

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

February 21, 2018, 4:00PM

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 - Director, Denise Tawa – Assistant to Airport Management,
Others: Norm Werthwein,
Marl Jones – Shellfish,
Press: George Brennan, Jenna Lambert – MV Times, Heidi Carter – MVTV,
Landry Harlan – Vineyard Gazette,

* 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 4:01PM.

II. AWARD CONTRACT FOR BID OF EMERGENCY BOILER REPAIR

(See documents on file & 1/16/19 Minutes p.7 #IX.)

The staff team tried to repair the current terminal building boiler, but had come to a decision that it needed to be replaced. It was being inched along but had failed several times—a temporary unit was considered but relinquished as too costly. McFarland Johnson engineers were engaged to ensure correct engineering to mesh with hook-ups, procurement, bid specs, Massachusetts and Federal Aviation Administration (FAA) compliance, certification, installation oversight and Massachusetts Dept. of Transportation (MassDOT) grant application support. The MVAC had a number of questions.

- No local contractors responded to the advertised project—all three bids were from Cape Cod. Mr. Barnes said for the record that he thought it was a crime that local
- Timeframe was about six weeks (order, shipping, installation)—the MVAC questioned any urgency since this would mean an April installation. The process was started as the boiler failed in the middle of winter. Chair Bob Rosenbaum saw no reason not to order it now.
- The MassDOT grant, if awarded, would cover 80% of the cost.
- There was a debate on whether future Airport Master Plan Update (AMPU) Terminal expansion had been considered in terms of location and capacity. Airport Director Ann Richart explained the boiler was designed for the current Terminal, as any expansion was hypothetical, and years away. Mr. Peter Wharton reported the Martha's Vineyard Hospital (MVH) had ten boilers rotating use and backup as was common practice, so that expansion could be handled by adding units as need arose. Mr. Richard Knabel argued that would mean doubling maintenance costs and suggested commonly used modular boilers.

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- **MR. WHARTON MOVED TO AUTHORIZE:**
 - **MCFARLAND JOHNSON WORK ORDER #20 FOR \$23,800; AND**
 - **COMMERCIAL BOILER SYSTEMS, INC. CONTRACT FOR \$44,600.**
- MR. KNABEL SECONDED;**

Ms. Richart offered to bring copies of the specs to the meeting.

- **MR. KNABEL MOVED TO TABLE THE MOTION; MS. KRISTIN ZERN SECONDED; MOTION PASSED 5 AYES, 2 NAYS—MR. ROSENBAUM, MR. WHARTON; 0 ABSTENTIONS.** (See below: p.4 #II.)

III. DRAFT AN INITIAL JOB DESCRIPTION

(See documents on file & 2/14/19 Minutes p.4-5 #VI.)

- (• The Comptroller position was posted with a March 15th deadline. Mr. Don Ogilvie and Mr. Norm Werthwein would process the applications.)
- The Airport Director job description process was dependent on whether a search firm was hired. If the MVAC decided not to hire, it would be necessary to review the description in great detail. If a firm was hired that process would be part of the search service.
- Ms. Zern again objected to the Airport Director title as specific to Ms. Richart (see 2/14/19 Minutes p.4 #VI) and advocated it be returned to Airport Manager—naming other airports with managers. Mr. Rosenbaum responded this was another issue dependent on whether a search firm was hired, but also that most searches were for Airport Directors.
- Mr. Ogilvie suggested more emphasis on the role of and relationship with Dukes County.
- There was also a suggestion for more emphasis on community relations including the Martha's Vineyard Commission (MVC), Building Inspectors, hazardous materials outreach, etc.
- Mr. Ogilvie proposed eliminating truck operation and dangers-on-the-job clauses. Ms. Richart explained that although she had not driven a truck at this Airport, the item was part of the Occupational Safety and Health Administration (OSHA)/workmen's compensation requirement.
- Ms. Richart stated that when she applied for the position she was not given (and had a hard time finding) both the job description and the benefits package.
- See below: Tasks.

V. SELECT A SEARCH FIRM (See documents on file & 2/14/19 Minutes p.4-5 #VI.)

- Procurement law was confirmed as anything under \$50,000 requiring three confirmed quotes.
- Three quotes were obtained in two formats:
 - basic initial search with the MVAC checking references, background and choosing finalists;
 - full service throughout the entire process.
- Mr. Rosenbaum proposed hiring a full search, advising that:
 - the work of checking a large pool of resumes, references and backgrounds, was probably beyond Commissioner time capacity and possibly expertise;
 - if an internal candidate was chosen the search contract could be terminated at an earlier point;
 - a basic search would be a pennywise/pound foolish spending decision.
- He reported that Ms. Richart had offered her opinion if the MVAC was interested, although she was temporarily out of the meeting gathering boiler spec documents (see above).

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- Mr. Barnes suggested previous finalists be contacted however both finalists were no longer available. He then advocated for contacting Mr. Rod Dinger, a former interim manager (see Minutes: 2/18/16 p.8-9 #G & 3/10/16 p.8 #A). Mr. Dinger was working for ADK Search and if hired would head the search team. MVAC commended Mr. Dinger and considered him a great asset. Mr. Barnes suggested he be called informally, however other Commissioners considered this professionally inappropriate. Mr. Barnes noted a Mass. Field employee looking for work.
- Mr. Richard Michelson asked if it was necessary to put in a salary range. Although the Comptroller salary could be based on experience, the Director position had to a specific range.
- **MR. OGILVIE MOVED TO CONTRACT WITH A SEARCH FIRM; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- All three companies were capable.
- Mr. Rosenbaum had been Chair of the previous search committee and found ADK good and easy to work with.
- ACS was reputable and had good references although somewhat smaller than ADK.
- Baldwin was primarily a human resources (HR) firm that did searches on the side for current clients, which included some airports.

Although Ms. Richart had not yet returned, the MVAC expressed its readiness to vote.

- **MR. OGILVIE MOVED TO ACCEPT THE CONTRACT WITH ADK CONSULTING AND EXECUTIVE SEARCH AS HAVING THE BEST PRICE, AND IN CONSIDERATION OF THEIR KNOWLEDGE OF THE MARTHA'S VINEYARD AIRPORT, AND THE LEADERSHIP KNOWLEDGE AND SKILLS OF MR. ROD DINGER; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

IV. ESTABLISH A SELECTION COMMITTEE

- All Commissioners were encouraged to communicate input, feedback and opinions to the Search Committee.
- The MVAC would develop the job specs, which ADK would format for recruitment.
- Chair Rosenbaum proposed a Committee of six members: three Commissioners Mr. Knabel, Mr. Ogilvie, and Ms. Zern, and three community members each with an area of expertise. He had spoken to and proposed:
 - Mr. Geoff Wheeler as an aviation expert;
 - his good friend Mr. Bob Zeltzer, expert in management;
 - Edgartown Police Chief Bruce McNamee as experienced in recent relocation to the Island;
 - Chilmark Board of Selectmen Chair Jim Malkin – member of the previous Search Committee;
- Chair Rosenbaum would contact ADK directly after the meeting to sign the contract and the Search Committee was likely to start work in the next couple weeks.
- Mr. Michelson proposed Dukes County Commission Chair Gretchen Underwood, who had recently shown interest in the Airport.
- Mr. Wharton proposed Oak Bluffs Police Chief Erik Blake as more experienced with Island issues, and as head of the National Association for the Advancement of Colored People (NAACP) with extensive involvement with diversity.

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- The MVAC debated:
 - an even numbered membership, the need for a broad consensus (i.e. a heavily split vote indicating no action), and keeping Committee size manageable;
 - overly weighting the Committee re: County representation, geographic representation, etc.
 - **IT WAS THE CONSENSUS OF THE MVAC TO ESTABLISH A SIX MEMBER SEARCH COMMITTEE AND TO INVITE THE CANDIDATES AS SEARCH COMMITTEE REPRESENTATIVES IN THE FOLLOWING ORDER OF INVITATION:**
 - #1 GEOFF WHEELER,
 - #2 BOB ZELTZER,
 - #3 GRETCHEN UNDERWOOD,
 - #4 POLICE CHIEF ERIK BLAKE,
 - #5 CHILMARK SELECTMEN JIM MALKIN,
- After a brief discussion Mr. Ogilvie agreed to be Search Committee Chair.

II. AWARD CONTRACT FOR BID OF EMERGENCY BOILER REPAIR

Mr. Rosenbaum noted this as a regular operation issue under \$50,000 that needed to be done. Mr. Wharton attested that the specs showed standard scalable industrial installation that could be altered to accommodate building changes.

- Ms. Richart counseled that the bid be accepted in consideration of the difficulty of attracting contractors to the Island.
- Mr. Knabel challenged the \$50,000 limit, however engineering costs were included in the McFarland Johnson contract.

- **MR. WHARTON MOVED TO RE-OPEN THE PREVIOUS MOTION AND CALL THE QUESTION; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS** (see above p.1-2 #II);
- **ORIGINAL MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

XIV. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

Mr. Geoff Wheeler had been attending Land Use Committee meetings as a visitor and Land Use Committee Chair Wharton alluded to previous discussions to make him a voting member.

- **MR. WHARTON MOVED TO APPOINT MR. GEOFFREY WHEELER TO BE A VOTING MEMBER OF THE LAND USE COMMITTEE; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**

XV. PUBLIC COMMENT - None

XVI. CONFIRMATION OF NEXT MEETINGS:

- Dukes County Commission - 4:00PM, Wednesday March 6, 2019
- Outreach Subcommittee - 3:30PM, Thursday March 7, 2019
- Land Use Subcommittee - 5:00PM, Thursday, March 7, 2019
- Finance Subcommittee - 3:30PM, Tuesday March 12, 2019
- **MVAC - 2:00PM, Thursday, March 14, 2019**

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XVII. CALL FOR MOTION TO ADJOURN

• MR. MICHELSON MOVED TO ADJOURN AT 5:09PM; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

Appendix A: Tasks

- Commissioners – encourage possible comptroller candidates to apply for the position.
- Commissioners – list job description issues and send to Mr. Ogilvie.
- Search Committee – send Mr. Ogilvie contact information.

Appendix B: Documents on file:

- Agenda 2/21/19
- Sign-in Sheet 2/21/19
- MVAC January 16, 2019 Meeting Revised Draft Minutes (9 p.)
- MV Airport Staff Summary re: Authorize Contracts for Emergency Boiler Replacement 2/21/19
- Airport Controller Martha's Vineyard Airport Commission (2 p.) 2/20/19
- Airport Director Martha's Vineyard Airport Commission December 2015 (5 p.)
- Airport Manager Martha's Vineyard Airport Commission December 2015 (5 p.)
- Hedrick/Columbus Airport Authority memo re: Your Request for Information (12 p.) 8/3/98
- Johnson/Port of Friday Harbor letter re: Executive Director Position (6 p.)2/15/17
- ADK Martha's Vineyard Airport Commission Multi-Phased Executive Search (15 p.) 2/18/19
- ACS Proposal for Executive Search Services for Airport Manager (20 p.) 2/18/19
- Steven Baldwin Associates proposal re: professional executive recruitment services (7 p.) 2/18/19
- Section 23 52 23 Cast-Iron Boilers (6 p.)
- Martha's Vineyard Airport Commission Work Order, Authorized and Issued Pursuant to Agreement for General Airport Architectural and Engineering Consulting Services (8 p.) 2/19/19

Minutes approved as amended 3/14/19