

City of Keene
New Hampshire

AIRPORT DEVELOPMENT AND MARKETING COMMITTEE
MEETING MINUTES

Tuesday, March 26, 2019

9:00 AM

Dillant-Hopkins Airport Terminal

Members Present:

Curt Hansen, Chair
Beth Bendel, Vice Chair
Kendall Lane, Mayor
Mitch Greenwald, City Councilor
Joe Bendzinski
Bill Hutwelker
Nathan Jacobs
Andrea White

Staff Present:

Rebecca Landry, IT Manager/ Assistant City
Manager
Elizabeth Dragon, City Manager

Members Not Present:

Rick Blood
Brian Johnson
Peter Delaney

1) Call to Order

Chair Hansen called the meeting to order at 9:03 AM and roll call was conducted. Guests included Michael Branley, the Town Administrator for Swanzey and Leslie Frank, a resident of Spofford and user of the airport.

2) Approval of Minutes – January 22, 2019

Vice Chair Bendel noted the following corrections:

- On page 4, second paragraph, last sentence “Ms. Bendel recalled the FBO has always owned and operated the fuel farm, not the City”. She stated the sentence corrected to “Ms. Bendell recalled the FBO has always operated the fuel farm and has sometimes owned it”.
- On page 5, second paragraph, the sentence, “If Keene does not meet those criteria they can move on to other opportunities”. Vice Chair Bendel requested retracting the sentence because it was not her intent to sound inflammatory. She requested the sentence be corrected to “If Keene does not meet those criteria they are likely to move on to other opportunities”.

Councilor Greenwald made a motion to accept the minutes of January 22, 2019 as amended. The motion was seconded by Mr. Bendzinski, which carried unanimously.

3) Introduce Mark Goodrich & D&K Management Contract

Ms. Landry introduced and welcomed Mark Goodrich of Dubois and King, Incorporated. She reported that Dubois and King have signed onto a contract with the City to help with airport management in the interim between airport managers. Ms. Landry stated that Dubois and King have sent Mr. Goodrich to the airport for at least three days a week to have a physical presence in the building. She noted Dubois and King have a whole team of people helping as needed. Ms. Landry reported the City has a good number of capital projects underway and grants that are very important to the airport and the airport community. She noted this was something that cannot be paused in-between managers.

Mr. Goodrich stated that he has been an airport engineer for plus twenty years ~~and an airport manager for several years~~. He reported there are a number of projects at the airport that are construction related such as extending taxiway A. Mr. Goodrich reported there is a grant going before the City Manager on April 4th for signature and will be waiting for the FAA funding to become available sometime in August or September. He stated that construction for taxiway A could begin this fall.

Mr. Goodrich reported they are trying to figure out the hangar agreements, lease agreements and budgetary issues. The City Manager added that this arrangement will help the City keep all projects that have been started on track. She stated that she was concerned the airport would lose momentum if someone was not brought on board. The City Manager noted that Ms. Landry will be overseeing the airport on behalf of the City. In addition, she noted that Ms. Landry also has another full time job with the City and a department to run. The City Manager explained that having Dubois and King allows the airport to have someone present to keep things going and to be a point of contact.

The City Manager reported there are some exciting projects the Committee is looking at and emphasized the need to make sure keep those efforts move forward. The City Manager noted that she does anticipate it will be easy process recruiting for a new director and may take some time in order to find the right person. Mr. Goodrich stated that met with the Director of Human Resources, Beth Fox and that Ms. Fox is looking for assistance in developing ideas on how to best market for this position.

The City Manager then welcomed new member Andrea White to the Committee and asked members to introduce themselves.

4.) Air Planners/Tomcich Travel Update

The City Manager stated this is one of the projects that need to get back to the forefront. She stated a few weeks before Mr. Wozmak left they had a phone conference with the air planners group and they submitted a proposal. She reported the proposal was costly and

it was proposed as an ongoing relationship. The City Manager then asked the air planners to break down the proposal into different projects. She stated that one of things they are looking to do is a market study that has not been updated since 2012. In addition, see if there is an opportunity to go after some of the small service airliners to bring some commercial activity to the airport. The City Manager stated they would need to determine what that would look like and what market they might be able to attract. She stated that she was not happy with the structure of the first proposal and asked them to break down the proposal into projects. The City Manager, Ms. Landry and Mr. Goodrich will follow-up with the air planners. The City Manager reported that she did receive a message from the air planners stating they are ready to have another conference call. She stated that Ms. Wozmak stated the possibility of grant funding to do this type of work. The City Manager will discuss this with Mr. Goodrich to see what funds the airport may be able to pursue.

Ms. Landry added that part of their appraisal included researching funding opportunities to do the market research and planning. She stated this is not materializing yet and has a phone call scheduled with Carol Niewola at NH DOT. Councilor Greenwald asked if this was something that Dubois and King could handle. Mr. Goodrich responded that Dubois and King is predominately an engineering firm but they do have a gentleman on staff that functions largely as an airport manager. He noted the gentleman has some experience with this type of development and will reach out to him. In addition, he noted in their contract with the City a part of their role is to help with air planners.

Mr. Goodrich then reported that he and Ms. Landry discussed the need for a Part 139 and whether or not it is necessary. He noted this is something that should have follow-up.

Vice Chair Bendel reported that she wrote the grant for the air study in 2012 and it was paid for through a grant. Vice Chair Bendel will provide the City Manager with a copy of the grant.

Mr. Goodrich added that he has looked at the Master Plan which does include a review of the area but not in the sense it is looking at carrier service. He noted the Master Plan was geared toward the demographics that were using the airport. In addition, the air planner proposal was more geared toward aircraft users and people looking for commercial type services.

5) Interest in Jet Hangar Development

Ms. Landry reported they have in the last month leased out 2 of 3 available t-hangars, thanks to the help of Monadnock Aviation. She reported that one of the lessees, Will Corey, who is doing business under Food Harvest of America, is interested in building a large jet hangar. Ms. Landry stated they are not sure what that looks like yet but does think this is a good opportunity. She noted they should proceed carefully in order to make sure they are meeting all of the FAA requirements, cooperating with Monadnock Aviation, and other tenants. Mr. Goodrich stated that he was aware of

several individuals looking for property along Route 32 for smaller hangars but nothing along the magnitude Mr. Corey is discussing.

Mr. Jacobs asked if there is anything slated to be built now. Mr. Goodrich responded there is discussion a hangar was going to be constructed or reconstructed north of the Route 32 approach. He noted that he has not heard anything to indicate this is moving forward. Vice Chair Bendel reported that Dwight Klepacki is supposed to be breaking ground in the spring over beside the firehouse on his hangar that is 60X60.

Vice Chair Bendel reported that Mr. Corey is one of her flight students and that she has explained to him that a 200 X 200 hangar is awfully aggressive for Keene. She stated that she is working with him to get his pilot's license and that Monadnock Aviation may possibly manage his hangar.

Mr. Goodrich reported that he has received a vague email from Ryan Rawson about a proposal. Mr. Goodrich will need to call Mr. Rawson about the proposal.

Mr. Bendzinski asked when someone builds a hangar if they own the hangar. Mr. Goodrich responded the airport owns the land and the land is leased. The lessee will own the building. Mr. Goodrich stated there are minimum standards for the length of lease agreements. He noted the airport has a five year option and a five year reup. Mr. Goodrich explained the City has a standard lease agreement they follow with a certain rate they can apply per square foot, for parking arrangements and utility access. The City Manager added there is automatic renewal language in the contract. She reported that the City recently added language to the t-hangars so that the City could approve those without going to City Council.

Mr. Bendzinski stated in the past some people did not pay rent on the hangars and this went on for months. He asked if there is better enforcement now. The City Manager responded that part of the work this past year was to standardize lease agreements, get them into the City's software for the Finance Department to track. She noted the Finance Department is in charge of tracking those payments and they do not let these payments get behind.

Councilor Greenwald asked Mr. Goodrich if there is a checklist of what projects are of interest to the Committee. He noted there was an issue that hangars were being used for storage. Councilor Greenwald reported that he went around with the former director, before Mr. Wozmak to make sure that airport was being used for airport purposes.

In addition, Councilor Greenwald stated the Committee is a marketing committee and the Committee never saw a marketing plan. He asked if this is within the scope of work for Mr. Goodrich. Mr. Goodrich responded that Dubois and King have agreed to assist the airport with marketing efforts. He noted that right now he is trying to determine what is most pressing. Mr. Goodrich added that he has discovered the Alps property is a priority. He noted the Alps project will be before the Swanzey Planning Board on April 11th for approval as a subdivision. Mr. Goodrich reported there are a number of individuals

interested in the property and want to make sure they are able to discuss negotiations with them and move through the FAA release process.

Council Greenwald asked if the consultant is listed in the budget for the market study. The City Manager responded that was not included at this time. She explained that needs to wait until they can get number down and identify if there are some funding sources.

Ms. Landry stated that she and Mr. Goodrich would like to know more about what the Committee has done and what the Committee would like to do going forward. She stated the goal by the end of this meeting is to have items for the next agenda.

Mr. Jacobs suggested an idea to that will trap money that flies into Keene. He explained that the airport is close to the downtown area. He stated the Committee has discussed where the fuel farm is compared to where the services are at the airport. He suggested the airport advertise if pilots buy 10-15 gallons of fuel the airport can provide service 9 AM-5 PM to get them downtown. Mr. Jacobs stated the idea is to bring more people to downtown to spend money and the City would provide that service. Mr. Jacobs stated the question is who is going to give the ride and how to strategically market the idea. He noted that Mr. Wozmak and Mr. Moriarity were pushing for another maintenance worker for the City. Mr. Jacobs suggested the new role of this worker would be providing a shuttle service to downtown. The Committee discussed that pilots can use local transportation services such as Uber, Lyft and taxi services. Ms. Landry stated that the idea of an organized incentivized system to get people down is a fantastic idea.

Ms. Landry asked if the Downtown Coordinator position has been filled. The City Manager responded that someone has been selected but has not been made public. She stated that the new hire is meeting with Jack Dugan next week at MEDC to solidify the position. Ms. Landry stated that the Downtown Coordinator may be able to coordinate with downtown vendors on an extended incentive to bring pilots and passengers to downtown. Vice Chair Bendel stated that she thought people would use a shuttle service, especially on Saturdays. Mr. Jacobs noted that the idea is more of a summer event.

6) Terminal Improvements Update

Ms. Landry reported they had a capital project this fiscal year to make some improvements to the terminal. The improvements she noted are improvements to the bathrooms and updates to some areas of the lobby. Ms. Landry reported there is a little bit of funding left from that project. She noted one of the entrance doors that are the only handicap entrance is in failure. Ms. Landry stated the entrance is very important to service businesses such as Monadnock Aviation and the Flight Deck. In addition, there have been some complaints that have come in from people that are handicap or from loved ones of handicap members. Due to the age of the door there are no parts available and every option has been looked at to fix the door. The door either stays open or stays closed. Ms. Landry stated the remaining funds will be used to fix the door.

7) Items for Next Agenda

Ms. Landry stated they are looking for direction from the Committee about what they want to prioritize in the coming year and what they want her and Mr. Goodrich working on in between meetings.

Vice Chair Bendel referred to the idea that Ms. Landry stated at a previous meeting of having regular press releases on things that happen at the airport. She noted this is one of the most cost effective community outreach ideas that she has heard. Vice Chair Bendel explained that it reaches out to the community to inform everyone about what is happening at the airport. The Committee noted press releases be submitted to the Keene Sentinel, Instagram, Shopper and Facebook. Ms. Landry noted that she has a contact list for multiple press releases.

Mr. Jacobs stated that what is important to the Committee is to know why the Committee is doing the projects they are doing. He referred to Taxiway Alpha and asked if this will be extended. Mr. Goodrich responded that right now Taxiway Alpha stops 1000 feet short of the threshold. He explained that if someone wants to access that end of the runway for takeoff they need to go out on the runway and taxi in. He noted they are then occupying runway which is bit of safety and operational issue. Mr. Goodrich noted that looking at the long term plan for the airport on the Master Plan it shows extending that taxiway to the end of the runway. He reported they designed the reconstruction of the existing taxiway which is unlit and have shown lighting on the so it will be fully operational at night. Mr. Goodrich noted that it is just a matter of funding. Mr. Jacobs asked if the real reason is to get lower approaches. He added that is important for the Committee to understand the long term goal. Mr. Goodrich responded that without a full parallel taxiway the approach minimums are higher, which means that people cannot land if they cannot see because the runway could be occupied by an aircraft. He explained that getting lower minimums with a full parallel taxiway makes that more available and appealing to people.

Mr. Goodrich then reported there are a number of projects in the CIP such as expanding the terminal apron and reconstructing the fuel farm.

Chair Hansen stated to answer the questions of what the Committee should do, he needs to know what the City marketing plans are and how the airport and the Committee can augment to support those plans. The City Manager responded that the City has the Master Plan, an operating budget and the CIP which is a 6 year plan and everything beyond the 6 years is in the appendix. In addition, she stated the City has an Economic Development Action Plan which sees the airport fitting in as a subset. She explained that the Economic Development Action Plan talks about a variety of different things that the City has already implemented. In addition, she stated that it also talks about the airport and identifying opportunities. She noted this is where the marketing study is needed in order to determine the niche. The City Manager stated that right now the City is implementing the Master Plan for the airport and are moving those projects forward. She explained they do not know where the focus should be in terms of the Economic Development Action Plan and marketing efforts for the airport. She stated in terms of

how it fits into the City coverall is that it is part of the Economic Development Action Plan. The City Manager stated from there the Committee needs to determine the focus in terms of outreach and how it ties into opportunities for the airport. She stated right now the City needs to make decision on the Part 139 certification and if the City does what is the return on investment. The City Manager stated that these are questions she does not know answers to until a market analysis is conducted.

Mr. Bendzinski asked if there was someone overseeing the taxing planes on the runway. The City Manager responded in terms of overseeing the airport, the airport is a department of the City and falls into the City structure. She stated the way they have it set up right now for the interim is that she oversees the airport as she does with any of the other departments in the City. The City Manager has assigned Ms. Landry the day to day overseeing of implementing contracts and moving projects forward. She explained they hired Dubois and King to do on the ground work. The City Manager stated in terms of policy and approving whatever is done in the Airport Master Plan is done with the City Council.

Mr. Bendzinski suggested having improvements in navigational lanes. He asked if someone has to put in that in the CIP. The City Manager explained that Mr. Wozmak gave his proposals to the City and schedules this along with everything else. The City then makes the plan, whether it is a capital project over next 6 years and beyond or if it is an operational budget issue.

The City Manager stated that she has seen a lot of investment in the airport and moving the Master Plan forward for the airport. She stated before trying to convince the Council and Community to spend money on projects such as the Part 139 certification they have convince to them there is a return on that investment. Councilor Mitchell stated that is why a consultant is needed in order to tell them to bring in more small planes, aim for freight or passenger service. He stated that his belief is that passenger service is the key.

8) Agenda Items for Next Meeting

The following items will be placed on the agenda for next meeting:

- More Insight on the Air Planners
- Update on the Alps Property
- Summer Events Update

The City Manager asked if anyone has experience with the market study that was done in 2012 and would like to help participate in conversation with the air planners. Mr. Jacobs volunteered to participate.

9) Next Meeting Date – April 23, 2019

10) Adjournment

Councilor Greenwald made a motion to adjourn the meeting. The motion was seconded by Vice Chair Bendel, which carried unanimously. Hearing no further business, Chair Hansen adjourned the meeting at 9:59 AM.

Respectfully submitted by,
Jennifer Clark, Minute Taker