

City of Keene
New Hampshire

AIRPORT DEVELOPMENT AND MARKETING COMMITTEE
MEETING MINUTES

Tuesday, August 27, 2019

9:00 AM

Dillant Hopkins Airport Terminal

Members Present:

Curt Hansen, Chair
Beth Bendel, Vice Chair
Mitch Greenwald, City Councilor
Joe Bendzinski
Rick Blood
Bill Hutwelker
Nathan Jacobs

Staff Present:

Rebecca Landry, Acting Airport Manager
Mark Goodrich, Acting Airport Manager
Elizabeth Dragon, City Manager

Members Not Present:

Andrea White
Brian Johnson
Peter Delaney

Chair Curt Hansen called the meeting to order at 9:04 AM.

New Business

1) **Call to Order**

Chair Hansen made a motion to approve the minutes from the previous meeting. Mitch Greenwald seconded and the motion passed unanimously.

2) **New ADMC Rules**

Mark Goodrich stated in the attachment there are new quorum rules; it is 50 percent plus one.

Old Business

1) **Marketing Plan Status**

Mr. Goodrich said he has found a publication specific with airports and marketing and hopes to have some of those ideas added to a draft plan by next month's meeting.

Elizabeth Dragon asked if this plan is different from the demand study, the RFP.

Mr. Goodrich stated the marketing plan is separate from the RFP. The RFP is about 4 pages long and Mr. Goodrich said he has one more page left to complete and will send it for review and approval once completed.

Ms. Dragon said she would like the committee to review the RFP first and make sure all are on the same page and to recommended feedback and edits.

Mr. Goodrich said he planned sending the RFP to the purchasing department to review the draft and once that draft is completed Mr. Goodrich stated he would forward it to the city.

Mr. Goodrich continued saying the marketing study is specifically for a market study for passenger services. Mr. Goodrich said they would hold off on the second portion of the study, which would be pursuing different airlines to see if they are interested.

Chair Hansen said he noticed in the last meeting freight was discussed and asked if it was part of the marketing study.

Mr. Goodrich responded saying he doesn't believe that will be included at this point. This study is a passenger demand study. We would like to find out if there is a demand for a commercial airline service. Mr. Goodrich said there are different methodologies to determine that, freight is a completely different business. Mr. Goodrich said he will contact Amazon, FedEx and others to see if they are interested in operating out of here. A study is not necessary in this case.

Chair Hansen agrees but stated we need to get a list of contacts for Amazon and FedEx due to the industry moving and changing so quickly.

Rebecca Landry said she has not seen the draft yet but we can use this as a market study and provide some flexibility to people who respond to the proposals to expand the scope if they so choose. We could go with someone who is strictly focused on a demand study but we could also welcome different types of proposals. Ms. Landry said she likes to be open to everyone's ideas.

Mr. Goodrich said there are many different things you can research in a study. Mr. Goodrich said he tried to tailor it to our budget and ask for data according to the budget.

Mr. Greenwald asked if there would be any outreach to freight at all. Mr. Goodrich stated not under the RFP. Mr. Greenwald asked why we cannot do both.

Ms. Dragon said the RFP is to review the demand for passenger services and the freight is a separate conversation. We would reach out to separate individual freight carriers to determine if they have an interest in coming here. We are keeping the scope of the study specific enough to get what we need in regards to passenger services but what she believes Ms. Landry is saying is let's keep it open a bit to see if something comes up in

the research. We want to avoid making it difficult to get what we need in regards to passenger services.

2) **Fuel Farm Kiosk**

Mr. Goodrich said we provided information back to the contractors and we are having trouble obtaining the contract to sign, they are a Colorado based company. Mr. Goodrich said he has contacted them and we are waiting on updates. We have arranged to have people install it. Point of contacts name is Matt Duncan. Mr. Goodrich said he would follow up with him again once the meeting is complete.

Joe Bendzinski asked what Matt Duncan has to do with this operation.

Mr. Goodrich said the product from the Colorado based company is the kiosk, the unit that is used to pay. There are other providers, their prices are higher. This company is the current provider for us. There is money to be saved in continuing business with them. This is why we have not gone with another provider but we may have to treating leaving the contract if nothing has progressed. Mr. Goodrich continued saying at some point we will be building a new fuel farm, replacing those existing tanks but reusing the existing kiosk system.

Mr. Goodrich said he wanted to add other item of business so the committee is aware. We are looking at selling several pieces of property. This was put on hold while we waited for an RFQ, an agreement with the realtor to advertise for us.

Ms. Dragon said just to be clear the city is looking for real-estate services for the next 5 years so that when property comes up for sale we have someone to go to. This is not something we have had in the past so we are waiting for an agreement. We have an agreement on a piece of property already so we are not going to wait for the request for qualifications. Assuming that goes forward, which leaves the other piece of property and the person pursuing interest in the property might be interested in this as well. We will put it out to bid, a minimum of \$235 thousand dollar value which is the FAA appraisal of \$230 thousand dollars plus the additional \$5 thousand dollars in expenses we are accrued through legal business and separation business. Other people can bid on it if they so choose.

Mr. Goodrich said there has been interest in the properties. There are individuals who want to restart the mini golf facility and cooking services or catering and restaurant services.

Ms. Dragon said we can ask what they plan to do with the property and it could be part of the consideration in regards to who we choose to sell it to.

Ms. Dragon asked about the pile of dirt in the last minutes.

Mr. Goodrich said we have spoken with the maintenance folks, they said they plan to use the dirt, but they are lacking equipment and time right now.

Ms. Dragon asked if the maintenance folks are airport staff or city staff.

Mr. Goodrich responded saying they are airport staff. The airport maintenance said they may reuse the dirt for construction.

Ms. Landry said the dirt is valuable. Used asphalt is heavy and takes effort of move it. No matter where we put it it will be difficult to get the ideal situation. Ms. Landry asked if we made an agreement last meeting to move it.

Mr. Goodrich said no agreement was made, we just planned on following up on it but in the future we can move it. We can pick a different spot or store it.

Ms. Landry said in regards to the taxiway project maybe if we have the reclaimed asphalt we can move it.

Nathan Jacobs asked if there was a date on the taxiway. Mr. Goodrich said the plan was to put that out to bid in February. Grants have historically come in during late summer and construction can begin in September. Mr. Jacobs asked if we can anticipate this starting in 2020. Mr. Goodrich said there are no promises, this is all based on government funding.

Mr. Goodrich said in regards to the porta potty near the fuel farm we do not have the budget for one but maybe for next year. Mr. Greenwald asked what the cost of the porta potty is. Ms. Landry said \$1,320 dollars per year for the current portopotty. It may be a little less to get a second on but these are all budget related questions.

Mr. Goodrich said the airport has had significant overruns in the past year, in effort to manage costs it is something we would prefer to hold off on. When overrun in the 10 to 20 thousands every thousand of dollars is scrutinized.

Mr. Jacobs asked how the search for the airport manager is coming along. Mr. Goodrich said he provided a review and some comments to the city and that has been updated and it is anticipated that will be approved and will go online imminently. Ms. Dragons said she talked to HR and we are ready to put out the job posting for the airport manager. Mr. Goodrich said he knows several folks interested in the position. Ms. Dragon asked Mr. Goodrich that if you talk to people interested in the position for airport manager that you recommend they sign up for notices through the website job alerts to prevent the city from being inundated. Mr. Goodrich said it will take some time to interview and evaluate candidates to get them hired. Chair Hansen asked if the job description has changed substantially. Ms. Dragon said not substantially, but some wording was changed.

Mr. Goodrich said it was a complete job description but we made changes like requirements for driver's license and highlighting business management and development skills and managerial skills.

Ms. Landry said she asked the HR Director to tweak the job posting to focus on project management, marketing, long term planning and managing so that we receive applicants who are not just interested in aviation. Ms. Landry said she is encouraged with the amount of interest we have had with the position.

Mr. Goodrich said several people with airport management experiences and aviation experience are interested. Ms. Dragon said it is at least a six-month process from date of advertising to hire.

Mr. Goodrich said his current position as acting airport manager is part time and asked if the committee could continue to have patience with airport matters. Mr. Goodrich continued saying that one of the long-term goals of the airport is to operate in the black. One of the efforts to achieve that goal is to offer commercial and freight services to make sure airport is being used to its full capacity.

Mr. Greenwald asked if there were any events coming up soon. Mr. Goodrich said the B-17 bomber is coming soon. Mr. Greenwald asked if we could post something about it.

Rick Blood said he has pictures to post on social media.

Mr. Goodrich said a flyer was provided by the EAA and is being posted within the aviation areas. We expect people to come in and see it. Mr. Jacobs said he believes he saw an advertisement at Hamshaw Lumber. Vice Chair Beth Bendel said she believes posters were put out. Mr. Greenwald said he is more concerned with informing the Council and the public. The Civil Air Patrol did an impressive job when they were here. Ms. Landry said we could maybe include it in committee updates. Ms. Dragon said she is always looking for department updates and will include it once something is sent to her.

Mr. Blood suggested maybe committee chairs could announce it at their meetings this week as well.

Mr. Greenwald asked if there are any BBQs or car shows or fly shows coming up. Ms. Bendel said she has a BBQ every month but the September BBQ will be cancelled because of the Walk for Animals event. Mr. Goodrich stated we expect a big turnout for the dog walkers. Ms. Bendel said it takes place on a Saturday, September 21st, and there would be too many competing people for the same space. Ms. Bendel said we also hold a PALS benefit, Patient Airlift Services. It is a pilot and plane volunteer service that flies people who need cancer treatment or other medical treatment services and we always do a fundraiser for them in October.

Mr. Blood commented that he noticed the Civil Air Patrol event went off pretty well. Mr. Greenwald agreed.

Mr. Goodrich stated there is a company called PAL-V based in Manchester developing a flying vehicle. The previous airport manager had initiated conversation but Mr. Goodrich is trying to get them to our airport to use our field for training. They are not interested in the purchasing of land or construction; they are interested in using the field for other purposes.

Mr. Greenwald asked what construction is going on in the airport. Mr. Goodrich said a 60x60 hanger is being built and there is also dam reconstruction. They are next to each other.

Ms. Landry asked if all hangers all occupied. Mr. Goodrich said one person has turned in their keys but there are three people on the waitlist for that hanger. Mr. Goodrich stated he was asked if he would bring the 3 percent price escalation cost up for discussion with the committee and if it is appropriate and should be tied to CPI. Ms. Dragon said we used to do that but not anymore. It is a consistent increase every year. Mr. Goodrich said it is hard to argue it because we have a demand at that price, a waitlist.

Ms. Dragon said on a side note, the city is doing a request for a renewable energy project. It will be for the waste water treatment facility, one of the largest energy users in the region. She stated she would like to tie in the airport and hopes to. Ms. Dragon stated she is not just looking at solar, something creative is preferred. As this continues to unfold Ms. Dragon stated she will keep everyone up to date. Mr. Goodrich said the airport has the Route 32 properties for that could be used for a project like that. Ms. Dragon said a lot of companies are interested in solar but this is the biggest green energy project the city has attempted and it's an opportunity to do something different. Mr. Goodrich said people have called in interested in large areas for solar energy, we have 60 acres that could be developed. They want a long-term lease but is there a higher revenue-generating project that could be better. Mr. Jacobs said there is a solar field here right now and asked if it was leased. Mr. Goodrich responded saying that the solar field is not on airport property and is very small. Ms. Dragon said we should talk to the town of Swanzey about exemptions on solar and energy projects.

Michael Branley, town administrator of Swanzey, said the town of Swanzey does exemptions on solar and energy projects for use at the site.

Chair Hansen opened the floor for any other business.

Ms. Dragon asked the committee for approval on circulating the RFP and sharing feedback through email instead of waiting for another email. Ms. Dragon advised the committee to please not respond all on the email. Mr. Goodrich stated he will create PDF and Word Document.

3) Development of Passenger Service - RFP

Chair Hansen moved to adjourn the meeting seeing no further business to discuss. Mr. Bendzinski seconded the motion and passed unanimously at 9:35am.

Respectfully submitted by,
Claire Kunzler, Minute Taker

Reviewed and edited by Mark Goodrich, Interim Airport Manager