

Minutes of Airport Commission May 17, 2017

Meeting Opened at 6:05pm

Meeting Adjourned at 6:45pm

Members Present

Russ Olson
William Gushue
Jason Oliveira
Paul Barton
Carlos DaCunha

Members Absent

Gary Correia
Adam Simmons

Airport Admin Staff

Scot Servis, Airport Manager
Joan Jones, Principal Clerk

Others Present

Eric Jaikes Rich Lasdin
Loren Herren

1. Call to order. Chair opened the meeting at 6:05pm
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners Simmons and Correia.
4. The members of the Airport Commission have received minutes of the previous meeting held on April 19, 2017. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Oliveira and 2nd by Commissioner DaCunha. Motion carried.
5. Reports:
 - a. Manager's
 - i. Operations briefing – Fuel flowage is down by 0.15%; Operations down by 7%; Enplanements down by 15% and Landings up by 16%
 - ii. Financial/Operations report - attached
 - iii. Terminal Update – access control system is ready- we are just waiting to do the electronic box connections
 - iv. TSA update- 99% done and we are waiting for FAA
 - v. 139 Update- our inspection is scheduled for June 7-8-9. Out of 22 chapters 7 are approved
 - vi. Parking lot reimbursement – parking lot issues have arisen – we have been locked out, sim cards had been deactivated as we were closed down for winter and parts were broken while being repaired by the company itself. These issues took a while to resolve which caused a loss of revenue for us for 12 days being closed, costing approximately \$1300.00 (based on last year's figures). We are working on getting a mobile app with Traffic so that customers will have the choice of using this new app or continue to use the machines.
 - vii. Airport City Council meeting –this subcommittee meeting went fairly well and we will be going back to council to move funding around. Commissioner DaCunha asked if we have a standard of service contract with them and manager replied we have a contract but he hasn't had time to properly review it. Commissioner DaCunha stated that if there is a certain standard we may be able to be

reimbursed for loss of revenue. Atty. Jaikes and manager will look into our agreement.

b. Airport Solutions Group (written report included in package). Rich Lasdin was present this evening to go over report dated May 12, 2017 and answer questions. Mr. Lasdin noted the FAA still has issues with the 139, now it is with the marking and signage plans. This whole process is very frustrating for everyone. Commissioner DaCunha asked if the funds on hold from MassDot are release holds or approval holds (this concerns terminal apron and building). Mr. Lasdin said funding had never been authorized to spend the bond. At this point we don't know how to get funding released.

c. Chairman Report

i. Parking fees/reimbursements – chair wants to be reimbursement for the parking lot fee loss

ii. Creation of subcommittee to recommend finalist for Asst. Manager position – chair asked for 2 volunteers to serve and Commissioners DaCunha and Olson stepped up to work with manager. All commissioners in favor of this subcommittee.

iii. Request City Solicitor draw up agreement with Airport + Fire Department re: Fire Truck – there are items of concern – who owns the fire truck and who is responsible for its maintenance, etc. Chair is concerned about scheduled flights and if the truck will be out of service – he wants a backup plan in place in case problems arise. Manager will work with Atty. Jaikes and will check with Barnstable regarding backup truck usage. Mr. Lasdin and Atty. Jaikes clarified fire truck for airport use (ownership and FAA grant assurances)

iv. Final FAA Inspection June 7-8-9 and hopefully we can be up and running by July 1st

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. Mr. Lasdin asked about the Beechcraft fly in at Sandpiper. We have not heard that it had been cancelled but we will follow up so we can schedule construction work accordingly

6. City Solicitor – monthly status report. No report this evening

7. Old Business

8. New Business

a. June Meeting Date is **SCHEDULED FOR June 21, 2017**

9. Communications

10. Tabled Business

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

Respectfully Submitted,

Joan Jones
New Bedford Regional Airport