

Minutes of Airport Commission March 21, 2018

Meeting Opened at 6:15pm

Meeting Adjourned at 7:10pm

Members Present

Russ Olson
Carlos DaCunha
Jason Oliveira
William Gushue
Gary Correia

Members Absent

Adam Simmons
Paul Barton

Airport Admin Staff

Scot Servis, Airport Manager
Michael Crane, Asst. Manager
Joan Jones, Principal Clerk

Others Present

Rich Lasdin Eric Jaikes
Steven Mazza Sean Hurley
Jeremy Higgins Terry Hillery

1. Call to order. Meeting was called to order by Vice Chair, Jason Oliveira
2. Pledge of Allegiance.
3. Roll call was taken by the Vice Chairman and all commissioners were present except Commissioner Barton and Simmons
4. The members of the Airport Commission have received minutes of the previous meeting held on February 21, 2018. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Gushue and 2nd by Commissioner Olson. All were in favor and motion carried. At this time commissioners received the minutes of the executive session also held on 2/21/18 request acceptance of said minutes. Motion to accept minutes made by Commissioner Gushue and 2nd by Commissioner Olson. On the question, there was a brief discussion regarding acceptance of executive minutes and public records – these minutes if accepted, would become part of the public record at this time. That being said, motion failed by unanimous vote.
5. Assignment of Pencilvest land lease to City Electric Supply Company. Representatives will be present. Steve Mazza, Sean Hurley and Jeremy Higgins were present to speak in behalf of this item. Atty. Hurley informed the commission that this property does have a buyer, City Electric Supply Company, and their financial statements had been supplied. Motion to assign the existing lease between Pencilvest LLP to City Electric Supply Company made by Commissioner Olson and 2nd by Commissioner DaCunha. During question on the motion, Commissioner DaCunha asked for the purchase amount and he was informed that it was \$375,000.00 and assignee confirmed (for the record) that he is aware that the airport would be paid either \$1000.00 or 5%, whichever is greater for this assignment. For clarification, Commissioner DaCunha stated that this lease has been amended twice (most recent being approved by City Council on 3/15/2018 by a 9 to 1 vote). Atty. Jaikes informed the commission of the procedure moving this forward to completion. For the record lease has been extended to 2034 and then this goes to fair market value with 5 year increments. All in favor of motion and motion carried.

At this point we took the ASG report out of order

6. Reports:

a. Manager's

i. Operations briefing – enplanements up, fuel flowage up, operations up and landing are up
ii. Financial/Operations report – included in package. Commissioner DaCunha was concerned because our expenses exceed our revenue by about \$30,000.00 at this point and he wanted to know what caused this in balance and how it would get resolved. Manager explained this was due to equipment repairs on vehicles/machinery that was not properly maintained in the past. As our revenue comes in, our expenses will eventually balance out by year end. Commissioner DaCunha suggested creating a plan to address maintenance issues (manager noted that scheduled routine services aren't even monitored by city yard but they will be doing an audit to improve this situation) and make commission aware of expensive needed repairs that will arise so they can assist in implementing the proposed work and associated cost. Manager explained that we occasionally have unexpected costs and considerations that arise and we just do not have the budget for it (we have been told if we can't afford it then we can't do it and that something will need to be figured out). Commissioner Olson suggested having the asst. manager keep a list of equipment and needed repair schedules and he was informed that this is already being addressed ("lucity" system is being established and can be tailored to our needs)

iii. Island Shuttle update – pilot testing is taking place

iv. Winter storm of 3/12/18 – resulted in a total of 32 hour overtime within a 2 day period and resulting in the loss of 2 light poles and there was a snow removal issue at the T Hangars involving clearing and snow plan. Commissioner Olson noted that they should be made aware of our snow removal plan. Commissioner Olson feels there should be a meeting between all concerned principal parties of the T Hangars to familiarize themselves with this plan and how it pertains to them (this is in their leases). Atty. Jaikes suggested sending a letter to the 3 T Hangar principal parties (before getting a motion), advising them of the existence of the snow plan, the need to look at their leases and to recognize that violations will result in our removal of improperly placed snow at their expense. Commissioner Olson made a motion to have the airport manager arrange a meeting of the 3 principals of the T hangars to discuss the snow removal plan of the NBRA and the leases of the T Hangars in regard of snow removal. This motion was 2nd by Commissioner DaCunha. On the question, we can incorporate Atty. Jaikes' suggestion at said meeting or add this information as amendment of said motion and have manager take appropriate follow up action. After further discussion it was agreed to have meeting and see where it goes and if attendees are not receptive, this issue will come back to the commission to proceed with further action. All in favor and motion carried

v. Elite Airways update – nothing to report at this point

vi. Budget update – manager explained the proposed budget for FY 19

vii. Tree clearing update – this is being done by the state at no expense to the airport.

Manager informed the commission of the work accomplished so far by the contractors.

viii. Business plan update – mayor announced he wanted an airport business plan and manager provided background to get the commission up to speed.

ix. Other items as necessary. Commissioner Olson wanted to know the name of the contractor who plowed the snow in front of hangar and manager sated he did not know. Commissioner Olson was concerned as to how the contractor is entering property

b. Chairman Report – nothing to report as chairman is not present this evening

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 present this evening to go over the ASG report dated 3/21/18. It was noted that there is an agreement in place between the Jewish Cemetery and the airport for construction work while the land swap goes through city council.

7. City Solicitor – monthly status report – nothing to report

8. Old Business – none

9. New Business

a. March meeting date is **SCHEDULED FOR April 18, 2018 at 6:00**

10. Communications - none

11. Tabled Business - none

12. Executive session to further discuss policy relative to collection of rent arrearages and options relative to recoupment of back rent owed to the airport. No need to enter into executive session this evening.

13. Terry Hillery (audience) noted that minutes are not being posted on our web page. Minutes have been sent for posting but we will look into the issue and rectify it right away. There was a brief discussion regarding power lines and the establishment of installing underground lines along with damaged lighting poles on airport property and any power interruptions occurring due to this issue.

14. Adjournment. Motion to adjourn at 7:10 made by Commissioner DaCunha and 2nd by Commissioner Gushue. All in favor and motion carried.

Respectfully submitted,

Joan Jones
New Bedford Regional Airport