

**Minutes of Airport Commission Meeting September 16, 2015**  
Meeting Opened at 6:30pm      Meeting Adjourned at 8:00pm

**Members Present**

Paul Barton  
Adam Simmons  
Sean Collins  
Jason Oliveira  
Carlos DaCunha  
William Gushue  
Ken Machado

**Members Absent**

Gary Correia

**Airport Admin Staff**

Erick D'Leon, Airport Manager  
Matthew Elia, Asst. Airport Manager  
Joan Jones, Principal Clerk

**Others Present**

Russ Olson      Eric Jaikes  
Bob Mallard      Peter Koczera

2015 OCT 23 AM 11:25  
CITY CLERK  
CITY CLERKS OFFICE  
NEW BEDFORD, MA

1. Call to order. Meeting was called to order by chair at 6:30
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioner Correia.
4. The members of the Airport Commission have received minutes of the previous meeting held August 19, 2015. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner DaCunha and 2<sup>nd</sup> by Commissioner Oliveira (pending minor correction). Motion carried

At this point ASG report was taken out of order.

**5. Reports:**

**a. Manager's Report**

i. Tenant meeting update: Asst. manager reported that there have been no meetings since our last commission meeting (due to holiday) but our next meeting is scheduled for 9/21. It was noted that tree clearing around Colonial fuel tanks has been completed by the forestry division of DPI.

ii. Operations briefing: Asst. manager reported that (1) we have been doing a lot of cutting, including area between New Plainville Rd and Route 140 (2) USDA Wildlife services have been here on 8/19 and 9/9 and removed geese, turkeys and 1 coyote. We will continue to work with them as the need arises.

iii. Outreach efforts/events: Manager and asst. manager reported that (1) a stakeholders meeting was held on 8/24 and mainly discussed Cape Air operations and possible improvements thereof, such as meeting the needs of local business (2) Leo's run on 8/26 went very well and got us mentioned on the South Coast Today website (3) Runway Safety Action Team meeting was held on 9/15 to discuss the year in review for operations and safety (4) FAA safety seminar held on 9/15 at Noreast Aviation and had a great turnout! Thanks so much to Rick and John for hosting this event!

iv. Claremont Aviation update – This had previously passed the finance committee but failed at full city council on 8/20 so it was resubmitted on 9/10 and after discussion this was kicked off their agenda until 9/24 (charter rule prevailed)

v. Guiding documents update – Manager reported that we do not have an intern from UMASS Law as of yet but we will continue to keep position open for interested candidates to apply. We have however made significant progress in updating our documents (with the help of our last intern) and just have the minimum standards documentation to update and incorporate. We should be able to have all draft documentation ready by our next commission meeting for commission input and we will inform the tenants of all meetings concerning this issue (for their feedback)

vi. Taxiway Alpha project update: Manager reported that (1) the loan authorization for this project had been passed through city council meetings on 7/20 and 9/10 without being sent to committee and the order had been signed and approved by mayor on 9/11- thanks to all departments for helping us get the proper signatures in a timely fashion! (2) Preconstruction meeting was held on 8/27 to go over highlights of this project (3) First job meeting was held on 9/11 to make sure everyone was on the same page and ready to begin work (4) On 9/15 Taxiway Alpha was closed to aircraft from Runway 14/32 to approach end of Runway 23 and taxiway Foxtrot was also closed. Closure should last about 2 months

vii. DPI salt shed/building demolition update: Manager reported that DPI completed the removal of the old military barracks (ES &S building) on 8/28. The hut structure is remaining on site temporarily, as a preservation group from Rhode Island is interested in it, however if it is not removed within a few weeks DPI will dispose of it. At this time we do not know the construction timetable of the proposed salt shed as it is still under review, but commission will be kept updated.

viii. Financial/Operations report: Manager noted that (1) the budget is on track and we have closely been monitoring expenses; collections report show higher amounts then they actually are and this is due to timing issues – as of today, mostly everyone is caught up to August. (2) Operations have decreased due to the TFR and president's visit and was expected but we did hit our busiest day of the year on 8/28 (323 operations). It was noted that jet operations have been tracked from last year to present, with 1000 operations to date and is increasing due to effort on everyone's part. Furthermore, earlier today we had a Gulfstream G350 (largest ever to land here)! (3) Revenue does not show parking receipts as it has not been tied into the MUNIS system but that issue has been rectified and will show up on reports – unofficially we have collected \$67,000.00 in parking receipts thus far. Between parking fees and FBO collecting landing fees, our revenue should start to turn around! Lastly it was noted that we will have a mobile app for parking fees (Passport) that will be an added convenience for our customers and there will be a press release in the spring to kick off next year.

ix. Landing fees update: Asst. manager reported that based on summary sheet provided by the FBO's, they would be collecting more revenue than Vector billed. FBO's started collecting fees on 9/1 and Vector stopped billing on 8/31. FBO collections will be on their September fee report and thereafter. It was noted that August was the first time in this *calendar year* that we did not have a deficit with Vector and we will actually have some revenue, which shows our new collection system is the right decision as we don't have to deal with O&M fees and will show revenue immediately

x. AOPA fly-in update: Asst. manager reported that we had 2 AOPA representatives visit on 9/8 to discuss why we are interested in hosting the event, current state of our airport and future plans, etc. The representatives met with the tower manager, had a tour of the airport and met the FBO's. We should hear within the next few weeks if we are accepted for the 2016 venue, however they did put on an event in 2014 at Plymouth and they do like to move around the region, so this may be an issue

xi. Bridgewater State University intern: Asst. manager reported that we do have a new intern. Jason Bentley is a senior in the aviation management program and has joined our team, continuing where our last BSU intern left off.

Before proceeding with the chairman report, Commissioner Oliveira asked if the mayor's office reached out to us concerning the city drone policy and manager stated that he provided the same information he had sent to city council last year. Commissioner DaCunha asked who wanted to send the Carney proposal back to finance and he was told by manager that it was Councillors Morad, Carney and Alves.

**b. Chairman's Report.** Chairman noted that (1) funding is a problem and he would like to meet with area representatives sometime in November, to explain our funding plans/needs and provide an overall view of our airport (2) There is a growing demand for international flights, therefore chair asked for a motion to explore the idea of becoming an international airport and what it would entail. Said motion was moved by Commissioner DaCunha and 2<sup>nd</sup> by Commissioner Collins to have managers explore the possibility. All in favor and motion carried.

**c. Airport Solutions Group** (written report included in package). Bob Mallard present to go over his report dated 9/4/1 and answer commissioner's questions/concerns. Mr. Mallard also reported that there is not a lot of hope for New Bedford concerning entitlement money due to FAA budget issues (at least for the time being). Commissioner Barton asked about the land swap status/time limitations, along with the endangered bats issue and Mr. Mallard addressed his concerns.

**d. Committee Reports**

i. Operations Committee:

(1) Airport Snow Plan – Committee Chairman DaCunha reported that this committee approved the airport snow plan as presented by managers and at this time would like to submit this snow plan to the full commission for its approval. Motion made by Commissioner Barton and 2<sup>nd</sup> by Commissioner Oliveira to approve the recommendation of the Operations Committee relevant to the airport snow removal plan. Motion carried.

ii. Finance & Audit Committee – nothing to report

iii. Marketing & Planning Committee – nothing to report

iv. Special Events Committee – nothing to report

**6. City Solicitor**

a. Monthly status report. Atty. Jaikes informed the commission that the Anthony Moniz termination case (brief filed last spring for appeals court for termination in 2011) is slated to be heard between 11/2-18 and estimated determination date should be made by mid February 2016.

**7. Old Business**

a. Hangar Eleven Lease – Atty. Jaikes recapped why this matter is before us again - technical issues at state office caused the trust not to be approved until after we approved the lease at our July meeting, therefore to proceed on the side of caution, thus avoiding any potential legal ramifications, this issue must be reheard. At our last meeting we did not have a quorum because Commissioner Simmons had to recues himself; however tonight with Commissioner Machado being present we do have a quorum as again Commissioner Simmons has to recues himself. This lease has the same terms and nothing has changed. Motion to accept and move forward with the Hangar 11 lease as modified made by Commissioner DaCunha. After a brief discussion, Commissioner DaCunha withdrew his motion "as modified" because lease was never signed. New motion was made to approve the Hangar 11 lease moved by Commissioner DaCunha and 2<sup>nd</sup> by Commissioner Machado. Motion carried with all commissioners approving other than Commissioner Simmons, who abstained. Atty. Jaikes stated this has to be signed, then it goes to mayor's office and should be on council agenda in mid October.

**8. New Business**

a. Lee Vulgaris, Airport Mini Storage – cancelled per Mr. Vulgaris until October meeting

b. P&D Fruit lease assignment –they want to get out of the business and has found a business to take over site (as an assignee), which is a used car lot. This will require significant legal expense to convert it to a used car lot under current regulations so the buyer's attorney would like to approach the commission

or subcommittee to get some feel as to the reception of proposal before investing in a sizable financial expense. Atty. Jaikes advised the buyer's attorney to submit a letter to subcommittee to present his ideas and address any concerns subcommittee might have. Commissioner DaCunha made a motion refer this matter to the Finance and Audit committee. This motion was 2<sup>nd</sup> by Commissioner Oliveira. All in favor and motion carried

c. Car rental Request For Proposal (RFP) – Manager explained that the current lease expires January 31<sup>st</sup> and in the essence of time, he would like to submit an RFP, exactly as it is in regards to having 1 corporation (parent company) to come in and operate 2 counters (there is not enough business here for 2 separately owned companies). Manager is looking for a motion from commission allowing him to take this out to bid and to consider making the following changes – current rate now is a minimum concession fee of \$37,000.00 and 4% of annual adjusted gross receipts to be adjusted to minimum \$40,000.00 yearly (either \$20,000.00 per counter or overall \$40,000.00 from corporation) and 5% of annual adjusted gross receipts. Manager noted the bid needs to go out for 30 days and go back to committee for determination. Manager noted that this does not have to go to city council but we need a decision by our December meeting and he wants to put it out to bid next week at the requested rate. After a lengthy discussion concerning terms, conditions and clarifications (i.e. 1 vendor vs. 2; 1 brand or 2 brands; possible reconstruction phrase options and general criteria). For the record, Atty. Jaikes noted there is a CIP involved that had never been enforced which would affect the \$40,000.00 yearly if CIP goes up. Chair does not like the cleaning of cars on side of building and manager replied he would like them to clean in rental lot but there may be an issue with putting power out there and if it is possible than we will put language in RFP (in the meantime he will check with an electrician to see if it is doable. Language will be put into lease that cars need to be dropped off in lot or otherwise will be towed (within a reasonable amount of time). Language is being worked out to make the lease very clear as to parking and cleaning the vehicles, along with a relocation/termination clause ( in case we get a new terminal before the 5 year lease has expired) Motion made by Commissioner Barton and 2<sup>nd</sup> by Commissioner DaCunha to proceed with the RFP with a manager suggested minimum concession fee of \$40,000.00 for 2 counters (with CIP attachment) and 5% annual adjusted receipts for a 5 year term. Roll call vote was taken and all commissioners were in favor. RFP's will be sent to the full commission as it goes out to bid. Motion made by Commissioner Barton and 2<sup>nd</sup> by Commissioner Machado to send RFP to our Finance Committee for review after bidding closure. All in favor and motion carried.

9. **Communications** nothing to discuss

10. **Tabled Business** nothing to discuss

11. **Executive Session**

a. Discussion of lease negotiations – nothing to discuss

12. **Adjournment** Meeting adjourned at 7:56. **Next Airport Commission meeting to be held on October 21, 2015 at 6:00pm**

Respectfully submitted,



Joan Jones  
New Bedford Regional Airport