



New Bedford Regional Airport

January 16, 2013 – 6:07 PM - **Minutes**

****View Agenda****

Meeting Opened at 6:07pm

Meeting Adjourned at 7:00pm

Members Present

Peter Kortright
James Reid
Paul Barton
Pamela Bourgault
William Gushue
Michael Knabbe

Members Absent

Luis Bartolomey
Moiria Tierney
Ken Machado

Airport Admin Staff

Thomas Vick, Airport Manager
Joan Jones, Account Clerk

Others Present

Russ Olson
Eric Jaikes
Don Veloso
James Mikilas
Lisa Roderiques
Robert Mallard
Michael Josefek
Dot Cunningham

1. Call to order. Meeting was called to order at 6:07
2. Pledge of Allegiance
3. Roll call was taken by the Chairman and all commissioners present except Tierney, Machado, Bartolomey. Commissioner Bourgault arrived after roll call at 6:35

At this point Commissioner Knabbe thanked the commission for the flowers sent and the support from the airport community regarding his mothers' passing.

4. The members of the Airport Commission have received minutes of the previous meeting held on December 19, 2012. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Knabbe and 2nd by Commissioner Kortright. Motion carried unanimously.
5. **Manager report –**
 1. December 29-30 snow storm - Manager reported that the airport was shut from 6-6:55pm and afterwards the airport remained closed but there was a 30 minute recall. After tower closed at 10pm the airport closed without recall and opened at 2:15. No scheduled flights were impacted with operation.
 2. City Council fund transfer request update – At their last meeting city council referred the funding of the rocking chairs to their finance committee with no date scheduled due to change in city council leadership.
 3. MUNIS system – this is a new software financial package and has resulted in numerous issues with the transition. Joan has done a yeoman's job trying to work through these issues, as there have been changes on a daily basis. She has worked with MIS and auditing to address all concerns. As a result there is a back up with grant payments and purchase requests by this department.
 4. Status on Aircraft Repairs gift – Al Audette informed manager that he requested a tax abatement for the assessor's office. A notarized copy of the December minutes will be forwarded to him for his records. Legal council will submit a request to accept his gift of land to city council.
 5. Dartmouth tax bills - DPI has inadvertently paid a tax bill from the Town of Dartmouth for land

we previously acquired (which will have a perpetual conservation easement by Town of Dartmouth for our land acquisition). We will need to get tax abatements (due to conservation easement) and we need to reimburse DPI

6. Update on Commission letter to FBOs – Manager had sent out letters to FBO's as directed in June 2012 regarding them to review and assure compliance with the NFPA Standard 407 Airport Fueling Standards along with other practices in airport rules and regulations. The directions were clear that manager monitor their compliance and that the tenants proactively address their NFPA Standard 407 and other regulatory obligations during the calendar year 2012. Within 24 hours two of the tenants called and asked if there were any issues and immediately addressed commission concerns of vehicle parking within 10' of each other and 50' of the building. Manager spoke with 3rd tenant yesterday and was informed they will resolve the fuel truck parking forthwith.

7. Master Plan – A second public information workshop has been scheduled on Tuesday, February 5 between 6-8 in the airline terminal. Commissioner Kortright asked if there had been any discussion with attendees from the first workshop to address their concerns. Manager noted they were concerned about what would happen in the back of the property and manager had asked ASG to make corrections so it would be future aeronautical development without showing a number of hangars in that location (this will be shown at the next workshop).

Commissioner Knabbe asked if there was a difference between a gift and a donation (regarding Aircraft Repair) and would there be tax benefits. Atty. Jaikes stated they are the same but he doesn't know the benefit from a tax point of view. Manager will get the keys from Mr. Audette once we receive council approval and then we can do what is needed to get a new tenant.

6. Reports:

A. Chairman - Chairman Barton thanked all the committee chairmen for their hard work and noted that he would meet with them to set goals for the upcoming year. Also chairman invited those interested to sit with manager and himself to put together FY 14 budget, which will be coming up shortly.

B. Airport Solutions Group – Written report included in package. Bob Mallard (ASG) and Jim Mikilas (CDM Smith) were present this evening to go over the monthly report submitted in packages. Mr. Mallard announced that starting Monday, Jim will be working for ASG and there will be a public workshop #2 on 2/5/13 from 6-8 in the terminal building. Mr. Mallard would like an interim dead line for the master plan alternatives/concepts prior to the workshop so everyone is on the same page. Regarding the runway 5-23 reconstruction/shut down of intersection we need to find out the best days/times for closure. Mr. Mallard noted that if we just do night work we will sacrifice quality and drive up costs, whereas if you keep intersection closed for a short period of time we would get the best quality and lower costs. Mr. Mallard estimated that the work can get done in 3 days/24hours each day but he doesn't know when it will start at this time. Manager wants the feel from the commission and chair wants feel from airport users. It was further noted by Mr. Mallard that requirements of FAA for pavement have very stringent standards. Commissioner Knabbe wants closure to be minimized and to work with manager. Mr. Mallard is looking for input from users also in order to find out their slow time. Manager will set up a preconstruction meeting to gain this information and work with ASG. Commissioner Knabbe noted that the quality has to come first and if it becomes problematic we cannot jeopardize the quality of the job for the convenience of the users. Mr. Mallard stated that we want to give the contractor the best possible conditions to do his best job and he must meet requirements/testing standards. Realistically September is the time frame for pavement. ASG will be assisting manager in the carbon neutral airport program to prepare that RFP. Chair asked about status of rising costs and Mr. Mallard reported that he spoke to FAA this overlap. Areas have been identified for redesign and overlapping of work. While the figures are not in as yet, Mr. Mallard feels we can cut out some work from Walsh and have the runway contractor do it, however there will be some overrun on costs (but it should be close). Regarding the Manafort project, Mr. Mallard feels they should come in on track. There have been conversations regarding funding with MassDot and FAA but while they are sympathetic, it is too early for them to commit to anything.

C. Financial/Operations Reports –Included in package. Manager went over reported and noted that the enplanements went up (CY 2012) and we exceeded 10,000 which is important for entitlement grants and we are up almost 10% from last year; operations are down about 4% from last CY; reconciliation amounts were explained and lastly manager noted that we are on track with the budget

D. Commissioner Reports

1. Leasing Committee – Michael Knabbe. Commissioner Knabbe reported that there was no meeting last month but we have a full plate for our next meeting that will be tentatively scheduled for 2 weeks (to discuss Downey St hangar, T Hangar development and licenses)

2. Marketing Committee – Moira Tierney. Commissioner Tierney not present and no meeting was held

3. Terminal Aesthetics – Luis Bartolomey. Commissioner Bartolomey not present and no meeting was held. Commissioner Knabbe did inform the commission that the whale is back

4. Safety and Security – Pamela Bourgault. Commissioner Bourgault stated that there was no meeting held therefore she had nothing to report.

7. City Solicitor - Monthly Status Reports: Atty. Jaikes informed the commission that he had nothing to report at this time

8. Old Business: none

9. New Business:

1. Architectural Consulting Group request for land lease. Mike Josefek was present to explain the proposal. They are looking for spot next to the T Hangars to put up 10 hangars. Chair said ne needs to provide more information that is pertinent to proposal, after which the matter will be referred to our leasing committee for further study. Mr. Josefek wanted to be sure that the area is available and Commissioner responded that it is available but the leasing committee will be looking for the exact size of building, type of construction, number of units and amount of space for ramp/tarmac of area. Commissioner Knabbe requested that the additional information be received prior to next leasing committee meeting (to be scheduled 2 weeks from this evening). Mr. Josefek agreed to provide both electronic(1) and hard copies(2). Motion to refer to the next leasing committee meeting made by Commissioner Knabbe and 2nd by Commissioner Gushue. Motion carried

2. Block grant request from Atlantic Aviators - Commissioner Knabbe reported that some issues have been squared away with the help of chairman, manager, MassDot and FAA. They have met with Matt Morrissey, who suggested meeting with EDC. Commissioner Knabbe spoke with Pat Sullivan, who wants this project to move forward and will look for funding. A meeting will be scheduled next month with Matt Morrissey, mayor's office, manager and Atlantic Aviators to get this moving forward. Motion to support the block grant application by Atlantic Aviator's made by Commissioner Bourgault and 2nd by Commissioner Reid. Motion carried unanimously.

3. Fun Day request for change to airshow – Commissioner Knabbe noted that this is a paperwork issue for Atlantic Aviators. Don Veloso addressed the commission to inform them that the Atlantic Aviators would like to have show performers (of course this would require waivers) and they are looking for the blessing of the commission to move forward. Mr. Veloso would like to move forward to see if waivers can be obtained and to see if it is feasible and furthermore nothing is set in stone. They are also looking at requesting military aircraft for a fly by. Commissioner Knabbe noted that it would be helpful to have waivers in place. Mr. Veloso said they want to have an airshow but it won't look much different than years past. He would also like to have a 15 minute remote control along with airshow and he realizes everything has to go through the airport manager and be cleared with FAA and all regulations. At this point this is strictly a heads up to see if they can go to the next step. Commissioner Knabbe reported other airports do airshows with remote control. Chair noted there are concerns with closing this airport down for aerobatics. Manager stated he signed paperwork for the military flybys but these are all non aerobatic. With aerobatic airshows it needs to go to FISDO FAA and has a long list of very strict requirements to be met. Furthermore, manager noted that the

RC (remote control) was turned down last year by FAA and he doesn't see that changing but the airshow may be something we can move forward with. Commissioner Knabbe said they said no due to where it was going to be conducted and proximity to different areas on the airport – area would have to be in a non aeronautical area. Manager stated there are issues with the public, other flights coming in and active operation interference. Manager will provide copy of FAA refusal from last year for commissioner review. Commissioner Bourgault felt the attempt should be made to include it and if it works fine and they should look into all possibilities in the beginning. Manager stated for clarification that under our grant assurances, we have to be fair and reasonable for aeronautical activity, however RC aircraft this is not an aeronautical activity and to close an airport down for a non aeronautical activity is a major concern for the FAA. Atty. Jaikes asked if the airshow performer would be a private entity and Mr. Veloso replied yes. That being the case, the solicitors office and risk management agent will tell you that the entity or Atlantic Aviators will have to pay for the insurance and have big limits, as the city will have a huge liability concern. Insurance waivers will be a problem. Motion to support the Atlantic Aviators moving their operation into submittal of an airshow. This motion was 2nd by Commissioner Reid

10. **Communications: See attached**

11. **Tabled Business: none**

12. **Executive Session: none**

13. **Adjournment. Motion to adjourn at 7:00pm made by Commissioner Knabbe and 2nd by Commissioner Bourgault.** Next Airport Commissioner meeting to be held on February 20, 2013 at 6:00

Respectfully submitted,

Joan Jones
New Bedford Regional Airport