

Minutes of Airport Commission Meeting of March 17, 2021

Meeting Opened at 6:05pm

Meeting Adjourned at 7:34pm

Members Present

Carlos DaCunha
Russ Olson
Jeff Pelletier
Paula Popeo
Gary Correia

Members Absent

Airport Admin Sta

Scot Servis, Airport Manager
Joan Jones, Principal Clerk

Others Present

Eric Jaikes Leon Shabbott
Steve Reiland Dave Dineen
Brian Hughes Michael Josefek

This meeting is being held via telephone per Governor Baker’s State of Emergency letter dated May 20, 2020 “Executive Oder 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 6:05pm
2. Roll call was taken by the Chairman and all commissioners were present.

3. The minutes of the previous meeting held on February 17, 2021 have been completed. Request acceptance of those minutes as recorded. Motion made by Commissioner Olson and 2nd by Commissioner Popeo to accept minutes. Roll call vote taken and all were in favor. Motion carried

4. Reports:

a. Manager's

- i. Operations briefing – manager went over operation accounts and revenue
- ii. Financial/Operations report in package – manager went over report, citing highs and lows in comparison
- ii. Commissioner Gushue Resignation/ Recognition
- iii. ARFF Supplies – all supplies delivered but not installed
- iv. Update on New Employees – held 3 interviews but position is staying open
- v. CARES Act Money- we received \$69,000.00 from first round and are receiving \$57,000 with different terms (some funding must be used for covid relief concerning tower). Chair asked if covid relief was defined and/or if loss of income was covered. Manager noted that to the best of his belief it does not cover loss of income, just pretty much cleaning materials, as anything else needed in tower would out cost the funding allotment but we do have 4 years.
- vi. Sandpiper Fuel Farm – this has been repaired and is back to normal
- vii. Cape Air Trailer- this has been removed as of 3/1/21
- viii. Rental Car RFP – everything stayed the same since last time but no one applied, Manager will adjust rates and resend out for bids. Motion was made after further discussion, by Commissioner Olson

and 2nd by Commissioner Popeo to send this item to the finance committee for additional review. Roll call vote taken and all in favor. Motion carried

ix. Budget – we are currently out about \$17,000 but it doesn't include car rental loss or 2 empty positions (\$84,000.00), this could result in an overall net deficit of \$161,000.00. We are working with the city to figure out how to deal with the shortfall and what needs to get done

x. Parking Lot Signs – Asst manager has been working on parking signs to better inform customers that the parking lot is a paying lot

xi. T-Hanger Plowing Agreement – all 3 T hangars would like our staff to plow them out after snowstorms and will be billed accordingly

xii. MassDot Grants – we got 3 grants that came in recently: push box for loader, mow deck and brush hog deck, which will replace broken items at a cost savings (80/20 split) MassDot has about \$1,000,000 they need to spend by year end and they want to put it into the apron project. We are working with DW White regarding work time frame and commission will be updated (via email). It was noted that this is not guaranteed. Commission will be updated via email

xiii. 2014 Bond Bill for \$25,000,000 was put aside for airport improvements. We are at the point now to try to access that funding to finish our apron project, start the terminal project and get airport road fixed. Manager is working on possible access options as we speak

xiv. BSU wants a 2-3 lease agreement with a rent decrease of \$10,000.00. To recap history, they signed original lease in 2008 for \$60,000.00, 2012 to \$80,000.00 and asked for abatement in 2016 bringing it back to \$60,000.00 (to present) with them taking care of the building, and since then rent has not been raised and when they complained about building condition, the city put in over \$100,000.00 worth of material for repairs to building, not including labor. After discussion, motion was made by Commissioner Olson and 2nd by Commissioner Popeo to deny rent decrease request to \$50,000.00 at this time. Roll call vote taken, all commissioners in favor and motion carried.

b. Asst Manager report
On Vacation

c. Chairman Report – Commissioner Gushue has resigned due to residency requirements. We wish to thank him for his support and on behalf of the commission, we accept his resignation with regret and wish him well

d. Committee Reports

i. Business Plan Committee Update - meetings will resume soon

ii. Finance Committee Update – we do have several items to address; we are working on a development agreement/framework and currently Atty. Jaikes is reviewing document and should make recommendations shortly (as to form)

e. Airport Solutions Group (written report included in package) Steve Reisland present to go over the ASG monthly report

5. City Solicitor - monthly status report

a. Personnel matter has been resolved

b. 2 of the 3 default letters have been sent out

6. Old Business –

i. Leon Shabbott Update – Mr. Shabbott provided an update and noted that wetland delineation has expired he is working on new delineation

ii. Airport Mini Storage Update – still waiting on appraisal, our interest only extend to the land value not the building and he would like to be referred to finance committee for further discussion regarding lease extension

iii. Josefek Plans North of BSU – manager noted location and said there was no shared gate. Mike Josefek went over proposed project and stated he would like to stake out lots and meet with manager. Chair would like Mr. Josefek to meet with manager and noted there would be no decisions this evening. Motion to refer to finance committee made by Commissioner Popeo and 2nd by Commissioner Pelletier. Roll call vote taken and all in favor. Motion carried.

7. New Business – Manager noted that he will be out for a few weeks due to knee replacement surgery.

8. Communications

9. Tabled Business

10. Executive session

11. Adjournment. Motion to adjourn at 7:18 made by Commissioner Olson and 2nd by Commissioner Popeo

Respectfully submitted,

Joan Jones
New Bedford Regional Airport

