

Minutes of Airport Commission Meeting August 17, 2016
Meeting Opened at 6:05pm Meeting Adjourned at 6:42pm

Members Present

Paul Barton
Adam Simmons
Jason Oliveira
William Gushue
Russ Olson
Carlos DaCunha

Members Absent

Gary Correia

Airport Admin Staff

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

Others Present

Eric Jaikes
Rich Lasdin
Reported from WBSM
Bob Mallard
Loren Herren
Reporter from the Standard Times

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 were present with the exception of Commissioner Correia.
4. The members of the Airport Commission have received minutes of the previous meeting held June 22, 2016. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner DaCunha and 2nd by Commissioner Gushue. Motion carried
5. Moment of silence in honor of our deceased commissioner, Ken Machado
6. Reports:
 - a. Manager's Report
 - i. Tenant meeting update – nothing major to report other than Sandpiper is the last to finalize the international trash program and ramp issue with Colonial has been resolved
 - ii. Operations briefing – things are going well and we are still doing improvements overall
 - iii. Financial/Operations report – numbers are good and some figures go back to those of 2012. Manager noted we will close out with about a \$96,000.00 surplus
 - iv. Personnel update – Tim is now going to full time, effective 9/11/16
 - b. Chairman's Report
 - i. Chair noted that manager has accepted a new position and will be leaving us shortly and he reflected on manager's time here and pointed out that this airport has grown professionally and economically during his tenure – he has done an outstanding job, raised the standards of our airport and was a proven hard worker. Georgia's gain is our loss and Erick will be very hard to replace and it was a pleasure working with him and he has our best wishes! As a token of our appreciation, Erick was presented with a plaque from the commission and staff. Erick was clearly moved by this gesture and thanked everyone for their support
 - ii. Air service development – we have the opportunity to work with Elite airlines and we need to move forward in manager's absence. Elite wants to start service to Melbourne Florida but we do not

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have our 139 certificate and this will delay their start here to perhaps January or February. We currently have a vacancy of an airport manager, asst. airport manager and we need 139 certification. Chairman, with the Airport Commissions approval, is going to contact interested qualified applicants and if that doesn't work out we will go with an outside management firm (i.e. Aports) for a short term basis. Chair would like to put a bid out for management and 139 certification assistance. After a brief discussion, commission was in agreement with chair's proposal to hire management firm on a temporary basis as needed if neither the manager nor assistant manager position is filled and get contractual help on obtaining our 139 certification. Atty. Jaikes explained the procedure for hiring replacement manager(s). Chair will try to get assistant manager in place before Erick leaves at end of month if at all possible.

c. Airport Solutions Group (written report included in package). Bob Mallard was present this evening to go over his report dated 8/10/16. At the conclusion of his report, Mr. Mallard stated that it had been a pleasure working with Erick and his staff and it has been a great experience! Erick will be sorely missed! For the record, chair thanked Mr. Mallard and his ASG staff for all their help and he knows he can continue to rely on them.

d. 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
- v. ARFF Committee – nothing to report

7. City Solicitor – monthly status report. Atty. Jaikes reported that:

a. A-1 Status Update – Solicitor's office and concerned parties, determined that it is in the best interest of the airport and the city, that A-1 Asphalt completes the work that was presented by the Conservation Commission. They are entering into a Memorandum of Understanding (in line with the cease and desist order guidelines)

b. Tower lease is coming up for renewal and it will go up 11.5%, thanks to negotiations from airport manager, making monthly rent payment \$1865.50. New lease begins in October 2016. Atty. Jaikes asked for a motion to approve proposed lease so it can go to city council. Motion made as stated by Commissioner DaCunha and 2nd by Commissioner Gushue. Motion carried

8. Old Business nothing heard

9. New Business

- a. Confirm September Meeting Date – we will meet on September 21

At this point Loren Herren, Director of Ops and Chief Instructor at Bridgewater University Flight School, addressed the commission. Mr. Herren thanked all those concerned for the fine work at the taxiway intersection work and making it happen. Lastly, Mr. Herren noted that it has been a pleasure working with Erick and that communications had been terrific and he reiterated that Erick will be missed!

10. Communications

11. Tabled Business

12. Adjournment. Motion to adjourn at 6:42 made by Commissioner DaCunha and 2nd by Commissioner Gushue. Our next Airport Commission Meeting is scheduled for September 21st at 6:00.

Respectfully submitted,

Joan Jones,
New Bedford Regional Airport