

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

October 11, 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, Richard Knabel,
Donald Ogilvie, R. Peter Wharton, Kristin Zern,
Airport Staff: Ann Richart - Director, Geoffrey Freeman – Assistant Manager,
Denise Tawa – Assistant to Airport Management,
Water/Wastewater – Mike Eldridge, Christina Colarusso,
Others: Matt O'Brien – McFarland Johnson,
Norm Werthwein –Finance Committee, Geoff Wheeler - Consultant
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 2:09PM. Chair Bob Rosenbaum conveyed his condolences to West Tisbury Police Officer Daniel Gouldrup's family for their loss and acknowledged his importance to the Airport community.

II. APPROVAL OF MEETING MINUTES FROM SEPTEMBER 13, 2018 Action

MR. RICHARD KNABEL MOVED TO APPROVE THE SEPTEMBER 13, 2018 MINUTES AS AMENDED; MS. KRISTIN ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS due to absence.

III. FINANCE SUBCOMMITTEE REPORT (See documents on file.)

- Data collection and software transfer issues delayed the Fiscal Year 2018 (FY18) closing. The Subcommittee members, Airport Director Ann Richart and Acting Dukes County Treasurer Ann Metcalf agreed to hire a consultant Certified Public Accountant (CPA) to advise on Airport methodology and Infinite Vision software reports. The above parties would be the search group for the CPA, who would likely be expensive. Chair Rosenbaum explained that all were agreed on the importance of the consultation.
- The Airport operating cash balance was about \$500,000 and was expected to continue increasing. The various accounts had been set up for such transactions as:
 - Federal Aviation Administration (FAA)/Mass. Dept. of Transportation Division of Aeronautics (MassDOT-Aeronautics) grants;
 - bond stabilization holding a year of payments (see 8/9/18 Minutes p.2 #V), etc.

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IV. LAND USE SUBCOMMITTEE REPORT

A. Authorize Lease Renewal with Coca Cola (See documents on file.) Action

This 1999 lease had a 20-year renewal option but Coca Cola was requesting 10 years with a 10-year renewal option. The MVAC noted the jump from 37¢/sq. ft. to \$1.50/sq. ft. Fair Market Value (FMV), which the company had signed and agreed to. In keeping with Land Use Subcommittee approval:

• MR. KNABEL MOVED TO APPROVE A TEN (10) YEAR COCA COLA LEASE RENEWAL WITH AN ADDITIONAL TEN (10) YEAR OPTION TO RENEW UNDER THE FOLLOWING CONDITIONS:

- **NEW BASE RENT WILL BE \$82,500 PER YEAR OR \$6,875 PER MONTH;**
- **BASE RENT WILL BE ADJUSTED ANNUALLY ACCORDING TO THE CONSUMER PRICE INDEX (CPI) AND EVERY FIFTH (5TH) YEAR ACCORDING TO A NEW FAIR MARKET VALUE (FMV) APPRAISAL;**

MR. DON OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.

B. Authorize Lease Renewal with Island Propane (See documents on file.) Action

This was also a 1999 lease with a 20 year renewal and FMV jump from 37¢/sq. ft. to \$1.20/sq. ft. as recently appraised. The Subcommittee was actively promoting cooperative and transparent relations with tenants (see Minutes: 7/24/18 p.2 #III, & 8/9/18 p.2 #IV).

- Ms. Richart noted an error and changed language to a 1.5% monthly late fee coming to 18% per yr. (not 18% per month). In keeping with Land Use Subcommittee approval:

• MR. OGILVIE MOVED TO APPROVE AN ISLAND PROPANE TWENTY (20) YEAR LEASE RENEWAL WITH THE FOLLOWING CONDITIONS:

- **NEW RENT WILL BE AT A BASE RENTAL RATE OF \$1.20/SQ. FT./YEAR FOR AN ANNUAL RENT OF \$55,789.20 AND A MONTHLY RENT OF \$4,649.10**
- **LANGUAGE WILL BE ADDED TO ADJUST THE RENT BASED ON A FAIR MARKET VALUE (FMV) APPRAISAL EVERY FIVE YEARS (BEGINNING IN 2024);**
- **THE MAILING ADDRESS IN PARAGRAPH 14.26 NOTICES WILL BE UPDATED;**
- **THE LATE PAYMENTS AMOUNT IN PARAGRAPH 3.5 WILL BE CHANGED FROM 18% PER MONTH TO 1.5% PER MONTH;**

MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.

C. Authorize Change of Principals on Lot #34 Lease (See documents on file.) Action

This non-monetary request was a change from the previous Mr. Nicholas Catt / Mr. Lawrence Clancy partnership to Mr. Catt and Mr. Geoffrey Smith. All three parties were in agreement. The new partnership hoped to present Lot #34 development plans in the near future.

- The MVAC asked about the relevance of a tenant's geographic location, an issue that might or might not be included in the methodology to award the new Martha's Vineyard Airport Business Park (MVABP) lots. For example, Coca Cola distribution headquarters was in New Hampshire, which did not interfere with their tenancy. In keeping with Land Use Subcommittee approval:

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• MR. KNABEL MOVED TO APPROVE THE TRANSFER OF THE LEASE OF MARTHA'S VINEYARD AIRPORT BUSINESS PARK LOT #34 FROM CATT/CLANCY TO CATT/SMITH; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.

- In accordance with the Hinckley bankruptcy agreement (see Minutes: 3/28/18 p.2-3 #VII & 6/14/18 p.7 # XVI) a real estate listing for the building carried rights to lease re-assignment.)

V. OUTREACH/PUBLIC RELATIONS (PR) SUBCOMMITTEE REPORT

The Subcommittee continued to work on the 2019 year-long Airport 60th anniversary celebration as well as on networking with Cape Air to sponsor aviation career tracks (mechanics, pilots, etc.) at Bridgewater College in New Bedford. The Subcommittee approached the Martha's Vineyard Regional High School (MVRHS), the Martha's Vineyard Chamber of Commerce and Adult Community Education Martha's Vineyard (ACE MV) as possible collaborators.

VI. MCFARLAND JOHNSON PROJECTS UPDATE – *Matthew O'Brien, PE*

The land release project was moving forward in two sections:

- FAA release procedures and
- Request for Proposal (RFP) parameters.
- The ropes course was found to be under lease (rather than agreement) until 2026 and so could not be put out to bid or broken into parcels. The Airport was negotiating with the Sheriff's Dept. on a possible land swap to free up the site.
- All other parcels had been surveyed by licensed surveyors and were now mathematically closed legal properties. FMV appraisals were completed and would bring ~ \$330,000 total rent if all lots were rented, rates ranging from:
 - \$1 / sq. ft. for large parcels – requiring tenant expenditure for utilities, roads, etc. (see 9/6/18 Land Use Subcommittee Minutes p.1 #III);
 - to \$1.20 or \$1.50 sq. for smaller lots.
- The less-constrained well-house demolition RFP (see 8/9/18 Minutes p. 5 #X) was advertised and 18 companies downloaded specs (so far no local contractors). Pre-bid site-visit and meeting was scheduled for October 22nd.
- McFarland Johnson would meet several times in October with Martha's Vineyard Commission (MVC) staff on Development of Regional Impact (DRI) regulations, explaining what changes might be needed, presenting the Land Development Study and listening to concerns. Retail restrictions were flagged as an issue, and the Edgartown Planning Board would participate.
- The land release proposal had been submitted to the FAA and was awaiting a response hopefully in December 2018—McFarland Johnson representative Mr. Matt O'Brien noted possible delays, e.g. FAA supplemental funding program promised funds in hand by September 1, 2018 but awards were only announced September 30th.
- Runway 6/24 work would start October 22nd in two parts:

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- no taxi apron islands, i.e. cut asphalt shapes between the taxiway and no movement line, to be completed by November 16th; and
- winter runway shutdown from February to May 16th, to tear-up and replace pavement and gravel. This would be followed by night work to complete final markings.

VIII. FACILITIES REPORT – Mike Eldridge, Airport Facilities Manager

- The West Tisbury inspector completed final approval of the propane lines.
- Maintenance work included:
 - replacement of bathroom and workshop tiles, as well as storm-damaged terminal roof shingles;
 - repair or re-location of emergency light pulse stations on fire alarms and light controls;
 - pre-season testing and securing de-icing equipment and supplies, including Tetra Tech contract to test catch system to avoid contamination of groundwater;
 - fuel pump repairs;
 - replacement of runway sweeper extension and catch basin cleaning, with a day-long training to insure proper operations.
- Senator Julian Cyr was apologetic that the Wastewater Treatment plant loan/grant might not clear State Legislature before tomorrow's deadline (see 1/11/18 Minutes p.2 #IV). Management was already preparing paperwork to hold it over to next year.

VII. AUTHORIZATION OF CONTRACTS (See documents on file.)

A. Authorize Contract with Tetra Tech for \$16,900 for Continued Aqueous Film-Forming Foam (AFFF) Evaluation Action
(See 1/11/18 Minutes p.4 & documents on file.)

AFFF (used in crash/firefighting) contamination was found and this contract would determine its extent, in particular whether it had crossed State Road to Coffin's Field. The Airport was ahead of the nationwide curve since AFFF had only recently been declared a contaminant. It had been used outside Airport boundaries twice in the last 20 years. A more expensive actual remediation contract was likely to follow. In keeping with Finance and Land Use Subcommittee approval:

• MR. WHARTON MOVED TO AUTHORIZE A CONTRACT WITH TETRA TECH FOR \$16,900 FOR CONTINUED AQUEOUS FILM-FORMING FOAM (AFFF) ENVIRONMENTAL ASSESSMENT; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.

B. Authorize Contract with Tetra Tech for \$5,000 for Dump Site Cleanup Action
(See 8/9/18 Minutes p.5 #X & documents on file.)

This study would determine the best way to eliminate the Old Navy dumpsite near the liquor store: dig it out/haul it away or encapsulate it. As above, a larger contract was expected to actually perform the work. In keeping with Finance and Land Use Subcommittee approval:

• MR. KNABEL MOVED TO AUTHORIZE A CONTRACT WITH TETRA TECH FOR \$5,000 FOR DUMP SITE CLEAN UP PLANNING SERVICES; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.

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C. Authorize Contract with Tetra Tech for \$6,200 for Coffin's Field Post-Closure Sampling (See 9/14/18 Minutes p.6 #XI & documents on file.) Action

This would fund the second of a three year testing agreement with Coffin's Field from the 20 year PCE plume which was closed out last year. Relations with the neighbors were cooperative and cordial. In keeping with Finance and Land Use Subcommittee approval:

• MR. OGILVIE MOVED TO AUTHORIZE A CONTRACT WITH TETRA TECH FOR \$6,200 FOR POST CLOSURE SAMPLING OF THE RESIDENTIAL WELLS LOCATED IN COFFIN'S FIELD; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.

IX. ASSISTANT MANAGER'S REPORT

Assistant Manager Geoff Freeman was working with McFarland Johnson and White Lynch on the runway project, to minimize any slowing of activity. The Airport was preparing for winter operations and staff training cycles, including Islandwide safety updates now that Massachusetts was an Occupational Safety and Health Administration (OSHA) State. Hangar inspections would be carried out in October. He would continue to work with LAZ parking to improve operations.

X. DIRECTOR'S REPORT

- The MVAC looked forward to celebrating the new gas station opening Tuesday October 16th, although the carwash and convenience store would be slightly delayed.
- Seasonal temp Ms. Katie Burnside had been hired as the new Fixed Base Operator (FBO) Customer Service Representative and was teaming well with Ms. Tamaris Marta. The Property Manager position was advertised, with a target hire date of early November.
- Neither the new fire truck nor terminal planning succeeded in the first round of FAA supplemental funding (see 8/9/18 Minutes p.6-7 #XIII), however the letter of intent was automatically rolled over to the following deadline October 31, 2018. FAA five-year authorization passed Congress and was signed by the President.
- In response to local concerns on terminal expansion Ms. Richart emphasized the request was to facilitate community planning for Airport and community needs, such as congestion problems: on the ramp, in the terminal, at baggage claim, at the front curb and on Airport drive to the intersection—this last had generated some calls to Police 911.

X. CHAIR'S REPORT

Mr. Rosenbaum attended Mr. Trip Barnes Creative Living Award event and enjoyed the many stories he told. For the record, the Airport Rescue and Fire Fighter (ARFF) facility could not be compared with the construction of the 'new' Agricultural Hall.

XII. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

XIII. PUBLIC COMMENT - None

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XIV. CONFIRMATION OF NEXT MEETINGS:

- Finance Subcommittee - 3:30PM, Wednesday October 31, 2018
- Outreach Subcommittee - 3:30PM, Thursday November 1, 2018
- Land Use Subcommittee - 5:00PM, Thursday, November 1, 2018
- **MVAC - 2:00PM, Thursday, November 8, 2018**

XV. CALL FOR MOTION TO ADJOURN

- **MR. KNABEL MOVED TO ADJOURN; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY.**

Appendix A: Tasks – None

Appendix B: Documents on file:

- Agenda 10/11/18
- Sign-in Sheet 10/11/18
- MVAC September 13, 2018 Meeting Draft Minutes (5 p.)
- MV Airport Staff Summary re: Coca Cola Lease Renewal 10/9/18
- MV Airport Staff Summary re: Island Propane Lease Renewal 10/9/18
- MV Airport Staff Summary re: MVYABP lot #34 Request To Transfer Ownership 10/9/18
- MV Airport Staff Summary re: Tetra Tech Contract for Continued AFFF Assessment 10/9/18
- MV Airport Staff Summary re: Tetra Tech Contract for Dump Site Cleanup Planning 10/9/18
- MV Airport Staff Summary re: Tetra Tech Contract for Residential Post-Closure Sampling 10/9/18

Minutes approved 11/8/18