

# Knox County Airport Business Plan Workgroup - Minutes April 21, 2008

## Workgroup Attendees:

Kathy Allain, Marilyn Hotch, Jeff Northgraves, Kevin Waters, Bill Maddox (arrived at 5:30 p.m.)

## Absent Members:

John Newcomb, Vivian Newman, Ken Wexler, Bruce Widzowski

## Public Attendees:

Roger Moody, Running for 3<sup>rd</sup> District City Commissioner

## Staff:

Alan Hinsey- facilitator, Jennifer Payson - minutes

- *Opening Public Comments:* None
- *Opening Comments:* Alan- went over agenda

- **Committee Discussion:**

## **Minutes from 4/7:**

- Approved by the 3 members present – will secure full approval from other members via email (subsequently approved via e-mail by John Newcomb and Ken Wexler – 5/6 approved).
- **Kathy** – asked if it would be ok to send them electronically and get the rest of the approvals via email. Group will approve the minutes, mission statement, and updated timeline.
- **Jeff**- Thinks that will be fine.

## **Time Table:**

- **Kathy** – updated the time table.
- **Jeff** – The public sessions need to switch dates due to the OTM needs. Camden (location TBD) will now be Wed 6/4 and OTM will be Thurs, 6/12.
- **Kathy**- will need to update phase 3.
- **Marilyn** – What's FAA/DOT/RKD in phase 3?
- **Jeff** – there will be a signed agreement, but not associated with the plan.
- **Group** – chose to remove the line about approval based on the FAA.
- **Group** – Changed Phase 6 to be for final review instead of approval and left the final approval below under TBD.
- **Marilyn** – The critical piece of phase 6 is information regarding the terminal. The other aspects of the business plan can be developed after November.
- **Jeff**- would still like to base budget on real numbers relating to the business place.
- **Marilyn**- Just wants to make sure that success isn't based on whether or not the Oct/Nov timeline is met.

## **Report to group about meeting attended by Kevin and Jeff:**

- **Jeff** – a contractor got up and gave a presentation on airports and business plans. Jeff will be receiving some information from a consultant that specializes in business plans for airports.

- **Kevin** – Everything he mentioned that is imperative to do for writing a plan this group has already done.
- **Jeff** – he also said the corner stone in the process is the SWOT, which this group conducted.

**Mission/Vision Statements:**

- **Alan** – made updates to Mission based on last meeting.
- **Kathy** – thinks “community compatible” is vague.
- **Marilyn** – how does the airport fit in the community? Wants to be sure that the closest community is addresses i.e. Owls Head and S. Thomaston.
- **Jeff** – interpreted it to mean “Being a good neighbor”.
- **Group** – liked that idea. Wants to express that the airport as a whole will be a good neighbor.
- **Kevin** – it is a regional airport so the community is widespread. However, he understands that those 2 communities are the most closely involved.
- **Group** – decided to keep Good Neighbor in the 2<sup>nd</sup> paragraph to avoid it seeming like an after thought and to tie it in.
- **Alan** – its apparent there is two levels of community – how do we integrate.
- **Group** – integrated good neighbor and combined sentences. Updated draft will be sent out. One word- “Immediate” is left on the table for final decision.
- **Alan- VISION** – The airport will inevitably evolve, so think with 30 years on the horizon. How will the decisions we make now pave the way for the future and drive the business plan. What do you WANT the airport to look and feel like in 30 years?
- **Marilyn** – so it’s what we WANT it to be. Then work backwards on how we get there.
- **Marilyn** – thinks we need to revisit the SWOT and get everyone on board with it.
- **Kathy** – yes, new members should sign off on it.
- **Alan** – reviewed the Vision “prompting” questions that all members will work on prior to the next meeting.

**Other:**

- Bill has a scheduling conflict just on the 3<sup>rd</sup> Monday of the Month. Group decided to leave the meeting as is and see if Bill could get a fill in every other meeting.

Assignments:

<b>Alan</b>	Find a location in Camden	<b>Kevin</b>	Come up with a list of questions, Data- past history to fill in blanks
	Confirm OTM		
<b>Jeff</b>	Get data from DOT survey	<b>Group</b>	1. Come up with a vision list for the next meeting (use the handout from Alan to jot down some ideas) 2. Approve mission 3. Approve Minutes 4. Approve updated time line

Next meeting date with be Monday, May 5th from 4:30 - 6:30 p.m. - Court House

Meeting adjourned at 5:38 p.m.