

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

August 9, 2018, 2:00PM

**Martha's Vineyard Airport Commission Conference Room
Notice of Such Meeting Having Been Posted as Required by Law**

Present: Airport Commissioners: Chair - Robert Rosenbaum, Clarence "Trip" Barnes,
Richard Knabel, Richard Michelson, Donald Ogilvie,
R. Peter Wharton, Kristin Zern,
Airport Staff: Ann Richart- Manager, Geoffrey Freeman – Assistant Manager,
Denise Tawa – Assistant to Airport Management,
Water/Wastewater – Mike Eldridge,
Dukes County: Ann Metcalf – Acting Treasurer,
Others: Matt O'Brien – McFarland Johnson, Geoff Wheeler – Consultant,
Marni Lipke – Recorder,
Press: Lucas Thors – MV Times, Landry Harlan – Vineyard Gazette,
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 2:04PM.

**II. APPROVAL OF MEETING MINUTES AND EXECUTIVE SESSION MINUTES FOR
JULY 12, 2018 & JULY 24, 2018** Action

- **MR. RICHARD KNABEL MOVED TO APPROVE THE JULY 12, 2018 MINUTES AS AMENDED; MR. PETER WHARTON SECONDED; MOTION PASSED: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. KNABEL MOVED TO APPROVE THE JULY 24, 2018 MINUTES; MR. DON OGILVIE SECONDED; MOTION PASSED: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. KNABEL MOVED TO APPROVE BUT NOT RELEASE THE JULY 12, 2018 EXECUTIVE SESSION MINUTES; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. KNABEL MOVED TO APPROVE BUT NOT RELEASE THE JULY 24, 2018 EXECUTIVE SESSION MINUTES; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

III. OUTREACH SUBCOMMITTEE REPORT

(See 10/12/17 Minutes p.5 #IX, and below: #XVIII Confirmation of Next Meetings)

The Subcommittee was working on the upcoming Massachusetts Airport Manager's Association (MAMA) conference, which promised exciting speakers and events. The Subcommittee urged Commissioners to attend the Commissioner's Roundtable, and hopefully volunteer to moderate committee meetings.

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IV. LAND USE SUBCOMMITTEE REPORT

- To continue bettering relations with tenants and smooth the process, Land Use Chair Peter Wharton and Airport Manager Ann Richart were meeting with a number of tenants (Donaroma's Island Propane, Osprey Trades) regarding their upcoming lease renewals, setting up pre-appraisals so the discussions could be as substantive as possible.
- The Subcommittee was working in addition to McFarland Johnson on the land release. For example, starting collaboration with the Martha's Vineyard Commission (MVC) and Edgartown Building Inspector early in the process and reviewing infrastructure developments such as planning work (signage, roadwork, utilities, lighting, etc.) on the undeveloped land behind the County Administration building.
- Mr. Nicholas Catt and partner, lessees of Lot 34, proposed a vehicle wash for cars, large trucks, boats, etc. (see Minutes: 12/19/13 p. 6 & 6/30/14 p. 4, 11//12/15 p.8 #E & 12/10/15 p.7 #J & 10/13/16 p.5 #5). The Subcommittee was interested in facilitating entrepreneurs, discussed a number of issues and requested further information on:
 - a possible stabilization tank to relieve peak pressure on the Wastewater Treatment Plant, and
 - Oak Bluffs Water Department regarding adequate supply.

V. FINANCE SUBCOMMITTEE REPORT

- The Dukes County Commission (DCC) unanimously approved the Airport Fiscal Year 2019 (FY19) budget at their July 21st meeting. The Commissioners seemed to understand the new format separating operating and capital expenses and asked about the debt reserve fund to pay back the Federal Anticipation Note (FAN). It was agreed the Reserve would contain a year's debt service payment as a cushion (see 7/12/18 Minutes p.2 #VIII).
- County Advisory Board (CAB) replaced the \$25,000 reduction for County Administration costs caused by the reduction in Treasurer's Office staff (see 5/10/18 Minutes p.5 #XI). Further conversation was needed as Federal Aviation Administration (FAA) regulations mandated actual cost reimbursement.
 - The Commissioners commended Ms. Richart for her financial presentation and tour of the Airport capital needs projects (see 7/12/18 p.5 #XIV). There was some disappointment that only three Dukes County Commissioners and none of the CAB attended the tour.
 - Despite the summer break the long-term loan was still working its way through the Senate with hopes for approval in the next week.

VI. CONSIDERATION OF PROFESSIONAL SERVICES CONTRACTS

- Development of Tenant Alteration Application (TAA) Process - Not to Exceed (NTE)
\$36,713 Action

This would develop materials (brochures, checklists, website, etc.) and process for new tenants and explain/finalize procedures for tenants altering their buildings or grounds. The work would be performed by McFarland Johnson on a three-month timeframe. Several Commissioners complained of the delay, questioned why this was not done by staff and why it should be outsourced (see below: Tasks). Ms. Zern stated she had volunteered for the job. Ms. Richart responded that this was the most expedient way to complete the project as the Property Manager

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position was currently vacant and hiring/training would take time. In addition personnel were constantly busy with day-to-day operations and the task took specialty aviation knowledge.

• Development of Rates & Charges - (NTE) \$90,881 Action

The project would research and develop models as well as recommend current rates/charges for everything (airlines, fuel, rental cars, etc.) reviewing of other airports. Once the model was developed (usually by a financial consultant) it would provide a formula for future changes. The MVAC was hesitant about engaging in this study at this time, and Mr. Trip Barnes in particular was impatient with both this project and the above TAA as unnecessary bureaucracy.

• Re-Bid of Hazardous Materials (Haz Mat) Mitigation at Well House - (NTE) \$15,000 Action

The project had to be re-bid since there were no bids on the previous Request for Proposal (RFP) (see 5/10/18 Minutes p.3 #VII). The specs were unchanged but the procurement and administration process was complex (see below: p.5 #X).

• Air Service Development - (NTE) \$17,000 Action

This was to develop talking points and materials for this year's information for new airlines.

• Develop Airport Rescue and Fire Fighter (ARFF) Truck (NTE) - \$20,000 Action

In order to take advantage of the recent FAA \$1,000,000,000 grant for small airports Management applied for a replacement (\$750,000) of the outdated and aged-out ARFF truck (see 7/12/18 Minutes p.4-5 # XI, XIII, XIV). The MVAC asked about a number of issues.

- Mr. Barnes objected to the price and considered it fairly simple work that staff could do. The work was assigned to McFarland Johnson because staff was extremely busy during this peak tourist season, and McFarland Johnson had the technical knowledge of specific FAA ARFF truck requirements (well beyond that of a standard fire truck).

- No further project bidding was necessary as McFarland Johnson was awarded the Engineering bid which covered such projects (see 10/13/16 Minutes p.5-6 #IV A).

- The price included FAA grant application and administration.

- The truck would take about 12 months from bid to delivery. The Airport was looking into space feasibility and FAA compliance to store and use the outdated truck as backup.

- Chair Bob Rosenbaum recommended tabling the first two authorizations, which had less urgent timeframes and higher costs that needed review by the Finance Subcommittee.

- Mr. Richard Michelson objected to the last minute request, but the FAA announced the grant parameters for the competitive/discretionary \$1,000,000,000 in late July (see below: p.6 #XIII) and projects had to be completed within the Federal fiscal year ending September 30, 2018.

• MR. KNABEL MOVED TO APPROVE PROFESSIONAL SERVICES CONTRACTS AS FOLLOWS:

- RE-BIDDING OF HAZARDOUS MATERIALS MITIGATION AT THE WELL HOUSE NOT TO EXCEED \$15,000;

- AIR SERVICE DEVELOPMENT NOT TO EXCEED \$17,000;

- DEVELOP AIRPORT RESCUE AND FIRE FIGHTER (ARFF) TRUCK NOT TO EXCEED \$20,000;

MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

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VII. AUTHORIZE ACCEPTANCE OF GRANT FOR RUNWAY (R/W) 6-24 REHAB

• A. Federal Aviation Administration (FAA) Grant for \$10,350,810 Action

• B. Massachusetts Dept. of Transportation (MassDOT) Grant for \$575,045 Action

As previously discussed the Airport needed to rehabilitate its main runway R/W 6-24. The grant covered: design, bidding procedures, grant administration, construction, etc. The MVAC accepted the grant however the DCC/CAB had to approve the grant assurances.

• MR. OGILVIE MOVED TO AUTHORIZE ACCEPTANCE OF THE FOLLOWING GRANTS TO REHABILITATE RUNWAY 6-24:

- FEDERAL AVIATION ADMINISTRATION FOR \$10,350,810;

- MASSACHUSETTS DEPARTMENT OF TRANSPORTATION FOR \$575,045;

ALL REMAINING COMMISSIONERS SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

VIII. AWARD OF BID TO LAWRENCE LYNCH FOR \$10,597,313.93 Action

Lawrence Lynch was the only bidder but their bid was within FAA estimates so the Airport applied for and received FAA permission to accept the single bid. Management met with them this morning to work on the specifics of air traffic flow.

• MR. KNABEL MOVED TO AWARD THE RUNWAY 6-24 REHABILITATION BID TO LAWRENCE LYNCH FOR \$10,597,313.93; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

IX. AUTHORIZATION OF BORROWING (See documents on file.)

• A. \$6,000,000 Federal Anticipation Note (FAN) for Grant-Eligible work on R/W 6-24 Rehab Action

The Airport had been using short-term borrowing to cover cash flow regarding capital project construction and grant reimbursement. The FAA reimbursed about one to six weeks after receiving invoices, withholding the final 5% pending project completion. As R/W 6-24 was a big project where monthly billing could exceed \$1,000,000, the Airport and Acting County Treasurer agreed that a \$6,000,000 FAN would be sufficient without overstepping the mark. The request would be submitted to the County.

• MR. OGILVIE MOVED TO AUTHORIZE A \$6,000,000 FEDERAL ANTICIPATION NOTE; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

• B. \$575,045 Bond for Local Share of R/W 6-24 Rehab Action

Bond Counsel advised that a 10-year bond would be optimal. Eventually it was likely to be combined with the current long-term bond. There were funds in the budget to cover bond costs. This would be submitted to both the DCC and the State Legislature.

• MR. WHARTON MOVED TO AUTHORIZE A \$575,045 LONG TERM BOND FOR THE LOCAL SHARE OF RUNWAY 6-24 REHABILITATION; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

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• C. Rollover \$450,000 FAN for ARFF/Snow Removal Equipment (SRE) Construction Action

The current FAN was due September 30th and payment was expected before that date (see 5/10/18 Minutes p.2 #IV), however it would be prudent to approve a rollover in case payment was delayed—if payment is received the FAN would not be rolled over. The MVAC discussed 30, 60 and 90 day terms regarding paperwork, costs, and DCC approval timeframes. It was agreed that the County Treasurer's Office would recommend a time frame in September.

• MR. MICHELSON MOVED TO AUTHORIZE THE \$450,000 FEDERAL ANTICIPATION NOTE FOR THE AIRPORT RESCUE AND FIRE FIGHTER BUILDING CONSTRUCTION BE ROLLED OVER AS RECOMMENDED; MR. BARNES SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

X. MCFARLAND JOHNSON WORK UPDATE

• The Martha's Vineyard Airport Business Park (MVABP) land development status was briefly reviewed, in particular the vote to rebid the well house demolition (see above p.3). The bid with a longer application period and a flexible construction timeframe to attract more bidders would be submitted in September when it was hoped the construction market had softened slightly. Mr. Ogilvie insisted on Mr. Matt O'Brien's opinion on how this would impact the land release and development schedule, with bidders starting construction in January.

- The FAA had accepted that the work was in progress and consequently the delayed work would not affect the land release.

- The release would not take place until December 2018 and bids would take at least 30 days after the official release. Successful bidders would then start applying for permitting, approval, etc. before construction could be started. Therefore the demolition was not expected to seriously impact development.

- Ms. Richart reminded the MVAC that this schedule was dictated by the failure of the previous bid package to attract any responses—contractors generally stating that they were booked for several months in advance.

• The Airport Operations Plan (AOP) would be updated. McFarland Johnson was awaiting scope and fees for surveying, appraisal and property descriptions for the existing and proposed lots.

• The FAA was not amenable to squeezing the big hangars to increase MVABP development and consequently 1 acre was retained for hangars leaving 0.2 MVAPB acres.

• Tetrattech dug about eight to nine test pits and found no hazardous materials, but did find the area had been a garbage dump. Consequently a dumpsite cleanup was required. McFarland Johnson was looking for funding sources.

• The drainage pond behind Vineyard Decorators might be classified as wetlands due to its age.

XI. WATER/WASTEWATER/FACILITIES REPORT (See documents on file.)

Thanks to Management and extra help, facilities and the treatment plant were having the best summer yet. Staff was updating water use rules and regulations to coordinate with West Tisbury,

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Oak Bluffs and Edgartown regulations. These would be incorporated into the TAA project (see above p.2 #VI); for example, delineating Airport Water versus plumber authority.

- A review of Oak Bluffs water bills since 2015 showed a steady drop in Airport usage.
- The MVAC was distressed to learn that sharps containers had to be installed in Airport bathrooms as cleaning staff were finding needles in the trash.

XII. ASSISTANT MANAGER'S REPORT

- Mr. Michelson asked about drainage problems on Ted Rosbeck's MVABP lot. Airport Assistant Manager Mr. Geoffrey Freeman was working with Mr. O'Brien on MVABP drainage, noting the lot was one of the lowest in the Park.
- Mr. Freeman continued to work on improvements for next season with:
 - airlines;
 - LAZ Parking—which was improving steadily and winning public approval; and
 - taxis, Vineyard Transit Authority (VTA), etc. to resolve front roadway congestion. Tensions at the front curb required police, rather than LAZ personnel. There was resistance to traffic congestion solutions and Mr. Freeman offered Commissioners and Selectmen tours of cramping and inefficiencies.

XIII. MANAGER'S REPORT

- The MVAC, DCC and CAB tour (see above p.2 #V) was successful in explaining Airport capital needs and Ms. Richart planned to repeat it annually.
- The new parking system was garnering steady compliments and decreasing complaints.
- The FAA \$1 Billion three-year Special Supplemental Award guidelines were announced July 29th—any residual funds after FY18 would be open in FY19 and FY20 to all airports, although larger airports had a more rigorous process. In order not to miss out on any funds Ms. Richart had been preparing applications including, with Chair Rosenbaum's consent, a Notice of Intent (NOI) filed yesterday. The ARFF truck was very likely to be funded.
- Ms. Richart also applied for FY18 Terminal alterations design/permitting funding (\$6,000,000—local match \$300,000), and hoped for FY20 construction funding (\$35,000,000):
 - replacing the departure 'circus' tent with a gate lobby;
 - expanding the Transportation Safety Administration (TSA) passenger/baggage screening area;
 - expanding the baggage claim;
 - improving front curb/airport entrance road configuration/parking to intersection.

Only public, non-revenue-generating areas were eligible for FAA funding, e.g. no parking lots, etc. The local share of construction would therefore be about \$3,500,000, i.e. 5% plus the non-eligible areas—all numbers were very preliminary. The Notice of Intent (NOI) stated the proposal was in response to existing pre-9/11 terminal design deficiencies including: security checkpoint capacity; outbound baggage screening; passenger hold-room dysfunction/capacity deficiencies; inbound baggage claim capacity; access road, curbside and traffic flow dysfunction; vehicle parking constraints. In view of FAA preferences for ready-to-go projects and aversion to terminal projects, especially with such a high price, Ms. Richart estimated a 50/50 chance of an award.

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The CAB endorsed the terminal work application since such golden funding opportunities were rare. If the grant succeeded the MVAC should be prepared for extra work, meetings and decisions, as well as for expedited visioning and community relations. If the grant failed the existing deficiencies would still need to be addressed.

XIV. CHAIR'S REPORT

- Chair Rosenbaum reiterated commendations and personal thanks to Ms. Richart and Mr. Freeman for the capital projects tour. Those who attended expressed disappointment that more Commissioners did not participate.
- Going forward, he asked all Commissioners to be respectful, calm and professional in both MVAC and Subcommittee meetings.
- Having thought about the subcommittee issue, he considered they were working well and afforded expert help from outside the MVAC. Therefore he recommended they continue. The schedules and agendas were posted and all Commissioners could attend as they wished. Facility Director Mike Eldridge volunteered to attend any relevant Subcommittees.

XV. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

For the record, Mr. Michelson corrected the error in the Martha's Vineyard Times article about abstaining from the wastewater rate motion (see 7/24/18 Minutes p.2-3 #III). Reporter Mr. Lucas Thors apologized for the error and promised to check for complete clarity in the future.

XVI. PUBLIC COMMENT - None

XVII. CONFIRMATION OF NEXT MEETINGS:

- Personnel Subcommittee – 6:00PM, Thursday, August 16, 2018
- Finance Subcommittee - 3:30PM, Wednesday September 5, 2018
- Outreach Subcommittee - 3:30PM, Thursday September 6, 2018
- Land Use Subcommittee - 5:00PM, Thursday, September 6, 2018
- MAMA - September 9-11, 2018 – Harborview Hotel
Commissioner's Roundtable - 9:00AM – 3:00PM, Sunday, September 9, 2018
- **MVAC - 2:00PM, Thursday September 13, 2018**

XVIII. CALL FOR MOTION TO ADJOURN

MR. KNABEL MOVED TO ADJOURN AT 4:04PM; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

Appendix A: Tasks

- Ms. Richart – send Mr. Knabel the organizational chart.
- Ms. Richart – send MVAC Property Manager job description.
- September Agenda - Approval of Executive Session Minutes 4/12/18, 5/10/18, 6/14/18

continued >

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Appendix B: Documents on file:

- Agenda (2 p.) 8/9/18
- Sign-in Sheet 8/9/18
- MVAC July 12, 2018 Meeting Draft Minutes (7 p.)
- MVAC July 24, 2018 Meeting Draft Minutes (4 p.)
- MV Airport Water, Wastewater, and Facilities Departments August 2018 (3 p.)
- Martha's Vineyard Airport 2019-2039 Debt Service

Minutes approved as amended 9/13/18