

City of Keene
New Hampshire

AIRPORT DEVELOPMENT AND MARKETING COMMITTEE
MEETING MINUTES

Tuesday, April 23, 2019

9:00 AM

Dillant Hopkins Airport Terminal

Members Present:

Curt Hansen, Chair
Beth Bendel, Vice Chair
Mayor Kendall Lane
Councilor Mitch Greenwald
Nathan Jacobs
Andrea White

Staff Present:

Elizabeth A. Dragon, City Manager
Mark Goodrich, Interim Airport Manager

Members Not Present:

Joe Bendzinski
Bill Hutwelker
Rick Blood
Peter Delaney
Brian Johnson

1) Call to Order

Chair Hansen called the meeting to order at 9:02 AM.

2) Approval of Meeting Minutes

Mayor Lane moved to approve the minutes of March 26, 2019, which Councilor Greenwald seconded and the Airport Development and Marketing Committee carried unanimously.

3) Development of Passenger Service

The City Manager recalled the Committee has talked about updating the 2012 airport market study, which began with a visit from the Airplanners, LLC interested in building a relationship with the Keene airport. The City Manager and some Committee members had a phone meeting with Airplanners to understand the first phase of market research they have proposed. Airplanners have connections in the airport industry and with different airlines; the City Manager thinks those connections will be more important in the second phase, so she is trying to decide if it is better to create a request for proposals (RFP). Others outside parties have expressed interest in updating the marketing plan. The next step is refining the RFP, which the City Manager hopes Ms. Bendel and Mr. Jacobs will help with. Assuming the Council approves it, there is money in the Airport

Manager's budget to fund the first phase study. The RFP does not mean the City cannot work with Airplanners; they are also welcome to submit a proposal for phase one and they could have ideas for building niche relationships in phase two. It is up to this Committee to lead this process and define what the product should be.

Ms. Bendel thinks an RFP is the right choice and agrees that Airplanners could be more helpful in phase two. Mayor Lane agreed and noted Airplanners provided information to the City Manager that can help judge other proposals. The City Manager noted that budget funds will be effective July 1 so there can be language in the RFP stating the work is contingent upon funding; this will help keep the process moving. The City Manager will share a copy of the 2012 marketing plan with the Committee for reference and to ensure past mistakes are avoided. Chair Hansen said there is always a risk in moving forward with an RFP before the funding is secured but he and the City Manager think it is worth the risk.

Mr. Goodrich shifted topics to the fire station that Brickstone wants to build on the south side of the airport property. Initiating carrier service at the airport will require an on-site fire facility with specific equipment; equipment purchases could be funded with Airport Improvement Program grants. The request has to go through the Swanzey City process, which might take time. Even though the fire station would be in Swanzey, Keene would have to provide the equipment. If the idea is too expensive, however, the town of Swanzey could vote against it; all previous fire station initiative in Swanzey have been voted down. Regardless if carrier service comes to the airport, the City Manager thinks this is a good idea.

4) Summer Event

The City Manager recalled the Committee discussed a runway grand opening for this summer. However, the event was not prepared so the original plan would need to scale down and the Committee would need to act quickly. Mr. Goodrich suggested there could instead be an airport awareness day as an open house for the community. Mayor Lane recalled there used to be such sizable events at the airport and that Ms. Bendel hosts airshows that are not true open houses. Ms. Bendel thinks an open house is a fantastic, low budget idea; she suggested an open house on the day of aerobatics training. If the event was only marketed as an open house separate of the aerobatic practice, there will not be insurance issues. The days of aerobatic practice are not yet finalized. The Committee will discuss this idea further at the May meeting.

5) Hangar Development

Mr. Goodrich reported that Dwight Klepacki received approval from the Swanzey Planning Board to build a 60' x 60' hangar on RT-32 next to the old fire station. The contractor is aware of all necessary permits and will consult with the City Engineer if necessary.

There is interest also to build a 200' x 200' corporate hangar ideally in the open space next to the terminal building or the recently cleared land on the south side of runway 1432. There will also be space for a new small hangar where the old administrative building will be demolished. Mr. Jacobs asked how much space is required between large hangars. Mr. Goodrich said he would inquire but believes it is between 20' and 50' distance. He does not think there will be space for any more hangars on the south side of the property near the old fire station.

6) Adjournment

The City Manager will coordinate with Ms. Landry to develop the RFP. Plans will continue to develop a low-cost summer public outreach event at the airport.

Councilor Greenwald moved to adjourn the meeting, which Ms. Bendel seconded and the Airport Development and Marketing Committee carried unanimously. Hearing no further business, Chair Hansen adjourned the meeting at 9:23 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker