

Minutes of Airport Commission Meeting March 1, 2017
Meeting Opened at 6:10pm Meeting Adjourned at 6:45pm

Members Present

Jason Oliveira
Carlos DaCunha
Gary Correia
Adam Simmons
William Gushue
Russ Olson

Members Absent

Paul Barton

Airport Admin Staff

Scot Servis, Airport Manager
Joan Jones, Principal Clerk

Others Present

Rich Lasdin Eric Jaikes
Michael Josefek Archie Belanger

1. Meeting was called to order by Vice Chairman at 6:10pm.
2. Pledge of Allegiance.
3. Roll call was taken by the Vice Chairman and all commissioners were present except for Commissioner Barton.
4. The members of the Airport Commission have received minutes of the previous meeting held on January 11, 2017. Request acceptance of those minutes, as recorded. Motion to approve minutes made by Commissioner Oliveira and 2nd by Commissioner Olson. Motion carried.
5. Reports:
 - a. Manager's – Scot Servis reported on the following items:
 - i. Operations briefing –fuel flowage and operations are up and enplanements are down from last year
 - ii. Financial/Operations report – attached for commissioner review
 - iii. Winter operations update – nothing to report other than in the CIP for next year we are trying to get a sweeper, which will help with DEP issues and we could apply sand to increase our friction numbers
 - iv. Terminal Update – checkpoint is constructed and we are just waiting for doors to be installed
 - v. TSA update –the plan has been with TSA for about 3-4 weeks now and is being reviewed further
 - vi. 139 Update -22 chapters total and 19 have been submitted (with 12 accepted). We just got our Wildlife Hazard assessment approved by the FAA now the plan needs to be approved before submittal. We are working on the completion of airport emergency plan and we are looking for cost assessment on the safety plan. Final submissions should be done shortly for the last three chapters
 - vii. Claremont lease line issue – Farland Construction is working with Alpha to rectify this issue. Claremont lease area has been reduced from 45,600sf to 42,450sf so there is no overlap. Lease will be amended

viii. Renew license for Airport Grill for office and shed storage space – terms 1 year license \$20sf and \$12sf respectfully. Office would be \$3000.00 yr and storage \$1200.00. Motion made as outlined by manager made by Commissioner Gushue and 2nd by Commissioner Oliveira. Motion carried

ix. Renew license for Avis/Budget office space. Manager wanted to bring rate price up to match that of the Airport Grill office space. They were paying \$16sf and this would go up to \$20sf. for 220sf. This would be an increase of about \$73 a month/880 year. Motion to accept recommendation of manager made by Commissioner Oliveira and 2nd by Commissioner Gushue. Motion carried

x. Manager would like to revise Airport rules on web page to coincide with 139 Airport Certification Manual. Manager wants to update because new rules/regs will come into play with 139 and TSA and he would also like to add badge form to help with the transition. Motion to allow manager to update web page made by Commissioner Gushue and 2nd by Commissioner Oliveira. Motion carried.

xi. Suggest a committee to look at how to rent ticket counter space for new airline service (rent the counter on a per flight basis). Elite Air will be using this primarily but manager would like the finance committee to assist him with working out the details with leasing on a per use basis with other interested parties who may like to utilize the TSA check-point. Motion to refer to the Finance Committee made by Commissioner Oliveira and 2nd by Commissioner Simmons. Motion carried and all in favor.

b. Airport Solutions Group (written report included in package). Rich Lasdin present to go over report dated 2/13/17 and to answer questions

c. Chairman Report –nothing to report

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 – monthly status report. We took a short break while we were waiting for Mr. Jaikes (he had a previous engagement) at 6:30 and then reopened this meeting at 6:35. Atty. Jaikes reported that (1) Southeastern Fire Equipment is in default as he has not paid his rent since November and asked if a motion could be made to send a formal default letter to Mr. Rocha, in which he would have 30 days to cure. We would have the option to reclaim the building/property if he does not comply. Motion made to send a formal default letter by Commissioner Gushue and 2nd by Commissioner Simmons. Motion carried and all in favor. (2) The 3 grant assurances for Environmental Monitoring, Aeronautical Study and Land Swap are on their way to City Council – signage requirements have changed so an order needs to be granted for confirmation purposes. (3) Claremont lease amendment – sf has been reduced so the monthly rent will decrease according (roughly about \$50.00-55.00 from years 3-10. Motion made by Commissioner Oliveira and 2nd by Commissioner Gushue to approve amendment to reflect changes as stated by Atty. Jaikes. Motion carried and all in were in favor (4) Jewish Cemetery – ASG has redrawn the approval not requirements plans for the 3 lots and they are acceptable for recording purposes (they will be endorsed by the Planning Dept). Atty. Jaikes needs to speak with Rich Lasdin pertaining to a legal question and then proceed (5) Tony Moniz – he won the final termination appeal (Atty. Jaikes provided background on this case) in a 3-2 decision, the suspension was upheld rather than the termination. Atty. Jaikes spoke with the City Solicitor and they do not feel we would win in a future appeal. Unfortunately the Airport will be responsible for reimbursing Mr. Moniz for lost wages he would have earned (from 8/13-3/6/17) after the 21 month suspension less any income he received after the end of suspension up until the time he was affected by declining health thus being unable to work anywhere in any capacity. We need to figure out what is owed to him exactly then we need to approach CFO to find a funding source.

7. Old Business

8. New Business

a. 2nd March Meeting Date is SCHEDULED FOR MARCH 20, 2017

9. Communications

10. Tabled Business

11. Adjournment. Motion to adjourn at 6:45 made by Commissioner Gushue and 2nd by Commissioner Simmons.

Respectfully Submitted,

Joan Jones

New Bedford Regional Airport