



New Bedford Regional Airport

March 19, 2014 – **Minutes**

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

****View Agenda****

Members Present

Paul Barton
Jason Oliveira
Adam Simmons
William Gushue
Gary Correia (late)
Carlos DaCunha

Members Absent

Moira Tierney
Ken Machado

Airport Admin Staff

Erick D'Leon, Airport Manager
Joan Jones, Principal Clerk

Others Present

Eric Jaikes	Russ Olson
Bob Mallard	Ed Chase
Frank Bush	Tammie Irwin
Don Velozo	Mike Josefek
Mike Knabbe	Greg Cormier
Dot Cunningham	Eileen Marland

1. Call to order. Meeting was called to order at 6:10
2. Pledge of Allegiance
3. Roll call was taken by the Chairman. All commissioners were present except Commissioner Tierney and Machado (Commissioner Correia arrived shortly after attendance was taken)
4. The members of the Airport Commission have received minutes of the previous meeting held on January 15, 2014. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner DaCunha and 2nd by Commissioner Simmons. Motion carried unanimously.
5. Welcome new commissioner: Jason Oliveira. Chair and the rest of the commission welcomed our newest commissioner aboard.

At this point the chair took item # 8 out of order

6. Reports:

A. Manager report

1. Restaurant Roof- the roof has been repaired and we are waiting on additional improvements to prevent any further occurrences (they will be adding electrical heating elements around drains to prevent icing up. We also plan to do treatment on the seams of entire roof to prevent leaking (which was not part of the original contract)
2. Cape Air ceiling – we are replacing ceiling due to water damage and this is being tied in with the roof repair
3. Noreast/ Claremont update – this will be heard in a further executive session
4. Snow removal update – no major issues or problems and minor truck issues have been addressed
5. Wildlife update – draft plan will be strongly encouraged by the FAA and we will need to develop job assignments/assessments for additional documentation and training. The USDA service contract for on call has expired and a new contract will be sent for review, however it is very costly and not cost effective.

Manager prefers to use our own staff, providing it is OK with the city and there are measures in place for training. Manager will follow up for additional information.

6. Enplanements – manager is not comfortable with our numbers and is looking at ways to improve enplanements. Chair has spoken with Greg Cormier (Cape Air) to come up with ways to address our concerns. It was agreed it would be beneficial for both Cape Air and our marketing committee to meet so they could explore ways to increase these numbers. Mr. Cormier noted that there will be reduced capacity in RI this summer (this will increase our numbers) and they could have campaigns in place to push the numbers past our 10,000 mark. Mr. Cormier will speak to other Cape Air reps to get ideas prior to our marketing meeting.

B. Chairman

1. Vote to name playground the Matthew R. Rodriguez playground. Motion made by Commissioner Oliveira and 2nd by Commissioner Gushue to name the playground the” Lance Corp Matthew R. Rodriguez playground”. Motion carried unanimously.

C. Airport Solutions Group – Written report included in package. Present this evening was Bob Mallard, Frank Bush and Ed Chase (from ASG) to go over written report previously submitted. Manager asked about doing a ribbon cutting ceremony once the 5-23 project is complete and chair would like us to start working on that. Chair asked if we are eligible for security camera funding and Mr. Mallard replied yes and it is 100% state funding once approved. Chair would like a extra camera for the playground and asked Mr. Mallard to get that in the application there if he can. Atty. Jaikes asked Mr. Mallard if he had an opportunity to speak with Mike Howard (Epsilon) regarding the 28 acres where the 2 runways join and Mr. Mallard replied not recently but he would check as he thought Mr. Howard replied to everyone and that he doesn’t believe there were any big problems. Atty. Jaikes does not want to make a recommendation until he is sure there aren’t any issues. Mr. Mallard will get back to Atty. Jaikes regarding this issue.

D. Financial/Operations Reports –Included in package. Manager provided an overview of budget and noted our revenue will be off next year due to lease negotiations and loss of anticipated revenue (Vector landing fee loss) amounting to about \$50,000.00, however but we will have a better perspective once all lease negotiations are in place and we do have free cash available to close the gap if need be.

E. Commissioner Reports

- 1. Screening Committee** – no meeting- nothing to report
- 2. Operations Committee** - no meeting- nothing to report
- 3. Finance and Audit Committee** – no meeting- nothing to report
- 4. Marketing and Planning Committee** - no meeting- nothing to report

7. City Solicitor - Monthly Status Reports:

1. Atlantic Aviators license – already heard earlier this evening
2. Yellow Cab- we have not received a response from owner but he phone line is dead. Atty. Jaikes recommended removing the phone and having Joan bill him for \$100.00 for yearly courtesy fee and if he doesn’t pay that then his right to pick up here would be revoked (other cab companies pay the same fee). Motion made as stated made by Commissioner Oliveira and 2nd by Commissioner Gushue. Motion carried.

3. ACG license for Air Service Caravan – this lease was approved by council on 2/27/14 however there is a license issue. Atty. Jaikes drafted a license for ACG because they want to use space for up to 6 months and he needs to know the monthly charge (lease payments are accrued but not payable until the building is up and license fee would be separate). After brief discussion it was recommended that the license fee would be \$500.00 (for 6 months) with them being responsible for everything including any and all repairs. Basically what they are looking for is access to the property, exclusive use of the old hangar building and the small office space within the hangar for storing purposes during construction. Atty. Jaikes noted that the licensee has agreed to perform non structural repairs to make the licensed property this habitable for the use of the licensee during the term of license. Motion made by Commissioner DaCunha and 2nd by Commissioner Gushue to allow use of this building for a 6 month term with term and conditions incorporated within. Motion

carried.

4. Noreast – nothing to report at this time
5. Bridgewater – not yet in full agreement on lease extension
6. Land donation – the land (28 acres) has been determined wet but not dirty and it is going to city council to get it accepted (if Mike Howard has no objections). Atty. Jaikes will recommend acceptance of donation at our next meeting, subject to council and mayoral approval
7. AvPorts –agreement has been terminated
8. Pilgrim – nothing to report at this time

Atty. Jaikes noted he will not be able to attend our next meeting scheduled for 4/16/14 so it was agreed to hold our next meeting the following week on 4/23/14 so he could attend. It was also determined that we should schedule an executive session during that meeting to discuss Noreast /Pilgrim, Noreast/ Carney, Manafort contract situation and Bridgewater lease situation

8. New Business:

1. Playground dedication, fund raiser and fun day update – Michael Knabbe to be present. Mike Knabbe and Tammie Irwin were present to address the commission. Ms. Irwin went over the improvements/betterments proposed thus far (fencing, signage, and benches) and Mr. Knabbe spoke about the dedication for the playground and fund raiser associated with it (The Lance Corp Matthew R Rodriquez Memorial Foundation has been established by the family). The dedication is scheduled on 5/10 @2:00pm and will be represented widely from this community and other area communities. Mr. Knabbe requested that the commission allow free parking for this event from 12-3pm and noted that he has arranged for a tent and he also asked the commission to ask Ron Labelle (DPI) to have his department position jersey barriers for spectator parking the night before. Motion made by Commissioner Gushue and 2nd by Commissioner Da Cunha to allow free parking the day of the event from 12:00-3:00pm on 5/10/14. Motion carried unanimously. Atty. Jaikes asked to hear item #7 at this time as it concerns the Atlantic Aviators license. Atty. Jaikes went over the contents of the license (this was sent in last month's package but we didn't have a quorum to address this issue). Atty. Jaikes is satisfied with this license (he did in fact draft it) and noted it did not need city council approval as it is just a license. Commissioner Da Cunha asked if the FAA has to approve the final product and Atty. Jaikes noted that their response is included in the license agreement (it has been approved as a temporary structure). Motion made by Commissioner Gushue and 2nd by Commissioner Da Cunha to enter into a license agreement with Atlantic Aviators. Motion carried unanimously.

9. Old Business:

10. Communications: See attached

11. Tabled Business:

12. Executive Session:

Before adjournment, chair noted he was asked to sign the ALP but he wanted the commissioners to review documentation first so any questions or concerns could be addressed

13. Adjournment. Meeting adjourned at 7:15. Next Airport Commission meeting will be held on Wednesday, April 23, 2017 at 6pm

Respectfully submitted,

Joan Jones
New Bedford Regional Airport