

**Commonwealth Of Massachusetts  
County Of Dukes County, S.S.  
MARTHA'S VINEYARD AIRPORT COMMISSION MEETING**

**January 5, 2017 2:00PM  
West Tisbury Public Library**

Notice of Such Meeting Having Been Posted as Required by Law

Present: Airport Commissioners: Chair - Myron Garfinkle, Clarence "Trip" Barnes,  
Richard Michelson\*, Donald Ogilvie,  
Christine Todd, Kristin Zern,  
Airport Staff: Ann Crook - Manager, Geoffrey Freeman – Assistant Manager,  
Others: Brian Smith – McFarland Johnson,  
Press: Joanie Ames – MVTV,  
Marni Lipke – Recorder

\* Late arrival or early departure (see \* in text)

**I. CALL TO ORDER**

The Martha's Vineyard Airport Commission (MVAC) meeting was called to order at 2:02PM.

**II. APPROVAL OF MEETING MINUTES FROM DECEMBER 8, 2016** Action

**MS. CHRISTINE TODD MOVED TO APPROVE THE DECEMBER 8, 2016 MINUTES AS AMENDED IN SECTION #VIII; MR. TRIP BARNES SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

**III. APPROVAL TO APPLY FOR AND ACCEPT GRANTS** (See documents on file for all.)

In accordance with Airport Manager Ms. Ann Crook's plan for many capital improvements with many grants, she and McFarland Johnson Representative Brian Smith explained the capital projects approval process.

- This year's projects had been selected from those outlined in the Airport Master Plan Update. Other projects could be added at a later date.

- Each individual project required approval of a separate McFarland Johnson design work order.

- Then approval was required for the construction contract.

- In addition approval was needed both to apply for and to accept any grants, whether State or Federal. Occasionally if projects experienced cost overruns additional approvals were required.

• In response to MVAC questions it was explained that there was no reason not to accept a grant, and that grant amounts were sometimes different from what was requested.

• Three of the following grant applications were for different programs than the standard FAA/MassDOT Airport Improvement Program (AIP) (90% FAA, 5% MassDOT, 5% local), or from the annual \$1,000,000 FAA Discretionary funds.

- Ms. Crook applied for Airport Safety and Maintenance Program (ASMP) (80% MassDOT, 20% local) competitive grant that might or might not be awarded. Although MassDOT Aeronautics' was extremely underfunded this year, the applications would improve MVY chances in the future.

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- 100% of any MVY Passenger Facility Charge (PFCs) revenues could be used for various capital Airport projects (see also below: p.3-4 #III C).
- If a grant was not awarded the Airport would fund the project on its own. MVY Airport revenue came from landing fees, tie downs, Business Park rents, fuel sales, etc.

A. Federal Aviation Administration (FAA) and Mass. Dept. of Transportation Division of Aeronautics (MassDOT Aeronautics) - Airport Rescue and Fire Fighter (ARFF) Snow Removal Equipment (SRE) Building Construction Action

It seems that the MVAC never formally approved the ARRF/SRE construction grant.

**• MR. DON OGILVIE MOVED TO AUTHORIZE THE CHAIRMAN TO APPLY FOR AND ACCEPT FEDERAL AVIATION ADMINISTRATION AND MASSACHUSETTS DEPARTMENT OF TRANSPORTATION-AERONAUTICS GRANTS FOR THE AIRPORT RESCUE AND FIRE FIGHTER (ARFF) SNOW REMOVAL EQUIPMENT (SRE) CONSTRUCTION PROJECT; MS. TODD SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

B. MassDOT Aeronautics – Land Development Study Action

This study (not to exceed \$280,000) would research: what was already permitted and available for leasing, current regulations, alternatives for future development and how they would fit in with the Airport, what additional permits were needed, and help draft Request for Proposal (RFP) specifications. in coordination with the (MVC), Dukes County, Edgartown and West Tisbury Building Inspectors and Zoning Boards of Appeals. The target was to complete the study and show a conceptual layout within the year although phases could be implemented during the process. The layout could then be shown to town officials and regional boards. Issues included:

- retail space,
- bureaucratic approval process and possible test cases;
- highest/best use,

\*Mr. Richard Michelson entered the meeting at 2:27PM.

- working with the Tenant's/Owners Association on signage, setbacks screenings, lighting etc.
- what would support the Island as a whole.

**• MS. TODD MOVED TO AUTHORIZE THE CHAIRMAN TO APPLY FOR AND ACCEPT A MASSDOT-AERONAUTICS GRANT FOR THE LAND DEVELOPMENT STUDY PROJECT; MR. BARNES AND MS. KRISTIN ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

C. MassDOT Aeronautics – Rubber Removal Action

The rubber removal with high pressure water blasting equipment was a necessary runway maintenance project, that was contracted out. If the MassDOT \$48,000 ASMP grant was not awarded the Airport would pay the entire project cost (\$60,000). The rubber residual was vacuumed and removed.

**• MS. TODD MOVED TO AUTHORIZE THE CHAIRMAN TO APPLY FOR AND ACCEPT A MASSDOT-AERONAUTICS GRANT FOR THE RUBBER REMOVAL PROJECT; MR. BARNES SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

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D. MassDOT Aeronautics – Restroom Renovations Action

The initial more aggressive renovation proved overly costly so a consultant was hired to look at bare minimum electrical, tile, mechanical and equipment needs. The Airport would then go out to procure contractors. As above, if the grant (\$100,000) failed the Airport would fund the project (\$125,000). Ms. Zern, after surveying many airport restrooms, strongly recommended larger tiles as easier to clean and maintain.

**• MS. TODD MOVED TO AUTHORIZE THE CHAIRMAN TO APPLY FOR AND ACCEPT A MASSDOT-AERONAUTICS GRANT FOR THE RESTROOM RENOVATION PROJECT; MR. BARNES SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

III. APPROVAL MCFARLAND JOHNSON WORK ORDERS (See documents on file for all.)

A. Airport Business Park (ABP) Land Development Study Action

**• MS. TODD MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE A WORK ORDER WITH MCFARLAND JOHNSON FOR THE LAND DEVELOPMENT STUDY PROJECT; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

B. Airfield Improvements Part A: Soils & Survey Action

This combined a number of small Part 139 Inspection projects (removal of shoulder pavement, repainting islands, etc.) into one FAA AIP grant. The design for the rubber removal project although not grant eligible would also be included and might therefore not come before the MVAC again. The project would be given an AIP number for reference.

**• MS. ZERN MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE A WORK ORDER WITH MCFARLAND JOHNSON FOR THE AIRFIELD IMPROVEMENT PART A; MS. TODD SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

C. Passenger Facility Charge (PFC) Program Administration Action

(See Minutes: 3/10/16 p.9 #G & 4/14/16 p.4-5 #III & 5/12/16 p.5 #F.)

This was to administer the paperwork (\$39,000 for each of three years). The PFC was already included in the ticket and revenue went to the first two legs of any commercial airline trip.

- The FAA process took time and was followed by an airline comment period. Revenue (~\$200,000/yr.) was consequently likely to start sometime late in the 2017 summer season.
- The \$4.50 charge was set by the FAA and was highly regulated in collection and spending—i.e. only for certain airport projects directly or indirectly improving commercial airline facilities.
- The charge would pay for Airport improvements just as the Steamship Authority Embarkation tax paid for tourist improvements.
- This along with other airline ticket and industry taxes paid for the aviation industry, so that only those flying paid for airports.

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- **MS. TODD MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE A WORK ORDER WITH MCFARLAND JOHNSON FOR THE PASSENGER FACILITY CHARGE PROGRAM; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

D. Website Design

Action

The website would finally be re-designed (\$23,300). Ms. Crook had strongly considered local companies but instead had chosen a company with airport website experience.

- **MS. TODD MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE A WORK ORDER WITH MCFARLAND JOHNSON FOR THE WEBSITE REDESIGN PROJECT; MR. MICHELSON AND MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

V. CHAIR/MANAGER'S REPORT

- The above projects were Ms. Crook's report.
- Airport Assistant Manager Mr. Geoffrey Freeman described the ARFF/SRE building now 100 days into construction: putting in foundations on time and steel set to arrive at the end of the month. Design plans were 100% finalized.
- MVY received the FAA letter closing out all previous Part 139 Inspection discrepancies. In keeping with the excellent rapport Mr. Freeman and some of the operational staff were invited to the FAA Regional Burlington Office to present some of the new computer based improvements.
- All trucks were prepared for the weekend's weather advisory. A number of staff that attended the Snow Academy training reported that Atlanta Airport had a never used, well maintained de-icer and supplies. Ms. Crook therefore acquired it for \$500, and \$1,300 in transportation costs. It was now at the Barnstable Airport. Mr. Freeman was researching the environmental impact.
- This was a good example of how weekly staff meetings were beginning to bear fruit, as staff participated more confidently.

VIII. CONFIRMATION OF NEXT MEETING - 2:00PM, THURSDAY, FEBRUARY 9, 2017

- Dukes County Commission reappointment of Airport Commissioners: Mr. Michelson and Ms. Todd – 4:00PM, Wednesday, February 1, 2017 2/1 at the County Admin. Bldg.
- Chair Garfinkle would be participating by remote for the next three months. He thanked the MVAC for an incredible 2016 and a good start to 2017.

VIII. CALL FOR MOTION TO ADJOURN

- **MR. MICHELSON MOVED TO ADJOURN AT 3:08PM; MR. BARNES SECONDED; MOTION PASSED UNANIMOUSLY.**

**Appendix A: Tasks**

- Airport Management – consider large tiling on the bathroom renovation project.

**continued**

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**Appendix B: Documents on file:**

- Agenda 1/5/17
- Sign-in Sheet 1/5/17
- MVAC 12/8/16 Draft Minutes (5 p.)
- MV Airport Staff Summary re: FAA & MassDOT Aeronautics Grants for ARFF/SRE Building 1/5/17
- MV Airport Staff Summary re: MassDOT Aeronautics Grant for Rubber Removal 1/5/17
- MV Airport Staff Summary re: MassDOT Aeronautics Grant for ABP Land Development Study 1/5/17
- MV Airport Staff Summary re: MassDOT Aeronautics Grant for Restroom Renovations 1/5/17
- MV Airport Staff Summary re: McFarland Johnson Work Order for Airfield Improvements Part A: Soils and Survey 1/5/17
- MV Airport Staff Summary re: McFarland Johnson Work Order for Land Development Study 1/5/17
- MV Airport Staff Summary re: McFarland Johnson Work Order for PFC Program Administration 1/5/17
- MV Airport Staff Summary re: McFarland Johnson Work Order for Website Redesign 1/5/17

*Minutes approved 2/16/17*