

## **SPECIAL COMMITTEE ON AIRPORT ACTIVITIES**

**July 21, 2009**

**4:00 PM**

Chairman DeVries called the meeting to order.

The Clerk called the roll.

Present: Aldermen DeVries, Shea, Pinard, J. Roy

Absent: Alderman Garrity

Messrs: M. Brewer, M. Steer, R. Fixler, B. O'Neil

Chairman DeVries addressed item 3 of the agenda:

3. Presentation from the Manchester-Boston Regional Airport regarding the Master Plan.

Mr. Mark Brewer, Airport Director, stated before we get into the PowerPoint presentation I have a couple of opening remarks. I want to say thank you for calling this Special Committee Meeting to talk about the Master Plan. The Master Plan is one of the most important documents related to an airport. I think it's essential that not only the Board of Aldermen, but also the community, is aware of what is in the Master Plan and the Master Planning process. I think this is very timely. As all of you know, the most recent Master Plan was completed in 1997 and it represented over \$500 million in capital improvements that have been made at the Manchester-Boston Regional Airport since then. As you also are aware, the Manchester-Boston Regional Airport is arguably the largest economic engine in the entire state of New Hampshire, representing well over \$1 billion in economic impact over the course of the year, each and every year. We have approximately four million guests each year that transit through the airport and our cargo carriers carry about 200 million pounds of cargo each and every year. If we had to pick a time to do a Master Plan update this is a pretty good time. Typically, when airports are doing Master Plans they are under siege and are trying to do the best they can in a short timeframe. We are all painfully aware that the economy is in the doldrums at the moment. That gives us a breather to take a look at where we need to go in the future. Our goal is not just to grow to be the largest airport in the state or the largest airport in the region, but to meet the air travel needs of our community and our region. We'll talk more

about that in our presentation. We're also going to be looking at growing larger, but growing smarter and using technology and other methods to get maximum efficiency out of what we already have. One point that I would like to raise, not only to the Board, but to those listening at home, is that a Master Plan, although it gives you a five year, a ten year and a twenty year outlook, a lot of the information that you get in the Master Plan is not date-driven. They are triggers. Let me give an example, and I'm just using these numbers as an example. They are not based in fact. I mentioned that we have about four million passengers per year. Let's assume that the Master Plan consultant says that in the next terminal building expansion needs to take place to accommodate five million passengers. The Master Plan won't say that needs to happen in the year 2012. It will say when you get to 4.5 million passengers you need to start getting your designer in place, getting your financing in place, getting your environmental approvals, getting contractors and bids, so that when the five million passengers are arriving, your infrastructure will be in place to accommodate them. I only caution you that a lot of the information will be based on some triggers instead of dates. The only caveat to that would be any deadlines or changes in law put out by TSA, FAA, or the EPA that gives date specifics associated with requirements. They may require that we have X infrastructure in place by a certain date. That will be reflected in the Master Plan to ensure that we have compliance. To set the stage for the Master Plan we provided the Master Plan consultant with a vision and a mission statement for the airport. We have it up on the screen and it's in front of you as well. For those of you who have been involved in visioning and mission statement writing, if you think of it as a pyramid or a triangle, the vision is the ultimate reason we are here, what the purpose is. We have come up with the Manchester-Boston Regional Airport provides a safe...safety also relates to security...convenient aviation gateway for the central and northern New England region. Obviously, the airport serves more than just Manchester, more than just the counties, and more than just New Hampshire. It serves parts of Maine, part of Vermont, parts of northern and central Massachusetts and I would propose all of New Hampshire. The mission, in order to accomplish that vision, is that we are a self-sustaining public entity that provides quality facilities and infrastructure. Obviously, we don't run the airlines or the air cargo lines, but we provide the infrastructure so they can be successful for our passengers and our customers. We operate safe, efficient and convenient air transportation for the region by developing, promoting and managing the airport to stimulate the region's economic growth. We do that by fostering a culture that promotes fiscal, civic and environmental stewardship, fiscal, because we are self-sustaining. There is no City taxpayer dollars going into the operation of the airport. We need to make business decisions to make sure we continue to operate safely and securely with environmental stewardship. Civic involves much more than Tom Malafronte, our assistant airport director for public relations and marketing, making a donation to a parade or something within the community. It means that we are part of the community and we recognize that we create noise and traffic. All of that needs to be incorporated into our Master Plan. There is also the need for intermodal facilities, ways to get passengers in the future into and out of the airport other than private automobile. That could be rail or bus systems. All of that needs to be incorporated into

our mission statement in recognition of the environment. We will need to address the noise and the deicing fluid that the airlines spray on their airplanes during the winter. We need to know the environmental requirements on both a state level and on a federal level. We need to be able to accommodate those requirements as we go forward. I would like to turn the presentation over to Mike Steer, who is the Principal for URS. Across the bottom of the slide you will see several major national firms that are all part of the great team that we have helping us through this process. Mike Steer is the principal overseeing this entire team.

Mr. Mike Steer, URS Principal, stated now that Mr. Brewer has set the stage, I would like to continue with this agenda stating the meeting purpose, giving you a little introduction of some of the players on the team to give you that interface with stakeholders and the public and highlight the Master Plan process and what that means. We'd like to summarize the activities from the previous Master Plan which Mark mentioned, but then bring you into current focus for this Master Plan that has a different focus. We'll highlight some of the scopes, we'll show you the project schedule, and we'll talk a little bit about the current activity on which we are basing our plan. We have to start somewhere so we'll look at historical operations in order to understand the current conditions. We'd like to identify some of the next steps in the short term. We are coming up with a public information meeting. We have an advisory committee who I will introduce to you. Then we're open for comments and questions from the Committee. The meeting purpose is to initially and directly, through the Committee, inform our governing officials that we are about to undertake this update. In doing so, being specific, we would like to give you an idea of what's going to be covered in the schedule. We are here, hopefully, to get a two-way conversation established so that we're available to listen to your questions, concerns, or suggestions that we could incorporate as we follow through. This shows a little more about the consultant team, which is assisting the airport. All four of these firms have worked at the airport so they have a good knowledge and perspective of the area. URS, as the prime consultant, will manage the process, look at airfield, terminal and some facilities planning, and manage the public outreach program. Each of our sub-consultants has a prime role. McFarland Johnson is evaluating surface access and cost estimates of phasing. Jacobs is looking at the forecasting and terminal planning in the intermodal. The Smart Associates are making sure that we are doing things within the proper environmental context. We cannot do a Master Plan in a vacuum. We will do it with a variety of input from stakeholders, the public and this Committee. We have established a study advisory committee that will meet four times during the process. Generally, they play a review and an advisory role on some of the technical issues that will be emerging from our findings. We hope to get back to them on their perspective on their community or organization. We would treat the Aldermanic Committee on Airports as a source of stakeholder input. We will schedule three public information meetings to do the same with the general public and neighbors. The first one will be Monday, August 3<sup>rd</sup> at Memorial High School in Manchester. We will be continually updating the website with Master Plan findings and dates. We thought it might be interesting for you to know

the composition of the study advisory committee, which numbers 26. It fills the board room when we have a meeting at the airport. It gives you a good cross section, we think, of the tenants, neighbors, users and the regulatory agencies that all have an interest at some level in the airport's development and operation. Manchester is represented in many ways through the Chamber, Planning Department, citizen representatives, the Conservation Commission, and the airport administration and the authority itself. I would like to go into a brief overview of what it takes to undertake a Master Plan process. There are many elements to an airport, as we all know. We have a lot of airfield features and we have terminal operation in addition to land side and access facilities. We need a plan to pull these together so they function most effectively and most efficiently. We want to achieve a Master Plan that will guide the airport's future operation and development. This plan, as Mark indicated, is very important because it serves as a day to day management tool. It assists in decision-making for the airport staff and provides a blueprint for the region's future aviation needs. The Master Plan process will conclude with a Master Plan report that has a recommended development plan with a capital program and sources of revenue and funding for development and an airport layout plan, which is another planning tool that the airport and the FAA use to oversee how that development plan is implemented. A Master Plan requires periodic updating. We know the conditions out there today are different than those we looked at in the 1990s. The economy is different and the airline picture is different. A lot of assumptions made in the 1990s for aviation have changed. We need to take that into consideration in this update. All along, we have to do this within the guidelines of the FAA. We've indicated a couple of references, which are planning and design advisory circulars, that are the basis of the actual definition of the facilities that we will identify what might be needed. The previous Master Plan, completed in 1997, had an airfield focus. It looked at the length, condition and the safety areas of the airfield. This was before any low cost carrier had come in. We looked at a range of forecasts that made predictions of what would happen if a low cost carrier came to Manchester. As it turned out, with Southwest, we exceeded those high range forecasts quicker than we expected. The rest of this slide and the next slide show you, leading up to the amount of dollars that Mark had mentioned, the kinds of things that have been implemented since that 1997 timeframe. We have implemented two runway extensions and safety areas, a new tower and parking garage, a pedestrian connection from terminal to garage, security improvements following 9/11, two terminal expansions, the land acquisition and sound insulation program, which is ongoing, but is scheduled to be completed in February of 2010. There are over 1,200 homes in the sound insulation program that will be completed next year. Other facilities like parking lots and maintenance facilities have been implemented in the timeframe. That was then and this is now. We've identified five or six bullets that might be the focus of the current Master Plan. Mark talked about maximizing efficiency. One of the things we noticed during the period of growth were delays and backups at the curbside. This Mater Plan is going to give us the chance to look at the whole passenger flow from arrival to departure, from the curbside to terminal to ticket counter to security to the gate. We want to look at the best use for the terminal building now and then into the planning future. In addition to that, if

the last Master Plan had an airfield focus, this Master Plan will have a landside focus, which includes all the property from the terminal face to the rest of the access system and the community. We will look at parking, circulation and access flow, rental car operation and facilities. In the longer term we may be recommending another parking garage based on the demand trigger and not so much a designated year. In this economy, the challenge of forecasting is trying to be reasonable for this industry today. We'll look at the specific drivers of this airport, along with the factors and advantages of being under constraint and providing low costs and a good passenger experience and good access. We'll work those factors into the regional picture. More specifically to the Manchester picture, we need to understand what the forecast in a down economy might look like. We also need one that projects what will happen if the economy levels off and or turns around. The forecast is a very important task in the Master Plan because it drives other tasks. We'll get to that. We want our Master Plan to be affordable and we want the Master Plan to be implementable. Throughout the planning process we are going to integrate financial considerations, we're going to look at a financial capacity, just like we would at an airfield or a technical capacity. We're going to look at some of the environmental constraints that exist now so that if we want to develop in a certain manner, we know how to proceed with the knowledge of environmental impacts or sensitivity. We've mentioned surface access as a focus. We have a New Hampshire DOT access road coming to the property. We also know through the New Hampshire Rail Transit Authority that there is an initiative to look at commuter rail in the region. We want to make sure the Master Plan addresses and is connected to that initiative and that kind of thinking. We would like to offer multi-mobile options for arriving and leaving the airport. As with anything, especially in this time, this Master Plan will focus on revenue generation, making sure we can maximize not only the airline, but the non-airline concession revenues. The basic steps that we are going to take to get there are these: inventory, or understanding the type of facilities we have now, and forecasting for a range of situations and what-if scenarios. It's those forecasts that will then be translated into future demand. When we compare those future demands to the capacity we have now, that will translate into what facilities we may need to accommodate in the future. We'll look at how those facilities should be accommodated over time, but based on the trigger points of the forecast. One of the interesting tasks will be the alternatives to see how all these various pieces of terminal, airfield, landside and access all fit together to give an optimal solution for where the airport should be heading. We do this with environmental and financial review throughout the process to see if what we are recommending is affordable. We are going to update the noise contours. We owe the FAA some insight into how the airport might be using some of the property it has purchased in the past. We are going to involve the public throughout this process. The last element would be some deliverable outline that documents this whole process and what we have collectively learned in a Master Plan report. The schedule calls for, by next year, a draft of our Master Plan to go to the Federal Aviation Administration. We're looking at next year's focus of these tasks and the exchange of information with you all, the public and the other stakeholders. We need to understand the basis on which we are

building this plan. Some of the key factors to facility requirements that we need to evaluate are passengers, operations and cargo. This graphic shows you some of the record levels in each of the categories of passengers, cargo volume and operations when they peaked and the subsequent fall since the last Master Plan. Passengers from the 2005 record level are still on the other side of four million, but at 3.7 million, which is down about 16% between those figures. Cargo is off about 10% from 2007 to 2008. We have the sense that FedEx and UPS are very strong, so we think that is going along well. We have noted a decline in operations from the peak in 2005, which is not surprising given the economy and airline restructuring. It is this type of trend data that will be the basis for the plan that we build, starting with a reasonable range of recovery forecast. The next steps, in a short term perspective, will require us to finish understanding the current condition of our facilities in order to complete this reasonable range of forecast. We have some environmental mapping that needs to be done so that's in place when we look at options for development. We are going to present an overview of this plan that you have heard. We want to present that on Monday, August 3<sup>rd</sup> from 5:00 PM until 8:00 PM. We'll be doing this with the public information meeting in Manchester. We've already briefed the study advisory committee on this outline that you have seen today. By the time we get into September, we're going to have more information on forecasting and our current conditions of inventory that we would like to run by those members. Those are the next steps in the short term. I feel like I raced you through this, and I'm sorry if this is the case, but we certainly are available to answer and questions or listen to any comments for further discussion.

Alderman DeVries stated thank you very much for the presentation. I'm sure that there are a few questions that we have gathered up along the way. I'll open it up to the Committee if they have specifics and I'll follow up with my questions.

Alderman Shea stated referring to the study team and the different components, are these all considered the same or are some more intricate than other? In other words, you have some and then you have the others. How do these weigh in? What is the value?

Mr. Steer replied that's a good question. These were chosen because of their specialty, first of all, and prior knowledge of the airport. Three of these firms worked together for the plan that was finished in 1997. We thought there was some good corporate memory that could be brought to the new Master Plan. I would say that in terms of a distribution of work, Alderman, if the prime consultant is at 40%, Jacobs would be at 30%, McFarland would be 20% and Smart would be 10%, approximately. Though it's a fairly broad distribution, it helps bring the right resources to the airport.

Alderman Pinard asked will the people of Londonderry have this presented to them?

Mr. Steer replied we have included a Londonderry citizen representative on our advisory committee. We also have included the Town of Londonderry Planning and Economic Development. We have the planning organization and we have the citizen representative. Alderman Pinard asked would they be invited to the meeting at Memorial?

Mr. Steer replied yes, sir. The meeting at Memorial is the first in Manchester. The second one might be in Londonderry to spread word around.

Alderman Pinard stated it's a very sore spot when you don't communicate with them.

Mr. Steer replied thank you for that advice. We have included them. I think we need to be aware of Londonderry especially with how they are planning the area south of the airport with the access road and the industrial area. It's very important that we talk to them.

Alderman Pinard stated another question I have is about the sound proofing. In the Master Plan that we are working on now, will that be expanded?

Mr. Steer replied we are going to update the noise contours from before. I think the sound insulation program, as conceived and developed over the past 12 years, is going to come to an end. It depends on the results of this new noise evaluation to see if insulation is even appropriate given that the mix of operations that we are now experiencing may show a different contour than in the past.

Alderman DeVries stated I just wanted to say that I may be able to add a little bit of additional information on that because with the a prior airport director we worked as a committee to develop a potential local zoning ordinance that we would possibly want to adopt. This may enable the airport on a regional or local area to adopt its own sound proofing program, realizing that the dollars that came with that would no longer be federal dollars, but would be local. I do believe that zoning ordinance was developed about three years ago and has been shelved in ready reserve status should we deem that the time is appropriate to adopt that. It was always indicated to me that we could wait for a time to implement it, not wanting to show homes impacted by the airport ahead of the potential for any local sound proofing because that could effect market values. I would think that would be a very valuable consideration of the Master Plan so the greater airport area has an idea of whether there are likely to be any local dollars or how scaled back that could be from the program that they have had the benefit of for the last 13 years. It may be minimal, but it may be the difference between...

Alderman J. Roy stated the original sound proofing started in close to the airport and moved out. We did Brown Avenue, just off the airport entrance now, which is off to the left. We sound proofed all those houses and it wasn't three years later the airport went in and bought those houses and tore them down. I thought that was a waste of money or a waste of resources. Having served as a firefighter, we went down there and trained on

those houses because they were being torn down. I was in awe of the amount of replacement windows and duct work in that area. Is part of the study going to be looking forward into what the programs are? I'm assuming, and I shouldn't do that, but there was a federal program that came in after the decision was made to sound proof those houses to then buy those houses. That's what I'm assuming. Is there any way we can look forward and try to eliminate that waste of resources?

Mr. Richard Fixler, Assistant Airport Director for Engineering and Planning, replied I think looking at efficiency throughout the Master Plan is a great example. It's not purely an airfield thing. It's a community or neighborly thing. I think we have to start with what the FAA supports and promotes today, but I think what the airport is used to doing and the community is used to seeing will be part of that assessment. I think we owe that a fresh look in this update. I'm not sure how far out an FAA program would go until we see that.

Mr. Brewer stated not to make any excuses, but the sound installation started around 1992 or 1993 and those homes were done shortly after that. The Master Plan looked ahead and envisioned an airport that is totally different than it is today. It really wasn't done until 1997, so unfortunately, that had programs in it that required the acquisition of those homes and it wasn't anticipated. That's why we do a Master Plan.

Alderman J. Roy stated the only reason I brought it up so we can look ahead and anticipate that this time so hopefully it won't happen again. It was just an observation of mine.

Mr. Brewer stated it was a good observation and hopefully we're planning well enough so something like that doesn't happen again.

Alderman DeVries stated if I could back us up just a little bit. I think I'm grasping as an Alderman what you hope to gather from my constituents with the early public hearing, which sounds like it might be a two-way conversation. Or is it just a presentation of this plan? If I could preface that question just by noting that in 1997 there were many constituents, until all of the information was compiled and presented, who didn't realize that they had a public voice and didn't know how to use it because they weren't sure how they could weigh in. What are you expecting to hear from the public?

Mr. Brian O'Neil, Deputy Airport Director, replied I expect it to be a two-way thing because it's the public, it's the advisory committee, and it's this committee that is giving us feedback or review. At the first meeting I don't expect too much back because we're advising them that this is happening, this is how long it will take, and we intend to look at noise, access, and intermodal activities. We're presenting this saying that we're letting you know we're doing this. Do you have any concerns now about those? Here's what we're going to study. Do you have any concerns about those steps? We would certainly

have much more to say and present in terms of alternatives and a final development plan at the second and third meeting. We do encourage one on one contact at the meetings. They are invited to go to the map or the access road or their community maps and ask their questions and state their concerns. They have the ability to speak to the folks at the meeting as well as document questions in written form if they want something answered that we have to get back to them on. We're looking to answer whatever is on their minds relative to the airport operation that a Master Plan, looking forward, might be able to address. There are a lot of questions about the airport's day to day activities that may not be accessible, but it certainly gives the staff a way to gain information.

Alderman DeVries stated I think that would go back to what Alderman Pinard had brought up and I had commented on. Sound proofing is certainly one of the primary concerns of our constituencies, especially those who live very close to the airport. We have many homes that are still within hundreds of feet of the runway eligible for sound proofing that are impacted by the flights coming in overhead. They feel they are looking at the underbelly of the planes. Many of those homes have felt that they have been in limbo, waiting for the day when the federal program would end and there might be some flexibility in the way that we approach sound proofing locally, getting away from the federal standards. The City could benefit from some background and the knowledge base that I've been able to acquire over the last eight years, which has allowed me to understand that the sound proofing eligibility areas and the noise contouring has changed for several reasons. One has been the different aircraft flying in and out of Manchester. There have been tidbits of information that I have gleaned over the years that are useful for me to understand what goes on at the airport. I don't think the general public has ever had good information. They cannot begin to perceive why the airport sound proofing eligibility area might be shrinking. They see the growth, they see increased freight, and they hear additional traffic so it makes no sense to them. I would think a better explanation of some of those federal changes that have occurred would help them understand.

Mr. O'Neil stated thank you for that comment.

Alderman Pinard asked can Rick answer that?

Alderman DeVries replied I'm not looking for an answer. I'm trying to preface some of the information, Alderman, that I think the public needs to know as we work through these different forms.

Alderman Pinard stated this is what I'm getting at. A few years back there were so many miles around the airport that the sound proofing was going to happen. I forget if it was eight miles or ten miles around the airport.

Alderman Shea replied I think one of the concerns that people do have, while there have been improvements in fuel and noise, but what the planes are giving off in terms of the height coming into the air, the gasses they give out or the pollution and things of that nature. We are in a green environment now so that is a concern that I personally have because I used to live in that area. My son used to play baseball at St. Anthony ballpark and the planes are pretty low and I'm sure that they emanate a lot of toxic waste. I think there was discussion, as Alderman DeVries indicated, a few years ago about working on the noise volume and trying to cut back on the amount of decibels that could be heard.

Mr. Brewer replied yes, sir, they have.

Alderman Shea stated I'm wondering if there have been any discussions about the environmental toxicity. I'm just using that as a focus.

Mr. Brewer stated I think as airline engine manufactures and airlines have developed newer models of aircraft, the engines have gotten quieter and they have certainly gotten cleaner. I would suggest that what someone may have experienced ten or twelve years ago was from a different mix of aircraft. The cleaner mix and the newer mix was improved. They are meeting EPA standards for engines as well. I think the concentrations, I'm not sure that I would say toxic, but the elements that a transportation resource emits have to be controlled. I'm not saying there is a critical toxic issue, but it's something that engine manufactures have helped to improve as they have with the noise.

Alderman DeVries stated maybe the piece of information that our constituents would like to hear is the age of the fleet that flies in and out of Manchester and whether or not they are flying with the updated engines. At one point I think we were down to one of the very old, stage two engines. I believe it was one of the FedEx or UPS freights.

Mr. Brewer replied that has since been replaced. We're 100% stage three, but we can certainly provide you with information on the age and makeup of the fleet. It does change, but it will give them a good snapshot of what types of aircraft are using the airport at this time.

Alderman DeVries asked I think it would be useful to explain what kinds of aircraft would be necessary for the enhanced vision that you might have for the future, and if you are looking to change freight, what does that mean? It's the picture of change that the constituents would want, rather than the individual. They want to know if it will be quieter, louder, or what night time noise is going to be like. Are we going to see a shift after midnight until 6:00 AM? What is the general utilization of the airport?

Mr. Brewer replied to do the new update of contours we need to ask all those questions as well and put them into a comparative model that you can look at now and in the future and in the past.

Alderman DeVries stated we've been waiting as well for the...is this on the same subject?

Mr. Brewer replied go ahead, I was going to jump in on the stuff.

Alderman J. Roy stated if you could just let everybody know that there are standards and we meet those standards.

Mr. Brewer stated yes, sir. That's what I was trying to say.

Alderman J. Roy stated one of those, not just the byproducts of combustions that are coming out overhead, but the chemicals used from the deicing.

Alderman DeVries stated we've been waiting, Alderman, for some federal direction on that. I think that is absolutely is going to be part of the need.

Mr. Fixler stated with the new Obama Administration, the EPA has put out, and we are expecting in the next week, a draft of ELGs, Effluent Limitation Guidelines.

Alderman J. Roy stated I believe you monitor that and you have the proof that there is nothing wrong with what's going on there. However, the odors that come from the field if the wind is right are a little heavier and they go right down the stream.

Mr. Fixler stated the airport didn't need to wait for a Master Plan. They have been following the guidelines and cleanup for a long time.

Alderman DeVries stated we've been waiting for a final outcome of how that might be handled in the future. At our last meeting we were waiting for the federal guidelines to determine how we might handle the up-flow in the Merrimack River.

Mr. Brewer stated we still have not seen the draft, but it will be telling when we do.

Alderman DeVries stated absolutely. That will be an item that comes up as the people come to the public hearing wanting that sort of detail.

Alderman J. Roy stated I think you have been watching that already so you'll have that information ready when they ask.

Mr. Brewer replied absolutely and I think as you all know, when you are doing Master Planning you are doing airside terminal and landside. We need to preserve space for either capture or treatment of effluence from deicing fluid. That's part of what the Master

Plan has to look at so we don't put something in the wrong place that would prevent us from doing it.

Alderman DeVries stated I know that I have the desire to see how you might be implementing your transportation update at the airport and how that might work in conjunction with the expansion of the City of Manchester and how much of that has it's dependence on rail between now and then. It may go along smoothly or it may be difficult ride for implementation. If you are seeking alternatives are you going to be implementing them in conjunction with the direction the City of Manchester would like to see for their use of alternative transportation and tying into our existing bus system? I'm not saying I have any thoughts on this, I'm saying it would be interesting as you roll out your Master Plan that we look at uses that would be regional in the greater Manchester bedroom community working with the airport for the best use of dollars being spent.

Mr. Fixler replied I think any major airport has to look at multimodal options within their region and community. The airport has already taken initiatives in terms of other types of bus systems, connecting transportation systems, and looking at the commuter rail to see how it fits in. We do want to plug into that.

Alderman DeVries stated I realize we are touching on this for a second time, but anyone who has the privilege of watching this at home will have a clear vision as to what you hope to get from them at the August 3<sup>rd</sup> meeting. Could you maybe just cover that? Are you looking for this to be a complaint session of what bugs them about the airport or what they would like to see for the future or what they are concerned about?

Mr. Fixler replied I think more of the second point you mentioned. This way the relationship is clear in terms of what the airport is for the community and what they are as a neighbor and what the constituents would like to see for the future of the airport. I recall that the public in the last Master Plan wanted this airport to stay a certain way. The staff at the airport wants it to be the best that it can, not to grow just to grow, but to grow in a smart way that Mark mentioned. We would like to get a sense of their airport that they use and what they want it to be in the future. If there is an operational issue now I don't know that the Master Plan can answer every question or complaint that they might have. This is a forum for looking at the planning elements and if they think something should be looked at, as you all have mentioned, or if there is something that they don't understand about the future of the airport, they can ask.

Alderman DeVries stated that meeting will be on August 3<sup>rd</sup> at Memorial High School from 5:00 PM until 8:00 PM. They do not have to be there at 5:00 PM to sign up. You will stay until 8:00 PM even if you have heard from all the speakers? If they are coming in from Boston and coming in late they will still have an opportunity?

Mr. Brewer replied that's why we extended it to folks who might just be getting off from work and those who could not come until a later time.

Alderman DeVries asked how will you be advertising that? How will they know that this is occurring?

Mr. O'Neil replied there is a public notice going in the Union Leader on the last Sunday in July and then Monday and then the first Sunday in August, the day before the event. We're also going to be issuing a news release to get coverage in the Union Leader talking about the Master Plan process. I think what's important about this first informational meeting is that it's a great opportunity to learn about the Master Plan process, but it is also a great opportunity to learn where they can go to get information and where they can express their concerns during the entire process. It should be a good opportunity to exchange information and then learn about the entire 14 month process.

Alderman DeVries replied I agree it will be a good opportunity.

Mr. Fixler stated to go back to one of the opening slides, everything that we have talked about today in terms of the PowerPoint presentation and feedback from the public sessions will be on the airport website so those who are unable to attend can certainly go there and find the information.

Alderman DeVries stated we hope that we'll be advertising the airport website along with this meeting today. I think there should be additional outreach. We do have some smaller newspapers that you should be in. I would also ask you to get the notification of the date and time running on all of our cable access channels. I think that would be helpful to pick up people there. You can try to get WMUR to pick something up. The readership of the Union leader isn't as dramatic and there would be a lot of people left out. I'm trying to think of every potential source.

Mr. Brewer replied that's a very good point and we have our public relations person here and I can see him writing.

Alderman DeVries stated we could have a public access notice, a PSA on WMUR, that might be helpful.

Alderman Shea asked once the Master Plan has been developed and approved, from whence does it go and who reports back or who evaluates them so there is some sort of understanding that there are goals and objectives and other types of things that obviously are going to be assessed and evaluated?

Mr. Brewer replied we will be getting approval at a Manchester level and the state aviation needs to also approve this. The Federal Aviation Administration will look to see that it is done a certain way and that it defines certain elements of safety and capacity correctly. They'll approve the report and the airport layout plan, which the airport needs to have approved so they can go forward and request funding and assistance to implement it. Once the approvals are made, it will be up to the airport staff to decide whether they are in a position to implement the first phase. They'll use their funding sources to pull that together. I'm sure this group will know the action being taken. FAA will know if there are any environmental findings that have to precede that. That's something that they will document that FAA will approve as well. Once it is approved, it's a determination of the best time and ability to move forward.

Mr. O'Neil stated we disseminated copies not only to the city and town halls of the communities, but also to the public library so the final documentation is available. We distribute significant numbers to the communities so it is there. The one thing that is important is that this entire process is an open and inclusive process. It's not just an airport document. This is a document that the major stakeholders - the citizens, the residents, neighbors and the elected officials - all participate in so once this is blessed by the City and blessed by the FAA, this is a living document that will be out there for people to go to and reference what we did, what we anticipated, and what has changed. I think it's a real important planning document.

Alderman DeVries stated it certainly is. The three dates that you said for the public hearings, what will be the use? Those are not three repeated?

Mr. Brewer replied no. In time, what we will do with the advisory committee, as well as the public, is give them a progress report. We said we were going to look at these ten things so here is what we know about the first five and how we think the planning is coming together. It will cost this much, it might have this much impact, it will take this much time, so that they can see progress at subsequent meetings.

Alderman DeVries asked is the advisory committee available to the public? It would be under the Right to Know Law.

Mr. Brewer replied I think we told the advisory committee to be available and we have summarized their comments and questions. That is something that could also be put on the website under the Master Plan folder.

Mr. O'Neil stated one of the important tasks of the advisory committee is to serve as a conduit back to the community, the group that they represent. They will have a synopsis of what transpired during the meeting. They will have that in their physical presence and they will be able to transmit that to the elected officials or be able to give them a verbal

update at a meeting. The City of Manchester representative, Brad Cook, who has intimate knowledge of the airport from serving on the airport authority for over ten years, has been tasked with the responsibility of being the conduit of information from the Master Planning process back to the City of Manchester. I assume that Brad will be giving informational updates as to what the study advisory committee is working on.

Alderman DeVries asked are they keeping formal minutes?

Mr. O'Neil replied we have not approved the first one, but, yes, there are minutes. Alderman DeVries asked could you give out the formal minutes to the Committee members for us to peruse?

Mr. O'Neil replied I think I would classify them as informal minutes. They capture the essence of every question and every issue.

Mr. Brewer stated they are not transcribed, but they are summarized.

Alderman Pinard asked is there a time table on this?

Mr. Brewer replied the study itself will take another year into next June. The vision or the time frame of the plan is usually 20 years. It's a little fuzzier out there in the 19<sup>th</sup> year than it is in the first five, but we'll break down the recommended plan in phases, though we understand that they will be triggered by the demand when it brings us there. It's another year of study and then a 20 year outlook in steps.

Alderman DeVries asked will you have a designated place on the website for the Master Plan and the ongoing plans?

Mr. O'Neil replied we will. We'll have a designated area of the website that details the Master Plan and its progress.

Alderman DeVries asked anybody that captures the last 30 seconds of a meeting and they want the full details would be able to go to the website and see full details as developed to date?

Mr. O'Neil replied eventually they will be able to go to [flymanchester.com](http://flymanchester.com) and click on the Master Plan update and receive the information they may have missed.

Alderman DeVries replied thank you for the preliminary look at the Master Plan.

There being no further business, on motion of Alderman Pinard, duly seconded by Alderman J. Roy, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee