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**Minutes of Airport Commission Meeting of April 20, 2021**  
Meeting Opened at 6:10pm                      Meeting Adjourned at 8:07pm

**Members Present**

Matthew Provencher  
Catherine Kramer  
Joe Lopes  
Carlos DaCunha

**Members Absent**

Gary Correia  
Russ Olson

**Airport Admin Staff**

Scot Servis, Airport Manager  
Michael Crane, Asst. Airport Manager  
Joan Jones, Project Administrator

**Others Present**

Leon Shabbott                      Lukas Scheurer  
Bob Mallard

1. Call to order. Meeting was called to order at 6:10
2. Pledge of allegiance
3. Chair extended a special welcome to our new commissioner, former city councilor, Joe Lopes
4. Roll call was taken by the Chairman and Commissioners Olson and Correia were absent
5. The members of the Airport Commission have received minutes of the previous meeting held on March 16, 2022. Request acceptance of those minutes, as recorded. Motion to accept the minutes made by Commissioner Lopes and seconded by Commissioner Provencher. All in favor and motion carried.
6. Repeat presentation from Airport Solutions Group that was previously made to the Commission on June 22, 2016, of a Terminal Feasibility Study, for the benefit of new Commissioners or those not present at that meeting in 2016. Bob Mallard went over the Terminal Feasibility Study, explaining options and answering questions. After presentation and discussion, motion was made by Commissioner Provencher and seconded by Commissioner Kramer to reaffirm option #2 (taken in 2016) and get an updated concept from ASG in the coming months. All in favor and motion carried.

ASG report taken out of order at this time

7. Reports:

a. Manager:

- i. Finance report is attached and manager went over this briefly
- ii. Operations report is also attached and manager went over the data
- iii. Letter to A-1 Asphalt cancelling access agreement – still in process in the solicitor's office
- iv. Chronic past due rent issues = charge late fees –
- v. Noreast past due on rent and fees = asking for payment plan, however they are delinquent and must be up to date before that can be considered. They have informed manager that they will be caught up by July
- vi. Airport Improvement Plan update–went over proponents and we are waiting for OK from Purchasing, Mayor's office, and CFO's before we can proceed with design. It was noted that the costs

involved will not be coming from the airport operating budget. BIL grants have available monies so we are applying for federal grants where we can and it was noted that our administration is fully supportive for our new terminal

vii. Noreast Renewal letter – due to rent status, we will accept/receive letter but not renewal at this time, until they are caught up. Manager will contact Atty. Murphy regarding sending letter to Noreast to address lease option and default

viii. BSU update -their accreditation report is due next year, they are nowhere near close to moving to Aviation way, and they are still trying to find funding for this endeavor. They are also trying to get further funding for a temporary storage structure to hold 2 aircraft and a stimulator to help with the accreditation.

ix. Ramon Silva was on the appointments and briefing committee to be placed on our commission but we do not know the outcome as yet

b. Assistant Manager report

i. Part 139 Inspection Date – this will take place 6/15-6/17

ii. MassDOT Runway Painting -MassDot is conducting the runway painting on rwy 5-23 but we do not have a confirmed date

iii. Staff update – our vacancy has finally been filled. Taylor Hoffman has been selected by management as our new Airport Technician. Based on his background, he should be a good fit. Welcome Taylor!

iv. Front Door Maintenance – door is now working

v. Restroom Maintenance – odor is now gone thanks to a tip from one of the tenants.

vi. Generator Maintenance- leaks at both generators were discovered and are scheduled for repair at a cost of around \$6000.00 and we now have a maintenance contract with the same company to help avoid issues

vii. Transient Gate Update – manager has secured a grant for an upgrade to our transient gate at 100% and it is a major improvement

viii. Business After Hours Event – On 4/14, Southern Airways sponsored this event along with One Southcoast Chamber. This was well received and a good time was had by all

ix. Air/heat turnover is scheduled for early May

Commissioner Lopes asked if we had any other unexpected expenses beside the generator repair and manager informed him that DFFM used to do maintenance on our equipment will no longer be doing so nor will they be providing maintenance on our generator, so we have had to get a 3<sup>rd</sup> party vendor at our cost. We were also told they do not have adequate training on one of our tractors (even though they have been maintaining it for 15 years) and they are not equipped to do service on the other one and we should send to manufacturer (in LA) for repair, which is not cost effective. We do have repair manuals and had invited mechanics over when that vehicle was delivered to get familiar. We normally budget \$14,500.00 yearly in our budget and currently we are up to \$28,000.00 this year. CARES ACT money will help offset some of these costs this year

c. Chairperson's Report- no chairman report

d. Committee Reports -

i. Business Plan committee – nothing to report

ii. Leasing committee – Chair reported that we received feedback from tenants to address issues in the leasing policy and we will need to send back to the Leasing Policy to move forward. That being said, a motion was made by Commissioner Kramer and seconded by Commissioner Lopes to send back to committee. All in favor and motion carried. After a brief discussion, it was agreed to hold next Leasing Committee meeting on May 4 at 6:00 and will be advertised as such.

iii. Finance committee – meeting held on 4/13/22 to address 3 items (1) charging interest and the amount it should be. Manager explained language in leases and why this has come about. After discussion, a motion was made by Commissioner Lopes and seconded by Commissioner Provencher to implement 14% late fee (city standard policy), unless otherwise noted in the lease which states a lower amount than the 14%. All in favor and motion carried. (2) sale of lot (near Babbitt Steam). Manager explained process to move forward. Motion made by Commissioner Lopes and seconded by Commissioner Provencher that the city start process to declare property surplus and began the RFP process associated with surplus properties. All in favor and motion carried. (3) Airport Mini Storage – Chair provided the recap of what has transpired to present. For the record Atty. Leontire is now council for Mr. Vulgaris and he has been helpful and sent us a proposal. Motion made by Commissioner Lopes and seconded by Commissioner Provencher to receive letter and place on file. All in favor. Motion carried. After discussion it was decided to hold the next finance meeting on 5/11 and volunteers are welcome to be assigned to this committee.

e. Airport Solutions Group (written report included in package). Robert Mallard present to go over report dated 4/18/22

8. New Assistant City Solicitor - Attorney Owen Murphy has been assigned to the Commission and Airport business. Commissioners stated they would like to have Atty. Murphy present at our meetings. Chair will speak to City Solicitor in that regard

9. Old Business -

i. Noreast lease amendment- Manager provided update for Commissioners Lopes' benefit and noted that flight school proposal is in solicitor's office

ii. Leon Shabbott's project update. Mr. Shabbott was present to provide update and it was noted that manager will reach out to the Health Dept regarding this project

iii. Josefek' project update – waiting for updated leasing policy to be completed

10. New Business

11. Communications

12. Tabled Business

13. Executive session as needed

14. Adjournment Motion to adjourn at 8:07 made by Commissioner Lopes and seconded by Commissioner Provencher. All in favor and motion carried.

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport

Regional Airport