Airport Advisory Committee
City Council Chambers
Draft Meeting Minutes
March 24, 2022

Committee Members in Attendance:
Deputy City Manager Carlos Baía, Mr. Rick Bartle, Councilor Candace Bouchard, Ms. Castonguay-Hunt;
Mr. Jim MacKay; Mr. Warren Runde, and Ms. Gail Wolek

Absent:
Mr. Sathesh Mani; Councilor Gail Matson

Staff:
Mr. Jay Burgess, Public Properties Superintendent; Mr. Crayton Brubaker, Community Development
Specialist, and Airport Manager/FBO: Mr. David Rolla

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

Approval of the February 24, 2022 Meeting Minutes
Ms. Wolek noted that Ms. Castonguay-Hunt was listed as being both absent and in attendance. She
should have been marked absent. Mr. Bartle moved approval with this correction; Mr. Runde seconded
the motion; Motion passes.

Proposed Airport Survey

Mr. Bartle kicked off this discussion by asking what would make you consider the Concord Airport. The
committee debated whether to target users or non-airport users. Mr. Bartle clarified that he was
thinking of targeting people involved in aviation but that might not be users of Concord Airport. He
suggested a survey instrument that could have multiple choices where a respondent could check all the
areas of that interest them such as avionics, flight school, availability of hangar space and what type,
etc.

Ms. Wolek suggested distributing the survey to current airport users as well to inquire as to what they
feel works or doesn't about the airport. Mr. Bartle explained that the data could be used to inform
decisions on the CIP, for example. In terms of dissemination, he suggested national aviation
organizations that might have regional chapters in our area. He stated that he was going to think about
those contacts for next time.

Mr. Rolla suggested asking questions about whether the respondent has a need to have their own fuel
supply or through the fence access for development; do they need street access for deliveries and
airside access for flights.

He also recommended asking respondents what types of events they'd like to see. Mr. Runde stated
that these could be short take-off and landing events; aerobatics, fly-ins, drone contests, model aircraft
flights/events.

Ms. Castonguay-Hunt noted that the flying of a commercial UAV could generate interest. Mr. Bartle stated that questions should also include whether the respondent has used Concord airport before and how many times and when.

Mr. Runde wondered if the local hotels would offer shuttle service to and from the Concord airport to downtown.

Mr. Brubaker indicated that he would work on the suggested questions for the next meeting. Mr. Bartle recommended having some type of enticement to attract more respondents; perhaps his company could donate gift cards.

Ms. Castonguay-Hunt noted that if we end up doing hard copies of the advertising for the survey, it should include a QR code that would take interested parties directly to the survey instrument.

Ms. Castonguay-Hunt also recommended providing specific examples for each sub-option in the questionnaire. Mr. Runde suggested having a link on the flyers to the survey.

Mr. Baía indicated that staff can work on putting a draft survey together but they would need some recommendations as to the target organizations. One thought was that perhaps the committee drafts three separate surveys: one for Concord Airport users; one for non-Concord Airport aviation users and a third for the community at large. The latter could, perhaps, be distributed in partnership with the Chamber of Commerce.

Discussion of Airport Master Plan

Councilor Bouchard stated that, in light of the time, she was postponing the airport master plan discussion to next month.

Old Business

Ms. Drukker stated that the City received three proposals for on-call engineering services for the airport. Interviews are planned for April and a decision in May.

Mr. Bartle moved to adjourn; Ms. Castonguay-Hunt seconded the motion.

Meeting adjourns at 5:35 p.m.

Respectfully submitted,

Carlos P. Baía