



New Bedford Regional Airport

June 17, 2015 – **Minutes**

1852 Shawmut Ave., Bridgewater State University Aviation Training
Center

Meeting Opened at 6:06pm

Meeting Adjourned at 8:45pm

Members Present

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

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
Michael Josefek Dot Cunningham
Peter Koczera Richard Lasdin

1. Call to order. Meeting was called to order at 6:06
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners Correia and Tierney (Commissioner Simmons arrived after roll call at 6:12).
4. The members of the Airport Commission have received minutes of the previous meeting held May 20, 2015. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner DaCunha and 2nd by Commissioner Gushue. Motion carried
5. Introduction by Chairman Paul Barton of Sean Collins, new airport commissioner. Chair and commission welcomed Sean Collins as our newest commissioner

6. Reports:

a. Manager's Report

- i. Tenant meeting update – Asst. mgr. reported that these meeting continue to be positive and landing fees and AOPA fly in event was discussed and will be presented to the commission later this evening
- ii. Operations briefing – Asst. mgr reported that all punch list items for runway 5/23 have been completed; we have implemented a new mowing system through Veoci for better tracking management; Piston Bully is being repaired; fence repairs ongoing as is managing grassy areas and maintenance work as needed
- iii. Outreach efforts/events – Asst. mgr reported (1) Bridgewater hosted a FAA Safety Team pilot seminar and Loren Herren led a very informative and insightful seminar. The next seminar is scheduled for 6/25 at Bridgewater and will be in a CFI (flight instructor) forum and is free along with being open to the public. Events in July, August and September will be hosted by our FBO's in their facilities. July's event will be at Noreast for a 'rules/regulation changes for avionics' seminar (2) met with NEIT

students for a tour of the airport (3) met with Chris Willenborg (MassDot) and Bob Mallard (ASG) to discuss our air service study and future support from MassDot. Meeting went well and provided a lot of feedback. Matt noted that Mr. Willenborg is leaving MassDot 7/31/15 but he will do what he can until then (4) Chris Willenborg (MassDot) and Bob Mallard (ASG) were guest speakers for an Atlantic Aviators function on 6/3/15. Both provided updates to attendees (5) met with Elmore Alexander, Dean of Business at BSU to discuss designs for east quadrant and plans for a transportation center.

iv. Bridgewater facility update – Manager reported he and asst. mgr. met with representatives from BSU, the mayor’s office and Whelan Associates to discuss the facility and requested repairs. There seems to be some miscommunication (on the BSU side) regarding who is responsible for what and how the process is handled. The city solicitor’s office is currently reviewing their lease and updates will be provided as this issue progresses.

v. Claremont Aviation update - Manager reported the lease has been signed and will be going to council for its next meeting (hopefully). Once approved we will start billing them and construction will begin.

vi. Airport Mini Storage update- Manager reported they are behind in their taxes again (\$30,000.00) so we need to send a letter of default as this is against their lease terms. Motion to have Atty. Jaikes draft a letter to the lender for a right to cure made by Commissioner DaCunha and 2nd by Commissioner Oliveira. Motion carried.

vii. Cape Cod Community College update - Manager reported he responded to the RFP which turned out to be a little different – they wanted a turnkey facility and we do not have that so this will present some challenges for our proposed site (old Aircraft Repair building) therefore we focused on what was available, the opportunities that exist and the benefits of being located here. We proposed a rate of 25¢ for an 183,000sf area, bringing in \$45K per year. We should know outcome in about 8-12 weeks.

viii. Budget update - Manager reported the hearing went well – he provided an update on projects, facility, revenue, etc to the council. Council questioned lease rates, operational numbers and some specific line items. Budget cut meeting is scheduled for 6/22 so manager will provide update at that time. Manager noted that we have an issue with the budget going forward – in years past we have always exceeded budget with collected revenues and it appears that this year we will have a shortfall. The development of revenue is the key to a sustainable future for the Airport. We are at the breaking point and we cannot meet expenses based on current revenue. In the meantime our budgeting tactics will need to be reassessed in order to keep a better handle on things

ix. A-10’s Visit – Asst mgr. reported we had 2 A-10 aircrafts to do some practice approaches. We didn’t receive any complaints and there was a positive response on social media, however Southcoast Today painted this event in a negative light, which resulted in the 2 pilots being grounded (one permanently). We were asked to provide a statement noting they didn’t do anything unsafe, negative or out of the ordinary. We got clearance from the solicitors and mayors office to provide a statement noting that everything was safe, in compliance with ATCT instructions and that we didn’t receive any complaints and we also collected a statement from the tower.

x. Natural Heritage efforts update - Manager reported we are trying to get permitting process streamlined so there will be fewer barriers to development in the future (they would just add to pre-existing application)

xi. Other items as necessary- Manager reported that (1) we received notice from Chris Willenborg that we will not be receiving funding for bond bill projects (aprons and terminal building design) for FY2016. We are in process of scheduling a meeting with Rep Strauss, to see if he can address this issue and get this changed – if the design phases keep getting pushed back, construction will take that much longer and the life expectancy for ramps and terminal building will not last – this is a top priority! Chair noted that we are not going to take this lying down and if we can show the progress we’ve made as a link to the future there might be some reconsideration. Commissioner DaCunha will reach out to Rep Tony Cabral for his assistance. (2) We received a letter from FAA regarding the chess park, essentially this would put us out of compliance (letter was forwarded to commissioners) with federal grant assurances. Manager will forward this correspondence to Atlantic Aviators (3) We are in process of switching over to AC but we found there are multiple failures in the system and we are waiting for repair cost repairs

At this point we took ASG report out of order

b. Chairman's Report

Stakeholders committee update- We had a meeting here 2 weeks ago with reps from the Mayor's office, Economic Development, Cape Air, Tourism, airport management and chair to discuss obtaining more routes from here to other destinations. We are looking for assistance from the attendees to help in this endeavor. Manager noted that we are reaching out to other airports and we will put a plan/presentation together based on information gathered

c. Airport Solutions Group (written report included in package). Richard Lasdin present tonight in place of Robert Mallard. Mr. Lasdin covered items in report dated 6/10/15 and answered commissioner questions

d. Financial/Operations Reports (included in package)

e. Committee Reports

i. Operations Committee

1. Schedule meeting to review Rules & Regulations, Minimum Standards. After brief discussion it was agreed to schedule this meeting on 6/23/15.

ii. Finance & Audit Committee

1. Schedule meeting to review Leasing Policy. After brief discussion it was agreed to schedule this meeting on 6/23/15.

iii. Marketing & Planning Committee – nothing to report

iv. Special Events Committee – nothing to report

7. City Solicitor – monthly status report

a. Mass Air Trust update – amended sf of lease for passageway has been passed by city council and we are waiting for order to come in and then the mayor will sign off, then that will be taken care of

b. Property donation update –the donation of 20 acres of land receipt has been approved by council. Once order is received then Atty. Jaikes can record at registry of deeds and inform ASG to update Exhibit A of property

c. Intern at airport – he is a 3rd year law student and will be working with Erick and Matt for 10 weeks /13 hours per week to reviews rules and regs, like documents, leases and RFP's, etc

d. Veoci- Atty. Jaikes has no problems with agreement based on what asst. mgr had told him previously. This item will be discussed under Old Business

e. Potential lease for Hangar 11 trust – working draft lease is being worked on and will move forward subject to approval

f. Claremont – this lease has been signed and is awaiting mayor signature then it will go to council on 6/26

g. Entergy/Pilgrim Nuclear Plant – mayor will be signing this agreement now that his questions have been addressed.

h. Airport Mini Storage – they are in default again for nonpayment of taxes (we can't put them in tax title because we own the real estate). We must send letter of default

i. AOPA – this item will be discussed under New business but there are no significant problems – just minor tweaks

8. Old Business

a. Landing Fees/Vector – asst mgr. went over the proposed new structure in detail and explained how data was compiled (this was worked on by tenants and management) and submitted the documentation. It was noted that we are losing money with Vector now that they charge O&M fees, as this is causing a deficit. FBO's said they can support this new fee schedule and we will look to cancel Vector (we have to

give them 60 day notice). Vector will be cancelled tomorrow and new structure would be implemented on September 1st (if accepted by commission). FBO's will collect the landing fee and minimum weight will go back to 5500 lbs. We do have to find a way to capture landings that don't stop at FBO's (which is about a 20% loss of billable traffic). Commissioner Oliveira recommended changing to max gross/take-off weight to avoid confusion for top 1% (no listed) this would affect. This whole process shows great collaboration between the FBO's and the airport and an article stating such would be a good marketing strategy to get the word out. Motion to adopt new structure effective 9/1/15 made by Commissioner DaCunha and 2nd by Commissioner Oliveira. Motion carried. Motion for a 60 day cancellation notice to Vector made by Commissioner Collins and 2nd by Commissioner Gushue. Motion carried.

b. Veoci agreement- asst. mgr. noted that this tracks all regulatory issues and airport operations and we are partnering up with other airports to get a discount on the service price. We propose entering into a 3 year licensing agreement at a cost of \$5,100 per year, which is the best pricing we can get. This will give us access to their further development and we do not need to buy into any extra software, therefore this is cost and time efficient/effective. We are trying to tailor software with Veoci for capturing landing fees we are missing. Furthermore, this system allows the ability for all tracking requirements of agencies, including city reporting, it does meet the city (MIS) storage requirements (and has MIS approval) and it allows us flexibility. After further discussion a motion was made by Commissioner DaCunha and 2nd by Commissioner Gushue to enter into a 3 year agreement with Veoci (over 3 years requires city council approval). Motion carried

9. New Business

a. AOPA Fly-In Event RFP- asst. mgr. reported that this a regional event that we would like to support and host here and at this time we want to know if the commission is in favor of this so we can respond to their RFP. Asst. mgr. told commission of what this would entail and noted that the response is due by end of June. Questions of the commission were addressed by management and Commissioner Collins and it was mentioned that the only cost to the airport might be staff overtime. Commissioner Collins provided details of the event and the basis for holding them (i.e. Bolster membership and it is good for the city) and stated we can make our own caveats when responding to the RFP (i.e. commission final approval, etc). Motion to respond to the RFP made by Commissioner DaCunha and 2nd by Commissioner Gushue. Motion carried.

b. NIFA SAFECON Event –This event is put on by Bridgewater for competitive flight teams from 10/23-10/27. This is good for operations and all event/contests are judged (our asst. mgr will be one of the judges). This involves normal traffic so there is no need to advertise. Motion to allow Bridgewater to hold this event here on 10/23-10/27 made by Commissioner Oliveira and 2nd by Commissioner daCunha

10. Communications

11. Tabled Business

12. Executive Session - we can either send this to committee and report back in July or go into executive session to come up with terms and monetary consideration and reopen to public session

a. Discussion of lease negotiations

Motion to enter into executive session and return to open session to discuss potential lease negotiations for a 3rd hangar at 7:50 made by Commissioner DaCunha and 2nd by Commissioner Gushue

Return to open session at 8:31 – roll call vote taken

Committee proposed a 30 year lease with the following: year 1-5 @ 20 cents; years 6-10 @ 22 cents with 4-5 year options at fair market value. Mr. Josefek and Mr. Koczera questioned rise in rates and wanted to know why rates went up and term went down. Chair replied there have been some other dealings regarding lease space here and at a higher rate, so this is middle ground to be fair. Atty. Jaikes said term went down because FAA wanting shorter leases (circular publication). Mr. Josefek and Mr. Koczera do not

agree to these terms and felt there were being penalized because the commission did not hold meetings for several months. Chair asked what they would be comfortable with and Mr. Josefek replied what they had before, to which chair replied it can't be done. There was a slight negotiation of terms but an agreement could not be reached. It was decided to continue this conversation at our finance meeting next Tuesday, at 6:00.

13. Adjournment. Motion to adjourn made at 8:45 by Commissioner DaCunha and 2nd by Commissioner Gushue. **Next Airport Commission meeting to be held on Wednesday, July 15, 2015 at 6:00pm**

Respectfully submitted,

Joan Jones
New Bedford Regional Airport