



# *New Bedford Regional Airport*

August 21, 2013 – 6:32 PM - **Minutes**

NBRA Commission Conference Room, Terminal Building New Bedford  
Regional Airport, 1569 Airport Road

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

## **Minutes of Airport Commission Meeting of August 21, 2013**

**Meeting Opened at 6:32pm**

**Meeting Adjourned at 7:00pm**

### **Members Present**

Paul Barton  
Ken Machado  
William Gushue  
Jim Reid  
Michael Knabbe  
Peter Kortright  
Adam Simmons

### **Members Absent**

Carlos DaCunha  
Moiria Tierney

### **Airport Admin Staff**

Thomas Vick, Airport Manager  
Joan Jones, Principal Clerk

### **Others Present**

Eric Jaikes  
Dot Cunningham  
Patrick Carney  
Russ Olson  
Tammie Irwin

1. Call to order. Meeting was called to order by chair at 6:32
2. Pledge of Allegiance
3. Welcome new commissioner, Adam Simmons
4. Roll call was taken by the Chairman. All commissioners were present except Commissioners Tierney and DaCunha
5. The members of the Airport Commission have received minutes of the previous meeting held on July 17, 2013. Request acceptance of those minutes, as recorded. Motion to accept made by Commissioner Reid and 2<sup>nd</sup> by Commissioner Machado. Motion carried unanimously.
6. **Reports:**
  - A. **Chairman** – We authorized up to \$2800.00 for concrete work for playground sidewalk. We have a confirmed price of \$2122.21 and a purchase order is in process. Commissioner Knabbe noted that the excavation date is 9/9 and DPI is doing the work, build date will be 9/28. Coordination will be done with DPI by Joan
  - B. **Airport Solutions Group** – Written report in packages they did not need to attend this evening. Motion made to accept as submitted made by Commissioner Kortright and 2<sup>nd</sup> by Commissioner Gushue. Motion carried unanimously.
  - C. **Financial/Operations Reports** – Provided in packages. Motion made to accept as submitted made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Reid. Motion carried unanimously. (this was covered in special meeting last week)
  - D. **Commissioner Reports**
    1. **Leasing Committee** – Michael Knabbe – Committee Chairman reported on the following:
      - (a) T Hangar development project held prior to this commission meeting. Principals had some issues/concerns that were addressed and agreed on with the help of Atty. Jaikes. Atty. Jaikes will tweak the lease and review additional documentation. Another leasing committee meeting will be scheduled prior to our next commission meeting in September for recommendation.
      - (b) Commissioner Knabbe asked Atty. Jaikes if he had time to look into the FBO request for

hardship. Atty. Jaikes reported he looked at the statue guide and federal regulations put out by FAA and found no provision for hardship and he followed up with phone calls for substantiation. Atty. Jaikes believes that if you change a lease in midterm to provide rent relief it would violate the requirement to strive to be self sufficient and potentially jeopardize the grant assurances/funding. Atty. Jaikes will get his notes in order and send to Joan and Commissioner Knabbe so we can put the FBO's on notice

(c) Carney/Claremont Corporate Hangar – Pat Carney addressed the commission and reported that he has come out with some preliminary plan specs for either 120 X 100 or 100 X 100 area. They want to be sure to have enough room for all requirements. No site work has been done as yet on their part. Commissioner Knabbe will call ASG to provide the UMASS test borings information they have on file. There was a brief discussion regarding needed motions, with the following 3 separate motions made: (1) Motion to ask DPI to stake the property lines; (2) motion to refer the preliminary plans to ASG for purposes of confirming they comply with the Airport Master Plan and issues of FAA and DOT compliance; (3) motion to refer Mr. Carney to the building dept in terms of zoning and set back requirements (along with airport requirements). All 3 motions were made by Commissioner Barton and 2<sup>nd</sup> by Commissioner Reid. All in favor and motions carried unanimously. It was requested of Mr. Carney to send package to Joan (PDF preferred)

**2. Airport Manager Selection Subcommittee** – James Reid. Committee chairman Reid informed the commission that there are 2 qualified candidates that have been interviewed and prescreened. These 2 applicants have been asked to come back next week to appear before the full commission for full commission interview at City Hall room 314 and Angela Natho will provide packets at meeting. Motion to accept report made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Kortright. Motion carried unanimously. Chair officially discharged the airport manager selection subcommittee of their duties and thanked them for a job well done.

7. **City Solicitor - Monthly Status Reports:** Nothing to report
8. **Old Business:** Nothing heard
9. **New Business:** Nothing heard
10. **Communications:** See attached
11. **Tabled Business:** Nothing heard
12. **Executive Session:** Nothing heard
13. **Adjournment.** Motion to adjourn made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Machado at 7:00pm. **Next scheduled meeting of the Airport Commission to be held on Wednesday, September 18, 2013 at 6:00pm**

Respectfully submitted

Joan Jones  
New Bedford Regional Airport