



New Bedford Regional Airport

September 17, 2014 – **Minutes**

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

Meeting Opened at 6:20pm

Meeting Adjourned at 8:45pm

Members Present

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

Members Absent

Moira Tierney

Airport Admin Staff

Erick D'Leon, Airport Manager
Matthew Elia, Asst. Airport Manager
Joan Jones, Principal Clerk

Others Present

Eric Jaikes
Bob Mallard
Rick Benard
Russ Olson
John Steidinger

1. Meeting was called to order at 6:20.
2. Pledge of Allegiance
3. Roll call was taken by the Chairman and all the commissioners were present except for Commissioner Tierney.
4. The members of the Airport Commission have received minutes of the previous meeting held on July 23, 2014. Request acceptance of those minutes, as recorded. (NO quorum in August). Motion to approve minutes made by Commissioner DaCunha and 2nd by Commissioner Oliveira. Motion carried

At this time the Airport Solutions Group report was taken out of order

5. Reports:

A. Manager report

1. Ribbon cutting for New Runway – Scheduled for 10/17 at 1:00pm- the invitations have been sent out; speakers are in place; press has been notified; background flights are scheduled and this event will be catered
2. Ninety –Nines Poker Run - This is a charity event for pilots and we have been approached to be a destination airport and it doesn't require anything from us but table space in front of the restaurant. Date of event is 9/27 with a rain date of 9/28. After a brief discussion, a motion was made by Commissioner DaCunha and 2nd by Commissioner Machado to allow the Ninety –Nines to utilize space in front of the restaurant for their charity event on 9/27 or 9/28. All in favor, motion carried.
3. Airport Internships – We are partnering with our community and through the Chamber of Commerce, we will be taking on a Dartmouth High School student, who has an interest in aviation, as our intern for 3 (1 hour days) per week- she will be included in whatever aspects of airport operations as possible and in turn she will receive school credits, while gaining aviation knowledge before entering Bridgewater University. We are also looking into 2 internships for Bridgewater University students. Our personnel department will be made aware of our internship program and forms will be submitted as needed
4. Airport Guiding Documents update – Manager and assistant manager are still working on these documents; landing fees options are being discussed with Vector –there is no longer a waiver of landing fee exemptions for aircraft coming in for maintenance, which has increased our revenue significantly (Vector has received no kick back as yet).

At this time item #8 New Business, was taken out of order

B. Chairman

1. Discussion about changes in by-laws. In order to make changes it must be advertised and have a public hearing and a certain process before moving forward. Chair would like to vote on certain changes so we can go to the next step and Atty. Jaikes said this cannot be done, however we can put together a subcommittee or a full commission to discuss proposed changes but we cannot vote on said changes, we would then go through process. Chair noted that the manager also has some changes for airport policies that could be incorporated at the same. Chair went over the proposed amendments and comment. Commission had no issues with the proposed changes. Atty. Jaikes said we can vote to hold the public hearing (on blank date probably in December or January) to discuss/consider proposed changes of the by-laws and have the airport manager comply with the notice requirements (at airport expense) set forth in the city ordinances. Commissioner DaCunha wants to make sure the public cannot make changes during hearing – Atty. Jaikes says a staff member or subcommittee studies proposal and presents it to full committee, who then reviews proposal and votes on approval – with or without changes. Meeting must be advertised twice in the Standard Times. Motion to have manager put together commission meeting to revise airport documents and make suggestions and then advise commission of date to hold this public hearing. This motion was made by Commissioner Simmons and 2nd by Commissioner DaCunha. Motion carried

C. Airport Solutions Group – Written report included in package. Bob Mallard was present this evening to go over his report and answer questions. It was noted that the reconstruction project should be done by 10/3 (Mr. Mallard also went over ET & L submittal regarding extra time and his analysis/denial of their request along with liquidated damages issues).

D. Financial/Operations Reports –Included in package. (1) Manager noted that we have joined NBAAA to develop corporate aviation – as they have a lot of resources that can be used to our advantage (2) Manager and asst. manager will be attending the MAMA conference in October. (3) Operations are down as is the general trend (4) Landing fees have increased due to larger aircraft. (5) Manager asked commission to “friend us” on face book. Chair noticed we must increase air traffic by complimenting Cape Air with commercial service. Manager noted this “drive market” and we are looking at turbo props or business aviation and we will be working with Cape Air, Economic Development and the Cape Wind project. Manager informed the commission that there may be potential for cargo plane development. Commissioner DaCunha noted he can help our endeavors with his banking resources (i.e. discounts and seafood, etc).

E. Commissioner Reports

1. **Operations Committee** – nothing to report
2. **Finance and Audit Committee** - nothing to report
3. **Marketing and Planning Committee** – nothing to report
4. **Special Events Committee** - nothing to report

6. City Solicitor - Monthly Status Reports:

1. Diesel mechanic, Anthony Moniz, had been fired under prior manager and after appeals from both him and city, the superior court sided with the city and the civil service decision has been vacated so we do not take him back nor does he go to another city department

7. Old Business:

8. New Business:

1. FBO'S to address the commission regarding potential changes to landing fee structure. Present this evening was John Steidinger of NorEast Aviation who voiced his concerns of changing landing fee structure. Mr. Steidinger informed the commission that 15 years ago there were no landing fees but ways were

established so that everyone paid their fair share, while encouraging business and not discourage services and furthermore it had been approved. The FBO's are losing money in this present economy and Mr. Steidinger doesn't believe it is good to change the landing fee policy (as it has been this way for the past 15 years) and it would further hurt business. There was a discussion about what other like airports are charging for fees and chair asked Mr. Steidinger to provide manager documentation he has so we can try to work together. Commissioner DaCunha asked what the average landing fee charge would be along with the maintenance charge and Mr. Steidinger replied \$45.00 for the landing fee and maintenance estimated cost of \$5,000-6,000 (depending on size of aircraft and work to be done). Mr. Steidinger noted that the FBO's are contributing a lot of revenue in many ways for the city (and/or airport) and people coming in for repairs are spending money elsewhere while they are here. Chair would like the manager to do a comparison survey of other airport landing fee charges to see where we are. Manager noted that Vector equipment cannot tell what the aircraft are here for. Mr. Rick Bernard said some of the area airports do not have landing fees (i.e. Plymouth, Mansfield and Taunton) and those that do, lose money because pilots take the landing fee cost into consideration before they fly in anywhere.

2. Rick Bernard addressed the commission regarding the Mass T Hangars and Hangar Seven Trust issues concerning ramp access; land and joint taxiway use; electric transformer hook in (which Hangar Seven Trust is responsible for) and he feels there should be a reduction of some sort for square footage for Mass T Hangars. Atty. Jaikes said there is a form of agreement already in place between the 2 groups – his recollection is that the new group is going to pave between the 2 hangars for passage (all tenants have right of access on all ramps and some paving was done at the airports expense during construction). Atty. Jaikes suggested that issues be put in writing and then speak to the manager to move forward, however, there is no agreement to adjust rent. Mr. Bernard will comply with suggestion and stated he wasn't aware there was any agreement in place.

9. Communications: See attached

10. Tabled Business:

11. Executive Session:

1. Discussion of Lease Negotiations. Motion made by Commissioner Machado and 2nd by Commissioner DaCunha 8:01pm to go into executive session to discuss lease negotiations and not return to open meeting. Roll call was taken. Motion carried

12. Adjournment. Next scheduled meeting to be held on **October 22, 2014 at 6:00pm.**

Respectfully submitted,

Joan Jones
New Bedford Regional Airport