

**Minutes of Airport Commission Meeting February 17, 2016**  
Meeting Opened at 6:25pm      Meeting Adjourned at 7:27pm

**Members Present**

Carlos DaCunha  
Adam Simmons  
Jason Oliveira  
Gary Correia  
William Gushue

**Members Absent**

Paul Barton  
Ken Machado

**Airport Admin Staff**

Erick D'Leon, Airport Manager  
Joan Jones, Principal Clerk

**Others Present**

Eric Jaikes      Russ Olson  
Michael Knabbe      Richard Lasdin

CITY OF MASSACHUSETTS  
NEW BEDFORD, MA  
2016 MAR 18 P 2:25  
CITY CLERK

1. Call to order. Meeting was called to order at 6:25
2. Pledge of Allegiance.
3. Roll call was taken by the Vice Chairman. All commissioners were present except Commissioners Barton and Machado.
4. The members of the Airport Commission have received minutes of the previous meeting held January 16, 2015. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Oliveira and 2<sup>nd</sup> by Commissioner Gushue. Motion carried.

Item #5 from manager's report taken out of order, as was ASG report and Michael Knabbe's presentation

5. Reports:

a. Manager's Report

- i. Tenant meeting update – meetings still going well but nothing major to report
- ii. Operations briefing –terminal repairs are on-going, including work on restrooms, roof leaks and snow removal efforts. We have accumulated about 28.5" of snow in the last 3 weeks resulting in about 55 hours of additional manpower hours per person totaling about 450 hours
- iii. Financial/Operations report – manager went over the reports provided and noted that enplanements, fuel flowage and operations have all increased. We are on track regarding our budget. Vice chairman would like more detail on reconciliation section of report to provide commissioners a better understanding of our budget status. We are in the process of budgeting for next fiscal year and manager will keep the commission updated for their review and approval, while keeping budget level funded.
- iv. CIP update – ASG has helped significantly with our justification report for bond bill and the expectation is that there is some compromise possible. We should know something more concrete in a few weeks. MassDot secretary and her staff may plan a visit here and if that happens the manager will notify the commission. Meetings will be held with city representatives to work out financial options for CIP long term debt.
- v. Air Service Development –Chair, manager and Atty. Jaikes have been working to develop expanded air service and have spoken with the FAA (who provided us with an incentive guide book to help in our endeavors). Currently we have a few providers that are interested in starting a new route out of EWB to

new destinations therefore manager would like to forward this proposal to our Leasing Committee for further discussion. Motion to send this matter to our Finance and Audit committee made by Commissioner Oliveira and 2nd by Commissioner Gushue. Motion carried

vi. Other items as necessary – manager briefly discussed other items he has been working on – SPCCP (for environmental control); Insurance review; FEMA (fence repair) and lastly mayor's citation regarding aviation appreciation month.

At this point Commissioner Gushue asked for an update regarding assistant manager. Manager reported we have had a lot of applications but they are lacking requirements – we need managerial experience and airport experience and the majority of applicants have one or the other qualification but not both, therefore the process is still on going to find the person with the right fit. Commissioner DaCunha is concerned about that position being open regarding upcoming budget and we must be mindful to keep search active and interview when possible.

Before moving forward, Commissioner DaCunha wanted to know the status of our guiding documents. Manager noted we haven't worked on them in awhile due to the fact that we have not had an assistant manager since the end of October, nor have we had an intern and we have been working on the air service side. We only have 1 document left, which regards rate structure so we need to take our time due to possible air service development, etc. but manager can provide the other 2 draft documents for commissioner review.

b. Chairman's Report – no report

c. Airport Solutions Group (written report included in package). Rich Lasdin went over ASG report dated 2/11/16 in Bob Mallard's absence and answered questions/concerns to the commission's satisfaction.

d. Committee Reports

- i. Operations Committee – no report
- ii. Finance & Audit Committee – no report
- iii. Marketing & Planning Committee – no report
- iv. Special Events Committee – no report

6. City Solicitor

a. Monthly status report – no report

7. Old Business

8. New Business

a. Michael Knabbe – Airport Award. Mr. Knabbe noted that we had a ceremony here on November 1 to dedicate the tables and chairs that were donated to the airport by his organization. There were over 300 in attendance, including Congressman Keating who provided a resolution for the airport commission efforts in supporting his organization in honoring servicemen and servicewomen killed in action. Motion to accept the recognition of this proclamation/resolution of Congressmen Keating made by Commissioner Correia and 2<sup>nd</sup> by Commissioner Gushue

b. Confirm March Meeting Date – our March meeting will be held on 3/16/16

c. Finance and Audit committee meeting – after a brief discussion it was decided to hold this meeting on February 25, 2016. We will be discussing air service development and decide on an incentive program proposal. There was also a brief review of Cape Air's operation and affect on additional air service development

9. Communications - none

10. Tabled Business - none

11. Adjournment - Motion to adjourn at 7:27 made by Commissioner Gushue and 2<sup>nd</sup> by Commissioner Oliveira. **Next Airport Commission meeting to be held on Wednesday, March 16, 2016**

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport