



City of Concord, New Hampshire

OFFICE OF THE MAYOR

CITY HALL • 41 GREEN STREET • 03301

JIM BOULEY
MAYOR

TO: Members of City Council

FROM: Mayor Bouley

DATE: August 9, 2019

RE: Airport Advisory Committee Appointment

I propose the appointment of the following individual to the Airport Advisory Committee, for a three year term that will expire August 30, 2022.

- Rita Castonguay Hunt, 55 Staniels Road, Chichester. If approved, Ms. Castonguay Hunt will fill a current vacancy and serve as a representative of the Concord Business Community.

In accordance with Section 18 of the City Council Rules, these proposed appointments are being distributed to City Council as information in advance of formal action at the September 9, 2019 Council meeting.

RITA CASTONGUAY HUNT

56 Staniels Rd, Chichester, NH 03258 · (603) 703.9909

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Mayor Bouley and City Council Members
City of Concord
71 Warren Street
Concord, NH 03301

Dear Mayor Bouley and City of Concord Council Members,

I would consider it an honor to serve on the Airport Advisory Committee for the City of Concord. I am an active airport community member with a strong background in business and both manned and unmanned aircraft operations. I would be excited to have the opportunity to serve on your Committee and put my knowledge to use and to give back to the airport by lending my advisory skills and experiences in an effort to continue its development. I have been actively involved in planning the Wings and Wheels event at the airport over the past 5 years and have strong interpersonal relationships with many airport users and tenants.

With my background and knowledge I believe I would serve as an excellent Business Community Representative and advisor for the City Council. Please contact me by phone or email if you have any questions. I look forward to hearing from you and appreciate your consideration.

Kind Regards,



Rita Castonguay Hunt

Rita Castonguay Hunt

56 Staniels Rd, Chichester, NH (603) 703-9909 MrsRitaHunt@gmail.com

Education

- Master's Degree in Business Administration | 2008 | Daniel Webster College
- Bachelor of Science Degree in Aviation Flight Operations | 2004 | Daniel Webster College
- FAA Certified Commercial Pilot | FAA Certified Flight Instructor | FAA Certified sUAS Operator

Current Position

December 2017 to present

Commercial Unmanned Aircraft System Operator and Project Lead – ArgenTech Solutions, Inc

- Responsible for safe airspace operations of training and commercial UAS operations and obtaining airspace permissions.
- Proficient knowledge of federal regulations that apply to UAS operations, certification, registration, airspace authorizations and waivers, as well as, operational waivers.
- Certified UAS Instructor for multiple platforms including multi-rotor, fixed-wing, and VTOL.
- Diligently and efficiently manage objective and timeline to complete projects on time and meeting all client needs.
- Represent company and company interests on public and industry related meetings and committees
- Assist with creating, updating, and improving planning documents, risk assessments, checklists.
- Create and manage a variety of training programs each tailored for a specific audience and aptitude i.e. high school, university, individual operators, and small to medium sized businesses.
- Certified FEMA Instructor for popular AWR-345 course titled UAS in Disaster Management taught nationally.

Past Position

April 2014 to December 2017

Aviation Planner - New Hampshire Department of Transportation, Bureau of Aeronautics

- Focused on the safe integration of UAS into the national airspace system and how it pertains to statewide airport operations. Proficient knowledge of federal regulations that apply to UAS operations, certification, and registration.
- Created UAS policies, best practices, standard operating procedures and checklists for and in collaboration with state entities for the safe application of UAS technology on state and federally funded projects.
- Badged as Safety Inspector with NH State Police to respond to aircraft accidents as a subject matter expert and assist in securing the aircraft and accident scene. Act as liaison to NTSB and FAA for all aircraft accidents in the state per state law.
- Received specialized FAA airport safety inspector training to perform annual safety inspections for public use landing areas, as well as, initial safety inspections for all new landing areas in the state in accordance with state and federal laws.
- Collaborate and effectively communicate with federal, state, and local officials regarding aviation issues to maximize time and monies involved with aviation projects and programs and to resolve any issues that may arise.
- Act as FAA in fulfilling most requirements associated with managing the state of NH as a federally authorized Block Grant State.
- Responsible for a variety of planning functions relating to aviation in the state including individual Airport Master Plans and State Airport Systems Plans. Collect, compile, and analyze economic and aviation data necessary to prepare capital improvement plans for all public-use airports and make recommendations regarding airport development and upgrades for next 5-20 years based upon forecasted demands.
- Review, inspect, and report on aviation safety at airports with future and current construction projects based on construction safety and phasing plans and FAA guidance.
- Organize aviation outreach and education initiatives throughout the state.

Skills & Abilities

Education and Training Experience

- 18 years of experience in education and training and Certified Flight Instructor since 2004.
- Received advanced training in principles, methods, and levels of learning and how to implement for maximum comprehension.
- Created classroom curriculums for college level and adult students that involved advanced scientific principles and methods of how to implement these principles in while flying an aircraft.
- Selected as FAA "Drone Pro" Safety Representative for Maine and New Hampshire in 2018.

Operations and Program Management

- 13 years of business and operations experience and 10 years of managing staff.
- Formulated, carried out and streamlined strategic action plans that included: productivity, quality; resolve problems; determine improvements and execute changes as needed.
- Consulted for startup businesses developing operations handbooks, checklists, standard operating procedures, and obtaining city, state, and federal approvals.