

Minutes of Airport Commission September 20, 2017

Meeting Opened at 6:05pm

Meeting Adjourned at 7:28pm

Members Present

Russ Olson
Gary Correia
Jason Oliveira
Carlos DaCunha
William Gushue
Paul Barton

Members Absent

Adam Simmons

Airport Admin Staff

Scot Servis, Airport Manager
Joan Jones, Principal Clerk

Others Present

Rich Lasdin Steve Mazza Atty. Shawn Hurley

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 present with the exception of Commissioner Simmons.
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 Olson. Chair asked if there was anything on the question and Commissioner DaCunha noted he had issues with the minutes as drafted as he felt details were lacking. After a brief discussion, motion was made by Commissioner Oliveira and 2nd by Commissioner Gushue to table this item until our next meeting.

At this point motion made by Commissioner Oliveira and 2nd by Commissioner Gushue to take item B under new business out of order. Motion carried.

5. Reports:

a. Manager's

1. Operations briefing – fuel, enplanements and landings down for month of August and Operations are up
 - ii. Financial/Operations report - attached
 - iii. Assistant manager update – no update to report but we do need to schedule 2nd interviews
 - iv. War Birds at Sandpiper – pretty good attendance considering timing of event and parking was not enforced while the war birds were here
 - v. TSA update – check point is in and as of 9/8 our security plan was signed off
 - vi. Other items as necessary:
Rules and Regs and Leasing Policy amendments – minor adjustments have been made and verbiage was clarified. Manager went over revisions and explained TSA requirements. Motion to

approve and adopt changes to documents made by Commissioner DaCunha and 2nd by Commissioner Oliveira. All in favor and motion carried.

Chair was concerned about fuel flowage being down and a discussion ensued regarding reporting of fuel deliveries and notification procedure for billing purposes. Motion made by Commissioner DaCunha and 2nd by Commissioner Oliveira to have manager inform the FBO's and employees that effective immediately that all fuel deliveries shall be recorded by our employees before the truck leaves the premises. All in favor and motion carried

b. Committee Reports

i. Operations Committee - nothing to report but Commissioner Correia would like to take steps to change the name of our airport from NB Regional Airport to NB Regional/International Airport to expand our scope. Motion made as stated by Commissioner Correia and 2nd by Commissioner Gushue. On the question, Commissioner Olson noted his concerns regarding the term regional and waiver issues to serve on board. Mr. Lasdin said airport names have a meaning to the FAA and there are FAA standards that must be followed. It was discussed to have a new motion to have the manager and ASG look into the possibility and process for changing our name and report back to commission at our next meeting. This motion was not officially made or 2nd but all commissioners agreed to pursuing this potential name change and requirements

ii. Finance & Audit Committee – Committee Chair noted a meeting was held on 9/13 which was to discuss “Pencils” and airline proposals. Motion was made by Commissioner DaCunha and 2nd by Commissioner Olson to take a vote to follow the recommendations of the Finance Audit Committee for the airline incentive program package. On the question, Commissioner Oliveira asked what the incentives were. Manager explained the 2 forms of incentives (and what they entail) that can be offered in accordance with FAA guidelines – 1 year incentive for a new tenant and a 2 year incentive for a new route. Manager briefly went over the incentives as sent in an email from manager dated 9/14/17 to commissioners (copies of such available upon request). It was also noted that the Finance Committee recommended that Atty. Jaikes start negotiating with interested airline ASAP with these new incentives in place and that there are “claw back” provisions for incentive package. A discussion ensued due to Commissioner Oliveira’s questions regarding parking, negotiation “wobble room” and rejection of incentive package. Motion made by Commissioner DaCunha that the manager look into language on how we can potentially delay the implementation of an incentive plan for companies that wants full price trial period. This was 2nd by Commissioner Oliveira. All in favor and motion carried.

iii. Marketing & Planning Committee - nothing to report

iv. Special Events Committee - nothing to report

v. Assistant Manager Screening Committee – we need to schedule a final screening meeting

c. Airport Solutions Group (written report included in package). Rich Lasdin present this evening to go over report dated 9/15/17. Mr. Lasdin emphasized the importance of tree clearing this winter for the land swap project and a discussion occurred regarding funding and moving forward in a timely fashion. Manager is meeting with Mayor, CFO and ASG after legislative luncheon to discuss this issue and it's far reaching implications. Commissioner DaCunha made a motion to have the manager work with ASG and address the tree clearing issue as an out of contract provision but Mr. Lasdin informed him of the procedures involved if this happens, that being said, motion was withdrawn by Commissioner DaCunha

d. Chairman Report

i. Elite Airways – chairman has not spoken with reps regarding negotiations as yet due to weather issues (Hurricane Irma) but a meeting will be scheduled soon to go over Finance Committee recommendations. Atty. Jaikes and manager will get together to move process forward

ii. Legislative luncheon to be held here on 9/22/17 – all commissioners are invited

iii. Island Shuttle – they are in the process of receiving their certification – no startup date has been set as yet but it should be in the near future

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

7. Old Business

8. New Business

a. Joe Luiz to speak about Solar Panels – not present this evening

b. Steve Mazza – Pencils – lease extension. Mr. Mazza and his Atty. Shawn Hurley, were present this evening to ask for a lease extension of an additional 20 years (17 years are left on current lease) to make it more attractive for buyer/potential tenants. Discussion ensued to extend the existing lease as is for a given number of years at fair market value. Motion made by Commissioner Oliveira and 2nd by Commissioner DaCunha to approve and extend lease for an additional 13 years (making term 30 years) at fair market value, with Atty. Jaikes to redo the lease language (terms will stay as is for the remaining 17 years). All in favor and motion carried.

c. October Meeting Date is **SCHEDULED FOR October 25, 2017** as we cannot get a quorum for October 18, 2017

9. Communications

10. Tabled Business

11. Adjournment - Motion to adjourn at 7:28 made by Commissioner DaCunha and 2nd by Commissioner Oliveira.

Respectfully submitted,

Joan Jones
New Bedford Regional Airport Commission