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**Minutes of Airport Commission Meeting of February 9, 2022**  
Meeting Opened at 7:51pm                      Meeting Adjourned at 8:20pm

**Members Present**

Carlos DaCunha  
Paula Popeo  
Russ Olson  
Catherine Kramer  
Matt Provencher

**Members Absent**

Gary Correia

**Airport Admin Staff**

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

**Others Present**

Mike Josefek                      Leon Shabbott  
Lucas Schroder

1. Meeting was called to order at 7.51
2. Pledge of allegiance
3. Roll call was taken by the chairman and Commission Correia was absent
4. The members of the Airport Commission have received minutes of the previous meeting held on January 19, 2022. Request acceptance of those minutes, as recorded. Motion made to accept minutes made by Commissioner Provencher and 2<sup>nd</sup> by Commissioner Olson. All in favor and motion carried.
5. Reports:
  - a. Manager is on vacation – no report
  - b. Asst Manager report
    - i. Storm update – we had one full time and one part time employee to handle snow operations for this massive storm (due to one full timer out for surgery and the other full timer with covid exposure and being systematic) and on top of that, equipment when down. Both manager and assistant manager assisted in snow removal but the airport was still closed for 4 days. Notices had been sent out to tenants periodically
    - ii. Personnel update – one of our employees will be out from 3 to 6 months. This will limit coverage capability and airport performance/project completion and management will need to step in. Mayor's office is working on getting us 2 new positions through the use of ARPA funds
    - iii. Equipment update – snow blower broke down twice during the storm, which delayed airport opening. Asst. manager thanked Chris Cunningham for his assistance during the storm
    - iv. Sandpiper II lease update - Bill Whelan has been sent details of new lease (including rent adjustment)
    - v. Mt. Pleasant Properties – we are still waiting for the appraisal to come in
    - vi. Fuel Farm Compliance – no FBO here is current but the parts are available
    - vii. Apron Phase III funding – this is still up in the air at this time but we are waiting for feedback
    - viii. New Airlines – we are having discussions with a possible new airline
  - c. Chairman Report – nothing to report
  - d. Committee Reports

- i. Business Plan committee – nothing to report
- ii. Finance Committee – Hangar 9 Trust lease – nothing to report
- iii. Leasing committee – had leasing committee meeting prior to tonight's meeting

e. Airport Solutions Group (written report included in package) no one in attendance but report in commissioner's packages

6. City Solicitor – new solicitor has not been assigned as yet, therefor no report

Chair went over our new financial report and asked about arrearages. I told chair that Noreast is over \$29,000.00 in arrears and that they are sending \$10,000.00 asap and would like a payment plan. There has not been a default letter sent since Atty. Jaikes had done in September. Chair will check with solicitor's office to see if someone can do default letter and then we can look at request for payment plan (in writing) after they receive default letter

7. Old Business –

- i. Noreast lease amendment – no change
- ii. Leon Shabbott update – Lucas Schrodeur provided a brief update. Mr. Josefek complained because he was not aware of what was going on and feels it may affect his property. Chair noted that Mr. Shabbott has been very forthcoming and if he wants to know more than he is welcome to attend the monthly meetings to hear the updates or take it up with the manager.
- iii. Josefek update – Mr. Josefek reported that most things are ironed out in the potential lease but he is waiting on final lease
- iv. Vulgaris update – still waiting on appraisal

8. New Business –

9. Communications

10. Tabled Business

11. Executive session:

Commissioner Provencher made a motion to thank Mr. Cunningham for the assistance he gave to the airport during the snowstorm. This motion was 2<sup>nd</sup> by Commissioner Olson. All in favor and motion carried.

12. Adjournment. Motion to adjourn at 8:20 made by Commissioner Provencher and 2<sup>nd</sup> by Commissioner Kramer. All in favor and motion carried.

Respectfully submitted,

Joan Jones  
New Bedford Regional Airport