

**Minutes of Airport Commission June 21, 2017**

Meeting Opened at 6:05pm

Meeting Adjourned at 6:30pm

**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     Chris Willenborg  
Loren Herren

1. Call to order. Meeting was called to order at 6:05
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners Correia and Simmons.
4. The members of the Airport Commission have received minutes of the previous meeting held on May 17, 2017. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner DaCunha and 2<sup>nd</sup> by Commissioner Gushue. Motion carried.
5. Reports:
  - a. Manager's
    - i. Operations briefing-fuel flowage is up considerably, enplanements are up, landing fees are up and operations are down a bit
    - ii. Financial/Operations report - attached
    - iii. Terminal Update – just about done
    - iv. TSA update – same status as before
    - v. 139 Update – this Friday we will have a table top presentation concerning a mock crash and procedures various departments must follow. Final inspections will be June 28, 29 and 30. It was noted that about 95% of manual is approved thus far
    - vi. Parking lot reimbursement status and continued problems – we are not seeing as many cars as usual for this time of year and we are still having trouble with the machine – we are down about \$13,000.00 based on last year's figures. We are in process of offering a new option with a pay and park mobile app
    - vii. Sandpiper renewal option – Sandpiper sent in their renewal option for the next 5 five years. Motion to receive and place on file made by Commissioner DaCunha and 2<sup>nd</sup> by Commissioner Gushue. All in favor and motion carried. Manager will check to see what term this is for Sandpiper.
    - viii. Other items as necessary –
      - a) med flights have expressed interest in locating a base here on a trial bases

b) Island Shuttle maybe a few weeks away

At this time Commissioner Olson asked was the status is regarding the Carney hangar and manager noted that the aircraft is in it but we have not received a Certificate of Occupancy. Atty. Jaikes suggested manager contact Danny Romanowicz to see if this has been issued. Motion made by Commissioner DaCunha and 2<sup>nd</sup> by Commissioner Olson to have manager speak with Danny Romanowicz and inspect the Carney hangar for completion. Motion carried and all were in favor.

Commissioner Oliveira asked for the status regarding the mobile app for parking and manager said the account has been set and we are waiting on signage

Commissioner DaCunha asked where we stand on the parking meters. Manager said people are having trouble scanning their cards. Manager further explained how the mobile app will work along with the paper signage associated with it. Commissioner DaCunha asked what recourse we have with Hectronic and manager noted they have a month to month lease. Motion was made by Commissioner DaCunha and 2<sup>nd</sup> by Commissioner Olson to have manager call Hectronic to fix the scanning problem on the commission's behalf. Motion carried. If this mobile app works well we could possibly terminate agreement with Hectronic if it is appropriate.

b. Airport Solutions Group (written report included in package). Chris Willenborg was present to review ASG report dated 6/15/17. Mr. Willenborg informed the commission that there is a bill to repeal the current sales tax exempt on aircraft sales. Furthermore ASG will help us work on a way to get the excise tax on fuel refunded to the airport (from the city) so it in turn can be used for part of our local share, however to accomplish this, the city council must support it. Chair thanked Mr. Willenborg and ASG for all their hard work on our 139 project – their assistance was much appreciated!

c. Chairman Report

i. Send letters of appreciation to the city for assistance with terminal renovations – chair asked for commission approval and there was no objections

ii. Chair asked for authorize from the commission to have manager to contract with Avis/Budget for extra parking spaces and there was no objections

iii. Final FAA Inspection – this is scheduled for 6/28, 6/29 and 6/30

iv. Rules and Regulations have been upgraded by manager on our website to FAA 139 Standards. Manager explained the changes for our website. Motion made by Commissioner Gushue and 2<sup>nd</sup> by Commissioner Oliveira to approve/accept manager recommendations. Motion carried.

v. Fire Truck – Atty. Jaikes and manager will look into who owns vehicle and who is responsible for its upkeep

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

i. City Council ordinance regarding boards and commissions – Atty. Jaikes explained what this consisted of and further explained that this does not apply to the airport commission, however we do have expired commissioner terms that should get reappointed terms for the commissioners in question.

7. Old Business - none

8. New Business - none

a. July Meeting Date is **SCHEDULED FOR July 19, 2017**

9. Communications -none

10. Tabled Business - none

11. Adjournment. Motion to adjourn meeting made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Gushue at 6:30.

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport