

**Minutes of Airport Commission February 21, 2018**  
Meeting Opened at 6:00pm      Meeting Adjourned at 7:00pm

**Members Present**

Russ Olson  
Carlos DaCunha  
Jason Oliveira  
Paul Barton  
Gary Correia

**Members Absent**

Adam Simmons  
William Gushue

**Airport Admin Staff**

Scot Servis, Airport Manager  
Michael Crane, Asst. Manager  
Joan Jones, Principal Clerk

**Others Present**

Rich Lasdin      Eric Jaikes  
Jeff DeMello      Mary Jodoin  
David Jodoin      Terry Hillery

1. Call to order. Meeting was called to order by chairman at 6:00
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners Gushue and Simmons.
4. The members of the Airport Commission have received minutes of the previous meeting held on January 17, 2018. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Olson. All in favor and motion carried
5. Motion made by Commissioner DaCunha “ To Amend a Commission vote taken at the meeting held on October 25, 2017 to adopt the minutes of the Commission meeting held on August 16, 2017, as follows: The Chair of the Commission meeting held on August 16, 2017 asked during the dialog that the following specific information provided by Manager Servis be entered into the record because its details had not been previously reported to the Commission: Manager Servis reported that there had been about \$289,000 spent to date relative to the FAA 139 Certification process and provided a breakdown of major cost items associated therewith. Then, Manager Servis indicated that those costs were paid for with \$256,000 of funding from the Airport’s Reserve Fund and \$32,000 from the Airport’s operating budget.” This motion was 2<sup>nd</sup> by Commissioner Oliveira. All in favor and motion carried
6. Reports:
  - a. Manager’s
    - i. Financial/Operations report – manager briefly went over reports and noted that fuel flowage and enplanements went up and operations went down from this time last year
    - ii. Elite update – manager reported that we are not any of their schedules at this time
    - iii. Winter Storm 1/31/18. We have done well so far and it was noted that the last storm didn’t amount to anything
    - iv. Change in personnel – We have 2 new employees, Matt Arruda and Tyler White, both of

whom came over from DPI and started earlier this month

v. Island Shuttle update – they are still experiencing setbacks along with personal issues  
vi. Proposed changes to (2) Incentive Programs offered to Island Shuttle and Elite Airways and how the licenses, leases and operating agreements will apply. A lengthy discussion ensued regarding the proposed changes, seasonal service, license, operating agreement and “bridge agreement”. Manager clarified that the fuel flowage fee is a reduction to the fee charged to the FBO not an addition to that flowage fee. Furthermore in order to add flexibility and maintain the original intent, agreements have been revised to stipulate that the airline must maintain the same number of operations from year to year to qualify for enhancements. Atty. Jaikes and manger clarified a question from Commissioner DaCunha that the incentives would only apply to an airline during the licensing agreement term if an Operating Agreement is signed and submitted at the same time. During discussion it was also noted that licenses will be used to speed up the process and allow business to run while going through the establishment of the operating agreement and that licenses can be cancelled anytime (up to 1 year in term) but it would be void once lease is approved (lease must run its course). Atty. Jaikes will tweak language in paragraph 8 of document. Motion made by Commissioner Correia and 2<sup>nd</sup> by Commissioner Olson to approve changes as recommended subject to the craftsman of documents and approval from FAA. All in favor and motion carried

b. Chairman Report

i. Request an additional part time position to help eliminate overtime costs and help perform the additional duties now required by the FAA 139 certification. Commissioner DaCunha asked about associated costs with this position – we currently have spent about \$7,000.00 and a temp position would cost \$13,000.00. Motion made by Commissioner Olson and 2<sup>nd</sup> by Commissioner Oliveira to send this request to the mayor. All in favor except Commissioner Da Cunha who voted against said motion. Motion carried

ii. Request \$25,000 for marketing the airport, We need this to help offset the lost marketing revenue from the decline of acceptance of the Myrtle Beach Route. Chair explained why he feels this increase is necessary. A brief discussion ensued and manager noted we cannot afford this increase as our budget is fairly tight as it is and he cannot make any promises until final figures are in. Motion made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Olson to request the additional \$25,000.00 be put into our budget. All in favor and motion carried. Commissioner DaCunha noted that he wants to see budget once it is done.

iii. Meeting with Mayor Mitchell to discuss the possibility of hiring someone to help us put together a business plan for the future of the regional airport. After a brief discussion, a motion was made by Commissioner Olson and 2<sup>nd</sup> by Commissioner Oliveira to have a meeting with the mayor regarding this issue. Motion carried.

c. Committee Reports

- i. Operations Committee – nothing to report
- ii. Finance & Audit Committee – nothing to report
- iii. Marketing & Planning Committee – nothing to report
- iv. Special Events Committee – nothing to report

d. Airport Solutions Group (written report included in package). Rich Lasdin was present this evening to go over the ASG report dated 2/10/18

7. City Solicitor – monthly status report – Atty. Jaikes reported that the tree clearing/gravel road issue is being worked on so project should not be held up

8. Old Business – nothing to report
9. New Business
  - a. March meeting date is **SCHEDULED FOR March 21, 2018 at 6:00**
10. Communications – nothing to report
11. Tabled Business - none
12. Motion made at 6:58 by Commissioner Oliveira to enter into executive session and not return to open session in order to consider the creation of a policy relative to collection of rent arrearages and options relative to recoupment of back rent owed to the airport. This motion was 2<sup>nd</sup> by Commissioner Olson. Roll call vote taken. All in favor and motion carried
13. Adjournment Motion to adjourn at 6:59

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport