



# *New Bedford Regional Airport*

June 19, 2013 – 6:00 PM - **Minutes**

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

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

## **Minutes of Airport Commission Meeting of June 19, 2013**

**Meeting Opened at 6:05pm**

**Meeting Adjourned at 8:25pm**

### **Members Present**

Michael Knabbe  
Ken Machado  
Jim Reid  
Paul Barton  
Luis Bartolomey  
William Gushue  
Carlos DaCunha  
Maira Tierney

### **Members Absent**

Peter Kortright

### **Airport Admin Staff**

Thomas Vick, Airport Manager  
Joan Jones, Principal Clerk

### **Others Present**

|                 |                |
|-----------------|----------------|
| Jim Mikalas     | Eric Jaikes    |
| Jake Hoban      | Dot Cunningham |
| Tammie Irwin    | Bob Mallard    |
| John Steidinger | Don Veloso     |
| Linda Morad     | Russ Olson     |

1. Call to order.
2. Pledge of Allegiance
3. Roll call was taken by the Chairman. All commissioners were present except Commissioner Kortright
4. The members of the Airport Commission have received minutes of the previous meeting held on May 15, 2013. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Tierney. Motion carried unanimously.

At this point Chairman took the following items out of order: item #2 under New Business, ASG report, item # 1 under New Business and item # 8 under old business.

### **5. Manager report –**

1. Kids Open House – This event went extremely well and thank you letters were sent to agencies that volunteered their time
2. Meeting with Atlantic Aviators – A meeting was held with Tammy Irwin and Don Veloso and manager felt it went well, had a positive outlook and resulted in a good working relationship. Tammy Irwin agreed with manager and thanked him for reaching out to them and noted that concerns were communicated efficiently and she too believes they have established a decent working relationship moving forward.
3. Upcoming FAA/state airport inspection- there will be an unannounced or announced inspection sometime this summer with Mass DOT and FAA participation
4. Discussion of City owned ramps – Previous manager had verbally approved parking of aircraft per FBO, in particular, locations. There is nothing in writing to that extent and manager opinion is city owned ramps are first come first served. Manager has received calls from the tower and tenants telling him that they have received calls about having aircraft moved because space was needed for other aircraft (this causes inconvenience especially if pilots are having lunch in restaurant or otherwise need to be located). Manager feels policy should be that city owned ramps should be available to all users without discrimination unless there has been prior planning with the administration office or a true emergency. The policy is currently not clear at this point as to priority, etc. Chair asked for more detail for clarification purposes. Manager responded by saying

he is asking the board to establish policy that city owned ramps are open to any user and aircraft should not have to be relocated (absent prior arrangements). Manager noted that reasoning behind moving requests was not known other than one instance that was due to a security issue (security issues he would work with). Commissioner discussed this situation and possible alternatives. Commissioner Tierney would like to motion that they get clarification of the issue, examples of what has happened and solicitor comments regarding rezoning ramp and then hold a meeting for further discussion. Commissioner Knabbe noted that there should be some semblance of order for restaurant parking delineation. Dot Cunningham addressed the commission to clarify what had happened – there were security issues for VIP use and she requested aircraft get moved prior to their arrival. Mrs. Cunningham further noted no one had ever told her it was an issue but she will make a formal request prior to arrivals in the future (she is aware of space being needed for FBI VIP on Thursday). Commissioner felt that formal request wouldn't be necessary but coordination with manager would be vital. Manager said if he knows ahead of time he can inform tower so they can direct other pilots landing as necessary to free up area. Chair noted he sees 2 issues – (1) communication and (2) tie down area location should be defined a lot more accurately. Chair questioned why the FBI would call her and not the manager or tower – who is running the airport – the FBO's or the tower? Mrs. Cunningham said the “ground people” have always dealt with her to take care of ground arrangements because Colonial is discreet. After further discussion to clarify the issue of notification, manager wants to be kept in the communication loop and he will reach out to the local FBI to tell them that he wants to be kept informed to the extent possible as the airport director to make sure everything is covered. Atty. Jaikes said the immediate issue here is that if the FBO knows in advance that a large or important plane is coming and needs to park in a certain area that all they have to tell manager is that it is coming (not who it is) to make sure there will be available space. Atty. Jaikes reiterated that all manager wants is advance notice (otherwise it is first come first serve policy). Atty. Jaikes said the FBO leases do not cover the use of public aprons and that the leasing policy addresses tie downs (we get half the revenue and the FBO making the arrangement gets the other half). Atty. Jaikes further stated that the second issue here is that we need to establish a long term apron policy. Commissioner Knabbe feels communication is important and so is delineation on the public ramp. Commissioner Knabbe plans to look at area with the manager's OK.

**6. Reports:**

**A. Chairman – Nothing to report**

**B. Airport Solutions Group –** Written report included in package. Present this evening were Bob Mallard, Jake Hoban and Jim Mikalas of ASG to provide an overview/update of the “Review of Master Plan”. Commissioner Knabbe noted that he has always had a problem with the runway width reduction as he feels it will have a negative impact on our operations (on approach ends) and he would like to maintain 100' of width and wondered if it would be worth the fight (would it change anything) when the time comes. Mr. Mikalas noted that the FAA is trying to avoid run way incursions so they are reconfiguring taxiways so they are looking at island/enclosures, therefore we should be able to maintain the apron area as it stands near Colonial (he feels FAA is comfortable/flexible with pre-existing conditions there but it depends how it is interpreted)

**C. Financial/Operations Reports –**Included in package. Manager went over page 6 of financial report for the benefit of the commission. Commissioner Machado moved to accept report and this was 2<sup>nd</sup> by Commissioner Reid. Motion carried unanimously.

**D. Commissioner Reports**

**1. Leasing Committee –** Michael Knabbe. Committee met on 6/3/13 to discuss new T Hangars (fact finding/structure meeting with no negotiations at this time), Carney proposal (this will be discussed in executive session later this evening) and Bridgewater lease (requesting 1 year renewal and rent reduction due to airport issues). We will schedule another leasing committee meeting soon.

**2. Marketing Committee –** Moira Tierney – No meeting held, therefore nothing to report

**3. Terminal Aesthetics –** Luis Bartolomey - Nothing to report at this time

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

**8. Old Business:**

1. Motion from the Terminal Aesthetics Committee relative to the placement of the wooden whale at the New Bedford Regional Airport. Motion made by Commissioner Bartolomey this motion was 2<sup>nd</sup> by Commissioner Tierney. Chair asked if there were questions on motion and Commissioner DaCunha wanted to know where it was placed prior. Chair asked if there was anything there currently and Commissioner Bartolomey replied nothing and he would like it back where it was (he believes the holes are still there). Commissioner Knabbe would like to see it as close as possible to where it was. Chair asked if there was anything on the question and for all those in favor. Commissioners Tierney, Knabbe and Bartolomey said they were in favor and Chair opposed (even though he does not get a vote unless there is a tie) and the other board members didn't answer either way. Atty. Jaikes noted he heard 3 yeas, 1 opposed and 3 commissioners didn't vote either way for the record. Chair asked for a roll call vote at this point with the following results - Commissioners Tierney, Knabbe, Reid and Bartolomey voted yea and Commissioners Gushue, Machado and DaCunha abstained. Atty. Jaikes asked according to Roberts Rules if it is the majority of the present voting or the majority of the commission - (Commissioner Tierney stated that it is the majority of the commission) and he does believe this passes because we have a quorum present and the vote is by the majority of the quorum. Commissioner Bartolomey asked if it would help if the whale was brought in for all the commissioners to see what we are talking about. Commissioner Knabbe said we already had a motion, a 2<sup>nd</sup> and a vote and it passed. It was further noted that there has been a vote and there had been no motion to table before or after the vote. For clarification this motion passed 4 to zero and 3 abstains. Atty. Jaikes said anyone can make a motion to have him look into it to clarify that it is a valid motion and correct he will do so. Commissioner Tierney said that wasn't necessary and to let the record stand but Chair agreed with Atty. Jaikes and said anyone can make the motion. Commissioner Machado made motion to have Atty. Jaikes do research into this issue. Commission discussed this issue further and Atty. Jaikes reiterated that he believes Commissioner Tierney is correct although he has not researched the point. Chair noted Commissioner Machado made a motion but there was no 2<sup>nd</sup> therefore we will move on. At this point Commissioner Tierney had to leave the meeting (7:20)

**9. New Business:**

1. Motion to receive and accept Noreast Aviation notice of exercise of it's' five year option in the Hangar 8 ground lease. Motion made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Machado. Motion carried unanimously.

2. New Bedford Track Club - Motion to accept. Manager handed out the special permit application for this road race, provided a brief history and noted they have done a really good job. Linda Morad addressed the commission to provide further details, answer questions and asked for approval Motion made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Tierney to approve this event. Motion carried unanimously.

**10. Communications:** See attached

**11. Tabled Business:**

**12.** Motion made by Commissioner Knabbe to move into executive session (at 7:30) to discuss Claremont/Carney corporate hangar, Bridgewater State University and potential airport litigation. We will return to open session at executive session conclusion. This motion was 2<sup>nd</sup> by Commissioner Machado. Roll call vote was taken. All in favor

**Executive Session:**

1. Attorney report on proposed hangar lease of Claremont Companies.
2. Attorney report on proposed Bridgewater State University Flight Center lease.
3. Attorney report on potential litigation.

**13. Return to Public Session for New Business: Returned to open session at 8:16**

1. Motion for vote on proposed hangar lease of Claremont Companies. Motion made by Commissioner Knabbe to accept terms and conditions of their lease. This motion was 2<sup>nd</sup> by Commissioner Gushue. Motion carried unanimously.

2. Motion for vote on proposed lease extension of Bridgewater State University Flight Center. Atty. Jaikes asked that the commission entertain a motion to accept Bridgewater as a tenant at will on a month to month basis at the current rate. This motion was made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Machado. All in favor and motion carried unanimously.

3. Vector System status- Motion made by Commissioner Knabbe to have manager follow up with Vector for the purposes of opening up a dialog regarding how we will proceed with the contract. This motion was 2<sup>nd</sup> by Commissioner DaCunha. All in favor and motion carried unanimously.

**14. Adjournment.** Motion to adjourn made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner DaCunha at 8:25. **Next Airport Commission meeting will be held on Wednesday, July 19, 2013 at 6:00pm**

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport