relating to -- Airport Development and Marketing Committee.....

*Be it ordained by the City Council of the City of Keene, as follows:*

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- ~~(b) If the mayor and city council desire, additional city council members may be designated as council liaisons to the commission. Additional council liaisons shall, however, be nonvoting members.~~
- (c) The mayor, **or his designee**, shall be an ex officio member ~~of the commission with a vote~~ without a vote.
- (d) The city manager shall be an ex officio member without a vote.**
- ~~(d)~~ **(e)** The membership of the ~~commission~~ **committee** shall elect a chair, who shall be a city resident. The chair shall have a demonstrated interest in aviation and shall assume an active role in the development **of the airport.** ~~business of the commission and airport issues~~

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~~(2) Promote communication and the exchange of ideas and concerns between airport users and city staff and the city council.~~

~~(3) Review the airport rules, regulations, and ordinances to ensure effectiveness and currency; make recommendations relative to amendments to procedures and regulations, as well as the minimum standards.~~

~~(4) Make regular reports and recommendations to the municipal services, facilities and infrastructure committee of the city council.~~

~~(5) Assume primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.~~

~~(6) Perform other related functions as required by the city council or as requested by the city manager.~~

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Kendall W. Lane, Mayor