



New Bedford Regional Airport

December 19, 2013 – **Minutes**

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

****View Agenda****

Minutes of Airport Commission Meeting December 19, 2013

Meeting Opened at 6:02pm

Meeting Adjourned at 7:50pm

Members Present

Paul Barton
Ken Machado
Peter Kortright
William Gushue
Jim Reid

Members Absent

Moira Tierney
Adam Simmons
Gary Correia
Carlos DaCunha

Airport Admin Staff

Jeremy Nielson, Interim Airport Manager
Joan Jones, Principal Clerk

Others Present

Eric Jaikes
Jake Hoban
Eric D'Leon
Jim Mikilas
Don Velozo
Tim Cozine

Russ Olson
Angela Natho
Peter Koczera
Amanda Atwell
Mike Josefek
Stephen Siwik

1. Meeting was called to order at 6:02.
2. Pledge of Allegiance
3. Before starting tonight's meeting, chair announced that Michael Knabbe had called to thank the commission for everything they had done for the Rodriquez family during this difficult time
4. Roll call was be taken by the Chairman. The following commissioners were not present: Commissioners Tierney, Simmons, Correia and DaCunha.

At this time, chair took item #1 of new business out of order so that Roseanne Franco could address the commission to speak about a proposal to use the airport as an evacuation site in the event of an emergency for New Bedford Voke. Ms. Franco passed out informational pamphlets and explained the reasons why they need a potential emergency evacuation site and what it would entail. Chair noted that we would do whatever we can to accommodate and it was stated that the FAA would not have any issues with this and manager would take the lead and co-ordinate with the FBO's as they have the facilities, with commission approval. It was further noted that no one would have access to restricted areas and all co-ordination and communication has been done on a district basis regarding task force policy. After further discussion, a motion was made by Commissioner Machado to grant Greater New Bedford Regional Vocational High School use of our facilities in case of an emergency for evacuation purposes. This motion was 2nd by Commissioner Reid. Motion carried unanimously.

Next item taken out of order, with the commission's approval, was the interview of manager finalist (see below)

5. The members of the Airport Commission have received minutes of the previous meeting held on November 13, 2013. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Kortright and 2nd by Commissioner Machado. Motion carried unanimously.

6. Interview of Finalist for the position of Airport Manager. Information packet was distributed by Director of Personnel, Angela Natho. Ms. Natho introduced the finalist, Eric D'Leon. Mr. D'Leon was asked various questions pertaining to his reasons why he was interested in this position, experience, background and visions for this airport. Mr. D'Leon answered all questions to the commission's satisfaction and once interview was finished, it was decided to vote on this candidate. Ms. Natho noted that whatever decision the commission makes the mayor will support and that we can decide this evening if so be it. Commissioner Reid stated that he is impressed with Mr. D'Leon's responses but noted he does not have a lot of managerial experience running an airport but he does have operational experience and degrees and drive so he would support vote. Motion made by Commissioner Reid to hire Mr. D'Leon and this motion was 2nd by Commissioner Gushue. All commissioners were in favor and there was a roll call vote for the record. Ms. Natho will handle things procedurally and get back to us. Atty. Jaikes suggested we co-ordinate our departure of our interim consultants and honor notice period so we have manager in place. Chair would like to overlap both consultant firm and new manager for a smooth transition. Ms. Natho asked for a caucus to speak with Atty. Jaikes privately to discuss overlapping issues. Motion to table made by Commissioner Machado and 2nd by Commissioner Kortright. Motion carried unanimously. Chair noted we are moving forward with hiring Mr. D'Leon and he asked for a motion to take the overlapping issue off the table. Motion as stated by Commissioner Machado and 2nd by Commissioner Reid. Motion carried unanimously.

7. Reports:

A. Interim manager report

1. Main Terminal Boiler Piping Repair update – necessary repairs were made totaling to \$5,300.00 (2 separate visits resulting in 2 invoices)

2. Restaurant Roof – we are having leaking issues and we have an estimate of \$7,800.00 to repair the entire roof – we will try to do a short term repair to get us through the winter and decide direction from there. Manager will call our facilities department to ask if they can provide any assistance.

3. Avis lighting repair update- the issues have been repaired by the city and we are very appreciative

4. Personnel update – Bobby Dimond has been promoted from part time to full time and we have hired one part timer to replace him. We are still looking for one more part timer to be fully staffed

5. Fence repair update – we are still waiting for information from FEMA regarding our reimbursement

6. Security improvements to date – progress has been made with the help of Officer Dean Lawrence. Perimeter inspection has been done to address concerns and commissioners were provided with recommended safety and security enhancements (manager went over said items)

7. Vector update – Pet Colton (president/owner of Vector) has indicated the need to pull this system from this airport due to low volume revenue. Manager noted we might want to consider other ways to collect revenue. Mr. Colton is willing to meet to discuss options (or put something in writing) but per contract he needs to collect system maintenance fees (in doing so the system would basically become a wash). There was a brief discussion regarding alternate ways of collection. Manager will put together a “Plan B” at chairs’ request

8. Wildlife management/USDA – we have had a deer issue as of late, which resulted in the removal of 6 deer. Manager invited Tim Cozine of USDA to address the commission and fill us in on the current status and provide recommendations for wildlife hazards. Manager would like to use USDA on a monthly basis to keep wildlife issues at manageable levels. Tim Cozine provided information regarding background on airport service and hazard management. Furthermore they can assist and review construction projects and they can assist in permitting regarding wildlife issues. Assistance is covered under agreement and length is negotiable. Chair would like a proposal put together for future USDA use and once received we can discuss further. It was noted by Mr. Cozine that both the airport and airport manager can be sued in the event of a strike if it is a known hazard

9. Lease agreements – manager referred to Atty. Jaikes to cover in his report later this evening

B. Chairman – nothing to report

C. Airport Solutions Group – Written report included in package. Jim Mikilas and Jake Hoban went over status report previously submitted. After their presentation, Amanda Atwell provided a draft wildlife management assessment plan and explained its contents. Ms. Atwell requested the commission review the documentation and get back to her for editing.

D. Financial/Operations Reports –Included in package.

E. Commissioner Reports

1. **Screening Committee** – no report
2. **Operations Committee** - no report
3. **Finance and Audit Committee** – no report
4. **Marketing and Planning Committee** - no report

8. City Solicitor - Monthly Status Reports:

1. Atlantic Aviators /Playground license agreement – no one present due to death of Matthew Rodriguez, but Atty. Jaikes reported he has not heard back from Tammy Irwin regarding comments. He felt it was appropriate to ask for motion to approve playground license. This motion was so moved by Commissioner Kortright and 2nd by Commissioner Machado. Motion carried unanimously.

2. Conservation restriction/deed restriction – This had been tabled since August and has now been recommended for full approval by city council. It should pass tonight, thus allowing us closeout

3. Meeting held with ASG and interim manager and a letter was sent out to Manafort Brothers to move closer for closeout and final change order

4. Hangar 7 – lease has been drafted and he asked ASG to provide us with a meets and bounds description and site plan. It was discussed prior to increase the lease area slightly (because in AIP there is a proposed taxiway just east of hangar 7 so we could have pavement to pavement rather than grassy area). After discussion with Mr. Veloso it was agreed to increase area to 1000sf - 1500sf (which will increase rent slightly but will make a nicer fit in the scheme of things). Atty. Jaikes asked for approval of the proposed lease with Hangar 7. We also have left open the request to use the old Aircraft Unlimited space as a construction staging area (this was to be referred to an airport subcommittee). Atty. Jaikes noted everything had been agreed on by all concerned parties previously we were just waiting on ASG to provide requested information, which came to roughly 1300sf more of lease space. Motion made by Commissioner Kortright and 2nd by Commissioner Reid to approve the Hangar 7 lease. All commissioners in favor. Motion carried unanimously.

9. Old Business: none heard

10. New Business:

1. Rosanne Franco (NB Voke) to address commission. Heard earlier this evening.

11. Communications: See attached

12. Tabled Business:

13. Executive Session:

Motion to enter into executive session discuss lease negotiations and potential litigation made with a roll call vote, with all commissioners in favor. It was also agreed to adjourn at the end of executive session and not return to open session.

14. Adjournment. Open meeting adjourned at 7:23. **Our next Airport Commission meeting will be held on Wednesday, January 15, 2014 at 6:00pm.**

Respectfully submitted,

Joan Jones
New Bedford Regional Airport