



PLANNING BOARD MEETING
Monday February 12, 2018 6:00 PM
Council Chambers, City Hall

MINUTES
Approved 3/12/2018

Chairman Wahrlich called the meeting to order at 6:00 PM and asked for a roll call.

I. Roll Call

Present: Bruce Kolenda, Marlene Jordan, Charlene Lovett, Richard Wahrlich, Marilyn Harris

Absent: William Greenrose, David Putnam, James Short

City Staff:

II. Review of Minutes

A. January 22, 2018

Motion: That we pass those minutes of January 22nd

Made by: Mayor Lovett **Second:** Ms. Jordan

Vote: Unanimous in favor

III. Old Business

There was no old business to discuss.

IV. New Business

A. Informational presentation regarding Claremont Municipal Airport Terminal Building

Amie Gray from Stantek Consulting and Zachary Brock from Warrenstreet Architects gave the presentation. Stantek is the airport's general consultant for FAA projects. For this terminal project, Stantek is the project manager and site design engineers, making sure that the project is in compliance with FAA standards and paperwork to ensure proper funding.

This terminal building project is part of the overall Claremont Municipal Airport layout plan. It has been presented to the staff for conceptual review and is in the CIP this year to be constructed. The project requires demolition of the existing hangar and terminal building. The new terminal will hopefully get constructed this summer.

The new terminal will include a small restaurant with a bar and a patio. They are still working on details of the building footprint and interior design.

Using an aerial photograph, Ms. Gray indicated the location of the existing terminal and hangar. She noted that a hangar was built last year on the other side of the airport to take the place of the hangar that will be demolished as part of this project.

Site Features (Ms. Gray)

- 40 x 52 feet footprint
- A waterline upgrade will be needed due to the restaurant.
- A new septic system with a larger tank and a grease trap is needed.
- The patio has a southwest exposure with a good view of the airport.
- Some type of barrier will be provided between the terminal and airfield.
- The dumpster pad and mechanical units will be to the east of the building.

Funding for this project is 90% FAA, 5% NHDOT and 5% local.

Interior (Mr. Brock)

Mr. Brock showed drawings of the interior and exterior of the building.

- The floor plan area is 2100 SF.
- Approach to the building will be similar to that of the existing building.
- On the north side there will be two offices, a conference room, two bathrooms, a shower room, and a mop room,
- On the south side there will be a lounge and dining area.
- There will be a small compact cooking area that will be visible from the bar.
- The building:
 - trusses will be visible from inside the bar area;
 - will have high ceilings;
 - will have a propane fuel, forced air heating system (radiant floor if possible);
 - will have higher windows with a canopy over the large window on the front.
- Mechanicals for the restaurant will be on the roof; all other mechanicals will be behind the building behind a fence.
- Will be sided with metal horizontal siding on the bottom half and fiber cement panel siding on the top half
- Will have a rubber membrane roof and fiberglass windows (very durable).

Mr. Brock asked the Board if they had any questions.

Mayor Lovett asked about the date of the layout plan. Ms. Gray said it was June 2013. It is currently going through a pen and ink update to show the location of the new hangar. She will provide a copy once the updated plan has been signed.

Mayor Lovett asked where the historic hangar is located relative to the proposed new terminal building. Ms. Gray said the historic hangar is to be demolished. It is connected to the current terminal building. The combined footprint is 60 x 100. The footprint of the new building falls within that 60 x 100 footprint. Mayor Lovett said she didn't recall hearing that the historic hangar was going to be demolished nor did she know the reasons why. Chief Burr said that (former) Chief Bergeron was aware that its removal was part of the overall project. Ms. Gray said it is "pretty much falling apart" and is almost a safety hazard. She said NH DHR will sign off on its removal.

Mayor Lovett asked who will run the restaurant once it's built. Ms. Gray said that's a question that is in everyone's minds. When they originally scoped the project, the hope was that the people who had run the restaurant at the Newport Airport would come in and run this one. It will be up to the City and the airport to get someone in there. They are hopeful someone will want it because they are spending a lot of time and money to design and construct it. They are keeping the kitchen area small in the event that no one will run the restaurant. In that case, the eating area could be used for meeting space.

Mayor Lovett suggested it might be best to build out the kitchen to someone's specific needs. Ms. Gray said the airport is putting in money towards the fit-up of the restaurant (the appliances) to make it more appealing to whoever does run the restaurant.

Mayor Lovett said the outdoor seating at the Newport Airport restaurant was more popular than the indoor seating during the summer. The plans for the Claremont restaurant appear to be more limited. Mayor Lovett wondered how much of the Newport arrangement could be replicated at the Claremont airport.

Ms. Gray said they are looking to maximize the outdoor seating and that they could look into putting a bench there. She said they are battling the fuel pump station which is adjacent to the outdoor seating area (think wing-tips and prop wash). She said the building might be moved northerly to make more room for outdoor seating.

Mayor Lovett said it was the outdoor bar, seating, and fire pit that was so popular at the Newport facility. If the Claremont restaurant is more like a cafeteria, it may not have the same draw.

Mayor Lovett asked about the sewer line. Ms. Gray said the line does not extend close enough to make it cost effective to extend. However, she acknowledged that the new

septic system will also be very expensive. Mayor Lovett asked that they consider doing a cost analysis of the two options. Ms. Gray agreed.

Ms. Harris asked about the location of the dumpster and parking (and how many spaces would be provided). Ms. Gray said there will be an ADA van accessible space next to the sidewalk. They will utilize the existing gravel parking area.

Mr. Kolenda asked if it would be feasible to relocate the fuel depot. Ms. Gray stated that it is not part of the CIP right now; that a better time would be during the apron maintenance project. The patio will be about 40 feet from the refueling area – Ms. Gray said she is worried that it's too close. She said they are thinking about putting up a barrier to protect patrons from the winds from the planes. There is no better view area for the patio, so it cannot be moved to another location.

Mr. Kolenda asked if the funding is guaranteed. Ms. Gray said that while the funding is not guaranteed, it is “generally a pretty solid program”.

There was additional discussion about:

- Moving the fence to maximize the patio area;
- The shower facility;
- Offices and conference space needed to comply with FAA criteria;
- Possibly adding a kiosk or bulletin board to provide travelers with local information;
- The building size being limited due to budget limitations;
- The possibility of adding on to the building in the future.

There were no further questions, so Mr. Wahrlich opened the discussion to the public.

Nick Koloski, Ward 3 noted that sadly no one from the public was present to discuss this project. He said the project is a major improvement and that it's needed, but he wished we had found an operator for the restaurant before now. He said we should put out an RFP. He also said that (the City) should know what the operator would want (for fit up) before we spend any money on it. Mr. Koloski said he was upset by the unknowns in this project. He also said he was concerned that a drinking customer may wander on to the airport and about parking. He suggested reaching out to Alex Ray as he could give a rough idea of what may be best to install and may even be a potential entity to operate the restaurant. He also asked if any elements of the historic hangar could be saved and used in the new facility.

Chief Burr said that fit up costs will come from airport funds, not the taxpayers. Mr. Koloski said his point is that the funds could be used for something else as the City's budget is already stretched pretty thin.

Ms. Gray said they will provide a fence rather than chain and bollard. She was pretty sure it would be 3 feet high. She said they can't do much about parking because of the budget.

Mayor Lovett asked if an RFP was going to put out for the restaurant. Ms. Gray said that perhaps they should wait for more information before investing in the restaurant.

B. CIP 2019-2024

Mr. Wahrlich said the CIP committee had met several times with the various department heads. They developed a rating schedule and he explained it to the Board. He asked the Board members to review the CIP and be prepared to discuss it at the next meeting. He said he especially wanted to focus on consistency with the Master Plan.

V. Reports from Boards and Commissions

There were no reports.

VI. Other

The annual planning and zoning conference is scheduled for April 28, 2018.

VII. Correspondence

The Board received the DES Wetland Permit application for work on the streambank at the Citizen street bridge.

VIII. Adjournment

Motion: To adjourn the meeting.

Made by: Ms. Harris **Second:** Ms. Jordan

Vote: Unanimous in favor

The meeting adjourned at 7:14 PM.

Respectfully submitted,

deForest Bearse

Resource Coordinator