

# **Knox County Airport Business Plan Workgroup - Minutes August 11, 2008**

## **Workgroup Attendees:**

Kathy Allain, Marilyn Hotch, Jeff Northgraves, Bill Maddox, Ken Wexler, Vivian Newman, John Newcomb

## **Absent Members:**

Bruce Widzowski, Kevin Waters

## **Public Attendees:**

Commissioner Anne Beebe-Center, Bill Gerrish (Stantech)

## **Staff:**

Alan Hinsey – Facilitator, Jen Payson – Note Taker

- ***Opening Comments:*** Alan - went over agenda – no public comments offered.

## **Minutes from 8/4 and 7/21:**

- 8/4: Committee accepted with final changes.
- 7/21: 6,200 passengers were confirmed by Ralph. John's comments were modified to replace "can get expensive" with "should be changed to should". Minutes were approved with changes.

## **Outline for Public Forums:**

- The committee had some concern that each topic could get bogged down in Q+A causing a time issue for other topics. The group agreed to put time limits for each topic. The group allotted 90 minutes to allow for a 30 minute buffer.
- It was asked if the agenda should be passed out. The committee decided to pass out a 1 page agenda (scaled down version), as well as create a slide on the power point presentation and have it showing when participants enter the forums.
- The group also decided to pass out an additional document that has the names, phone numbers and email of all committee members. It was also mentioned that the APAC members could be listed at the bottom, but confirmation of that was not given.
- The committee agreed that it would be best if both forums could be tape recorded. Jeff will bring the recorder from his office and see if OTM and The Camden Opera House have the capability.
- The group worked on updating the committee's timeframe. The 30 day written comment period will end on 9/19. Jeff said that the best email to be used for the comment period is [airport@knoxcounty.midcoast.com](mailto:airport@knoxcounty.midcoast.com).

## **Logistics:**

- The committee will sit at a long table facing the audience. Jeff mentioned that he also has to sit APAC, Stantech, himself and Ralph somewhere. The committee agreed that those groups will sit in the front row and will stand when they need to speak.
- Items to locate: Wireless microphones, Flip Charts.
- Ken loved the piece in the Free Press about the forums.
- Alan will send a reminder to all of his press contacts. Jeff will see about adding the two dates to the Chamber calendars.
- The committee will have their name tags in front of them at the table.

- The note taker will make sure that people sign in when they arrive. (sheets with name, address etc will be provided). Copies of the agenda will be available at sign in station.
- Anne will announce that anyone speaking at the forum should state their name and town.
- More signs will be added in S. Thomaston.
- The press will be sent the guiding principles, the power point and the agenda.

### **Guiding Principles:**

- Ken suggested that the very first bullet under physical boundary and size actually state the county and the town of Owls Head. Under General Operation's he felt the word "must" should change to "should" in regard to the terminal's aesthetics. Vivian suggested that "try to" be omitted in regard to exploring new energy solutions.
- Ken had some concern about the bullet regarding noise levels. Jeff stated that he cannot enforce the voluntary curfew. The group all agreed that the curfew is important and will continue to be a priority. Bill suggested that process for how complaints are made be discussed. Jeff mentioned that the current process takes several weeks to get to his attention and that if a community member has an immediate need for a response they should contact him directly. The group agreed to add the statement "The airport will follow up on "violations" of the voluntary curfew" to the guiding principles.
- John had some concern that the airport is getting singled out in regard to the noise, but overall in regard to the environmental impact. He mentioned some other companies in Owls Head that add a lot of mud to the roads have loud trucks coming in and out, are doing massive plantings etc. He wondered what those companies are doing to protect the town. The committee all agreed that this was a big issue. Vivian stated that the airport is setting an example. The group added this bullet "The airport will continue to set an example of environmental responsibility for the community and other businesses."

### **Logistics:**

- Ken wondered if the group is still meeting on the 18<sup>th</sup>. The group decided to keep the date, but cancel if it's not needed.
- The group confirmed that meetings will be held: September 8<sup>th</sup> and 22<sup>nd</sup>. October 6<sup>th</sup> and 20<sup>th</sup>.
- The group agreed that the terminal document needs to be completed and given to the commissioner's before their 10/14 meeting. Jeff said that what they need for that is the desired square footage. The group agreed they need some floor plans to look at. Jeff also said to create a list of what they want in the terminal with the square footage allotted to each part of the terminal.
- Alan also mentioned that the group should plan on selecting a model for the business plan in September. He also noted that components from the examples can be pieced together.

### **Final actions:**

- Alan noted there will be a structured discussion for the first 30 minutes of the next meeting on economic impact.
- Group added a meeting on August 11<sup>th</sup> from 4:30-6:30 p.m. – pre-forum meeting.

### **No Closing Public Comments**

- Committee members will be present at the forum on 8/4 from 6-8 p.m. at the Owls Head Transportation Museum

Next meeting date will be Monday, August 18<sup>th</sup> from 4:30 - 6:30 p.m.- Court House.

Meeting adjourned at 6:15 p.m.