



# *New Bedford Regional Airport*

May 15, 2013 – 6:00 PM - **Minutes**

1569 Airport Rd, Terminal Bldg., NBRA Commission Conference Rm.

**\*\*View Agenda\*\***

## **Minutes of Airport Commission Meeting of May 15, 2013**

**Meeting Opened at 6:05pm**

**Meeting Adjourned at 7:15pm**

### **Members Present**

Michael Knabbe

Ken Machado

Jim Reid

Paul Barton

Luis Bartolomey

William Gushue

Carlos DaCunha

### **Members Absent**

Moira Tierney

Peter Kortright

### **Airport Admin Staff**

Thomas Vick, Airport Manager

Joan Jones, Principal Clerk

### **Others Present**

Jim Mikalas

Jake Hoban

Tammie Irwin

Peter Koczera

Eileen Marland

Eric Jaikes

Dot Cunningham

Michael Josefek

Don Veloso

Russ Olson

1. Call to order. Meeting was called to order by chair at 6:05
2. Pledge of Allegiance
3. Roll call was taken by the Chairman. Commissioner's Tierney and Kortright were not present this evening and Commissioner Knabbe and Gushue arrived shortly after roll call.
4. The members of the Airport Commission have received minutes of the previous meeting held on April 17, 2013. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Reid and 2<sup>nd</sup> by Commissioner DaCunha.

At this point chair took some items out of order (ASG reports, New Business item #4 and Old Business item #2)

### **5. Manager report –**

1. Update on air traffic control funding – Manager said that funding will remain in place until 9/30. Manager provided background information on this issue and noted he does not, nor the FAA, know if there will be another appellant process for continued funding at this point.
2. Rental car fence removal – fence has been removed
3. Boiler repair update- We have received bids ranging from \$10,000.00-27,000.00. The heat is back on and we will be switching over to air conditioning within the next few weeks or so
4. Preliminary budget – manager pointed out some items in our preliminary budget: 1) contractual service at \$33,000.00 for 5 part time employees for tower advisory services (Unicom service) in the event of closure 2) asst. airport manager position for back up responsibilities of running the airport. Commissioner Knabbe questioned the need for advisory tower personnel if we go to a Unicom system and manager explained that these employees could be very helpful in providing wind direction and favoring runway and they could also keep an eye on the airfield for birds, hazards and other issues going on and provide an extra level of safety. Commissioner Knabbe also asked about liability issues for the airport, city and commission, especially if pilots believe they are talking to a controller and in fact they will not be. Furthermore Commissioner Knabbe noted that he doesn't agree and is uncomfortable with this line item and wants a more detailed discussion (to include

the solicitor's office) and study. Chair noted that this is a proposed budget and while he agrees that some of Commissioner's Knabbe arguments have credit, he encourages commission to approve the proposed budget with the understanding that before the next fiscal year we will meet for further discussion because if this item is taken out of the budget and gets submitted and takes its course then something happens and we need additional monies we would not have it, so it is better to be on the safe side and if we don't need it then it will go back. Commissioner Knabbe is also concerned about the FAA equipment and maintenance and feels we should table this until manager contacts other airports to see what they will be doing. Manager noted he has already spoken to the other airports affected by closure and found that one will use the local FBO and the others have asked him what we will be doing and he told him about our proposal and that they understand that this will not be an air traffic service. Manager has also reached out to our risk management (John Beauregard) and he was told it is consistent within the scope of our aviation insurance (we are not providing direct air traffic control services and that the service would be provided on the common tower frequency when the tower is closed on off hours). Manager noted that we have plenty of time to work through the issues as we are safe until 9/30 but he would like the budget to pass in the meantime for back up reasons. Chair suggested a subcommittee for further discussion/study and Commissioner Knabbe wanted to make it clear that we need to have this issue studied and he agreed with the idea of a subcommittee and would like to get the operators and some pilots involved to meet for a couple of meetings before any implementation. Chair noted that he would be happy to set up the subcommittee and hopefully answer concerns. Lastly, Commissioner Knabbe noted that he fully supports the idea of an assistant manager or director of operations and moving forward on that is quite important. Commissioner DaCunha asked for clarification, if the commission is being asked to approve the total budget or line items (chair replied that the approval is for total budget). Commissioner DaCunha also asked if it is the total budget then line items can be discussed at a later date and lastly he asked if we do not approve whole budget now is it accurate to say that we may not be able to fund later (chair and manager both agreed). Motion was made by Commissioner Machado and 2<sup>nd</sup> by Commissioner Gushue to approve the proposed budget of \$757,067.00 for FY 14. Motion carried unanimously.

5. Vector Systems – The vector landing fees have been drastically down the last 2 months (partly due to technology issues – camera and server related problems). Manager had spoken with Vector concerning repairs and he was informed that they have not been billing the \$11,790.00 fee (as stated in contract) for operating and maintenance of ID systems because they knew the maintenance would be more than anything that would offset the landing fees amounts that the airport would generate at the time. However the billable traffic numbers that were provided to them would have been much higher at this stage in the game. Manager was also told that Vector must start billing that fee (broken out between 12 months). The difficult part is that the numbers/revenue is not there in the landing fees to support the monthly costs (\$982.50) due now to Vector. We have the construction projects coming up along with the winter season. If we cannot make the monthly payments (by generating landing fees) in full the balance gets rolled into the next month, which will have a snowball effect. Manager is looking for guidance from the commission (in the past the 3 FBO's had collected landing fees but Vector had generated more revenue since taking over). Commissioner Knabbe would like to invite Pete Colton (Vector) here to see the direction and what can be worked out as a first step. Chair noted that we need options for going down the road and he'd like to hear what Mr. Colton has to say. Atty. Jaikes will look into contract regarding cancellation ramifications, etc.

6. Kids Open House – as you know Fun Day was cancelled for 5/18 (this Saturday) and manager sent out email notification to commissions (notification was received last Wednesday). As a result manager spoke to Bridgewater, who offered to bring a couple of Cessna aircraft to the public ramp (with flight instructors) to allow children to sit in the cockpits and take pictures. Manager felt it was a good alternative to provide something for the kids between 11-2pm this Saturday. Manager had also spoken to the fire and police departments, who agreed to participate, along with Mass Aeronautics who will provide 2 stimulators. Of course our equipment would also be displayed. Manager noted this will not be a big event but will provide opportunity for the children to reflect on something for 3 hours. This event involves state and government entities. Because the airport, which is a city department, is hosting this event our insurance is OK (manager checked with risk management). Commissioner Knabbe noted he is not fond of the day because people will think it is Atlantic Aviators Fun Day, which is a pretty big event and furthermore he is disappointed that Fun Day was cancelled. Motion was made by Carlos DaCunha and 2<sup>nd</sup> by Commissioner Machado to accept the

proposal of the kid's open house. All commissioners in favor except Commissioner Knabbe who abstained.

## 6. **Reports:**

**A.** Chairman- Chair thanked manager for stepping up to the plate and noted that he too was disappointed with Fun Day being cancelled. Chair is grateful that we will at least have something for the kids to keep them interested in aviation because that is what it is all about and he further noted that we should all work and enforce those goals. Commissioner Knabbe noted that what he would like going forward, to promote general aviation, is that if the Atlantic Aviators try to have another event next year, that he get more involvement from the commission and from the manager hands on and attending meetings because he feels it would have gone a long way so that Fun Day wouldn't have been cancelled. Commissioner Knabbe stated that he felt quite honestly that we should have participated more with the Atlantic Aviator's. This would have been a huge day for the airport and they had anticipated over 12,000 people and would have had plenty of radio coverage and a large static display planned, etc. Chair asked what happened and Commissioner Knabbe replied that Atlantic Aviators felt they did not get the support that they needed – no one attended meetings and at the very end they received a letter from chair which they felt was another roadblock and they weren't sure if 2 weeks out they wouldn't get hit with something else. When they met last and voted to cancel Fun Day after 9 months of planning and a thousand hours, Mr. Vick was informed to come to the meeting by Dr. Olson– it would have ended there and there would have been a Fun Day if manager had attended this meeting and he wished he would have come. (Commissioner Knabbe didn't know if chair had been informed and he stated he knew to a moral certainty there would have been). Chair asked if Commissioner Knabbe was speaking as a commissioner or a member of Atlantic Aviator's and Commissioner Knabbe replied "probably as both he would say". Chair then stated that is probably one of the problems we have, to which Commissioner Knabbe responded that if he wants him off the commission then just say so. Chair noted that he did not say that but for him to sit there and say we didn't have Fun Day because manager did not go to the meeting. Commissioner Knabbe said he did not say that, you (chair) asked what the problems were. Chair noted that Commissioner Knabbe stated that manager had attended that meeting then we would have had Fun Day (Commissioner Knabbe said yes) so obviously he didn't go to the meeting, so because he didn't go to the meeting we didn't have Fun Day, which is what was implied. Commissioner Knabbe stated that was one of the aspects of it. Chair noted he felt bad that its come down to that and Commissioner Knabbe reiterated that manager was asked to go to the voting meeting and he chose not to and furthermore if he had shown up just to reassure them that they had our support. Chair stated that he can assure commission that manager did everything possible in order to help the Atlantic Aviators have Fun Day and that he had 2 concerns – liability and protection of Atlantic Aviators and the city. Unfortunately there are certain rules and regulations set by the state/FAA that have to be met in order to do certain events and he wants the commission to know that manager has been here on Saturdays, calling people personally at home to make sure that these issues were met or help make sure they were met in order to comply and continue to go on and do it properly and safely. The most important thing about any event that happens here is safety and that has to be met. Manager worked very hard to make sure he did what he could to try and push things around to get things done and meet requirements. Manager would call chair on weekends and nights to get things done. Manager said at the last commission meeting (their vote took place the following night), the original agenda covered 3 items for Fun Day to make sure we had all I's dotted and T's crossed. Agenda was revised by manager because he realized he missed several other items (including RC aircraft) to also cover additional items to make sure his actions were such that there was no issue going forward for the airport, city or Atlantic Aviators that we would run into a last minute stop. The commission unanimously passed those items throughout. The other part was (March/April) manager was trying to figure out the air show waiver and the difficult part was he called up the air boss to see if he needed anything else and manager was told he hadn't seen the air show waiver as yet (scheduled events) so manager forwarded his copy on Friday and he agreed to come here Monday at 10:00 (person that did Atlantic Aviator's waiver was copied). Manager had walked out of meeting with the 2 things he needed so we would be ready for Fun Day (checking with fire department detail to be sure they were ready and make sure the airport acquired vests for our employees marked NB Airport, so we would be out in zone for aerobatics). All other issues were addressed at meeting and manager was trying to get a head start on everything to ensure that we had planned as well as we could.

Manager noted that anytime you go from a community outreach to an air show there are incredible extra levels, so as a result all of that was done. Manager also stated that in regards to Saturday meetings recognizing his schedule over the winter with snow removal and everything else – there is only one person that can go around so much and if that is his only fault he felt he did all he could and he doesn't believe there was anytime when someone called up to meet that he didn't meet with them on a Saturday afternoon to make sure and when someone said they want to do this or that within a few days, that manager told them to submit as is and we will work with it this year to keep the process going. Manager stated that he firmly believed he did everything that he could to resolve the problems from the previous year (including free parking on Saturday which is covered in tonight's agenda). There are a lot of things that take place on the airport side. Commissioner Knabbe stated he is not here throwing stones – he was just saying it was going to be the biggest Fun Day that we ever had and he wants to see it happen next year as well and he'd like to try and organize that. What he meant to say – he was not implying that manager did not do everything that he could – he was saying that he'd like to see more involvement from the commission and as much involvement from the manager or employees up to the point of event. Commissioner Knabbe hopes that the Atlantic Aviators will come before us in July requesting the next fun day and perhaps change some of the meetings to this room as he would like everyone in the same room on the same page (due to size of event) and that was what he was trying to say. Furthermore, Commissioner Knabbe stated that if he misspoke and someone thought he was disparaging manager that was not his intent. His intent was to say that if it goes forward next year he'd like to see some changes in how much participation there is at these meetings and his point was going to be if it is going to be that major of an event then let's have the meetings in this room – that was the direction he was going and then the “hair went up on everyone's back”. Commissioner Gushue noted he was confused – he thought we gave all the support that we could give and no one ever invited him to a meeting outside of this room and he does not know what more we could have done given the situation we were handed.

Commissioner Knabbe noted that every step of the way the commission supported (by their votes) everything to do with fun day and he doesn't have any bones and he is not trying to cast any stones in any direction other than to say that if it goes forward next year we should have much more involvement (this is done by Atlantic Aviators, NB Pilots Assn and NBRA in conjunction) right in this room. Chair noted he understands what Commissioner Knabbe is saying to a point and that because this event is so important, instead of putting it on the agenda every week maybe we should just meet once a month (or so) – the entire commission – one subject – one agenda and give it the full attention. Chair noted he was confused and he wanted to know why didn't fun day happen? Chair wanted Commissioner Knabbe to share that information with the commission as he is a member and commissioner and he has his thumb on the pulse of what is going on. Commissioner Knabbe stated that he honestly said to them that the commission supported everything that they did. He did not feel at that meeting that it wasn't the way to do this – chair made a very valid point – that in the next week or two we should have get involved with this event (either by subcommittee or whatever). Chair thought that whenever there was a road block or stumbling block it was addressed here, the commission addressed it and manager took care of it – what happened? Commissioner Knabbe said he can't quite honestly explain what happened and he tried to convey that he wanted fun day to go forward and that they had the support of the manager, chair and commission. Commissioner Reid stated that he was under the same vein – after reading over notes/minutes he thought everything was going good and a full on go and then he receives a vague letter of cancellation and he wanted to know what happened – what specifically broke the back/final straw and he feels we need to find out what that was so we can prevent that from happening again if we go forward with Atlantic Aviators. Commissioner Knabbe feels that is absolutely correct and chair noted that they were here tonight but they're gone. The whole commission is trying to figure out what happened. Commissioner Knabbe stated he would reach out to the Atlantic Aviators and get a meeting together for airport promotions. Commissioner Gushue wants Atlantic Aviators to define the roadblocks to get them out of the way so we can move forward as some explanation is warranted. Manager felt it could be multiple reasons across the board and what he would like to do is set up a meeting with himself and president of Atlantic Aviators, Tammy Irwin one on one to go over everything. Commissioner Knabbe felt that was an excellent idea and even stated he would be in his debt! Commission was in full agreement to have manager reach out to Ms. Irwin. Commissioner DaCunha questioned why the cancellation letter went out to so many people and if that was the proper protocol - obstacles should have been conveyed to chair or manager and dealt with at that level. The

reasoning behind why this letter went to so many people was troubling to him. Commissioner Gushue agreed.

**B. Airport Solutions Group** – Written report included in package. Present this evening were Jim Mikalas and Jake Hoban to go over the project updates included in packages. Manager noted that the Master Plan briefing should be ready for commission presentation at our June meeting. Mr. Hoban noted that the ILS will be shut down on 5/20 at 8am and will be re-open once work is done and a flight check is completed (time frame is unknown). Commissioner Knabbe is concerned because he does not want to lose approaches for a long period of time

**C. Financial/Operations Reports** –Included in package.

**D. Commissioner Reports**

**1. Leasing Committee** – Michael Knabbe - We have several things that will be on the plate. The next leasing committee meeting will be held on 6/3/13 at 6:00. Manager to make notifications

**2. Marketing Committee** – Moira Tierney – nothing to report

**3. Terminal Aesthetics** – Luis Bartolomey – Commissioner Bartolomey thanked manager for putting out more chairs. Commissioner Knabbe noted we have a motion to make on the “whale” later this evening

**7. City Solicitor - Monthly Status Reports:**

1. 5-23 utility easement has been approved and recorded, so Walsh has no reason not to come back
2. Comcast easement has resulted in us receiving \$2,500.00 from Friend Realty – this has been approved and once it is recorded it will be billed to Friend Realty
3. Carney hangar – terms have been agreed on and a lease is being drawn up for approval
4. Manafort contract issues – Atty. Jaikes feels some or all of the issues may go away on their own. He will meet with ASG and manager as a follow up and if his services are needed he is prepared to jump in.

**8. Old Business:**

1. Fun Day –cancelled
2. T Hangar status update – Michael Josefek and Don Veloso present to provide update. Mr. Josefek wants to follow up with Atty. Jaikes as to lease structure and expectations, etc. They have met with their manufacturer but they need guidance. Chair stated this item should be referred to the leasing committee and a motion was made as such by Commissioner Bartolomey and 2<sup>nd</sup> by Commissioner Reid. Motion carried unanimously. Commissioner Knabbe requested Atty. Jaikes presence at this meeting.

**9. New Business:**

1. Proposed motion from the Terminal Aesthetics Committee relative to the placement of the wooden whale at the New Bedford Regional Airport. Motion made as stated by Commissioner Knabbe but there was no 2<sup>nd</sup>
2. Motion to waive parking fees for Saturday, May 18<sup>th</sup>. Motion made as stated by Commissioner Machado and 2<sup>nd</sup> by Commissioner DaCunha. Motion carried unanimously.
3. Motion to allow the airport manager to reallocate FY 2013 budget funds between accounts. Motion made as stated by Commissioner Machado and 2<sup>nd</sup> by Commissioner Reid. Manager noted that we need to move expenses due to generator repair and boiler. Manager would like to move \$9,000.00 to our public safety line item (we may be able to get a state grant reimbursement from salaries and in addition another \$16,000 to building maintenance supplies from 3 different line items (temp salaries, 900 acct and over time line items). Motion carried unanimously.
4. Motion to award the E.T. & L. Corp. bid of \$11,490,640.00 for the reconstruct, mark and groove of Runway 5/23 at the New Bedford Regional Airport. This motion was made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Reid. Motion carried unanimously.

**10. Communications:** See attached

**11. Adjournment.** Motion to adjourn at 7:15 made by Commissioner Machado and 2<sup>nd</sup> by Commissioner DaCunha. **Next Airport Commission meeting to be held on June19, 2013 at 6:00pm**

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport