

**Minutes of Airport Commission July 18, 2018**

Meeting Opened at 6:25pm

Meeting Adjourned at 7:30pm

**Members Present**

Russ Olson  
Adam Simmons  
Paul Barton  
William Gushue

**Members Absent**

Gary Correia  
Carlos DaCunha  
Jason Oliveira

**Airport Admin Staff**

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

**Others Present**

Rich Lasdin	Eric Jaikes
Marc Deshaies	June Smith
Lee Vulgaris	Margaret Vulgaris

1. Call to order. Meeting was called to order at 6:25pm
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners Correia DaCunha and Oliveira
4. The members of the Airport Commission have received minutes of the previous meeting held on June 20, 2018. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Gushue and 2<sup>nd</sup> by Commissioner Olson. All in favor and motion carried

At this time item 8a Under New Business was taken out of order and immediately after discussion, item 7 will be heard

5. Reports:
  - a. Manager's
    - i. Operations briefing – attached in package
    - ii. Financial/Operations report –manager went over report and noted we have 1 more reporting month and that we should be caught up by end of year
    - iii. FAA inspection July 9-11 – inspection went well for the most part and it was reported that from now on FBO inspections will be quarterly rather than monthly. This inspection focused on paperwork, resulting in the need to tighten up clerical and training issues. Management will target T Hangar's for training next and we will set up training hours to be as accommodating as possible
    - iv. Incident/accident of 6/27/18 –student pilot was involved in this wind related accident, no one was hurt but there was damage to aircraft and the airport was closed for about 1 hour
    - v. Island Shuttle update – still on hold
    - vi. Elite Airways update – still on hold
    - vii. Bridgewater RFP bid update – there were 3 bids and this will be a long process
    - viii. Tenant rent/arrearage update – all letters went out and 2 have been agreed to and 1

requested more time to go over figures, to which manager said no as they have been notified since February unofficially

- ix. Airport Cruise Nights – the 2<sup>nd</sup> event has proved very successful and we have worked with Atty. Jaikes a 1 day vendor license, if the need arises. Our next cruise night is 7/29 @ 4:00
- x. Personnel update – we have one position available due to employee termination
- xi. AlMac's update – still interested but it is on hold due to illness
- xii. Cape Air update – still no lease and they keep cutting flights while focusing on their EAS routes. It was noted that this is causing our enplanements to continually drop
- xii. Other items as necessary – Commissioner Olson suggested having training classes in the evening to make it easier for the tenants. Manager noted the need to be flexible and will definitely consider this option but we will also have scheduled times throughout the week

b. Chairman Report

i. Request manager to commence a study of comparing fee structure and advantages of dropping or consolidation said fees. Chair would like management to commence a study of fees of other airports for guidance and we would like the FBO's input also to come up with something fair and equitable for all concerned parties. Motion to have management conduct study made by Commissioner Gushue and 2<sup>nd</sup> by Commissioner Simmons. All in favor and motion carried.

c. Committee Reports

- i. Operations Committee – nothing to report
- ii. Finance & Audit Committee – report and recommendations. Committee chair was not present this evening so commission chair updated the commission. (a) It was recommended by committee that no further action be taken against Martin Vending, as they are now current. Upon hearing this, a motion was made by Commissioner Olson and 2<sup>nd</sup> by Commissioners Simmons to take no further action. All in favor and motion carried (b) It was recommended by committee that no further action be taken regarding vending license for 1 day events, upon hearing that a motion was made by Commissioner Olson and 2<sup>nd</sup> by Commissioners Gushue to take no further action. All in favor and motion carried (c) It was recommended by committee to allow the manager the flexibility to enter into a month to month license with AlMacs for up to 1 year. Upon hearing this, a motion was made by Commissioner Olson and 2<sup>nd</sup> by Commissioners Simmons to allow manager to enter into month to month license with Almacs. Atty. Jaikes noted that whether it is a lease or license the mayor still needs to assign off but that a license is more flexible if things don't work out. All in favor and motion carried.
- 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 to go over the ASG report dated 7/16/18. Mr. Lasdin noted that our contract with DW White has time constraints, putting our 139 certification in jeopardy if work is not complete by 9/30/18. That being said, Atty. Jaikes urged the manager to speak to the mayor to move this forward city wide (as a priority) and to get us on the council agenda in August to be able to issue a notice to proceed to the contractor. Mr. Lasdin also explained the situation with the fire truck and noted there will be a conference call with the fire chief tomorrow concerning city options to move forward. Lastly Mr. Lasdin informed the commission that the FAA has come out with a supplemental grant program (with no local share) for AIP eligible projects with application deadline of 10/31/18. It was noted that the apron project could be submitted (buildings don't qualify) for this possible funding opportunity

6. City Solicitor – monthly status report – Lynch lawsuit status is that the motion to dismiss by the city has been heard by the judge and is being taken under advisement. Atty. Jaikes will keep the commission

informed.

## 7. Old Business

a. Hangar 8 lease assignment. Present this evening were Atty. Marc Deshaies and Atty. June Smith. Atty. Deshaies informed the commission that after speaking to various town officials his client decided to table all requests except lease assignment to provide time to become established and then reappear in front of commission. Atty. Jaikes noted that the lease terms will not change but assignment and assumption lease agreement – the airport will approve agreement between Hangar 8 and White Horse Air, LLC. It has been requested to issue a tenant estoppels' certificate and a notice of lease. For clarification, Atty. Jaikes explained the city clerk/recording procedure. Motion made by Commissioner Barton and 2<sup>nd</sup> by Commissioner Olson to approve the assignment of lease from Hangar 8 Inc to White Horse Air LLC and authorize chairman to execute the assignment and assumption of lease tenant estoppels' certificate and a notice of lease on behalf of the airport commission and associated transfer fee shall be received within 30 days. On discussion, chair asked if lease extension request has anything to do with this proposal and Atty. Jaikes replied that the notification is just received and placed on file. All in favor of motion and motion carried.

## 8. New Business

a. Airport Mini Storage – lease extension and options. Lee and Margaret Vulgaris was present this evening to address the commission in order to find out options for selling their property. Mr. Vulgaris stated that his business is up for sale and he is requesting a 34 year lease extension (currently he has 16 years left on lease) to bring lease back up to 50 years. Mr. Vulgaris submitted 2 letters requesting this extension and reasoning behind it. Mr. Vulgaris further stated that he met with Atty. Jaikes and was told the city doesn't do 50 year leases anymore and Mr. Vulgaris stated he was unaware that the mayor appointed a blue ribbon panel to look at the industrial land, so now he feels he is in a lurch. Before continuing a motion was made by Commissioner Olson and 2<sup>nd</sup> by Commissioner Gushue to accept letters and place on file. All in favor and motion carried. Atty. Jaikes spoke at this time to make corrections to Mr. Vulgaris' statement and make it clear for the record – the FAA no longer allows a 50 year lease, it is not city policy and secondly the mayor appointed a blue ribbon panel to look at the long term business plan for the entire airport, not just Mt. Pleasant Street properties. Mrs. Vulgaris provided a brief history of her property and its location and reiterated that she was unaware of change in lease lengths and would appreciate any help the commission can provide. Atty. Jaikes noted that the commission can vote to extend the lease for a certain period of time but the mayor has to approve along with the city council and rents would need to be determined (fair market value) and noted that all 3 entities must approve the extension and that he doesn't know how the blue panel will feel about this one way or the other. Atty. Jaikes recommended referring this issue to our finance committee for further discussion along with fair market value determination and have Mr. Vulgaris contact the mayor's office for guidance and opinion to move forward. Mr. Vulgaris is concerned regarding timing of panel and noted that he has already put his property up for sale. Chair noted that panel has a goal of the end of 2018 to submit their finding for our business plan and that a 50 year lease will not be approved by FAA, even if the other entities were to approve it but that we would be willing to extend the lease as long as legally possible. For the record, Chairman Barton informed the commission that he worked for Mr. Vulgaris many many years ago as a Clerk of the Works. Motion made by Commissioner Gushue and 2<sup>nd</sup> by Commissioner Olson to refer this matter to our finance committee. All in favor and motion carried. Mr. Vulgaris will be notified when meeting is scheduled and he can bring along his accountant or whomever he chooses.

b. Hangar 8 correspondence of exercising right to renew ground lease for an additional 5 years. Motion made by Commissioner Olson and 2<sup>nd</sup> by Commission Simmons to receive and place on file this correspondence from Hangar 8. All in favor and motion carries.

c. July meeting date is **SCHEDULED FOR August 15, 2018 at 6:00 AT THE AIRPORT. WE WILL NOT BE NOT BE MEETING AT BRIDGEWATER THIS MONTH**

9. Communications - none

10. Tabled Business - none

11. Executive session –none

12. Adjournment. Motion to adjourn made by Commissioner Gushue and 2<sup>nd</sup> by Commissioner Olson at 7:30pm

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport