

Airport Advisory Committee
37 Green Street, City Council Chambers
Meeting Minutes
February 23, 2023

Committee Members in Attendance:

Councilor Candace Bouchard; Councilor Gail Matson; Mr. Warren Runde; Ms. Gail Wolek; and Mr. Rick Bartle

Absent:

Ms. Castonguay-Hunt; Mr. Jim MacKay; Mr. Sathesh Mani

Staff:

Matt Walsh, Deputy City Manager - Development; Jay Burgess, Public Properties Superintendent; Crayton Brubaker, Community Development Specialist

Public:

John Gorham, Jacobs Engineering; Tom Ford

Councilor Bouchard called the meeting to order at 4:48 pm.

1. Adoption of October 13, 2022 Public Minutes; October 13, 2022 Sealed, Non-Public Minutes; and February 24, 2022 Sealed, Non-Public Minutes

Mr. Bartle moved the approval of the October 13, 2022 public minutes; October 13, 2022 sealed, non-public minutes; and the February 24, 2022 sealed, non-public minutes. Ms. Wolek seconded the motion. The motion passed by a unanimous voice vote.

2. Wings and Wheels Update

Mr. Brubaker provided an update regarding future Wings and Wheels Events at the Airport. He noted that at the February 13, 2023 City Council meeting, the City Council voted to allow the City to assume responsibilities as the primary event organizer for future events, rather than the Granite State Airport Management Association (GSAMA). The existing “Event Committee,” which comprises of City staff, Airport Advisory Committee members, and other volunteers, will remain intact and continue to assist with planning and operations associated with this event.

3. United Therapeutics Lease Update

Mr. Walsh provided an update regarding the United Therapeutics Lease. Mr. Walsh discussed the history of the City’s airport development Request for Statements of Interest (RFI), which was issued in 2021. United Therapeutics Corporation (UTC) is a respondent that City Administration has been working with over the last several months to develop a lease and development plan. A background of UTC’s organization, regional economic presence, and capacity to complete the project was discussed.

The proposed lease is set for a public hearing at the March 13, 2023 City Council meeting. The proposed lease is for a corporate hangar structure on the Development Zone 3D (DZ-3D), as outlined in the RFI. The hangar will house four to five aircraft, including a Gulfstream G600.

The lease term will be for an initial 20-year period with the possibility of four (4) additional five-year extensions, allowing for a potential forty-year lease. Initial rent is \$0.35 / square foot with a 3% annual increase, which is within market range of nearby airports. Property taxes will be paid by UTC in the estimated range of \$100,000 to \$150,000 annually. Development permitting revenues are expected to be significant as well.

It was noted that no City dollars are going towards this development. Mr. Walsh noted that, from an economic development perspective, the City has historically desired to have a biotechnology company in Concord. The committee discussed the associated improvements to the abandoned runway. City staff and Jacobs Engineering have been working with UTC regarding those improvements.

Ms. Wolek asked if the lease was for the full square footage of the development zone. Mr. Walsh stated that it was, in case UTC desired to expand their development. However, if no expanded development occurs after three years, the City has a right to reclaim undeveloped portions of the development zone.

4. Vacancy Discussion – Concord Business Community Representative

The committee briefly discussed a vacancy on for a Concord Business Community Representative. No action was taken.

5. FY2024 Budget Planning

Mr. Walsh provided an update pertaining to the FY2024 budget. It was noted that United Therapeutics and the renewed Department of Safety lease revenues will increase revenue in FY2024 and beyond. Mr. Burgess provided an update to the Airport CIP, including general airport repairs. A discussion was held regarding overgrown flora near the northern driveway to the Airport.

6. Airport Manager Update

No Airport Manager Update was discussed. Mr. Rolla was not in attendance of the meeting.

7. Old Business

a. Review of Airport Survey Questions

b. Airport Master Plan Review

These items were not discussed, and no action was taken.

8. New Business

a. Airport Terminal Building Design Grant

City staff noted that the FY2023 CIP proposed money in FY2024 for the design, permitting, and bidding for the new Airport Terminal Building and associated parking infrastructure improvements. On the March 13, 2023 City Council agenda, there will be a consent report going to City Council requesting the City Manager be authorized to apply for a grant for the design, permitting, and bidding for the Airport Terminal Building and parking infrastructure improvements. The grant would fund the project with 90% FAA / 5% NHDOT / 5% City funding, which is customary for most FAA funded capital improvement projects. Mr. Gorham estimated the following timeline for the grant:

- Spring 2023 – Pending City Council approval, the City applies for the federal grant for the design, permitting, and bidding of the Airport Terminal project
- Fall 2023 – City receives a notice to proceed, if successful in grant application
- Summer 2024 – City would begin bidding process for Airport Terminal Building project
- 2024 and 2025 – City would continue to apply for federal ‘Airport Terminals Program’ with a competitive, ‘shovel ready’ project application

Councilor Bouchard made a motion to recommend to the City Council to authorize the City Manager to apply for the federal grant for the design, permitting, and bidding of the Airport Terminal Building project. Councilor Matson seconded the motion. The motion passed by a unanimous voice vote.

9. Other Business

Tom Ford introduced himself to the committee and briefly discussed his interest in developing at the Airport. Mr. Ford left the room before the non-public session commenced.

10. Non-Public Session

Councilor Matson made a motion 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. The non-public session began at 5:15 pm.

Councilor Matson made a motion to come out of non-public session. Mr. Bartle 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 5:32 pm.

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

11. Adjournment

Mr. Runde made a motion to adjourn. Councilor Matson seconded the motion. The motion passed unanimously.

The meeting adjourned at 5:33 p.m.

Respectfully submitted,

Matthew R. Walsh, Deputy City Manager – Development