



New Bedford Regional Airport

August 19, 2015 – **Minutes**

1852 Shawmut Ave., Bridgewater State University Aviation Training
Center

Meeting Opened at 6:16pm

Meeting Adjourned at 7:26pm

Members Present

Paul Barton
Adam Simmons
Sean Collins
Jason Oliveira
Carlos DaCunha

Members Absent

Ken Machado
Gary Correia
William Gushue

Airport Admin Staff

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

Others Present

Eric Jaikes Dot Cunningham
Bob Mallard Royce Rankin
Evan Cushing April Oliveira

1. Call to order. Meeting was called to order by chair at 6:16
2. Roll call was taken by the Chairman and all commissioners were present except Commissioner Correia, Machado and Gushue
3. The members of the Airport Commission have received minutes of the previous meeting held July 15, 2015. Request acceptance of those minutes, as recorded. Motion to approve minutes made by Commissioner DaCunha and 2nd by Commissioner Oliveira. All in favor and motion carried

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

4. Reports:

a. Manager's Report

- i. Tenant meeting update – Asst. manager reported that (1) these meetings continue to be positive. (2) Colonial had concerns about trees hanging over fuel tanks as they were cited in a fire inspection. We worked with the city arborist and DPI to move quickly on getting this issue to ConCom and obtaining an emergency permit and removal started earlier today (3) landing fees were discussed and is being worked on with the FBO's (more discussion to follow later this evening) (4) new guidelines on SWPPP's have been discussed with the FBO's and they have been active in taking care of these changes. The airport has updated its plans in accordance with this regulatory mandate.
- ii. Operations briefing - Asst. manager reported that the maintenance staff continues to stay ahead of airfield and landside mowing. The Veoci system has proven to be extremely valuable and by adding on some new features during our extension, this system assists in all facets of our management efforts. Lastly snow equipment will have a once over so it will be ready when needed
- iii. Outreach efforts/events – Manager reported that outreach efforts have been very busy (1) College Academy Visits on 7/28 & 8/12 brought 70 children interested in aviation, to visit tenants and around the terminal/observation deck (2) Kool Days Program brought in another 40 children on 8/3 who were studying airport design concepts included in their 6 week program on renewable energy. They too visited various sites at the airport and had a great time! (3) FAA Safety Seminar on “pilot proficiency” for

the upcoming VIP TFR was hosted by Sandpiper on 8/6 and brought in about 30 attendees. The next seminar will be held at Noreast Aviation (date TBA)

iv. Bridgewater update - Asst. manager reported that this is an ongoing discussion for the development on the east quadrant for a new facility and a meeting for funding possibilities will be forthcoming.

v. Claremont Aviation update - Manager reported that this matter went to the finance committee on 7/22 and he was present at hearing. Committee had quite a few questions concerning lease specifics (term, rate and duration). This matter was referred back to full council and will be on their agenda tomorrow and manager will be present. Once passed we can proceed with construction and billing. Chair wants manager to make sure that council waives rule 40 (so they'll be no reconsideration)

vi. Cape Cod Community College update - Asst. manager reported that we had sent our best and final offer but a conditional offer went to the Plymouth Airport proposer. The college did not have the time or ability to build and needed a turn-key facility

vii. Guiding documents update - Manager reported we made substantial progress in updating our documents with the help of our UMASS Law intern and we are planning on having another intern to pick up where he left off. Our goal is to use these interns for various legal matters and the continuance of working on our guiding documents. Hopefully by our next meeting (or two) we should have something to bring to the commission for consideration

viii. MassDOT/MBTA security camera system update - Asst. manager reported that a meeting was held in mid July to discuss the operational needs of our airport with Rob Creedon (MassDOT/MBTA) and a representative from Jacobs Engineering. We should get some plans within the next couple of months and the whole process takes 8-10 months (includes FAA form 7460, etc) before the cameras can be installed

ix. Taxiway Alpha project update - Manager reported this loan authorization is on the city council agenda tomorrow evening. We are asking that they waive the 2nd reading to expedite the approval process as we are on a very tight schedule. Planned project start is mid September and finish in the spring. We have reached out to councilors to gain support in moving this forward. Management met with the contractor yesterday for a walk through and the goal is to minimize any impacts and have a winter shut down period.

x. DPI salt shed/building demolition update - Manager reported this will start next Monday and should take about a month to complete. DPI has filed an NOI with Con Com for shed construction and will move forward once project is permitted

xi. Financial/Operations report - Manager reported that operations and enplanements are up and noted that on our revenue report Vector is missing (FBO's are collecting data on landing fees) and our Parking revenue is missing as it cannot be accurately reported at this time because the credit card transactions go directly to a bank account and are not tied into MUNIS. This issue is being addressed. Chair asked about parking enforcement and manager responded that we have not started enforcement but we are taking a proactive role in monitoring and addressing issues as they come up. Usually the only problems have been related to customer error with using the machines. We are working towards using mobile payments so we can provide for more flexibility for our customers. Next year we will advertise our payment options and enforcement policies. Before moving forward with the rest of our agenda, there was a discussion regarding our enplanements and associated entitlement money issues and concerns. Chair asked Bob Mallard about FAA requirements and allowances for not reaching 10,000 enplanements and what he could do to possibly find out how we can address this matter with the FAA. Commissioner Collins noted that the FAA's budget has been cut for funding opportunities (a lot of general aviation airports have been cut out of due to ACCESS 2 study for discretionary funding) so he feels that the FAA will be more stiffer in meeting funding guidelines (i.e. 10,000 enplanements). Commissioner DaCunha wondered if there was a remedy period and Mr. Mallard said you just have to get enplanements back up to 10,000 to get the \$1,000,000 entitlement funding. Chair requested scheduling a meeting with Cape Air to discuss increasing enplanements in the next week or so. Manager did note that besides the entitlement money we do receive a substantial amount of discretionary money for our projects so regardless of entitlement money we can still apply for discretionary funding as needed. Bob Mallard noted that there is another pot of money called State Apportioned funding, so at least there are options if we lose the entitlement money if enplanements

don't rise. Regardless, the entitlement money issue needs to be addressed before it comes to the point of losing that funding.

xii. Landing fees update - Asst. manager reported that the FBO's are collecting data for landing fees (sort of a comparison between them and Vector). Asst. manager submitted the form the FBO's are using as Vector is being phased out and noted that they will be collecting fees beginning in September. We still have a deficit in July regarding Vector due to monthly fees they are charging us and their percentage of traffic fees they are taking in. Asst. manager went over the form currently being used and noted by having the FBO's collect fees, it will cause a positive effect all around— money will stay locally (for the FBO share of collecting money), our share will increase and there will be no operation/maintenance cost to be paid out. There has been no negative feedback and this seems to be working!

b. Chairman's Report

i. Commission Meetings Schedule for rest of calendar year. Chair asked commissioners if prescheduled dates will work and if not what dates would. After brief discussion the following dates are accepted – 9/16,10/21,11/24 and 12/16

ii. Air service meeting. On Tuesday, 8/25 at 10:30 there is a meeting scheduled to discuss the possibility of getting another carrier at EWB. Commissioners are welcome to attend if they so choose (this is limited to the first 4 commissioners)

c. **Airport Solutions Group** (written report included in package). Bob Mallard was present to go over his monthly report dated 8/14/15.

d. 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

5. City Solicitor

- a. Monthly status report - nothing to report

6. Old Business

a. Hangar Eleven Lease. Atty. Jaikes addressed the commission to inform them that the hangar eleven trust had been rejected by the secretary of state office but has since been re-filed, amended and accepted. Basically last month we voted to enter into a lease with an entity that did not exist (unbeknownst to us or counsel). It would be appropriate this month to simply take another vote to enter into a lease with hanger eleven. Atty. Jaikes had told the representatives that they didn't need to appear this evening. If commission wants to discuss this and/or potentially change their mind then Atty. Jaikes stated he recommends tabling this to the September meeting so representatives can be present. If no one wants to revisit the issue then just make a new motion to enter into lease and we are done. Commissioner Oliveira made a motion for option one (as done previously) to go forward with the lease. This motion was 2nd by Commissioner Collins. Commissioner Collins made a general statement to the effect that he requests the commission recognize that Hangar Eleven Trust is in effect a commercial operator on this airport, competing with other commercial operators on this airport. Commissioner Collins brought this up because that is how he views their operation. Manager concurs based on the structure as they have it. At this point in discussion, Atty. Jaikes interjected that we cannot act on this issue this evening because we do not have a quorum -there are 5 commissioners present but one has to recues himself (due to conflict of interest), therefore we must move on. For clarification, Atty. Jaikes explained the reasons why the trust had to be amended at the beginning and why it was rejected by secretary of state's office and corrective actions to take. Commissioner DaCunha did have concerns on reopening this matter due to a technicality. Manager wanted to know if a trust is considered a commercial entity and how would that hold up legally and Atty. Jaikes answered that trusts can have commercial operations. Because we cannot move forward, nor table

due to lack of quorum, Commissioner Collins withdrew his 2nd on the motions, which was accepted by Commissioner Oliveira. This item will be on our September agenda.

7. New Business

- a. Matthew R Rodriguez Foundation – Mike Knabbe was not able to be present this evening but wanted to let the commission know he is working on getting chairs for the observation deck. There will be dedication ceremony to be announced and thank you letter has been sent.
- b. Lee Vulgaris of Airport Mini Storage – cancelled at his request until September meeting

8. Communications

9. Tabled Business

10. Executive Session

- a. **Discussion of lease negotiations** – not necessary this evening

11. Adjournment. Motion to adjourn at 7:26 made by Commissioner DaCunha and 2nd by Commissioner Collins. **Next scheduled meeting is September 16, 2015 at 6:00pm**

Respectfully submitted,

Joan Jones
New Bedford Regional Airport