

Airport Advisory Committee
City Council Chambers
Approved Meeting Minutes
February 24, 2022

Committee Members in Attendance:

Deputy City Manager Carlos Baía, Mr. Rick Bartle, Councilor Candace Bouchard, Councilor Gail Matson, Mr. Warren Runde, and Ms. Gail Wolek

Absent:

Ms. Castonguay-Hunt, Mr. Jim MacKay and Mr. Sathesh Mani

Staff:

Mr. Jay Burgess, Public Properties Superintendent; Mr. Crayton Brubaker, Local Government Management Fellow, and Airport Manager/FBO: Mr. David Rolla & Mr. Robert Rolla

Guest:

Mr. John Gorham, Jacobs Engineering

Councilor Bouchard called the meeting to order at 4:45 pm.

Approval of the December 16, 2021 Meeting Minutes

Mr. Runde moved approval; Mr. Bartle seconded the motion; Motion passes.

Review of Listening Session

Mr. Baía stated that his perception was that those in attendance at the Listening Session largely supported proceeding with the new terminal building. Councilor Bouchard also mentioned the priority of having a restaurant at the facility. Mr. Runde agreed.

Mr. Brubaker explained the process for applying to the federal Bipartisan Infrastructure Law Funds to Build Safe, Sustainable and Accessible Airport Terminals. The deadline is March 28th. Mr. Gorham noted that if the City was not successful in this year, there would be an additional 4 years of eligibility to this competitive grant which provides 95% funding.

Councilor Matson moved to recommend that Council authorize staff to apply; Mr. Bartle seconded the motion. Motion passed unanimously.

FY 23 Budget Planning

Mr. Baía explained that the proposed FY 23 budget will be status quo. No significant CIP projects are programmed. Mr. Burgess confirmed that CIP 75 will largely just be continued maintenance. Mr. Baía reminded the committee that this conservative approach is meant to ensure that the airport banks the most it can from its annual allocation to be able to apply those dollars to a new terminal project. Based on the present timeline, Mr. Baía anticipates that the City will apply for the terminal grant by end of CY 2023 for design in FY 24 and construction in FY 26. He also noted that Associate Engineer Drukker had been in contact with NHDOT Bureau of Aeronautics and begun exploring the feasibility of applying any of the projected annual federal \$159,000 pandemic grant dollars also to the terminal project.

Old Business

Mr. Bartle wanted to follow up on the RFI. He suggested perhaps surveying key aviation stakeholders to determine interest and needs for development at the airport. A working group was appointed consisting of Councilor Matson, Mr. Bartle, Mr. Runde and Ms. Wolek to develop the appropriate survey instrument.

Mr. David Rolla provided an update on the airport. He noted that flight instruction is at an all-time high. He recently purchased an additional plane and hired staff to keep up with demand.

He also noted that relative to the recent years, fuel consumption is climbing at the airport.

New Business

None

At 5:35 p.m. Councilor Matson moved to go into non-public session for the discussion of the acquisition, sale, or lease of real property per NHRSA 91-A3:11(d); Ms. Wolek seconded the motion. Motion passes unanimously.

At 5:55 p.m. Councilor Matson moved to seal the minutes of the non-public session; Mr. Runde seconded the motion. Motion passes unanimously.

Councilor Matson moved to adjourn. Mr. Runde seconded the motion. Meeting adjourned at 5:55p.m.

Respectfully submitted,

Carlos P. Baía