

Minutes of Airport Commission August 16, 2017
Meeting Opened at 6:10pm Meeting Adjourned at 7:28pm

Members Present

Russ Olson
Adam Simmons
Jason Oliveira
Carlos DaCunha

Members Absent

Gary Correia
William Gushue
Paul Barton

Airport Admin Staff

Scot Servis, Airport Manager
Joan Jones, Principal Clerk

Others Present

Rich Lasdin
Richard Manning
Gregory Sirois
Joe Luiz

Loren Herren
Jane Martins
Terrance Hillary

Max Galvan
Mark Martins
Thomas Welch

CITY CLERK

2017 OCT 27 P 3:04

CITY CLERKS OFFICE
NEW BEDFORD, MA

1. Call to order. Meeting was called to order at 6:10
2. Pledge of Allegiance.
3. Roll call was taken by the Vice Chairman and all commissioners present with the exception of Commissioners Correia, Gushue and Barton.

At this point we took the monthly solicitor's report out of order as residents were in attendance for this item

4. The members of the Airport Commission have received minutes of the previous meeting held on August 3, 2019. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Olson and 2nd by Commissioner Simmons. All in favor and motion carried.
5. Reports:
 - a. Manager's
 - i. Operations briefing – significant increase in landing fees; fuel flowage up; operations up and enplanements are down
 - ii. Financial/Operations report – package submitted. Commissioner DaCunha had questions on the financial report and it was explained we were showing a revenue deficit based on the work we did for the TSA room – money was taken from our free cash to cover expenses but we could not recoup free cash amount that was transferred so it looked like we didn't earn enough revenue, which wasn't the case – in our operating account we did justify the expenses vs. budget and came out with a small surplus
 - iii. Assistant manager update – we have selected final candidate and we have to schedule a time for 2nd interview which would be done in public
 - iv. Other items as necessary – parking lot – revenue is lower than projected for the year but we had a very good month last month and we are coming to a close. Furthermore the complaints are down and we've made so changes to the machines and app

b. Airport Solutions Group (written report included in package). Mr. Lasdin present to provide the monthly update date 3/14/17 and to answer commissioners questions/concerns. Atty. Jaikes went over the process for the land swap and it was noted that this must happen before the project can start.

c. Chairman Report

- i. Items as necessary

d. Committee Reports

- i. Operations Committee – nothing to report
- ii. Finance & Audit Committee – Committee Chair meet on 8/10 & 8/15 to review airline operating agreements and carrier incentive programs for TSA and non TSA. Manager needs to review recommended materials covered last night. That being said it was decided to hold off on recommendations of the Finance/Audit Committee until our September meeting to allow manager review time and to have a follow up committee meeting if deemed necessary. Also at the meeting of 8/10 it was discussed and recommended to adopt a new ramp fee of \$60.00 per month per tie down space, effective 9/1/17 for any areas used on city owned ramp space. Atty. Jaikes will draft an appropriate amendment to the existing policy/rules and regs. Motion was made to adopt recommendation by Commissioner Oliveira and 2nd by Commissioner Olson. For clarification Atty. Jaikes noted that some of the existing leases have FBO's tie down space attached – this would not apply to that – it would only apply to tie downs on the public ramp that are not already under control by lease of FBO. Motion is hereby amended by Atty. Jaikes and accepted by all commissioners. Manager will advise the FBO's
- iii. Marketing & Planning Committee – nothing to report
- iv. Special Events Committee – nothing to report
- v. Assistant Manager Screening Committee – nothing to report

6. City Solicitor – monthly status report

i. Discussion relative to acquisition of real estate from Jewish Cemetery at the end of runway 14-32 and to construct a gravel road from airport property directly to New Plainville Road bypassing Shawmut Ave. Atty. Jaikes addressed the commission and residents present regarding what the airport is planning to do and the effect on neighbors. We are planning a land swap with the owners of the Jewish Cemetery so we can make a gravel construction road (for airport servicing) to alleviate truck traffic problems for residents. Atty. Jaikes provided the details of this land swap and what it entailed and answered residents concerns with the assistance of Richard Lasdin (ASG). Resident Greg Sirois had boundary and construction questions, which were answered to his satisfaction. Residents are considering a petition in favor of this proposal for city council review. Residents including Tom Welch were concerned with who might be the subcontractor and Atty. Jaikes assured everyone that whoever the sub-contractor is must comply with federal and state grant assurances, federal and state statutes and city rules and regulations.

At this time item # 8a was taken out of order:

7. Old Business - nothing

8. New Business

a. Request of Union Auto Sales for the approval of the assignment of the P & D lease. Present tonight was Atty. Manning representing Max Galvan (Union Auto) who is looking for an assignment of the P&D lease. Atty. Jaikes explained the proposal and permitting process. Motion made by Commissioner Oliveira and 2nd by Commissioner Olson to assign P&D lease done in 1986 to Union Auto Towing. Atty. Manning noted that this will be the 4th location in the city, explained proposal/site plans and noted there would be no repairs done on site and Atty. Manning asked if we could waive the \$1,000.00 assignment fee

since his client has incurred much expense since his pursuit of permits and licenses. Committee Chairman DaCunha asked if in consideration of waving fee client would be open to allowing easement access of back lot for perhaps billboard signage and the committee was told yes that would not be a problem. With that being said the above motion was amended to read Motion made by Commissioner Oliveira and 2nd by Commissioner Olson to assign P&D lease done in 1986 to Union Auto Towing waiving the assignment fee for exchange of easement agreement to back lot. This amended motion was made by Commissioner Oliveira and 2nd by Commissioner Olson. All commissioners in favor and motion carried.


b. September Meeting Date is **SCHEDULED FOR September 20, 2017**

9. Communications - none

10. Tabled Business - none

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

Respectfully submitted,



Joan Jones
New Bedford Regional Airport

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

CITY CLERK'S OFFICE
NEW BEDFORD, MA
2017 OCT 27 P 3:04
CITY CLERK

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 “wiggle 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