

**Minutes of Airport Commission Meeting of July 17,2021**

Meeting Opened at 6:03pm

Meeting Adjourned at 7:26pm

**Members Present**

Carlos DaCunha  
Russ Olson  
Jeff Pelletier  
Paula Popeo

**Members Absent**

Gary Correia

**Airport Admin Sta**

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

**Others Present**

Eric Jaikes      Bob Mallard  
Leon Shabbot    Lucas Scheurer  
Paul McDonough

1. Call to order. Meeting was called to order at 6:03
2. Roll call was taken by the chairman and all commissioners were present except Commissioner Correia
3. The members of the Airport Commission have received minutes of the previous meeting held on June 16, 2021. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Olson and 2<sup>nd</sup> by Commissioner Popeo. All in favor and motion carried.
4. Reports:
  - a. Manager's
    - i. Operations briefing – we are way up on everything but parking. We have to be more diligent with parking enforcement because it is apparent that people are not paying for parking
    - ii. Financial/Operations report in package – numbers look better than they actually will end up due to billing that will occur at end of fiscal year and revenue totals are off, partly due to slow winter and agreement with Airport Grill
    - iii. Rental Car RFP update – new RFP was put out and Avis responded, asking for an extension
    - iv. Apron Phase 2- update – had walk through and we have punch list items to clean up
    - v. Contaminated soil update – currently estimate is at \$60,000 and while Colonial is liable, they do not have capital available. They are asking for a payment plan but manager would like them to take out a loan as we are on the hook to pay bill up front and can't tie up our funds for a long period of time. Chair asked if Colonial's responsibility of liability has been done in writing and manager said yes and that they had been kept in the loop right from the beginning and they are not challenging responsibility
    - vi. Tower air conditioning – update – all estimates are in and asbestos removal is scheduled for August 9 and system will be installed after that work is finished
    - vii. Mass Air Trust exercised 5 year option. This is the last of their options, with lease expiring in 2025. Asst. manager asked if we can have them repave during renewal and Atty. Jaikes noted that we cannot amend an existing lease but he will examine lease to see if it has a repaving clause
    - viii. Hangar4Planes- lease review- manager met with Leon, Lucas and Atty. Jaikes to discuss lease and details. It was agreed to refer to finance committee before our August meeting
    - ix. Southern Airways Incentive Program – Southern Airways took hiatus last year and they are

looking to extend their incentive program. Manager contacted compliance office, who in turn contacted DC and found that there is no opposition to this request to extend unused time. Their license does expire in August so Atty. Jaikes suggested that original license be reset/amend to give them a total of 365 days, taking hiatus/covid in account. Motion made by Commissioner Pelletier and 2<sup>nd</sup> by Commissioner Popeo to modify existing Southern license as suggested by Atty. Jaikes. All in favor and motion carried

x. CIP meeting in August with FAA and MassDot. We will discuss our top 5 “priority projects” which are Phase 3 of our apron project, terminal rehab, expand and renovate ARF/SRE building, reconstruct parking lots and reconstruct Airport RD.

xi. Tony Cabral – state budget- there is \$25,000 set aside for our airport so we are going to work with our consultants to get projects shovel ready so we can try to push for funding for priority projects once funds become available. For the record wanted to thank Tony Cabral and Bill Strauss for their assistance and he would like manager to put together a thank you note and follow up with MassDot

xii. Two new commission candidates. Candidates, Catherine Kramer and Matt Provencher, have been presented to city council for consideration. Hopefully they will get council approval by mid August

xiii. helicopter company wants to work with Noreast to support off shore wind. Manager will look into this further and report back to commission

b. Asst Manager report

i. Covid-19 update – we now have to deal with the delta variant and we continue to follow FAA and state guidance, with no direct impact. In lieu of covid we will not be having an intern program this year

ii. Small Business Spotlight update – this has been very successful and we will continue until end of summer and then pick it back up in the spring.

iii. Hiring update – still no applications. Asst. manager suggested that the city set up an account with “in deed” to help address staffing issues and is working with Mass Hire/Career Center

iv. UFO – this event was very successful even though the weather did not cooperate. There was a nice piece done by the Standard Times, which ensured that this yearly event to be held here from now on. There will be a follow up event sometime this fall

v. Airport Grill “feast” Management team is working with the Airport Grill to address parking, police detail/security, etc and have another meeting scheduled before event takes place to assure compliance. There was a short discussion regarding what this event will entail and chair noted that he was concerned about possible repercussions but he and Atty. Jaikes were somewhat relieved when they heard there was 180 person cap. Manager will keep the mayor’s office apprised, other pertinent city officials/departments, and follow up on permitting etc

c. Chairman Report – We continue to work with the executive office for additional support/funding. Chair was pleased with the dialog that took place at the last meeting. Chair explained the procedure for operating and reconciling our accounts. Budget-wise we follow the 3 item criteria the mayor has set forth in establishing a need for supplemental funding.

There was a brief discussion concerning Airport Grill arrearage and repayment plan. Commission would like them paid up to date by October or they could be defaulted if they don’t follow through. Motion made by Commissioner Olson and 2<sup>nd</sup> by Commissioner Popeo to have manager write letter to Grill requiring them to get caught up by October and provide a payment plan in writing (commission is anxious to have something inwriting). If they do not, then they will be required to appear at our August meeting, at which time they will be told to provide plan or face default.

d. Committee Reports

i. Business Plan committee – nothing to report

ii. Finance Committee – nothing to report

e. Airport Solutions Group (written report included in package). Robert mallard was present this

evening to go over report dated 7/21/21

5. City Solicitor – monthly status report

- i. Two potential commissioner candidates are both attorneys – Kate Cramer and Matt Provencher – have been presented to city council
- ii. Met with manager and Leon Shabbott regarding potential leases

6. Old Business –

i. Leon Shabbott update – Mr. Shabbott provided recap, noted that he needs to get perk test scheduled and hasn't had any success as yet and furthermore he would like to meet with finance subcommittee to discuss terms of lease and is requesting reduced rent during construction. Motion made by Commissioner Pelletier and 2<sup>nd</sup> by Commissioner Popeo to schedule meeting with finance committee prior to our next commission meeting, in order to discuss terms of lease. All in favor and motion carried. Date to be determined and Chair requested that all information be received in advance of finance meeting. Atty Jaikes will modify lease terms, options and land lease value appraisal and get it typed and submitted to subcommittee. Manager will follow up with BOH for perk test.

7. New Business –

8. Communications

9. Tabled Business

10. Executive session

11. Adjournment. Motion to adjourn at 7:26 made at Commissioner Pelletier and 2<sup>nd</sup> by Commissioner Popeo.

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport