

Minutes of Airport Commission Meeting of October 20, 2021

Meeting Opened at 6:04pm

Meeting Adjourned at 7:50pm

Members Present

Carlos DaCunha
Russ Olson
Matt Provencher
Paula Popeo
Catherine Kramer

Members Absent

Gary Correia

Airport Admin Sta

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

Others Present

Eric Jaikes	Chris Cunningham
Jack Rosen	Hans Bok
Tom O'Day	John Walsh
Rick Benard	Al Girard
Peggy Isakson	

1. Call to order. Meeting was called to order at 6:04
2. Pledge of allegiance
3. Chair officially welcomed our 2 new commissioners, Matt Provencher and Catherine Kramer
4. Roll call was taken by the chairman and all commissioners were present except Commissioner Correia.
5. The members of the Airport Commission have received minutes of the previous meeting held on September 15, 2021. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Provencher and 2nd by Commissioner Popeo. All in favor and motion carried.
6. Reports:
 - a. Manager's
 - i. Operations briefing - attached
 - ii. Financial/Operations report in package – this is info up to Aug and we are doing fairly well on the financial side.
 - iii. Set up committee to update leasing policy - Manager feels we should update our Leasing Policy to include revisions, clarifications, etc. Chair would like subcommittee as a whole to update our policy and a meeting should be set up in the next few months
 - iv. FAA supplemental grant fy 22- coming in at over \$1,000,000.00, this is for the apron grant and will be applied to Phase 3 which will finish off Hangar 8 and the remaining 2 FBO's
 - v. Apron Phase 2- update- most of the work is done, just punch list items – tree removal and tie downs. The environmental company they were working with went out of business and tie downs are still being negotiated
 - vi. BSU Lease-this was approved by city counsel and is waiting for mayor's signature then it will go to Bridgewater for their signature

vii. Potential developer – fuel farm for self-fueling. This gentleman wants his own fuel farm for his sole use. After discussion, the commission feels we have 3 FBO's offering fuel, which he can buy from them and our leasing policy does not allow for this unless we change the policy. Further discussion was not necessary

viii. Airport Grill update – they were sent a 2nd default letter and still are behind on makeup payment along with resuming entertainment. Chair would like another default sent out

ix. Transient ramp – Colonial would like to pay \$500.00 for licensing some of this area, rather than appraisal value of \$950.00 monthly as it is landlocked while being adjacent to their property. Commissioner Olson asked about pricing for ramp and was told prices varies based on size and with Mr. Cunningham's proposal we would get more income and he would not have to keep track. After brief discussion, a motion was made by Commissioner Popeo and 2nd by Commissioner Provencher to accept 12 license at \$500.00 per month. All in favor and motion carried.

x. Mass Air Trust lease – lease has expired and Chris Cunningham had been named spokesperson. Mass T does not like our offer and would like to renegotiate a new lease (max up to 50 year lease). Discussion ensued after manager report

b. Asst Manager report

i. Covid-19 testing requirements – as of 11/15, all AFSCME union employees must verify their covid status. If they are not vaccinated, they must get a covid test weekly on their own time and submit results. Furthermore, they cannot return to work without a negative test.

ii. Ameriflight update – met with port distributors and Ameriflight to start up multiple weekly flights for shipping seafood. Currently costs are being addressed and our FBO's can submit proposals regarding fuel options. Atty. Jaikes will provide the legal documents and this will be brought back to commission for review, if this proves to be a profitable endeavor. It was noted that Ameriflight own their own aircraft but will be providing their service to another entity

iii. New airport radios – Emergency Management (Brian Nobrega) have provided new radios for airport vehicles and management office. Special thanks to Brian and his team!

iv. EDC Buxton Analytics – this company can aid in demographic catchment areas to assist in our marketing efforts for potential clientele based on their needs

v. MAMA conference – this event happens this weekend and management team will be attending along with Commissioner Popeo

vi. Joan pinning ceremony - Joan received her 25year service pin. Congratulations!

c. Chairman Report – nothing to report

d. Committee Reports

i. Business Plan committee – nothing to report

ii. Finance Committee – met on 10/7 to discuss the following items:

a) Mt. Pleasant St. vacant property (lot 123-081) and start the process to declare this is surplus property, eventually allowing Babbitt Steam to acquire property for their use. Finance committee recommended this to the whole committee and Motion was made by Commissioner Olson and 2nd by Commissioner Popeo to start process. All in favor and motion carried.

b) Airport Mini Storage – Finance committee recommends management engage an independent review/market appraisal for this property and then bring back for final consideration. Motion made as such by Commissioner Provencher and 2nd by Commissioner Kramer. All in favor and motion carried.

c) Mass Air – Finance Committee recommended to extend lease by 10 years with years 1-5 at 28¢ and years 6-10 at 28¢ plus CPI adjustment. Motion made as stated by Commissioner Olson and 2nd by Commissioner Provencher. Commissioner Provencher noted that he has been told that Mass T will not accept terms, therefore commission should accept recommendation but declare said recommendation mute

and ask management to enter into negotiations with Mass T for new terms. Atty Jaikes was asked how to proceed and he replied that we have nothing in writing, so we should approve motion and have Mass T reject the offer and motion to return to negotiations or vote the motion down based on what we heard and instead enter into negotiations. After brief discussion it was found that indeed Mr. Cunningham has the authority from the trustees to reject said motion in behalf of Mass T. Atty. Jaikes also wants motion to include that Mass T will continue as tenant at will during the interim. **finish**

e. Airport Solutions Group (written report included in package).

7. City Solicitor – monthly status report

8. Old Business –

- i. Leon Shabbott update
- ii. Josefek update
- iii. Vulgaris update

9. New Business – none

10. Communications - none

11. Tabled Business - none

12. Executive session