

Airport Advisory Committee
September 18, 2013
Meeting Minutes

Committee in attendance: Joe Alosa, Charles Gerhan, Ernie Loomis

Committee absent: Rick Bartle, Candace Bouchard, Jim McKay, Dick Patten

Staff/FBO in attendance: Carlos Baía, Martha Drukker, Harry Dangora, David Rolla (FBO), Robert Rolla (FBO)

Consultant: Steve Berardo (Jacobs Engineering); John Gorham (Jacobs Engineering)

A quorum was not present. As such, the committee was not able to take any formal action. However, the members present agreed to follow through with the agenda due to the time sensitive nature of the items and the need to provide staff with direction.

Meeting called to order at 4:40 p.m.

1. As there was no quorum, the March 26th minutes were not reviewed for approval.
2. Taxiway construction update:

John Gorham explained that Phase 1 had been awarded through the public bid process to Continental Paving. The City, at the suggestion of the State, subsequently submitted a grant application for the entire project (phases 1 and 2). Last week, the NHDOT informed the City that this funding was in place. Mr. Gorham explained that the Staff would like to bid phase 2 in the fall as a possible cost-saving measure. He remarked that Continental Paving will only start its work in the spring.

Charles Gerhan asked whether the City could manage the project if there were two different contractors working on the two phases. Mr. Gorham stated that they could. Mr. Gerhan replied that he would be comfortable with recommending to Council that the phase 2 be bid in the fall. Mr. Alosa and Mr. Loomis concurred with Mr. Gerhan.

Mr. Gerhan stated that the design of the taxiway project appeared different than originally drafted. Mr. Gorham explained that FAA standards encouraged a greater use of right angles for certain elements. Martha Drukker further noted that this revised design reduced the impact on the conservation areas.

3. Minimum Standards:

Carlos Baía explained that the Minimum Standards were being proposed for revision for two principal reasons: 1) the existing standards date to 1984 and have been largely unchanged and; 2) with the upcoming FBO RFP and the subsequent new FBO contracts to be developed, it is an ideal time to ensure that the minimum standards reflect the current environment and preferences of the City.

Steve Berardo summarized the changes to the Minimum Standards explaining that the standards place the burden on the City to ensure a level playing field at the airport. The standards don't pre-empt State or Federal laws or policies but they are a good tool for the City. He added that Minimum Standards should be updated periodically and that Concord's are quite out of date relative to changes that have been made at the federal level.

Mr. Berardo noted that Minimum Standards are focused on companies that provide services at the airport. If the City were to declare itself the FBO, the standards would apply to it. However, the City would have the option to establish an exclusive right for its own provision of FBO services.

Mr. Berardo explained that should the City receive multiple qualified FBO responses to the RFP, the City could not deny the second or third FBO on the rankings from providing services, however, it could make those services contingent on the development of land on the north side of the airport.

Mr. Berardo stressed that the Minimum Standards are just the minimum expectation of performance and that the City should expect operators to exceed those minimums.

Mr. Berardo noted that the Minimum Standards are not applied to non-aeronautical services that might be offered at an airport such as car rental agencies or restaurants. Those services would typically be covered by separate lease or operating agreements with the City.

Mr. Berardo stated that the new Minimum Standards would not apply to operators that have existing agreements with the City that are still not up for expiration or renewal. Mr. Baía clarified, however, that the existing FBO agreement expires on June 30, 2014. Therefore, if Concord Aviation Services is the successful proposer for a new agreement, they would be subject to the new Minimum Standards effective July 1.

Ernie Loomis asked if the City wouldn't be susceptible to a legal challenge if another operator was subject to the new standards while the existing FBO was not. Mr. Berardo explained that the FAA policy is that existing agreements with existing operators take precedence and need to be honored.

Mr. Gerhan cited a handful of areas in the document that should be edited for clarity. He recommended making the definition of "abandoned" less broad. Joe Alosa suggested adding a timeframe to this definition that would trigger something being labeled "abandoned."

Mr. Gerhan asked if the standards should also cover air activities such as approaches. Mr. Berardo indicated that Minimum Standards only cover the use of the airport property. Anything in the air is under the jurisdiction of the FAA.

Mr. Gerhan suggested that the document define "airport sponsor." He also questioned the applicability of Section 3.10 that deals with possession of firearms. Mr. Baía stated that this draft of the standards would still need to go through Legal review with the City Solicitor and he would seek to have that clause examined more closely.

Mr. Gerhan stated that he found the proposed Minimum Standards acceptable. Mr. Loomis and Mr. Alosa concurred.

4. FBO RFP Schedule

Mr. Baía provided the committee members a copy of the tentative schedule for the FBO RFP. The RFP would be issued in early October with a submittal deadline of November 7th. Shortlisting of FBOs would take place in late November and interviews in early December. Ideally, notification of the selected FBO or FBOs would be done by the first week in January.

Mr. Baía invited the members to consider appointing a member to participate on the FBO selection committee. The members present recommended that this request be made to the entire committee.

5. Other Business

Mr. Alosa asked if there was any other business. There was none.

Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Carlos P. Baía