



New Bedford Regional Airport

April 23, 2014 – **Minutes**

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

****View Agenda****

Meeting Opened at 6:10pm

Meeting Adjourned at 7:55pm

Members Present

Paul Barton
Jason Oliveira
Adam Simmons
William Gushue
Carlos DaCunha
Ken Machado

Members Absent

Moira Tierney
Gary Correia

Airport Admin Staff

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

Others Present

Eric Jaikes	Russ Olson
Bob Mallard	Loren Herren
Frank Bush	Eileen Marland
Don Velozo	Mike Josefek
Mike Knabbe	Dot Cunningham
Lisa Rodriguez	Hans Bok

1. Meeting was called to order by chair at 6:10
2. Pledge of Allegiance
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners Correia and Tierney.
4. The members of the Airport Commission have received minutes of the previous meeting held on March 19, 2014. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner DaCunha and 2nd by Commissioner Gushue. Motion carried.
5. Welcome new commissioner: Jason Oliveira

A. Reports: Manager report

1. USDA contract (in packets) - Manager explained getting permits in order is a bit complicated – for now he is proposing a refined agreement with USDA for 6 months at \$5,200.00 for 6 (2-3 hour) visits. After brief discussion a motion was made by Commissioner DaCunha and 2nd by Commissioner Gushue to enter into an agreement with USDA subject to auditing approval. Motion carried (Manager will check with auditors regarding carrying over funding for contract from current fiscal year to next if we start in this fiscal year)
2. Pilgrim Nuclear Power Station – they are looking for staging areas for supplies and materials in case of emergency for a short period of time (manager explained what it would entail). Manager is working with Atty. Jaikes to draft a license agreement with appropriate fees. At this point this is just informational and there is no need for a motion at this time. Manager will keep the commission updated
3. Work Schedules – Manager is trying to switch around work schedules to provide better coverage. Manager will be meeting with the union to discuss options
4. Staff update – This is for the assistant manager position – there are interviews scheduled for

next week and hopefully we will have someone on board very soon

5. Leases – Restaurant is exercising its 5 year renewal option. Motion made to receive and place on file made by Commissioner Machado and 2nd by Commissioner DaCunha. Motion carried.

6. Bldg demo – ES and S buildings – we have arranged for sample survey to check for asbestos contamination. Once we receive results we will get asbestos removed by licensed contractor and then DPI will demolish the buildings once they are clean. Manager will keep the commission updated

7. Construction project - Project has started and will officially kick off next Monday

8. Web Site – Manager is working with MIS to update our website and this will go on line the 3rd week in May

B. Chairman – nothing to report

C. Airport Solutions Group – Written report included in package. Present this evening was Bob Mallard and Frank Bush (ASG) to go over report previously submitted. Mr. Mallard noted there are still issues with Manafort and we are working towards a resolution. Manager will keep tenants updated regarding schedules for runway closings, etc. during the Reconstruction/Mark/Groove project and issue the NOTAMS. ASG will notify the project team, state and the airport.

At this point chair took item # 8 out of order (New Business)

D. Financial/Operations Reports –Included in package. Manager reported that we will put together another budget transfer before fiscal year end once we know where we stand financially

E. Commissioner Reports

1. **Screening Committee** – nothing to report

2. **Operations Committee** - nothing to report

3. **Finance and Audit Committee** – nothing to report

4. **Marketing and Planning Committee** – Commissioner Gushue reported that there is a meeting set up with Cape Air on 5/5 at 4pm to gather ideas to boost our enplanements

6. City Solicitor - Monthly Status Reports:

1. Donated property – 28 acres of vacant property where runways intersect – before accepting this donation we need to make sure that nothing has run into it from A1 Asphalt so we are having it checked out by our environmental stewardship department

2. ACS license will go to the mayor for signature once we have all supporting documents, including a policy showing the airport as an additional insured on the policy

7. Old Business:

8. New Business:

1. Playground update – Michael Knabbe to be present to provide update. The dedication will take place on 5/10 @ 2pm. DPI is doing the excavation and site work and we are getting a fence installed this Saturday. Mr. Knabbe noted that several area businesses have donated supplies/materials and reported that there will be several dignified guest speakers and honored guests at the dedication ceremonies. Mr. Knabbe also spoke about various fund raisers and asked if the airport could find a way to fund 3 trash barrels (not the blue ones) to enhance the playground. Prices are around \$900.00 a piece and it is planned to borrow some of the city ones for the dedication ceremony (with DPI purchasing them the cost would be cheaper). Benches (4 at \$2,000.00 each) will be installed next week. Chair noted that trash barrels were discussed at meeting with the mayor and we are waiting on the actual cost. Mr. Knabbe said the whole cost associated with Atlantic Aviators would be too much to absorb but if we could take that on or help with cost it would be greatly appreciated. Chair noted we would look into and he asked manager to speak with Ron Labelle (DPI) to see what could be done

9. Communications: See attached

10. Tabled Business:

At this time a motion was made by Commissioner Machado and 2nd by Commissioner DaCunha to enter into executive session to discuss lease negotiations and potential litigation regarding:

1. Noreast/Pilgrim
2. Noreast/Carney
3. Manafort contract situation 5-23 RSA
4. Bridgewater lease situation (extension and amendment)

With no intention of returning to public session. All in favor and roll call vote was taken at 6:55

11. Adjournment. Next Airport Commission meeting to be held on May 21, 2014 at 6:00pm.

Respectfully submitted,

Joan Jones
New Bedford Regional Airport