

**Minutes of Airport Commission August 16, 2017**  
Meeting Opened at 6:10pm Meeting Adjourned at 7:28pm

**Members Present**

Russ Olson  
Adam Simmons  
Jason Oliveira  
Carlos DaCunha

**Members Absent**

Gary Correia  
William Gushue  
Paul Barton

**Airport Admin Staff**

Scot Servis, Airport Manager  
Joan Jones, Principal Clerk

**Others Present**

Rich Lasdin	Loren Herren	Max Galvan
Richard Manning	Jane Martins	Mark Martins
Gregory Sirois	Terrance Hillary	Thomas Welch
Joe Luiz		

1. Call to order. Meeting was called to order at 6:10
2. Pledge of Allegiance.
3. Roll call was taken by the Vice Chairman and all commissioners present with the exception of Commissioners Correia, Gushue and Barton.

At this point we took the monthly solicitor's report out of order as residents were in attendance for this item

4. The members of the Airport Commission have received minutes of the previous meeting held on August 3, 2019. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Olson and 2<sup>nd</sup> by Commissioner Simmons. All in favor and motion carried.

5. Reports:

- a. Manager's
  - i. Operations briefing – significant increase in landing fees; fuel flowage up; operations up and enplanements are down
  - ii. Financial/Operations report – package submitted. Commissioner DaCunha had questions on the financial report and it was explained we were showing a revenue deficit based on the work we did for the TSA room – money was taken from our free cash to cover expenses but we could not recoup free cash amount that was transferred so it looked like we didn't earn enough revenue, which wasn't the case – in our operating account we did justify the expenses vs. budget and came out with a small surplus
  - iii. Assistant manager update – we have selected final candidate and we have to schedule a time for 2<sup>nd</sup> interview which would be done in public
  - iv. Other items as necessary – parking lot – revenue is lower than projected for the year but we had a very good month last month and we are coming to a close. Furthermore the complaints are down and we've made so changes to the machines and app

b. Airport Solutions Group (written report included in package). Mr. Lasdin present to provide the monthly update date 3/14/17 and to answer commissioners questions/concerns. Atty. Jaikes went over the process for the land swap and it was noted that this must happen before the project can start.

c. Chairman Report

i. Items as necessary

d. Committee Reports

i. Operations Committee – nothing to report

ii. Finance & Audit Committee – Committee Chair meet on 8/10 & 8/15 to review airline operating agreements and carrier incentive programs for TSA and non TSA. Manager needs to review recommended materials covered last night. That being said it was decided to hold off on recommendations of the Finance/Audit Committee until our September meeting to allow manager review time and to have a follow up committee meeting if deemed necessary. Also at the meeting of 8/10 it was discussed and recommended to adopt a new ramp fee of \$60.00 per month per tie down space, effective 9/1/17 for any areas used on city owned ramp space. Atty. Jaikes will draft an appropriate amendment to the existing policy/rules and regs. Motion was made to adopt recommendation by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Olson. For clarification Atty. Jaikes noted that some of the existing leases have FBO's tie down space attached – this would not apply to that – it would only apply to tie downs on the public ramp that are not already under control by lease of FBO. Motion is hereby amended by Atty. Jaikes and accepted by all commissioners. Manager will advise the FBO's

iii. Marketing & Planning Committee – nothing to report

iv. Special Events Committee – nothing to report

v. Assistant Manager Screening Committee – nothing to report

6. City Solicitor – monthly status report

i. Discussion relative to acquisition of real estate from Jewish Cemetery at the end of runway 14-32 and to construct a gravel road from airport property directly to New Plainville Road bypassing Shawmut Ave. Atty. Jaikes addressed the commission and residents present regarding what the airport is planning to do and the effect on neighbors. We are planning a land swap with the owners of the Jewish Cemetery so we can make a gravel construction road (for airport servicing) to alleviate truck traffic problems for residents. Atty. Jaikes provided the details of this land swap and what it entailed and answered residents concerns with the assistance of Richard Lasdin (ASG). Resident Greg Sirois had boundary and construction questions, which were answered to his satisfaction. Residents are considering a petition in favor of this proposal for city council review. Residents including Tom Welch were concerned with who might be the subcontractor and Atty. Jaikes assured everyone that whoever the sub-contractor is must comply with federal and state grant assurances, federal and state statutes and city rules and regulations.

At this time item # 8a was taken out of order:

7. Old Business - nothing

8. New Business

a. Request of Union Auto Sales for the approval of the assignment of the P & D lease. Present tonight was Atty. Manning representing Max Galvan (Union Auto) who is looking for an assignment of the P&D lease. Atty. Jaikes explained the proposal and permitting process. Motion made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Olson to assign P&D lease done in 1986 to Union Auto Towing. Atty. Manning noted that this will be the 4<sup>th</sup> location in the city, explained proposal/site plans and noted there would be no repairs done on site and Atty. Manning asked if we could waive the \$1,000.00 assignment fee

since his client has incurred much expense since his pursuit of permits and licenses. Committee Chairman DaCunha asked if in consideration of waving fee client would be open to allowing easement access of back lot for perhaps billboard signage and the committee was told yes that would not be a problem. With that being said the above motion was amended to read Motion made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Olson to assign P&D lease done in 1986 to Union Auto Towing waiving the assignment fee for exchange of easement agreement to back lot. This amended motion was made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Olson. All commissioners in favor and motion carried.

b. September Meeting Date is **SCHEDULED FOR September 20, 2017**

9. Communications - none

10. Tabled Business - none

11. Adjournment. Motion to adjourn at 7:28 made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Olson.

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport