



# *New Bedford Regional Airport*

September 18, 2013 – **Minutes**

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

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

## **Minutes of Airport Commission Meeting of September 18, 2013**

**Meeting Opened at 6:10pm**

**Meeting Adjourned at 7:08pm**

### **Members Present**

Paul Barton  
Carlos DaCunha  
William Gushue  
Jim Reid  
Michael Knabbe  
Peter Kortright  
Adam Simmons

### **Members Absent**

Moira Tierney  
Ken Machado

### **Airport Admin Staff**

Thomas Vick, Airport Manager  
Joan Jones, Principal Clerk

### **Others Present**

Eric Jaikes  
Dot Cunningham  
Scott Pitta  
Russ Olson  
John Steidinger

1. Call to order. Meeting was called to order at 6:10
2. Pledge of Allegiance
3. Roll call was taken by the Chairman and all commissioners were present with the exception of Commissioners Tierney and Machado.
4. The members of the Airport Commission have received minutes of the previous meeting held on August 21, 2013. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioners DaCunha. Motion carried
5. **Reports:**
  - A. Chairman
    1. Manager update (to be provided by selection committee later this evening)
    2. Power outage 8/31 (terminal running on generator and NSTAR called – underground wiring problem)
    3. Bird Strike 9/1 (Canada geese vs. Cape Air – no damages)
    4. Grant Offer from FAA of \$11,334,600.00 to reconstruct, mark, light and groove was received
    5. Playground update – (a) L&S concrete did the sidewalk work and invoice came in under allowed amount established by the commission (b) DPI is loaning us a bucket truck so our maintenance people can paint the light pole near the playground.
    6. Tree cutting - We had to cut trees (near Jewish Cemetery) as required by FAA and DPI took care of this issue as our maintenance department was not equipped to do so. This project is now complete
    7. Additional lighting on street lamp near playground. – Before we can proceed, we have to follow procedure to add additional lighting to existing light pole (per NSTAR). Chair explained the procedure and noted that project once started would take about 3 weeks
    8. Mosquito Control – they will be clearing ravine vegetation after Con Com approval and work will be completed sometime in the fall and at no cost to us
    9. Hangar 7 letter – Chair received a letter from Hangar 7 Trust chairman asking for assistance in helping with negotiations between them and Mass T as they have been unable to reach an agreement.

Chair felt that this is a private matter between the 2 parties and it is not our place to get involved at this point. That being said a motion was made by Commissioner Reid and 2<sup>nd</sup> by Commissioner DaCunha to receive letter and place on file. Motion carried unanimously.

**B. Airport Solutions Group** – Written report included in package. Jim Mikilas reviewed the report previously submitted by ASG. Mr. Mikilas submitted a draft document from Epsilon that pertains to the wildlife hazards assessment. They are looking for comments and they will be at our next commission meeting and thereafter will present a final document. Chair asked when the estimated time would be for final approval of master plan from FAA and MssDot and Mr. Mikilas felt it should be sometime this month.

**C. Financial/Operations Reports** –Included in package. Motion made to accept as submitted by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Gushue. Motion carried unanimously.

**D. Commissioner Reports**

**1. Leasing Committee** – Michael Knabbe. There was no meeting last month but there are concerns with the letter submitted by Hangar 7. Committee chairman, Knabbe, would like Atty. Jaikes to review the T Hangar lease and move back to leasing if need be.

**2. Marketing Committee** – Moira Tierney. NO meeting held

At this point Commissioner Reid provided an update on the manager search status. Committee met with 2 applicants (one via Skype and the other in person) last night. Both interviewed well and committee would like to pursue further and call back the Skype interviewee to meet in person for the second interview. Atty. Jaikes noted he is aware that we have just received another operator.

**6. City Solicitor - Monthly Status Reports:** Atty. Jaikes asked to pull item #2 from executive session so it could be discussed in open session. This item concerns Airport Mini Storage, which is under tax title due to arrears in taxes. Tax title is not an effective way to collect on past due monies from tenant if property is owned by us. We need to provide them with a default notice under their lease – they are behind \$37,172.99 for FY 13 and they have not paid the 1<sup>st</sup> quarter of FY 14 in the amount of \$8,566.00 (2<sup>nd</sup> quarter is due shortly). Atty. Jaikes asked the commission for a motion allowing him to proceed with a formal default letter against Airport Mini Storage, Inc. for failure to pay taxes to the City of New Bedford in accord with the terms of their lease. Motion made as stated by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner DaCunha. Motion carried unanimously. Atty. Jaikes will issue letter

**7. Old Business:** none

**8. New Business:**

1. Playground presentation – Michael Knabbe. Commissioner Knabbe provided an update of groundbreaking and noted that Bruce Bettencourt has been very helpful and everything is in place. There will be a grand opening and ribbon cutting on 11/2 at 10am. Commissioner Knabbe and representatives from Atlantic Aviators presented chair and commission with an honorary “shovel” for its support.

**9. Communications:** See attached

**10. Tabled Business:**

Motion to go into executive session at 6:35 with the intension of returning to open session made by Commission Knabbe and 2<sup>nd</sup> by Commissioner Reid. Roll call taken and motion carried unanimously.

**11. Executive Session:**

1. To Discuss negotiations for retention of interim airport manager/consultant contract
2. Request for motion to authorize Airport Mini Storage default for failure to pay taxes – heard

in open session

Public session reopened at 7:06

Motion made by Commissioner Knabbe to move in the direction of a 6 month contract with AvPorts to bring in a interim manager for the New Bedford Regional Airport in accord with the 9/18 proposal. This motion was 2<sup>nd</sup> by Commissioner Reid. Roll call taken and motion carried unanimously.

**12. Adjournment.** Motion made by Commissioner Knabbe and 2<sup>nd</sup> by Commissioner Kortright to adjourn at 7:08. **Next Airport Commission Meeting to be held on Wednesday, October 16, 2013 at 6:00.**

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport