

**Commonwealth Of Massachusetts**  
**MARTHA'S VINEYARD AIRPORT COMMISSION**  
**May 23, 2018, 4:30PM**  
**MVAC Chambers**

Notice of Such Meeting Having Been Posted as Required by Law

Present: Subcommittee Members: Chair - Robert Rosenbaum, Clarence "Trip" Barnes,  
Richard Knabel, Donald Ogilvie, R. Peter Wharton,  
Kristin Zern,

Airport Staff: Ann Richart- Manager, Joan Shemit\* - Financial Administrator by phone,  
Denise Tawa – Assistant to Airport Management,  
Beth Tessmer - Property Manager,

Others: Marni Lipke – Recorder

Press: Joanie Ames – MVTV,

\* 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 4:32PM. Chair Bob Rosenbaum welcomed new Airport Commissioner Richard Knabel.

II. APPROVAL OF MEETING MINUTES FROM MAY 10, 2018 - Tabled

III. APPROVAL OF FISCAL YEAR 2018 (FY18) AMENDED BUDGET Action

Martha's Vineyard Airport (MVY) budgets were required to correspond to actuals (see documents on file). There were three components: Personnel, Operating Expenses (i.e. non-personnel) and Capital. Transfers were allowed within the components but each aggregate total had to conform to spending. The following amendments were recommended:

- Personnel from \$2,477,000 to \$2,360,000 (about a \$110,000 decrease);
- Operating from \$1,945,800 up to \$2,210,000 (about a \$100,000 increase)—showing a total personnel/operating surplus of \$724,000; and
- Capital from \$2,167,000 to \$2,300,000 (about a \$130,000 increase)—mostly related to the Airport Rescue and Firefighter (ARFF) building and the Wastewater Treatment Plant. Capital projects were predominantly grant funded (e.g. parking equipment and bathrooms—see 3/8/18 Minutes p.5 #X) but moneys had to be spent before reimbursement.
- In keeping with Finance Subcommittee recommendation:

**• MR. DON OGILVIE MOVED TO APPROVE AMENDING THE FISCAL YEAR 2018 BUDGET AS FOLLOWS:**

- **PERSONNEL SERVICES TO \$2,360,000,**
- **NON-PERSONNEL OPERATING BUDGET TO \$2,210,000,**
- **AND CAPITAL PROJECT EXPENSES TO \$2,300,000;**

**MS. KRISTIN ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

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**IV. AWARD OF CONTRACT TO HI-WAY SAFETY SYSTEMS (HSS) FOR TERM STRIPING AGREEMENT (See documents on file.)** **Action**

Airfield striping had to be annually maintained. The Airport put out a request stating types of painting it needed, so the bid was not for an exact amount but rather delineated rates. The low bid was significantly below estimate but had been vetted by McFarland Johnson as to accuracy and appropriateness (HSS was already working on Island). No work orders would be given until funds were available. The MVAC asked about the work quality. In keeping with Management recommendation:

**• MS. ZERN MOVED TO AWARD THE TERM STRIPING CONTRACT TO HI-WAY SAFETY SYSTEMS, INC. WITH THE FINAL AGREEMENT TO BE APPROVED BY THE AIRPORT MANAGER; MR. TRIP BARNES SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

**V. AUTHORIZE ACCEPTANCE OF AIRPORT IMPROVEMENT PROGRAM (AIP) AND MASSDOT GRANTS FOR ENVIRONMENTAL ASSESSMENT** **Action**

The 90% AIP and 5% Mass. Dept of Transportation Division of Aeronautics (MassDOT-Aeronautics) grants covered costs of Federal and Massachusetts Environmental Protection Agency (FEPA/MEPA) compliance; thus, the 5% local share (\$27,139) leveraged a \$542,771 project. In keeping with Management recommendation:

**• MR. OGILVIE MOVED TO ACCEPT THE:**

- \$488,493 FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT, AND**
- \$27,139 MASSACHUSETTS DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION GRANT;**

**MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

**VI. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None**

Airport Manager Ms. Ann Richart reported that Jet One Airline wished to sign a contract today starting June 15, 2018 with operations beginning June 23-30, 2018 for less than daily service in 38 passenger jets to: Hartford/Bradley, Pittsburg, White Plains and Trenton/Mercer. Cape Air would release and Jet One would take over one ticket counter (\$8,797 revenue wash). Jet One would pay the usual 85¢ per passenger charge. The MVAC asked about the type of jet and whether flights were direct. In keeping with Management recommendation:

**• MR. PETER WHARTON MOVED TO APPROVE THE JET ONE CONTRACT AS PROPOSED WITH THE FINAL CONTRACT TO BE APPROVED BY THE AIRPORT MANAGER; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

\* The MVAC terminated the phone call to Ms. Joan Shemit due to background noise.

**• Vineyard Wind was awarded the offshore wind turbine contract. They had been working closely with MVY management on a helicopter hangar. The hangar would be located on the**

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South Ramp (in accordance with the Airport Master Plan) separating fixed wing from rotary wing hangars. Timeframe was estimated to be about a year and a half but environmental permitting would be challenging.

- Federal Aviation Administration (FAA) parameters for the \$1,000,000,000 in Congressional funds targeted for small airports, required projects ready for implementation in September 2018. Ms. Richart pledged to work hard not to leave money on the table—the next project was Terminal Improvement but it was not yet designed or permitted. Mr. Knabel noted how difficult this would be.

- Now that the Dukes County Commission had voted the new MVAC, Chair Rosenbaum announced Subcommittee appointments:

- Finance: Mr. Rosenbaum—Chair, Mr. Ogilvie, Mr. Norman Werthwein, Mr. Wharton,

- Personnel – Mr. Ogilvie—Chair, Mr. Richard Michelson, Mr. Wharton;

- Land Use – Mr. Wharton—Chair, Mr. Ogilvie, Mr. Barnes;

- Outreach – Ms. Zern—Chair, Mr. Knabel, Ms. Susan Silk,

Chairs were urged meet as soon as was practical, focusing on charter drafts and bylaws (see 2/8/18 Minutes p. 2 #V) to bring to the full MVAC.

VII. PUBLIC COMMENT - None

VIII. CONFIRMATION OF NEXT MEETING - 2:00PM, THURSDAY, JUNE 14, 2018

The Chair would entertain requests to change the schedule.

IX. CALL FOR MOTION TO ADJOURN

**• MR. OGILVIE MOVED TO ADJOURN AT 5:11PM; MR. BARNES SECONDED; MOTION PASSED UNANIMOUSLY.**

**Appendix A: Tasks**

- Subcommittee Chairs – call meetings to review charters/bylaws.

**Appendix B: Documents on file:**

- Agenda 5/23/18

- Sign-in Sheet 5/23/18

- Account Description... Budget... Account YTD...Encumbrance...

- O'Brien/McFarland Johnson letter re: MVY Pavement Marking Term Agreement Bid Review

(2 p.) 4/23/18

Minutes approved as amended 6/14/18