



New Bedford Regional Airport

May 20, 2015 – **Minutes**

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

Meeting Opened at 6:10am

Meeting Adjourned at 9:20pm

Members Present

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

Members Absent

Moira Tierney
Gary Correia

Airport Admin Staff

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

Others Present

Eric Jaikes	Russ Olson	Melissa Whelan	Sean Collins
Michael Josefek	Doris Cunningham	Ari Sky	Ron Labelle
Bob Mallard	Richard Araujo	Dean Lawrence	Tammie Irwin
Gary Beaudoin	PeterKoczera	Judith Ball	Herb Cabral

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 except Commissioners Correia and Tierney (Commissioner Gushue arrived after roll call at 6:32).
4. The members of the Airport Commission have received minutes of the previous meeting held March 11, 2015. Request acceptance of those minutes, as recorded. (No quorum in April). Motion to accept minutes made by Commissioner DaCunha and 2nd by Commissioner Oliveira. Motion carried

At this time the following items were taken out of order respectfully: 5D; 7F; 5C and 8C

5. Reports:

a. Manager's Report

i. Tenant meeting update – Asst. Mgr reported that several tenant meetings have been held and have proven to be productive and successful. Items have been discussed, such as snow removal efforts, parking, phone answering system and outreach efforts to link the playground, grade schools and flight training. Concepts are being developed to address these issues.

ii. Terminal sewer repair update – Manager updated the commission as to the current status of pipe repair and what caused the pipe issue to begin with. As of the last week of April the sewer pipe had been repaired by WC Smith & Son with the estimated cost of \$10,000.00+ (we are in the process of finalizing total cost), with them finishing ahead of schedule even after numerous issues arose during construction. Alternate restroom facilities were provided by DFFM while our restrooms were unusable. Manager was happy to report that there was no loss of terminal services and everyone handled the week of construction with ease.

iii. Parking update – We have taken over parking fee collection from LAZ parking and have installed 2 parking machines on 5/6/15. Admin staff has been briefed on how they work and this information was shared with commissioners, along with reasoning behind this endeavor. This will provide more revenue as we will not have to split the parking revenue. Parking enforcement will be done by the traffic division and that department will keep the fines only.

iv. Operations briefing - Asst. Mgr reported that (1) snow equipment has been stored away for the summer and that minor repairs have been made on the small box plow with major repairs forthcoming (2) ASG provided a new grassland mowing plan and all markers have been reinstalled up to speed. We are looking at over \$5,110.00 in repair costs for the flail mower and the Pisten Bully which will hopefully be up and running by the end of June (3) Control Tower faucet was replaced (4) Curb has been repainted and there are many projects on the docket for cleaning, fixing/repairing (5) Veoci has been utilized for various tracking items. There will be a proposal at the next commission meeting for a renewal option and it was noted that this is a valuable tool for management

v. Outreach efforts/events - Asst. Mgr reported it is important to promote the airport and the below items are some ways we have reached out to the public:

1. Boy Scouts – On 4/11/15 we hosted a group of scouts to assist in their requirement efforts of earning an aviation merit badge. The scouts were briefed on the importance of general aviation airports, shown how a control tower works, they were provided insight of the various business operations located here, including a behind the scene visit with Cape Air. BSU also participated and allowed all scouts the opportunity to sit in the pilot seat of a Cessna 172. The event ended with a brief trip to the maintenance garage to view equipment that keeps this facility running year round. Sincere thank you to Cape Air, Control Tower and BSU!

2. K-9 Demo – On 4/24/15 the airport and NBPD K-9 unit welcomed a group of local school children to provide a demonstration from K-9 bomb sniffing techniques to locate ammunition and explosives to taking down a fleeing criminal. A special thank you goes out to K9 officers Dean, Gary and Trevor along with their highly trained partners Loki, Extra and Thor!

3. Meeting with MassDOT Aeronautics Administrator Chris Willenborg – This meeting was to discuss funding issues for the next 3-5. On hand were representatives from ASG, the Mayor’s office and Airport Administration. Mr. Willenborg will be leaving his position in July and we need his assistance in passing along the importance of the bond bill funding for EWB (being programmed into MassDOT Aeronautics Division budget) to his successor. The funding will be a challenge as MassDOT funding has been cut significantly. Also discussed was having a site assessment done for our terminal building. Mr. Willenborg did give his go ahead for a Scope of Work development and he will be checking into earmarked funding to pay for this assessment. Management needs to look at options going forward. Additionally, it was reported that we have secured an ASMP Grant from MassDOT (80-20 split) to purchase a Bowmonk friction meter – this meter will register surface conditions for reporting and takes much of the human element out of the equation (including pilots and staff making their own determinations). This will be used instead of breaking action reports previously used. Manager explained how this works and noted we are purchasing this meter due to feedback we received from airport tenants.

4. Evening at the Airport – This event was held at the Airport Grille on 5/6/15 to promote interest in the Airport, the City and Cape Air as part of our marketing endeavors. We hosted about 75 guests, including some councilors, the mayor and the airport community in general. It was noted that this event came in under budget and the costs was divided between the airport, Cape Air and Destination New Bedford.

5. Massachusetts Airport Management Association “On The Hill Day” – This event was held on 5/12 to support MAMA. EWB reached out to state and local representatives in an effort to build strong relationships within government. EWB had a promotion table at the event complete with our “road show” package. Many visitors showed up at the table including Todd Friedenber (FAA Deputy Regional Director) who noted that our airport looks great and the controllers are doing a great job!

6. Massachusetts Business Aviation Association’s Aviation Day – Asst. Mgr. attended this social event on 5/13/15. Business jets were on display and there were about 40 aviation related vendors. Asst. Mgr. inquired about possibly hosting this event here in the future (to help promote

EWB). While this was a positive event, the highlight was meeting Bobby Orr!

7. Cape Cod Community College – They are in the process of starting an aviation maintenance program (separate from what Bridgewater does) and they are looking for space. We found out about this and approached them (another proactive effort on our part). They received a tour of Aircraft Repairs as a possible site and it was noted that it would complement BSU’s program. We will respond to their RFP

8. Young Eagles – this event was partnered by Atlantic Aviators and Experimental Aircraft Association (EAA) and held here on 5/16. About 130 children between the ages of 8-17 were able to experience a flight with help from our airport community (particularly the volunteer pilots who donated their time, planes and fuel). Both manager and assistant managers were on hand and provided “EWB Future Pilots” wings to all participants.

9. FAA Safety Seminar -5/21 BSU will be hosting a safety seminar regarding stall/spin awareness for pilots. This is aimed at bringing people back to the airport. There is ongoing discussion about BSU doing seminars throughout the fall and we will be looking at our FBO’s as possible hosts on a rotating basis for a larger venue for a safety themed event.

vi. Guiding documents update – Significant progress has been made on review of these documents and they are ready to be reviewed (in subcommittee) and get input from Commissioners. Once agreed on, it would be forwarded to full commission then advertised for 2 consecutive weeks for public notice along with final public hearing prior to adoption. Chairman Barton will send this to committee with date to be determined based on commissioners availability.

Service study –Draft version of this study has been submitted to commission. Manager briefly explained the findings based on numbers provided. It was noted that this will be an ongoing effort to get the greatest return on our investment. Asst. Mgr. briefly clarified rationale on some of the information provided.

viii. Letter from Bridgewater State University, re: facility conditions – Mgr. reported that we were notified by mail (after letter had been forwarded from the mayor’s office, causing a slight delay) that Bridgewater has some concerns with leased facilities. We hold a lease with them and they also hold a contract with Whelan Associates for property management. They want a meeting with all concerned parties, including mayor’s office, to discuss said issues. In the meantime we will look at our lease obligations (we assume regular maintenance service for building) to be sure that the airport is in fact responsible for the identified issues. A site meeting is planned in order to go through the facility to understand the issues and address them, however there is no scheduled date as yet. Manager stressed this is the first time we were notified of any issues and that we are awaiting word from Bridgewater regarding site visit date.

ix. Other items as necessary:

(1) Natural Heritage meeting on 5/12/15 –Endangered species, advancing the airport master plan, reduction of environmental permitting tasks and proposed T Hangar development was discussed. Manager felt the meeting was positive and that we are working towards having all of the natural heritage requirements set up for future developers.

(2) We are approaching the end of a massive rates and charges survey of 35 airports across New England and New York, thanks to the hard work of our BSU intern, Charlotte. This survey provides information that covers all aspects of charges and fees and will aid in the preparation of our updated Leasing Policy manual. Once all data is compiled and put to use in the guiding documents we can provide supporting documentation.

(3) Fly the Bay State Challenge- in an effort to bring more air traffic to EWB, we are participating in this challenge. Pilots receive a passbook style book that will be stamped as they visit various mass airports. Pilots will then be eligible for prizes/pins

b. Chairman’s Report Chair noted that there has been economic growth here in the last few years and he wanted to thank everyone, including the tenants, FBO’s, Eric Jaikes, our staff and commission. Now that we have received the marketing report, chair would like to form a committee (with representatives from economic development, tourism, cape air, our management team, Herb Cabral, commissioner Gushue and himself) to see if we can generate more passenger service to and from here.

c. Airport Solutions Group (written report included in package). Bob Mallard was present this evening to go over and answer any questions regarding his report dated 5/8/15. Chair asked if we could get any assistance through grants for obtaining new snow removal equipment. Mr. Mallard explained the process and said he will look into this matter and work with manager to see what we have and what we need so we can work this into our priorities. **Chair would like to have some type of update by our next commission meeting**

d. Financial/Operations Reports (included in package)

i. Ari Sky, City of New Bedford CFO to speak. Mr. Sky addressed the commission and went over the enterprise fund sustainability concerns. It is essential that we bring up our revenues to cover our rising operating expenses. In an effort to achieve sustainability, the city will be transferring 1 garage position to DFFM which should not affect maintenance operations and leases are being reviewed for revenue enhancement. For the record, Chair stated we are proactive in looking for new business opportunities and increasing revenue but there have been problems.

e. Committee Reports

- i. Operations Committee – nothing to report
- ii. Finance & Audit Committee – nothing to report
- iii. Marketing & Planning Committee – nothing to report
- iv. Special Events Committee – nothing to report

6. City Solicitor Monthly status report

- a. we have received 28 acres of land and we will ask city council to accept donation of land and present it to the airport
- b. Manafort update – this has been resolved and there will be change orders and we believe FAA will fund 95%, if not than the city will pick up tab and airport would be responsible for \$7,500-10,000.00
- c. Our prior diesel mechanic was terminated by our last manager in 2011 and that case was appealed to civil service (he won) and superior court (we won) and is now pending in the appeals court and we should have a decision before January 2016. If he wins we will owe him back pay and he will be transferred elsewhere in the city (definitely not be coming back to the airport because this position has been eliminated).

7. Old Business

- a. New Bedford Voc Tech High School – Roseanne Franco to be present. Manager noted Ms. Franco had another obligation this evening that prevented her from being here but he could answer any questions, however, if there are any questions it must be heard in executive session due to security issues. No questions were asked and commission will review documentation
- b. Snow Plan presentation – Draft snow plan had been presented to the tenants and explained by management this evening. Chair accepted this information for review and will be forwarded to Operations Committee with meeting to be scheduled at a later date
- c. Landing Fees/Vector update – Asst. Mgr. noted that we are making headway with the FBO's and provided background information complete with showing a slide presentation with supporting documentation. Asst. Mgr. explained his findings and reported that we are now losing money from Vector due to their operation fees and in fact we owe them money. We are currently looking for 3 viable collection options for landing fees (must be realistic and subject to audit) to increase airport revenue and this is an ongoing process. Asst. Mgr. explained how Vector collects data and elaborated on the pros and cons for using Vector. As of now the 3 draft options are (1) just let it expire and go back to the 3000lb limit (2) institute a different structure with Vector (3) end agreement with Vector and institute a landing fee model based on FBO's collecting fees to keep money local. By our next meeting we should be able to present 3 options and choose the best one to move forward. Commissioner Gushue asked if Vector has any competitors and if we have tried to get them to lower their fees. Manager replied that we are looking into

this matter but they have the right to charge us for their service, as they have made a substantial investment. Regarding competitors we don't know if there is anyone out there right now without getting an RFP but Veochi could be viable in the future

d. Entergy/Pilgrim agreement – This agreement has been signed by all concerned parties. Motion made to adopt made by Commissioner DaCunha and 2nd by Commissioner Oliveira. Motion carried

e. Mass Air Trust lease amendment – Common use area was discussed at a prior committee meeting due to more hangars utilizing area and committee had agreed to amendment. That being said a motion was made by Commissioner Machado and 2nd by Commissioner Simmons to agree to amendment. Motion carried.

f. DPI salt shed - Ron Labelle addressed the commission to explain reasoning why a salt shed is needed along with a proposed location at the bottom of Jones Street which is airport property. There was a brief discussion regarding our master plan and aviation growth affects (if any). Manager noted this particular parcel is not on our ALP so there is no need for aviation use (majority of area is wetland), therefore he feels it is a compatible use of the land but we have to keep in mind the FAA regulations that would come into play (i.e. in kind services), but he does not believe FAA will take issue. Mr. Labelle will continue in kind services (water, sewer, plowing, etc) and will have an agreement with the airport stating such. Motion to work out an agreement with the airport for in kind service for salt shed site use made by Commissioner Machado and 2nd by Commissioner DaCunha. Motion carried. Mr. Labelle will supply site plans and blue prints for accuracy and noted that salt shed would be about 60' X 80. Manager will have shed site plugged into our ALP and DPI would have to file forms with the FAA and appropriate city departments for approval. Atty. Jaikes reported that motion is satisfactory as stated (dependant on form approvals).

g. Claremont Carney agreement – We have the finalized exhibit and they are finalizing the size of the hangar because construction costs have increased – lease language states that they cannot exceed 100 X 120 due to set back requirements. Exhibit shows parcel will be leased with maximum size hangar and we will be provided an as built to be included with lease documentation. This is essentially the same lease approved in year(s) prior and we are just updating dates and “not to exceed hangar size”. Motion to accept made by Commissioner Da Cunha and 2nd by Commissioner Gushue. Motion carried.

h. ACG developments – Michael Josefek provided a recap his proposals (T hangar and Box) and stated for the record that he does not believe Carney will ever build a hangar and noted he was at a meeting where it was stated they would not build a hangar because it would not make financial sense. ACG has offered to take his site and pay in advance and further noted they want to go back to their original area. Mr. Josefek explained the potential sites issues and asked for permission to move forward. A brief discussion ensued between chair and Mr. Josefek as to why Mr. Josefek wants what he wants (Carney site) and he reiterated that he's is willing to sign right now.

8. New Business

a. Colonial Air lease renewal – Colonial wishes to exercise their option – so noted

b. Nor East sub-lease request (heard under Spectacular Air item C)

c. Spectacular Air charters request – Herb Cabral addressed the commission to propose a subletting agreement with Noreast. Atty. Jaikes reported that the Noreast lease does allow for subleasing with the consent of the commission and Atty. Jaikes suggested that if we are inclined to do so that we should waive provision 13.1 due to lack of commission meetings and the need to attract summer traffic. Motion to allow proposal and waive provision 13.1 in Noreast lease made by Commissioner DaCunha and 2nd by Commissioner Gushue. Manager noted that he finds this proposal acceptable and it will increase business. Motion discussed and carried.

9. Communications attached

10. Tabled Business none

11. **Executive Session** No need to go into executive session because no one had any questions nor were any

items discussed. Manager commented that plan submitted to commissioners had been presented from Voke Tech. We had discussed the concept previously and now have these finalized plans. After commission had a chance to review this documentation, a motion was made to approve by Commissioner DaCunha and 2nd by Commissioner Simmons

12. Adjournment Motion to adjourn at 9:00. **Next Airport Commission Meeting to be held on June 17, 2015.**

Respectfully submitted,

Joan Jones
New Bedford Regional Airport