



New Bedford Regional Airport

July 15, 2015 – **Minutes**

1852 Shawmut Ave., Bridgewater State University Aviation Training Center

Meeting Opened at 6:10pm

Meeting Adjourned at 7:10pm

Members Present

Paul Barton
Adam Simmons
Sean Collins
Jason Oliveira
Carlos DaCunha (late)
William Gushue

Members Absent

Ken Machado
Gary Correia

Airport Admin Staff

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

Others Present

Eric Jaikes	Linda Morad	Ethan Cunningham
Michael Josefek	Dot Cunningham	John Steidinger
Loren Herren	Bob Mallard	Mike Knabbe
Melissa Whelan	Royce Rankin	

1. Call to order. 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 Commissioner Correia (Commissioner DaCunha arrived at 6:32).
4. The members of the Airport Commission have received minutes of the previous meeting held June 17, 2015. Request acceptance of those minutes, as recorded. Motion to approve minutes made by Commissioner Oliveira and 2nd by Commissioner Collins. All in favor and motion carried

At this point, item# 5C was taken out of order (ASG report)

5. Reports:

a. Manager's Report

- i. Tenant meeting update – Asst. manager reported that the meetings continue to be positive and effective. We have repaired the cover on the Sandpiper ramp; issue with trees over-hanging Colonial fuel tanks is being resolved for removal; we are getting feedback on landing fee collection from our FBO's and things seem to be working well so far; FBO's will work with us regarding marketing the airport but they complained about the barriers they are faced with due to overseeing agencies; we are looking at ways to streamline the permitting process
- ii. Operations briefing - Asst. manager reported that the maintenance staff continues to stay ahead of the airfield and landside mowing; we will be moving into a weed management program; all snow removal equipment has been repaired; wetland mower has been repaired and is back on site
- iii. Outreach efforts/events –there was a safety seminar held at Bridgewater and we plan to have another seminar at Sandpiper later this month
- iv. Representative meeting to discuss our CIP - Manager reported a meeting was held with

Rep. Strauss, Councilor Oliveira, airport administration, our chair and ASG on 6/23 to request assistance regarding “bond bill” projects and Rep. Strauss reaffirmed his support to do whatever he can to help but noted he needs support from the mayor’s office and city council (the airport must be included in all city efforts regarding DOT matters). A letter from city council will be sent to Transportation Secretary Pollack stressing the importance of this “bond bill” and the mayor has drafted a letter asking for \$570,000.00 for design work for aprons and terminal. Lastly Rep. Strauss is very interested in the air service study and he has asked to be included on the stakeholders committee moving forward and again offered his assistance

v. House Bonding Committee meeting - Manager reported a meeting was held on 6/30/15 with Rep. Antonio Cabral, our chair, our vice chair, Councilor Oliveira, airport administration and Bob Mallard (ASG) regarding our CIP, which lead to draft CIP document discussed earlier this evening (in ASG report) – we will ask for only what we can spend in this fiscal year, as it would be easier to get the funding.

vi. Bridgewater update – Asst. manager reported that later this month a meeting will be scheduled with Dean Alexander for further development of school and it was noted that Loren Herren, Chief Instructor, will be our primary contact with the school

vii. Claremont Aviation update – Manager reported that the Carney lease went to council on 6/25 and is scheduled for their next Finance Committee meeting on 7/22, after which, it should appear on the next council agenda in August and we should have it in place by September 1

viii. Airport Mini Storage update – They have 5 year automatic lease renewal options and we will be notifying them of scheduled rental lease change. They are still working on their tax issues and Atty. Jaikes stated the default letter had been sent and he has been contacted by the lender, who will cure the default if Airport Mimi Storage does not.

ix. Cape Cod Community College update – We received a letter on 7/9 from Peter Woodford listing responding bid proposers (4 in all) and it will still be awhile before we know the outcome

x. Guiding documents update – Manager did have a meeting with John Quinn (UMASS Outreach Director), who is very interested in a continuing partnership with the airport, as is our UMASS law student intern. We are continuing to work on development of a project description for advertising (we will provide the needed information) in order to get other students interested in updating our guiding documents as a group project for the fall students

xi. Appraisals for airport property values update – We have received 2 recommendations for property appraisers and have spoken to both and we are in the process of developing a scope of work to establish fair market value. Once scope is determined we can establish an accurate charge for their appraisal.

xii. Requests For Proposals (RFPs) update – We are continuing to draft the RFP and once finalized we will send over to Atty. Jaikes for review.

xiii. Upcoming car rental bid update- Our current rental agreements are set to expire at the end of January and we must rebid to comply with MGL. We have given our current tenant advance notice (they wish to continue at the airport) and we are working with the Solicitor’s Office and Purchasing Department to move forward in a timely manner to provide our commission sufficient time in order to make their decision for future car rental provider

xiv. Other items as necessary:

1) DPI Salt Shed – previously selected location is not likely to be accepted due to environmental concerns with BVW, this creates concerns for DPI because they need a site before going out for bid and have project completed ASAP in order to begin prepping for the next winter season. We are proposing the old ES & S area, as it appears to be more conducive for development. Conservation is assessing this area and this item is placed on their next agenda. This area is beneficial to us because it will expedite sewer and water proposal for in kind services and by having a salt shed right here would assure us of having the cleanest roads in the city. After further discussion a motion was made by Commissioner DaCunha and 2nd by Commissioner Collins to relocate salt shed location (DPI is assuming removal costs of the buildings on site). All in favor and motion carried. We will receive drawing/scaled plans to be placed on file and will present them to the commission.

2) Matthew R. Rodriguez Foundation Donation – The foundation has expressed that they would like to help out where they can and have offered to make a donation to replace picnic tables. We are looking at other ideas such as chairs, pet relief areas, etc. Donations of even small things can make a big

difference around the airport!

3) Bridgewater facilities repair – Commissioner Oliveira inquired about any updates and manager informed him the lease was reviewed and he did a walk-through of facility with DFFM to identify issues (some things were already taken care of) and address them. Basically what is left is their responsibility but we will help wherever we can and at this point we are at a standstill.

At this time we took item #8 New Business out of order

b. Chairman's Report

i. Stakeholders committee update – Chair noted we are in process of scheduling another meeting and reiterated that Rep. Strauss is very interested and supportive of airport projects. Manager will send out a memo to commissioners once meeting is scheduled, as their attendance is more than welcome

ii. City Council ordinance on Airport Commission – This ordinance concerned appointments to the airport commission. Chair's understanding is that the mayor plans on vetoing this ordinance and at this point we do not know what will happen once it gets back to council, as they have options to proceed if they wish to

c. Airport Solutions Group (written report included in package). Bob Mallard was present this evening to go over his report dated 7/8/15. Mr. Mallard answered questions and addressed concerns.

i. Updated CIP following legislative meetings – Mr. Mallard went over this document for the commission's benefit and noted this has not been approved as yet. Chair asked the status of the security cameras and asst. manager informed him that they would be here this Friday for survey placement.

d. Financial/Operations Reports (included in package). Manager explained make a dollar, spend a dollar is where we are at with our budget. Things will be tight and under scrutiny. Chair noted that operations are doing well but enplanements are not. Manager replied that he is meeting with Cape Air and is working with them to improve enplanements – summer schedule is out and they have increased based aircraft here. Managers will continue to watch closely, make suggestions and meet regularly to make our 10,000 enplanements goals and we will do everything possible (but it will be tough)

e. Committee Reports

i. Operations Committee – Commissioner DaCunha reported that this committee met on 6/23 to discuss rules and regulations and minimum standards and what would be the most effective manner to address these documents. Manager was advised to reach out to UMASS Law Dept. to merge these documents together as a project instead of having these documents stand alone

1. Recommendation on guiding documents – Motion made by Commissioner DaCunha and 2nd by Commissioner Collins to instruct the management team to move forward with UMASS to review and merge airport guiding documents. All in favor and motion carried

ii. Finance & Audit Committee Commissioner DaCunha reported that this committee met earlier on 6/23 to discuss the leasing policy and ACG proposal. It was decided that the leasing policy should be integrated with the other documents (rules and regulations and minimum standards) into the same effort with UMASS

1. ACG t-hangar lease discussion – Commissioner DaCunha reported that this item was heard at length during committee meeting and the following was negotiated and agreed on and in turn is presented to the full commission as committee recommendation at this time: 18¢ for years 1-5; 20¢ for years 6-10; 21¢ for years 11-15 and 22¢ for years 16-20 and 8 – 3 year options at fair market value (for a total of 44 years). Also agreed was that payment for monthly lease would be charged commencing the first day of the month following the start of construction. Motioned made as stated above by Commissioner DaCunha and 2nd by Commissioner Oliveira. Before motion was approved, Commissioner Collins inquired how the 44 years was determined. It was explained that term was negotiated during the finance committee for economic value and duration of the contract. Commissioner Collins asked if he could ask Mr. Josefek questions regarding his proposal and Mr. Josefek agreed to address questions. Commissioner Collins questioned the

useful life of buildings/foundation. Mr. Josefek responded that the useful life could be 50-60 yrs and foundation could last anywhere from 10-100yrs depending on materials used. Commission Collins noted that he wants the hangars put in but he wants to know the value to the airport at the point of termination of lease and (from his dealings with FAA) noted that FAA does not like lease lengths like this. Mr. Josefek voiced his frustration regarding the time already spent on this project and he doesn't care what FAA thinks – this is what has been negotiated. For the record, Commissioner Collins stated that he understands Mr. Josefek's frustration but he is here to represent the interest of the city with the airport and he wants to make sure the airport is receiving the best deal that it should get. Mr. Josefek stated that this is the best deal he is going to give. Vice Chair DaCunha said it was a lengthy negotiation and while they did not start at 44 years and that is where they ended up (he also explained the rationale of renewal options for clarification). Before continuing with the vote, Atty. Jaikes addressed the commission for clarification regarding payment of rent (for lease writing purposes) – the date of issuance for building permit is the date to work off of and establishes a baseline for rent, which is to be the first day of the month after the building permit is issued. Mr. Josefek was agreeable to that. This amendment was so added in the above motion. Manager noted that we got back the approval from Natural Heritage – it's all set but silt fencing needs to be removed after construction and lastly we are still waiting on FAA 7460 filing and once that comes back everything will be approved on the regulatory side (we will need a amended trust from the owner, according to Atty. Jaikes). Everyone in favor of motion and amendment. Motion carried

2. Recommendation on guiding documents – Commissioner DaCunha felt there was no need for a 2nd motion as this was discussed and determined under Operations Committee
- iii. Marketing & Planning Committee – nothing to report
- iv. Special Events Committee – nothing to report

At this point we went back to Manager's Financial Report

6. City Solicitor Monthly Status Report

1. Mass Air Trust's hangar amendment was approved by council and mayor
2. NB Real Estate land donation check has been received for recording and he will take care of deed recording
3. Claremont has gone to Finance Committee
4. Ordinance was already discussed earlier this evening

7. Old Business –nothing to discuss

8. New Business

a. Leo's Scoot. Councilor Morad was here speaking on behalf of this yearly proposal and related paperwork was forwarded to commissioners for their review and acceptance. Motion to approve this event was made by Commissioner Oliveira and 2nd by Commissioner Collins. All in favor and motion carried.

9. Communications – nothing to discuss

10. Tabled Business – nothing to discuss

11. Executive Session- nothing to discuss

- a. Discussion of lease negotiations – nothing to discuss

12. Adjournment. Motion to adjourn at 7:10 made by Commissioner DaCunha and 2nd by Commissioner Oliveira. **Next scheduled meeting is Wednesday, August 19th**

Respectfully submitted,

Joan Jones
New Bedford Regional Airport