

Minutes of Airport Commission January 17, 2018
Meeting Opened at 6:08pm Meeting Adjourned at 6:58pm

Members Present

Russ Olson
Adam Simmons
Jason Oliveira
Paul Barton
William Gushue

Members Absent

Gary Correia
Carlos DaCunha

Airport Admin Staff

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

Others Present

Rich Lasdin Eric Jaikes
Loren Herren Jeff DeMello

1. Call to order. Meeting was called to order at 6:08
2. Pledge of Allegiance.
3. Roll call was taken by the Chairman and all commissioners were present except Commissioners Correia and DaCunha.
4. The members of the Airport Commission have received minutes of the previous meeting held on December 20 2017. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Oliveira and 2nd by Commissioner Gushue. All in favor and motion carried.
5. Reports:
 - a. Manager's
 - i. Operations briefing – Landings and fuel flowage are down and operations and enplanements are up
 - ii. Financial/Operations report – attached in packages
 - iii. Snow operations – snow blower broke down (clutch issue) during clearing efforts but we managed to open
 - iv. Elite winter flight report – there were 4 flights scheduled and got a good reception with a lot of positive comments thanks to the Asst. Manager's efforts using face book to get the word out. Manager further noted that we are in contact with Elite to expand with seasonal service. Asst. Manager highlighted points of survey he created for the benefit of the commission
 - v. Change in personnel – we are down 2 full time maintenance employees and we have been interviewing potential candidates and the top 2 applicants have been selected and we are waiting for the ok from downtown to proceed
 - vi. Consideration of a short term License for Island Shuttle to operate passenger service from EWB to other locations". – Island Shuttle is very close to start up and we are working on getting a licensing agreement (as leasing agreements are a lengthy process) as a short term fix until the lease is signed off.
 - vii. Other items as necessary – There have been discussions regarding seasonal flights;

therefore our leasing policy has been tweaked by Atty. Jaikes to include language for short term operating agreements and related incentives.

b. Chairman Report

i. Chair noted that due to changes of the leasing policy regarding short term operating, we need to make the following appropriate motions so changes can be implemented and meet the FAA requirements (1) Motion made by Commissioner Gushue and 2nd by Commissioner Oliveira to approve the airline business and operating license agreement drafted by the solicitor's office subject to the review and concurrence of the FAA. All in favor and motion carried (2) Motion made by Commissioner Simmons and 2nd by Commissioner Gushue to approve the seasonal short term airline business and operating agreement for operations less than less than 1 year drafted by the solicitor's office subject to the review and concurrence of the FAA. All in favor and motion carried (3) Atty. Jaikes noted that Exhibit A to the business operating and permit agreement was modified to reflect a ticketing fee, therefore a motion was made by Commissioner Oliveira and 2nd by Commissioner Olson to accept exhibits A and B of the business and operating permit agreement as amended subject to the review and concurrence of the FAA. All in favor and motion carried (4) Motion made by Commissioner Olson and 2nd by Commissioner Simmons to approve the air carrier incentive rider to the airline business and operating agreement for new routes and/or destinations as amended subject to the review and concurrence of the FAA. All in favor and motion carried (5) Motion made by Commissioner Gushue and 2nd by Commissioner Oliveira to approve the new entrant air carrier incentive rider of the airline business and operating agreement as amended subject to the review and concurrence of the FAA. All in favor and motion carried (6) Motion made by Commissioner Simmons and 2nd by Commissioner Oliveira to approve the New Bedford Regional Airport leasing policy as amended in section 2 agreement classifications subject to the review and concurrence of the FAA. All in favor and motion carried (7) Motion made by Commissioner Olson and 2nd by Commissioner Oliveira to approve the entering into a short term license for Island Shuttle to operate passenger service from EWB pending the execution of a longer term airline business and operating agreement subject to the review and concurrence of the FAA. All in favor and motion carried

ii. Election /nomination of officers – floor opened for nominations of chairman. Commissioner Gushue nominated Paul Barton as chairman, and that was 2nd by Commissioner Simmons. Commissioners were asked if there were any other nomination and hearing none, floor was closed and roll call vote was taken resulting in all commissioners voting yes. Floor opened for nominations of vice chairman. Commissioner Simmons nominated Jason Oliveira as vice chairman, and that was 2nd by Commissioner Gushue. Commissioners were asked if there were any other nomination and hearing none, floor was closed and roll call vote was taken resulting in all commissioners voting yes. Congratulations to this year's officers!

iii. Chair informed the commission that we had been told awhile back that we would be included in flight schedules for Elite Airways (with no details) so we had put together incentive packages for Elite and any new airlines that would be interested in starting service. It was made known late yesterday that Elite Airways was on the verge of making an announcement that included the city of New Bedford and new routes for the spring, summer and fall (again with no details). The Mayor's office was notified of the impending press release and as a result, the administration felt it was in the best interest of the city to have an agreement in place and in writing signed by all parties before making any announcement, therefore Elite was notified not to include New Bedford in their press release. Chair elaborated on details regarding marketing by Elite and our efforts thus far and then confirmed we were left out of press release. Chair did note that phone conversations had taken place between the city administration and Elite and at this point he does not know what the future will hold. With that being said all documentation will be sent to Elite for their consideration. Chair thanked the commission along with management and Atty. Jaikes for working hard and doing a great job and stressed that this was an executive decision. Neither manager nor Atty. Jaikes had anything to add but both agreed that chairman

was accurate in his report to the commission

c. 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

Chairman Barton noted that committee members will be reassigned

d. Airport Solutions Group (written report included in package). Rich Lasdin went over the ASG report dated January 15, 2018 and answered questions. Regarding land swap, Chair was concerned about construction vehicles and the neighborhood and Mr. Lasdin informed him of the procedure and noted there is probably not enough time to build the access road first and then cut the trees due to time constraints and permitting processes, however we are trying to work out a solution to avoid impacting the neighborhood but manager noted a lot depends on the number of trees that need to be removed. The commission will be kept informed of progress.

6. City Solicitor – monthly status report – nothing to report

7. Old Business

8. New Business

- a. February meeting date is **SCHEDULED FOR February 21, 2018 at 6:00**
- b. Loren Herren (BSU) notified the commission that Bridgewater is in process of their RFP
- c. Commissioner Olson had questions regarding Cape Air charter operations and snow removal operations and those inquiries were addressed by the manager

9. Communications

10. Tabled Business

11. Executive session to discuss personnel and/or litigation issues

12. Adjournment. Motion to adjourn at 6:58 made by Commissioner Oliveira and 2nd by Commissioner Simmons.

Respectfully submitted,

Joan Jones
New Bedford Regional Airport