

Minutes of Airport Commission Meeting of April 21, 2021

Meeting Opened at 6:15pm

Meeting Adjourned at 7:35pm

Members Present

Carlos DaCunha
Russ Olson
Jeff Pelletier
Paula Popeo
Gary Correia (arrived late)

Members Absent

Airport Admin Sta

Scot Servis, Airport Manager
Joan Jones, Principal Clerk

Others Present

| | |
|----------------|-----------------|
| Eric Jaikes | Leon Shabbott |
| Steve Reisland | Dave Dineen |
| Brian Hughes | Michael Josefek |
| Mike Rocha | Paul Donaghue |

This meeting is being held via telephone per Governor Baker's State of Emergency letter dated May 20, 2020 "Executive Order Suspending Certain Provisions of Open Meeting Law".

"In accordance with the Americans with Disabilities Act (ADA), if any accommodations are needed, please contact **Scot Servis at 508-991-6161**. Requests should be made as soon as possible but at least **48 hours** prior to the scheduled meeting."

Chairman went over the rules for conducting meetings according to Gov. Baker's letter dated 3/20/20

1. Call to order. Meeting was called to order at 6:15
2. Roll call was taken by the chairman and all commissioners were present except Commissioner Correia, who arrived after roll call at 6:30
3. The members of the Airport Commission have received minutes of the previous meeting held on March 17, 2021. Request acceptance of those minutes, as recorded. Motion to accept minutes made by Commissioner Popeo and 2nd by Commissioner Olson. All in favor and motion carried
4. Reports:
 - a. Manager's
 - i. Operations briefing – manager went over report and noted that we are looking good right now but this will not continue as the fiscal year proceeds
 - ii. Financial/Operations report in package - currently revenue is down about 7%, along with enplanements, operations and parking at this time
 - iii. Preliminary Airport Design list – we are working out a list of CIP projects and funding possibilities for future development
 - iv. Apron phase II project – we will be getting extra money from MassDot so will move forward with paving from playground to around Colonial

- v. Update on new employee – still no qualified candidates have applied
- vi. CARES Act money -2nd round of monies have come in but the lion share of it must be spent on the tower so we are looking at updating HVAC system and costs associated
- vii. Sandpiper's fuel farm update - has been repaired and item has been closed out
- viii. Rental Car RFP update - RFP should go out this Friday with lowered concession fee and percentages
- ix. Other items as necessary – none at this time

b. Asst Manager report

- i. Covid 19 update/response/Covid testing site – testing will begin here on 5/1 and we have new signage designs to direct the public
- ii. Airline update – we have received schedules from Cape Air and Southern that have increased operations significantly and both have marketing coordination campaigns, that look very promising!
- iii. Airport Grill structure – they have built an outdoor stage canopy, which will reduce noise and provide cover in inclement weather
- iv. New aircraft controller – Sean Carrigan, is a welcome addition
- v. Small business spotlight – we are high-lighting regional businesses both here and at Nantucket to increase marketing efforts
- vi. Local artist that has prints available in terminal building are also being marketed with the help of Airport Grill

c. Chairman Report

- i. Capital projects are moving forward and we have engaged our state delegation to assist in our future endeavors

d. Committee Reports

- i. Business Plan committee – update – nothing to report at this time
- ii. Finance Committee – update – meeting was held 3/25 to discuss (1) development agreement review (lock in a specific area and timeline), (2) discussion regarding car rental RFP modifications and concessions, (3) further discussion with Airport Mini Storage issue

e. Airport Solutions Group (written report included in package) Steve Reisland present this evening to go over monthly ASG report dated 4/20/21

5. City Solicitor – monthly status report – Atty. Jaikes noted that (a) Noreast Aviation is behind in rent and fees so a default letter will be going out shortly. (b) Southeastern Fire rent is in arrears but they are catching up and check for unpaid balance will be received next week (c) 5 grant assurances are in process of getting signatures for submittal. For transparency, Asst. manager reported that he is a customer of Noreast Aviation (he rents hangar space)

6. Old Business –

- i. Leon Shabbott update – manager had informed Mr. Shabbott that our wetland delineation has expired so he had to re-delineate, which resulted in him having more space. Mr. Shabbott noted that he is waiting for Con com to approve new delineation. Plans will probably be revised
- ii. Airport Mini Storage update – still waiting for appraisal but he has not finalized work with that company so manager will ask him to advise the commission when the appraisal is done so he can be put back on the agenda and the commission agree as there is no need to go over the same information monthly when Mr. Vulgaris has not completed the appraisal
- iii. Josefek hangar development -Manager noted that he received plans and made revisions

that look good but he does want lot layout plans, which Mr. Josefek has agreed to. Once terms of lease are agreed, ground-breaking can start. Mr. Josefek reported that he plans to increase size for potential aircraft needs and is in agreement to go back to Finance Committee for further discussion. Motion to refer to finance made by Commissioner Pelletier and 2nd by Commissioner Olson. Roll call vote taken and all in favor. Motion carried

7. New Business –

i. Southeastern Fire – sublet. Both Atty. Jaikes and manger provided recap of events that took place 3 years ago and noted that they are now looking to sublet property. Mr. Rocha and Mr. Tavares are in agreement to vacate former vote of lease assignment and ask to sublet said property so Mr. Tavares can sell cars. Atty. Jaikes wants their request in writing for our records and to attend the next finance committee meeting for further discussion. Motion to refer to finance made by Commissioner Olson and 2nd by Commissioner Correia. Roll call vote taken and all were in favor. This item should be referred to full commission after review of finance committee by our August meeting and Mr. Tavares can obtain needed licensing. Finance committee meeting will be scheduled for 4/29

8. Communications

9. Tabled Business

10. Executive session

11. Adjournment. Motion to adjourn at 7:35 made by Commissioner Olson and 2nd by Commissioner Popeo. Commissioner Correia will be working on our next scheduled meeting so he will be unable to attend and that will be noted.

Respectfully submitted,

Joan Jones
New Bedford Regional Airport