



New Bedford Regional Airport

March 16, 2016 – 6:14 PM - **Minutes**

1852 Shawmut Ave., Bridgewater State University Aviation Training Center

Meeting Opened at 6:14pm

Meeting Adjourned at 7:19pm

Members Present

Paul Barton
Adam Simmons
Jason Oliveira
William Gushue
Russ Olson

Members Absent

Carlos DaCunha
Ken Machado
Gary Correia

Airport Admin Staff

Erick D'Leon, Airport Manager
Joan Jones, Principal Clerk

Others Present

Eric Jaikes Bob Mallard
Chris Willenborg

1. Call to order. Meeting was called to order at 6:14
2. Pledge of Allegiance.
3. Roll call was taken by the Vice Chairman. All commissioners were present except Commissioners DaCunha, Correia and Machado.
4. The members of the Airport Commission have received minutes of the previous meeting held February 17, 2016. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Oliveira and 2nd by Commissioner Gushue. Motion carried.

Welcome aboard to our new Commissioner, Russ Olson!

5. Reports:

a. Manager's Report

- i. Tenant meeting update- things are going well and no major issues
- ii. Operations briefing- continuing with standard repairs due to condition of an old building and we are changing restaurant parking area due to taxiway project impact
- iii. Financial/Operations report – manager went over enclosed reports and noted that numbers continue to rise and we are doing very well.
- iv. CIP Update – we are still working on this (with different approaches) and are awaiting word
- v. Terminal Feasibility Study – we transferred funds from our 100 account to meet our local match and project is moving along nicely
- vi. RFP's for Vacant Parcels – we are working on this to maximize our revenue for off airport property. Once properties have been established we will bring RFP's back for commission approval
- vii. Mass Air Trust – Lease Renewal – their lease will be up in September and they must provide notice of renewal option 6 months prior to lease end. This letter is forthcoming
- viii. Taxiway A Update – this will have a bigger impact because it is on the ramp side but should go smoothly
- ix. Air Service Development – there is a lot going on and manager provided a draft “deliverable” to help with our marketing endeavors and he explained contents. Commissioners were encouraged to review documentation and provide input.
- x. Conservation Commission – A-1 Asphalt NOI – we became aware that there may be some

possible encroachment on our property. Manager provided a history and current status of site and stated that they need a letter from commission or legal agreement stating that it is ok to access our property for their proposed work. Manager is looking toward commission and solicitor for guidance before proceeding. Atty. Jaikes explained possible ramifications concerning wetland issues and regulations (due to wall on our property). Atty. Jaikes suggested that the commission have him send a letter to terminate adverse possession/easement. Motion was made by Commissioner Gushue and 2nd by Commissioner Simmons to have Atty. Jaikes follow up on behalf of the commission. Motion carried. Atty. Jaikes reported that he has also become aware of other encroachments due to fencing on abutting properties and suggested further research on developed land and have him write a letter to those concerned parties, terminating adverse possession claim but to give them consent to utilize it (mowing, etc). Bob Mallard explained some of the encroachments on our property. Atty. Jaikes suggested that Mr. Mallard and/or manager take a look to see exactly what is out there.

xi. Mass DOT Security Camera Project- still a work in progress and we expect final design plan within a few weeks. We should have cameras up and running by summer

xii. Other items as necessary – (1) Award nomination for tower (2) Letter of intent to start a new airline – Island Shuttle, run by Rick Araujo. Mr. Araujo is getting everything in place with FAA and plans to start service by Summer. This proposal will be very good for airport, while helping us with our enplanements. We need to get him space inside the terminal and figure out associated costs for operation

b. Chairman's Report – Chairman noted that he is trying to increase our enplanements by drumming up business while he is in Florida. We will look into portable office space if the need arises in the future.

c. Airport Solutions Group (written report included in package). Present this evening was Bob Mallard and new ASG employee, Chris Willenborg (formally of MassDot). Mr. Willenborg provided an overview of his background and Mr. Mallard went over ASG report dated 3/10/16, touching upon the high points. It was noted that MassDot is reviewing projects for next fiscal year funding and looking at this year's projects in the event there is additional funding available for FY 16, which would be prioritized if that is the case.

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

6. City Solicitor

- a. Monthly status report – nothing to report

7. Old Business

8. New Business

a. FAA Air Traffic Control Tower Lease Renewal – this lease is coming up for renewal in September and we are looking to renew for another 5 years and increase rent by the same percentage that it was last time. Everything should be finalized for our next meeting for presentation to commission and if approved then send to council. Mr. Mallard asked if language should be revised in lease due to new building in the future (due to construction impact). Atty. Jaikes will look into this matter for operating agreements and incorporate if need be

b. Reschedule April Meeting Date – After a brief discussion it was agreed to hold meeting on Thursday, 4/21, with 4/27 as an alternate date

c. Motion was made by Commissioner Oliveira and 2nd by Commissioner Gushue to have airport manager meet with representative of Island Shuttle to find out what they need from the airport to run their operation. Manager will report back to commission and Island Shuttle will be in touch with Cape Air to discuss their plans.

9. Communications

10. Tabled Business

11. Adjournment - Motion to adjourn at 7:19 made by Commissioner Oliveira and 2nd by Commissioner Gushue. Next Airport Commission meeting to be held on **Thursday, April 21 @ 6:00**

Respectfully submitted,

Joan Jones
New Bedford Regional Airport