

City of Keene
New Hampshire

AIRPORT DEVELOPMENT & MARKETING COMMITTEE

MEETING MINUTES

Tuesday, July 23, 2019

9:00 AM

Dillant Hopkins Airport Terminal

Members Present:

Kendall W. Lane, Mayor
Beth Bendel, Vice Chair
Mitch Greenwald, City Councilor
Kendall Lane, Mayor
Joe Bendzinski
Rick Blood
Bill Hutwelker
Nathan Jacobs

Staff Present:

Rebecca Landry, Acting Airport Manager
Mark Goodrich, Acting Airport Manager

Members Not Present:

Curt Hansen, Chair
Andrea White
Brian Johnson
Peter Delaney

Kendall W. Lane, Mayor

1) Call to Order

Vice Chair Beth Bendel called the meeting to order at 9:04 AM.

2) Civil Air Patrol

Peter Hughes with the Civil Air Patrol discussed the desire to run an air exercise at the Keene Airport on Aug 3rd, if weathered out it would be the 17th of August. Mr. Hughes plans to conduct a mock rescue with a lost hiker on Mount Monadnock starting at 8:00am with about three to five Cessna 182 Skylane aircraft. Mr. Hughes requested that he and his crew will need staff on duty in the airport and space for briefing in a meeting room or the lobby. Mr. Hughes also mentioned there may be a communications ban and a small trailer will be out in the parking lot to communicate with the aircraft. Mr. Hughes also mentioned that if need be communication could be run out the control room in Concord with just the ground crew in Keene but would like to get the air crew to Keene. Mr.

Hughes said the rescue is planned as such – Mock rescue will continue all day. Aircrews will head out, someone will play the lost hiker on Monadnock and will have a beacon out with them. This will also be practice for aerial photography, beacon and aerial searches. Mr. Hughes stated that all crews will rotate.

Nathan Jacobs asked if this demonstration could be available for the public. Peter Hughes stated that the Civil Air Patrol can make the demonstration available to the public and create a mini open house and if there is an airplane on the ground available to look at that can also be a part of the display. Mr. Hughes stated he would be available to answer any questions the public has or give tours of the aircraft. Mr. Jacobs asked if this air exercise is being advertised by the city. Mr. Hughes reported he does not believe it is being advertised. Rebecca Landry added that the city can use social media to push the event once it's posted through the airport and/or the Civil Air Patrol and thinks it's a great idea. Beth Bendel asked if the Civil Air Patrol would be prepared for an event with the public to present and show them what they are doing. Ms. Bendel also requested to know how many aircrafts the Civil Air Patrol would be using and if they will be using a standard traffic pattern. Mr. Hughes stated that 3-5 aircrafts will be used and reports the patrolman will be using a standard traffic pattern. Mitch Greenwald inquired about the size of the aircrafts. Mr. Hughes stated the aircrafts are 182 Skylanes, a 4 passenger aircraft and are a little bit bigger than a 172 Skyhawk. Nathan Jacobs asked if there would be any need for a NOTAM (Notice to Airmen). Mr. Hughes reported there would be no need for it but Mr. Hughes stated he will follow up on it. Bill Hutwelker asked where the Civil Air Patrol can get permission for what Mr. Hughes is asking for, such as the trailer and the marketing collateral. Mark Goodrich, acting airport manager stated Mr. Hughes and the Civil Air Patrol would coordinate everything through the airport. Beth Bendel asked if there was any further discussion. Nathan Jacobs added that it would be nice to see more advertising on this from the city to open it up to the community and incorporating the town to show what the airport and the Civil Air Patrol can do. Mr. Greenwald stated he would mention something at the next meeting, which is the Finance Committee meeting. Mr. Jacobs stated that in previous meetings members have discussed having other events at the airport to promote the new runway and terminal which were not successful. Mr. Hughes stated that one of his staff members knows someone at the Keene Sentinel and maybe they could print out an expose about the event. Ms. Landry stated the city could create a press release on it and see who picks up on it. Mr. Jacobs stated he will ask the Civil Air Patrol headquarters to put a press release out as well.

Mr. Greenwald asked if the Civil Air Patrol could do an event at Robin Hood Park to really show the community what we can do and if we need special permission to do that. Mr. Greenwald asked for clarification on what the air demonstration will be like. Mr. Hughes stated they send planes to show damage to dams and do training in all facets of civil air patrol. Rebecca Landry stated the trainings are composed of events where drones and vehicles can't get to. Mr. Hughes concurred with Ms. Landry's statement and discussed the future involvement of drones within the Civil Air Patrol department. Rick Blood asked if an event like this actually happened, or any event that the Civil Air Patrol might be involved in, would the city EOC (Emergency Operations Center) get involved as well. Ms. Landry stated it depends on the size and scope of the event but not this type

of event specifically with a hiker on Monadnock and stated that connecting the Civil Air Patrol with the Emergency Management director is a good idea to see if there are opportunities to collaborate. Mr. Hughes stated the Civil Air Patrol works closely with the Fish and Game Commission and the local fire patrols.

Nathan Jacobs asked if Mr. Hughes could share with the members any recent searches why you were dispatched. Peter Hughes shared there was one aircraft airborne for a lost hiker and a crash recently as well as hurricane assistance and photographed the damage as well as photographed the tornado damage in Massachusetts and every month there is an exercise in the state and different scenarios in the state and the Civil Air Patrol wants Keene to be on the map for that. Mayor Kendall Lane voiced that he thinks it's great to do the exercises here in Keene. Ms. Landry said the city will work with Civil Air Patrol to coordinate advertising.

Ms. Bendel concluded the discussion and moved on to approving last week's minutes.

3) Approve Minutes of the Previous Meeting

Mayor Kendall Lane moved to approve the minutes of June 25th, 2019, which Ms. Bendel seconded and the Airport Development and Marketing Committee carried unanimously.

4) Marketing Plan

Mr. Greenwald discussed the ongoing desire to add a marketing plan for the Keene Airport and discuss how we foresee attracting a freight airline or passenger airline to make it more than just a recreational airport. Mr. Greenwald inquired about an RFP. Mark Goodrich stated that the airport is working on setting up an RFP currently. Rebecca Landry stated that there has been interest expressed from other organizations to offer passenger services but are unsure of the level of certification to go after or what businesses to work with until they are more certain of what the market is going to look like. Ms. Landry added that the RFP (Request for Proposal) is the best route. Mr. Greenwald asked how long it takes to develop an RFP. Mr. Goodrich responded saying they hope to have it completed in the next few weeks. Mr. Greenwald asked if it would be done by the next committee meeting. Mr. Goodrich responded yes. Mr. Goodrich asked Mr. Greenwald if there was anything else besides freight and commercial he would like to see analyzed in the RFP. Mr. Greenwald wants to know where the airport is going and stated all the members want to see it grow and make profit. Ms. Landry stated she will come back with the bones of a marketing plan and bring it to the next meeting. Mr. Greenwald confirmed to review the draft of a marketing plan at the next meeting and stated if we are going to do it ourselves or go with a consultant the decision has to be made otherwise it's a whole other process for the city manager. Mr. Goodrich asked to confirm that this will be an internal effort at first. Mr. Greenwald confirmed that yes it will be an internal effort at first or at least a conversation. Ms. Landry stated the conversation would help the group determine if we would need to bring on a consultant. Joe Bendzinski stated he brought up contacting Fed Ex or Prime Airlines to consider Keene as a drop off point and thinks the previous airport manager stated they contacted

them a long time ago and never heard anything again. Mark Goodrich stated it's on his agenda to follow up and to follow up more directly, finding a contact at a lower level instead of sending letters to the CEOs.

Old Business

1) Fuel Farm Kiosk

Mark Goodrich states the contract is being reviewed by legal and that the airport has the money for it and it's just the matter of getting the contract reviewed and signed and materials will be shipped to us and we have an electrician on staff. Ms. Landry stated that the electrician on staff won't be starting until end of August. Mr. Goodrich confirmed the start date for the electrician. Nathan Jacobs wanted to address the fuel tank issue and wanted to know if it's been addressed. Ms. Landry stated the airport has been having trouble renewing insurance on the fuel tanks and discussed the project with the city to replace the fuel tank and is scheduled for July 2020 and depends on what the council approves at their next meeting. Mr. Bendzinski asked if the coverage for the fuel tanks is determined based on time or conditions of the tank. Mr. Goodrich responded stating the airport needs to do more tests to prove to the insurance company the tanks are still viable and each year the insurance company cancels coverage and we renew it again. Mr. Goodrich confirmed that tanks are aged and the airport is aware of it. Mr. Jacobs asked if after the fuel tanks and the kiosk is done if anything else needed. Mr. Goodrich responded stating the airport will not need anything else completed and the system will be brand new and hopefully last for 30 years. The new system will also be above ground so meeting the underground storage requirements will no longer be necessary. Beth Bendel responded stating despite the tanks aging the fuel is not aging and the airport does regular testing on the fuel. Mr. Goodrich stated that everything still works but it just aging and the insurance company wants them to replace the system.

2) Development of Passenger Service – RFP

See above

3) Hangar Development

Mark Goodrich stated the airport has a 60x60 hangar structure being constructed on the eastern side of the airport. Mr. Bendzinski asked who is completing the construction. Mr. Goodrich stated that the owner is Whip City, and Mike Pappas is the contractor. Further states we have no addition movement from the 200x250 hanger from Will Corey and when he gets back we will reach out to him.

4) B-17 Display 9-27-29

Mr. Goodrich stated the EAA will be bringing in a B-17 bomber for display and offering rides and availability will be for 4 days. Ms. Bendel stated for the first few days the aircraft will be undergoing maintenance and positioned on the east ramp and won't be available to the public but once it's finished they will be positioning it closer to the

terminal for the public. Ms. Bendel confirmed it will be just the one aircraft for showing and the EAA is looking for volunteers to staff the event. Mr. Goodrich asked if we had contact information for them. Ms. Bendel confirmed the contact information to the group. Mr. Hughes stated he will look into cadets available for volunteering. Mr. Blood suggested the event might be a good time for a recruitment booth. Mr. Hughes agreed with Mr. Blood's suggestion. Ms. Bendel commented that the event is taking place over the weekend, which will bring more business and attraction.

5) Property Lease – agricultural

Mr. Goodrich stated the airport has options for purchasing or leasing land. There are 4 parcels of land totaling 11 acres on south east side of the airport just opposite of route 32. Mr. Goodrich stated these parcels cannot be developed. Selling or leasing the land is one way to dispose of the property or at least earn some income and/or offset the taxes on it. Ms. Landry stated that this topic came up at the recent city council meeting and although the structures on that land are no longer there the airport is required by law to pay taxes on the original value of those properties. These structures had high property value. Ms. Landry continued stating that the airport cannot build on that land due to it being in the flight path. Mr. Goodrich responded stating the vast majority of the land is in the flight path. In the most northern corner you could build a structure but could only be a one story structure. Ms. Landry stated she believes there are people interested in using that property for grazing which would eliminate the need for mowing and the staff is looking into other such opportunities. Mr. Goodrich stated nothing will be for sale for more than a year due to the FAA property release process. Mr. Goodrich continued stating in the mean time we could book a year lease to at least one person if they are interested.

Rebecca Landry stated the airport has leased out their last hangar and are at full capacity. Mark Goodrich stated that in October some snow birds will go south and one or two hangars will come available. Mr. Goodrich stated at the last meeting the committee discussed the available space for more hangars to be built. As of right now there is not any money in budget but it's something the airport should consider in the future. Joe Bendsinski stated he thinks that would depend on the waitlist. Mr. Goodrich stated there is one individual who wants one if they cannot purchase one prior to that. Mayor Kendall Lane urged caution on building additional hangars and stated he does not want hangars sitting empty and would rather have 100 percent occupancy. Ms. Landry asked if the FAA provides refunds on empty hangars. Mr. Goodrich stated they do. However, if the airport uses AIP money for a hangar it is a revenue generating endeavor, and the airport would be penalized for three years. Mr. Bendsinski asked if people buy the hangars. Mr. Goodrich responded stating they are typically leased for about \$278.10 per month. Nathan Jacobs stated there is a row of hangars that are owned. Mr. Goodrich responded stating the airport has three rows of hangars, two the airport owns and one is owned by a condominium association. Mr. Goodrich continued stating most of the airports revenue is generated from land lease, second is from the fuel farm.

Mr. Jacobs stated he noticed a huge pile of dirt near the hangars it's not good for selling hangar space saying it looks horrible and the pile should be moved. Mr. Goodrich agrees

we have some cleaning up to do. Ms. Landry asked what the pile of dirt is from. Mr. Goodrich stated the pile of dirt is from a previous construction project and he is unsure what contractor left it there or how it got approved to be put there. Mr. Goodrich continued stating sometimes people are looking for clean fill dirt and it could be sold. Mr. Goodrich said there is also some equipment storage that is outside but maybe we could find a different place for it. Mr. Jacobs explained that a lot of people park in front of those hangars and now parking has become an issue and to preserve the value of the hangars they should be presented better for the customers. Ms. Landry agreed to take action on the matter.

Ms. Bendel asked the members about considering putting a porta potty at the fuel farm due to people making their own bathrooms. Mr. Goodrich stated he did mention it. Ms. Bendel stated in some instances there is no evidence of people making their own bathrooms outside but in other instances, there is an unsightly pile left behind and does not believe Keene should be remembered for such a thing. Mr. Jacobs asked if we are going to build an above ground fuel tank why cannot be on this side of the field. Mr. Goodrich responded stating it's shown on the master plan on this side of the field and it also shows the need for an expansion and comments he is not totally against putting the above ground fuel tank on this side of the field but personally likes the fuel tank out of the way and believes it will require setbacks and will limit the ability to move any larger aircrafts. Mr. Goodrich said one of the purposes of the expansions is to find more space for larger corporate aircrafts to maneuver and fly in. Mr. Greenwald asked what the answer is regarding the porta potty. Mr. Goodrich responded stating he received negative feedback from some people but not to say it will not happen and that we have an agreement. Mr. Bendsinski asked what kind of negative feedback could be received from a bathroom. Mr. Goodrich said they are concerned what they will cost and where they will go. Ms. Bendel added the dump truck will have to come in and empty it and there are a lot more considerations and when its afterhours people will do what they have to do. Ms. Landry stated we will come back with dirt pile and porta potty issues next meeting. Mayor Lane asked where we are at on the property. Mr. Goodrich stated they are waiting on the master document for a realtor and as soon as that relator is under contract we will be advertising with the realtor on those properties and will follow up on it.

6) Adjournment

Hearing no further business, Vice Chair Bendel adjourned the meeting at 9:40 AM.

Respectfully submitted by,
Claire Kunzler, Minute Taker

Reviewed and edited by Mark Goodrich, Interim Airport Manager