

Minutes of Airport Commission October 25, 2017

Meeting Opened at 6:10pm

Meeting Adjourned at 6:52pm

Members Present

Russ Olson
Adam Simmons
Jason Oliveira
Paul Barton
William Gushue

Members Absent

Gary Correia
Carlos DaCunha

Airport Admin Staff

Scot Servis, Airport Manager
Joan Jones, Principal Clerk

Others Present

Rich Lasdin

1. Call to order. Meeting was called to order at 6:10
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners DaCunha and Correia.
4. The members of the Airport Commission have received minutes of the previous meeting held on August 16, 2017. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Oliveira and 2nd by Commissioner Gushue. All in favor and motion carried
5. The members of the Airport Commission have received minutes of the previous meeting held on September 20, 2017. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Gushue and 2nd by Commissioner Oliveira. All in favor and motion carried
6. The members of the Airport Commission have received minutes of the Special Commission meeting for Asst. Manager 2nd interview held on October 10, 2017. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Gushue and 2nd by Commissioner Olson. All in favor and motion carried.

At this point, City Solicitor report was taken out of order

7. Reports:

- a. Manager's
 - i. Financial/Operations report – fuel flowage up; enplanements down; operations up and landings up; financial report is included in package and it was noted that the gray line signifies that the parking report numbers have not been received as yet
 - ii. Assistant manager update – we selected our #1 candidate who is now completing the pre-hire requirements/testing with a start date of November 20
 - iii. MAMA conference – manager attended and noted it was a good conference and he got

some useful information to bring back with him

iv. TSA update – just waiting for airline

v. Incentive program – this needs to be sent to the FAA for their approval before we can offer Elite and start negotiations

b. Chairman Report

i. Terminal construction update – we met with architect for terminal construction and it was noted that at the legislative luncheon, the representatives felt the design costs were too high so the architects and ASG will see where costs can be reduced to make more attractive for the house budget in order to move this forward

ii. ARFF truck update – we had put in for an Index B fire truck but were denied because FAA felt we didn't have the need for it however they did allow an Index A level 3 truck

c. 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

d. Airport Solutions Group (written report included in package). Rich Lasdin was present this evening to go over report dated 10/19/17. After going over the bullet items in his report, Mr. Lasdin noted that he researched what was needed to change our name with FAA guidelines – it could just be a branding change but if you want to officially change name you need to rewrite all approach procedures, departure procedures and manuals (these would not be eligible for funding). If you want to add “international” that entails a customs and immigration aspect which is extremely expensive (due to advertising, etc). Manager noted that we could look into advertising companies if we wish to pursue this avenue.

8. City Solicitor – monthly status report –

a. Land Swap went to council on 10/12 and referred to property committee so we are moving forward

b. We are being sued by Lynch Contracting (gave us the bad P209 material) – this is covered by our insurance company and the deductible has already been met as a result of the UEL part, so there will be no further expense to the airport and we will be seeking indemnification from UEL and we will file a motion to dismiss (cause of this suit had never been recognized in Mass)

c. Rider changes/edits have been made to the airport business and operating agreements and there is one additional change was made regarding Penalty Clause – deleted was passenger incentive but number of flights incentive stayed.

d. Default letter was sent to one of our tenants due to the fact that taxes have not been paid from FY 17 and 1st quarter for FY 18

e. One of our tenants had their insurance cancelled but this has since been reinstated (it had been an oversight on their part)

f. Lease holders have been behind on their rent in excess of 2-3 months and letters have been sent out resulting in arrears being addressed and/or taken care of

g. Atty. Jaikes held a training session for boards and commissions were held this past Monday. Commissioners Oliveira, Olson, Gushue and Barton were in attendance. Minutes of commission are brought forward for acceptance (procedure was explained) but committee/subcommittee must be reviewed and voted on at the committee/subcommittee at their next meeting and then brought to the full commission to be received and placed on file. If you need the committee meeting minutes received by the next

commission meeting (i.e. important issues that can't wait), said committee can meet prior to regular meeting to vote on minutes and then presented to full commission

9. Old Business

10. New Business

a. Parking is free until May but we are looking into changing the parking structure to year round starting January 1st and charging \$5.00 per day. Motion to accept new parking policy made by Commissioner Oliveira and 2nd by Commissioner Gushue. All in favor and motion carried.

b. Joe Luiz to speak about Solar Panels – not present and this item will be removed from next agenda

c. There has been an interest in property on the other side of the airport. Chair is looking for a vote of the commission to allow the manager to inquire as to what incentives could be offered to a developer/tenant and report back to commission as options and no commitment at this point. Motion as stated made by Commissioner Oliveira and 2nd by Commissioner Gushue. All in favor and motion carried.

d. November Meeting Date is **SCHEDULED FOR November 15, 2017 at 6:00** – everyone present is available

11. Communications

12. Tabled Business

13. Executive session as needed to discuss personnel and litigation issues

14. Adjournment. Motion made to adjourn at 6:52 made by Commissioner Oliveira and 2nd by Commissioner Gushue. All in favor. Motion carried

Respectfully submitted,

Joan Jones
New Bedford Regional Airport Commission