

Airport Advisory Committee  
Draft Meeting Minutes  
Tuesday, February 16, 2021  
Virtual Meeting Due to COVID-19

In attendance:

Committee (in attendance): Councilor Candace Bouchard, Councilor Gail Matson, Rita Hunt, Warren Runde and Deputy City Manager Carlos Baía

Committee (absent): Rick Bartle; Sathesh Mani; Jim MacKay

Staff: Martha Drukker, Chip Chesley, and Jay Burgess

Airport Manager: David Rolla

Guests: John Gorham (Jacobs)

*Meeting called to order at 4:35 pm*

**1. Reading of Instructions and Roll Call Attendance**

*Meeting was held “virtually” via Zoom in accordance with Governor Sununu’s emergency orders due to the COVID-19 pandemic. The appropriate call-in and participant instructions were read aloud by Deputy City Manager Baía.*

*Roll call attendance was taken.*

**2. Introduction of New Members**

Mr. Runde was introduced and said a few words by way of self-introduction.

**3. Moment of recognition for late Chairman Joe Alosa**

Various members of the committee took a few moments to remember and honor the late Chairman.

**4. Appointment of Committee Chairperson**

Councilor Matson moved appointment of Councilor Bouchard as Chairperson; Ms. Hunt seconded the motion.

Vote was taken by roll call vote and was unanimous in the affirmative.

## **5. Approval of the June 23, 2020 meeting minutes**

Councilor Matson moved approval; Ms. Hunt seconded the motion.

Minutes were approved unanimously by roll call vote.

## **6. McAuliffe-Shepard Discovery Center Exhibit Request**

Mr. Jerrid Kenney, an exhibit designer with the Discovery Center, explained that the museum has an aviation exhibit and he would like to add the old Concord Airport beacon to the display. Ms. Drukker noted that there have been other requests for this same beacon including from the NH Aviation Museum in Manchester. She also noted that the new Terminal Building designers contemplated having the beacon as a possible exhibit within the building.

Mr. Kenney explained that the beacon could simply be loaned to the Discovery Center and taken back to the airport when needed. He noted that there is a temporary exhibit form that both parties would sign on to that would confirm those details.

Mr. Rolla noted that there might be other items at the airport that could be considered for an exhibit including some old runway marking signs.

Councilor Matson moved to recommend to City Council that it approve of the lending of the beacon and other obsolete airport items to the Discovery Center on a temporary basis; Mr. Runde seconded the motion.

Motion was passed unanimously via roll call vote.

## **7. National Guard Proposed Acquisition**

Mr. Baía explained that the Guard was forwarded the City's Purchase and Sale agreement in early summer of 2019 for their signature. The Guard never returned a signed copy of this agreement despite multiple inquiries from City staff. In late 2020, it was evident that Guard would be unable to meet the deadlines in the P&S. Upon notification from the City, the Guard explained that COVID derailed this project for them, although Mr. Baía noted that the Guard had been in possession of the P&S many months before the pandemic. Mr. Baía also reminded the committee that this is the second time the Guard has started this process to acquire this property only to give up on it after considerable investment of time and effort by the City.

## **8. National Guard Readiness Center**

Mr. Baía noted that the Guard recently went through the Planning Board process for this addition to their existing hangar facility within the airfield. It is anticipated that they will be under construction later this year.

## **9. National Guard Field Orienteering Training**

Ms. Drukker explained that the Guard has requested to use the airport's property for their field orienteering training. This could be a multi-year activity. There would be no impact on air

operations and it would be outside the conservation areas. If the Airport Advisory Committee recommended approval to City Council, it would still require NHDOT Aeronautics OK and the Guard would need to enter into an agreement with the City with acceptable insurance and indemnification.

Councilor Bouchard asked if there was any payment proposed from the Guard for the use. Ms. Drukker indicated that no payment was contemplated.

Councilor Matson moved to recommend approval of this use to the City Council pending all requisite NHDOT/FAA approvals and satisfaction of the City Solicitor as to insurance and indemnification; Ms. Hunt seconded the motion.

Motion was passed unanimously by roll call vote.

## **10. Terminal Area Study Update**

Mr. Baía stated that Jacobs Engineering presented the executive summary of the Terminal Area Study project to the City Council at its last meeting. Council accepted the presentation and seemed favorably inclined toward the project. Councilor Bouchard concurred with that analysis.

Ms. Hunt asked how many years the airport could save its annual funding allocation toward this project. Mr. Gorham, with Jacobs, answered that it would be 4 years. He also noted that the project is currently in the City's CIP for 2024 design and 2026 construction so he would be in discussion with City staff as to whether the dates would need to move up or could stay as currently programmed.

## **11. City Engineering Updates**

Ms. Drukker explained that the EPA has promulgated new stormwater management regulations. All industrial users will need to have a stormwater prevention control plan by May 30, 2021. Ms. Drukker indicated that she has been working with Jacobs and NHDOT to see if this could qualify for grant reimbursement. Ms. Drukker stated that NHDOT has indicated that it could be added to the taxiway A project. It would require amending the project title to include the SWIPP and then would need Governor and Council approval. If all of this happens, the City would receive 95% reimbursement of \$6,000 total cost.

Ms. Drukker noted that the AvGas pump has been experiencing a problem. The software is no longer supported. In order to update this, it would cost about \$11,000-\$15,000. This could be covered by the CARES act funding the City received. Ms. Drukker will determine if this should be included in the FY 22 CIP or as a supplemental appropriation in the current budget.

Ms. Drukker also noted that there are 26 taxiway lights that are out and need to be replaced. It appears that this is a product of one or more lightning strikes. City staff is working with the airport's insurance carrier to determine coverage. Ms. Bouchard asked about the estimated cost of replacement. Ms. Drukker estimated that it would be about \$10,000.

## **12. Update from the Airport Manager**

Mr. Rolla stated that there was a 23% decline in jet fuel sales in 2020. To understand the magnitude of this statistic, he noted that the peak of sales was 222,000 gallons in one year. This past year, only 61,000 gallons were sold.

He noted that, in terms of good news, CAS has been at the airport for 26 years and produced 10 certified flight instructors plus other aviation professionals that have gone on to work around the country. Mr. Rolla explained that he takes pride in seeing Concord Municipal Airport serve as a professional stepping stone.

Councilor Bouchard asked if CAS had any relationship with the Concord school district. Mr. Rolla answered that he was familiar with the counseling office at Bow, Concord, Pembroke, and Hopkinton.

Mr. Runde expressed that Mr. Rolla has done an outstanding job to promote aviation.

## **13. CARES act funding**

Mr. Baía explained that the airport has been awarded \$30,000 in CARES funding and is eligible for an additional \$13,000.

## **14. Wings N Wheels Event**

Ms. Drukker and Ms. Hunt noted that it was likely that an in-person event this year wouldn't be feasible due to the ongoing pandemic. As an alternative, GSAMA has looked at conducting a virtual event via an interactive website where users can hover over elements of the airport and be greeted with details, photos or videos explaining certain elements.

GSAMA will reach out schools to get them interested in this tool. Event organizers have also been in discussion with Mr. Rolla on flying lessons. They anticipate having the website up by late spring/early summer and expand it as time goes on.

Mr. Rolla expressed that this would be a fantastic way to reach the younger generation.

Mr. Runde suggested possibly installing a webcam at the airport to allow people to view airport operations via the website.

## **15. FY 22 Budget**

Mr. Baía indicated that the staff was preparing the FY 22 airport budget. At this point, it was a status quo budget operationally and also in terms of capital. Mr. Burgess explained that the Public Properties division would continue to budget about \$10,000 for tree/brush removal as they have done in the past. He noted that the staff was keeping an eye on the heating elements in the hangars.

Ms. Drukker stated that she was working with the City's Purchasing Manager to get the contract out for the dump truck in the FY 2021 budget. She reminded the committee that due to the

pandemic funding, this truck was now 100% grant funded. She anticipated that the truck would be delivered by May.

Ms. Hunt complimented Mr. Burgess and his staff on the recent painting of Hangar 4.

**16. Old Business**

None

**17. New Business**

None

*Councilor Matson moved to go into non-public session per RSA 91-A3:11(d) for the discussion of the acquisition, sale, or lease of real property; Ms. Hunt seconded the motion.*

*Motion was passed unanimously by roll call vote.*

*After non-public session, Councilor Matson moved to seal the non-public meeting minutes; Ms. Hunt seconded the motion.*

*Motion was passed unanimously by roll call vote.*

**18. Adjournment**

Councilor Matson moved to adjourn the meeting; Ms. Hunt seconded the motion.

Motion passed by unanimous roll call vote.

*Meeting adjourned at 6:20 p.m.*

Respectfully submitted,

Carlos P. Baía