

**Airport Advisory Committee**  
**37 Green Street, City Council Chambers**  
**Meeting Minutes**  
**October 13, 2022**

Committee Members in Attendance:

Councilor Candace Bouchard; Councilor Gail Matson; Ms. Castonguay-Hunt; Mr. Warren Runde; and Ms. Gail Wolek; Mr. Rick Bartle; Mr. Jim MacKay

Absent:

Mr. Sathesh Mani

Staff:

Matt Walsh, Interim Deputy City Manager - Development; Chip Chesley, General Services Director; Martha Drukker, Associate Engineer; Crayton Brubaker, Community Development Specialist, and David Rolla, Airport Manager/FBO

*Councilor Bouchard called the meeting to order at 4:30 pm.*

**1. Approval of the July 28, 2022 Meeting Minutes**

Mr. McKay moved the approval of the July 28, 2022 Airport Advisory Committee public and sealed non-public meeting minutes. Councilor Matson seconded the motion. Councilor Bouchard, Councilor Matson, Ms. Castonguay-Hunt, Mr. Runde, Ms. Wolek, and Mr. MacKay voted in favor. Mr. Bartle abstained. The motion passed.

**2. Airport On-Call RFQ&E Update**

Mr. Crayton Brubaker provided an update to the committee notifying them that Jacobs Engineering was selected from the most recent RFQ&E process for on-call airport consulting services from the City's RFQ 11-22 round. The contract will be for a 3-year period with the possibility of three additional one-year extensions. Mr. John Gorham, who represents Jacobs Engineering, provided brief comments noting Jacobs Engineering's prior work with the City on the 2019 Airport Terminal Study and that he is looking forward to working with the City on future projects.

**3. Wings and Wheels Recap**

Mr. Brubaker updated the committee on the recent Wings and Wheels event held at the Concord Airport on Saturday, September 24, 2022 from 10am to 2pm. He noted that there were roughly 1,500 – 2,000 attendees throughout the day and that the event helped the publicity of the airport. Mr. Brubaker noted the event had many great sponsors and participating groups at the event. Councilor Bouchard noted that there was a good variety of cars, planes, and groups represented at the event, including the Civil Air Patrol and State Police. Ms. Castonguay-Hunt expressed that there were many families and people of all ages. Councilor Matson noted the popularity of the New Hampshire National Guard black hawk helicopter. Finally, Mr. Rolla reported that he received no complaints about the event and it was a good opportunity for kids and families to enjoy the Concord airport.

#### **4. Airport Manager's Update**

Mr. Rolla stated there was a recent influx of new students starting at the flight school. He noted success with having a presence at high school career days, especially at CRTC.

Mr. Bartle asked how operations are at the airport. Mr. Rolla stated that jet fuel sales are down compared to normal years, but are up since last year. He also noted that his business, Concord Aviation Services (CAS), recently added a new maintenance technician.

Mr. Bartle noted that he knows of some students in an aviation program at Nashua Community College and that it may be beneficial for CAS and the program to share resources and have some students potentially become instructors.

Councilor Bouchard asked if it would be helpful, when the City is doing events like Wings and Wheels, to send out information to the aviation community. Mr. Rolla said yes and that recreational pilots often look for aviation events to attend. Mr. Rolla stated he will follow up with contacts he has to potentially set up a mailing list and use CAS' social media.

#### **5. Old Business**

No old business was discussed.

#### **6. New Business**

The committee did not discuss any new business.

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: II(d). Mr. Runde seconded the motion. A roll call vote was held and the vote was unanimous in support of the motion.

Mr. Bartle moved to come out of non-public session. Councilor Matson seconded the motion. A roll call vote was held and the vote was unanimous in support of the motion. The non-public session ended at 5:31 pm.

Upon conclusion of the non-public session, Mr. Bartle moved to seal the minutes of the non-public session. Councilor Matson seconded the motion. A roll call vote was held and the vote was unanimous in support of the motion.

#### **7. Adjournment**

Mr. Bartle moved to adjourn. Councilor Matson seconded the motion. The motion passed unanimously.

The meeting adjourned at 5:33 p.m.

*Respectfully submitted,*

*Crayton G. Brubaker*