

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

March 14, 2019, 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,
Richard Michelson, Donald Ogilvie, R. Peter Wharton,
Kristin Zern,

Airport Staff: Ann Richart - Director, Geoffrey Freeman - Assistant Manager,
Denise Tawa – Assistant to Airport Management,
Joan Shemit - Financial Administrator,
Water/Wastewater – Mike Eldridge,

Others: Matt O'Brien – McFarland Johnson,
Norm Werthwein, Geoff Wheeler Finance Committee,
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 FROM FEBRUARY 16, 2017

February 14, 2019

Action

• **MR. RICHARD KNABEL MOVED TO APPROVE THE FEBRUARY 14, 2019 MINUTES AS AMENDED; MR. RICHARD MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

February 21, 2019

Action

• **MR. KNABEL MOVED TO APPROVE THE FEBRUARY 21, 2019 MINUTES AS AMENDED; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

III. ELECTION OF OFFICERS

Action

• **MR. KNABEL NOMINATED MR. BOB ROSENBAUM AS CHAIR; MR. PETER WHARTON SECONDED; MR. ROSENBAUM ACCEPTED THE NOMINATION; NOMINATIONS WERE CLOSED; NOMINATION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION—MR. MICHELSON.**

• **MR. ROSENBAUM NOMINATED MR. DON OGILVIE AS VICE CHAIR; MR. WHARTON SECONDED; MR. OGILVIE ACCEPTED THE NOMINATION; NOMINATIONS WERE CLOSED; NOMINATION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION—MR. MICHELSON.**

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- **MR. ROSENBAUM NOMINATED MR. KNABEL AS TREASURER; MR. OGILVIE SECONDED; MR. KNABEL ACCEPTED THE NOMINATION; NOMINATIONS WERE CLOSED; NOMINATION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. MICHELSON NOMINATED MS. KRISTIN ZERN AS SECRETARY; MR. KNABEL SECONDED; MS. ZERN ACCEPTED THE NOMINATION; NOMINATIONS WERE CLOSED; NOMINATION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.** Committee assignments were tabled till the April meeting (see below: Tasks).

IV. FINANCE SUBCOMMITTEE REPORT

- Due to the continuing efforts of the Interim Comptroller cash flow / spring 2019 expenses should just break even (see 2/14/19 Minutes p.1 #III), by working with Airport Director Ann Richart on refining/timing expenses and revenues. Dukes County Treasurer Ann Metcalf proposed a \$300,000 Revenue Anticipation Note (RAN) as a cushion for the final Fiscal Year 2019 (FY19) months. Such a note required:
 - pay off at the end of the Fiscal Year, with re-application as needed, and
 - amount limitations set by bond counsel.
- **MR. OGILVIE MOVED TO AUTHORIZE APPLICATION AND NEGOTIATIONS TO ISSUE A REVENUE ANTICIPATION NOTE UP TO \$300,000 AS ALLOWED; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- The County requested \$28,000 in additional funds for Services from the \$97,000 allotted for FY20, changing the FY20 Budget by increasing expenses and reducing the operating surplus.
- **MR. WHARTON MOVED TO APPROVE AMENDING THE FISCAL YEAR 2020 AIRPORT BUDGE COUNTY SERVICES LINE ITEM TO \$125,000 (A \$28,000 INCREASE); MR. KNABEL SECONDED; MOTION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION—MR. MICHELSON.**
- Staff was drafting the FY19 Supplementary Budget, reflecting revenue/expense actuals, for presentation at the County April 3, 2019 meeting. This might require a special MVAC meeting.
- Former Assistant County Treasurer Carol Grant had completed the Airport coordination and training on the new County accounting software.

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| <u>Authorize McFarland Johnson Work Orders</u> | <u>Action</u> |
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- McFarland Johnson Work Order #14C covered administration, paperwork, payroll certification, coordination, etc.—project end goal about June 2019. The contractor offered to remove the well house itself (in addition to hazmat mitigation) for \$9,200 to \$9,700, which was within the \$160,000 total project budget (contract \$84,000, McFarland Johnson work order \$50,000).
- **MR. WHARTON MOVED TO AUTHORIZE MCFARLAND JOHNSON WORK ORDER #14C FOR \$50,000 FOR ADMINISTRATIVE OVERSIGHT OF THE WELL HOUSE HAZARDOUS MATERIAL MITIGATION, WELL HOUSE DESTRUCTION AND WELL CLOSURE; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

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- IT WAS THE CONSENSUS OF THE MARTHA'S VINEYARD AIRPORT COMMISSION TO APPROVE THE CONTRACT CHANGE ORDER FOR WELL HOUSE DECONSTRUCTION AND REMOVAL NOT TO EXCEED \$9,700, AS STILL WITHIN THE PROJECT BUDGET.
- McFarland Johnson and subcontractor Tetra Tech were coordinating with the Massachusetts Dept. of Environmental Protection (DEP) on requirements for possible polyfluoroalkyl substances (PFAS) Airport Fire Fighting Foam (AFFF) soil contamination on the 6/24 Runway project (see 2/14/19 Minutes p.6 #IX). Soil was stockpiled, sheeted and tested—result window about two weeks. As a change order after original design/construction:
- **MR. MICHELSON MOVED TO AUTHORIZE A MCFARLAND JOHNSON WORK ORDER FOR \$14,200 FOR ADMINISTRATIVE OVERSIGHT OF THE RUNWAY 6/24 PFAS SOIL TESTING; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.** (See also below: p.5 #VII.)

V. LAND USE SUBCOMMITTEE REPORT – Nothing to report.

Approve Request for Change of Use of Lot #34 for Above-Grade Storage Facility Action
(See documents on file.)

Mr. Geoff Smith outlined a preliminary proposal to the Subcommittee for basic mini storage (no staffing—except initial set up, no electricity or climate control). The MVAC explored other self-storage models and the tight market, noting the multiplying of such units in the Business Park. In keeping with Airport Property Manager and Land Use Subcommittee recommendation:

- **MR. WHARTON MOVED TO APPROVE A CHANGE OF USE *ONLY* FOR LOT #34 TO SELF STORAGE/WAREHOUSING FACILITY, CONTINGENT UPON THE FOLLOWING CONDITIONS:**
 - **PAYMENT IN FULL OF \$33,699 RENT ARREARS AND,**
 - **MORE DETAILED PLANS OF THE FACILITY;**
- **MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

Massachusetts/National Environmental Protection Act (MEPA/NEPA) Project Update

- Work had started on the arduous task of terminal building renovation design in terms of:
 - incorporating public comment,
 - designing for peak, less or compromise traffic,
 - requesting small, medium, large and do-nothing alternatives;
 - determining funding sources and eligibility.
 - The Martha's Vineyard Commission (MVC) and Mass. Dept. of Transportation (MassDOT) required traffic studies for Access Road improvements. The proposal was to split the study, to tailor it to Airport finances:
 - installing permanent traffic counters this year to collect peak summer season data, and
 - contracting analysis at a later date.
- McFarland Johnson would consult the MassDOT and the MVC on what data was needed, as well as possible MassDOT funding and MVC traffic staff resources.
- Work continued on the airfield projects Environmental Impact Report(s) (EIR).

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VI. OUTREACH SUBCOMMITTEE REPORT (See documents on file.)

- The Tradewinds Newsletter came out which Ms. Zern considered as copy dense and in need of improved readability.
- The Committee continued to work with Island (e.g. MY Youth, Charter School, Permanent Endowment) and regional organizations (e.g. Cape Air, Cape Cod 5¢ Savings Bank) on aviation trades scholarships and grants (see 12/13/18 Minutes p.5-6 # VI)—MVY Airport intern Max Smith had applied for all of them. Ms. Zern solicited private donations for ancillary scholastic requirements such as laptops.
- 60th anniversary event planning was progressing.
- Mr. Wharton received several positive comments on Tradewinds and thanked Ms. Richart for her time and efforts in putting it together.

VII. Approve Change Order #1 to Oshkosh Airport Rescue and Fire Fighter (ARFF) Vehicle Contract Action

(See documents on file & 2/14/19 Minutes p.7 #IX.)

Previous Federal Aviation Administration (FAA) regulations required the AFFF be expelled and recaptured but as of January 2019 regulations allowed fire trucks to include attachments that could return the foam to the truck and Oshkosh manufactured such a device. However, in keeping with other PFAS issues, it might not be FAA and/or MassDOT funding eligible—the Airport would continue its advocacy.

- The current primary truck would be declared surplus. The secondary truck was not worth retrofitting as it would be replaced within the next few years, and the airport had AFFF re-collection capacity.
- **MR. OGILVIE TO APPROVE OSHKOSH AIRPORT PRODUCTS, LLC RESCUE AND FIRE FIGHTER VEHICLE CHANGE ORDER #1 FOR \$29,979 FOR THE ADDITION OF THE OSHKOSH ECO ELECTRONIC FOAM PROPORTIONING SYSTEM; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

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

Water/Wastewater Operator Mike Eldridge reviewed the monthly report noting repairs/upkeep:

- frozen pipes and Men's Room sink repair,
- monitoring wells,
- required re-installation of the Gas Station water meter,
- parking gate bracket—due to cars crashing through it,
- ARFF Building elevator controls—off line until next inspection;
- swing gate digital controls and lighting control motion sensors problems,
- LED lighting in the restaurant,
- Cape Air radiator repair and leaky conduit replacement;
- support for boiler replacement (first start up today);
- hydrovac truck demonstration/tutorial for non-intrusive utility installation.

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- With all due respect, and in an attempt to save funds, Mr. Michelson questioned whether staff could have spec'd the boiler instead of McFarland Johnson. Mr. Eldridge explained that staff furnished information but were not heating equipment experts (boiler—see below: #IX & X).
- The existing non-centralized heating/ventilation/air conditioning (HVAC) was outdated, and located in the ceiling with difficult crawl space access. Staff was working on maintenance contracts for HVAC, boiler, sprinklers, etc.

IX. ASSISTANT MANAGER'S REPORT

- Asst. Airport Manager Geoff Freeman commended all Facilities staff for their efforts (including 4 hr. shifts 24/hrs per day) to keep the old boiler functioning until the replacement.
- McFarland Johnson, White Lynch and staff were working well together on the 6/24 Runway project. Other regional airports' asphalts were being examined for slight formula changes. The schedule was still on track for April 9-11, 2019 Runway 33/15 closing—the Airport would be open (helicopter landings, etc.) but the runways closed. Target substantial completion date was May 15th, although painting, grooving, etc. would continue through June.

X. DIRECTOR'S REPORT

By the end of March Mr. Freeman would be a duly licensed Commonwealth of Massachusetts Airport Manager so he could function as an interim manager and continue his excellent job. Ms. Richart was training staff in her daily tasks to keep things running smoothly during the transition, for example Mr. Freeman in FAA grant administration. Mr. Ogilvie thanked her for all she was doing for a smooth transition.

- Mr. Knabel asked about grant funding for the boiler. Ms. Richart applied to MassDOT but could not predict the outcome (see 3/8/18 Minutes p.5 #X).
- The MVAC also asked about PFAS insurance reimbursement, (see Minutes: 1/16/19 p.4 & 2/14/19 p.2). Airport attorneys were working on it—although it was noted that insurance refused to pay in a similar 2007 case. The Airport was paying all costs so individual homeowners' had no costs for private insurance to reimburse.

XI. CHAIR'S REPORT

- Chair Rosenbaum reported the Judge denied the amendment naming Ms. Richart and former MVAC Chair Myron Garfinkle to the Airport Fuel Service (AFS) complaint.
- Airport Counsel was exploring the PFAS class action suit, which would be a long-term venture.
- In response to feedback that MVY Airport fuel prices were not competitive, Chair Rosenbaum determined they were well within the range of other airports within a 50 mile radius, which he also informally endorsed through his experience as a pilot.

XIV. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

XV. PUBLIC COMMENT - None

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XVI. CONFIRMATION OF NEXT MEETINGS:

- Outreach Subcommittee - 3:30PM, Thursday, April 4, 2019
- Land Use Subcommittee - 5:00PM, Thursday, April 4, 2019
- Finance Subcommittee - 3:30PM, Friday March 5, 2019
- **MVAC - 2:00PM, Thursday, April 11, 2019**

XVII. CALL FOR MOTION TO ADJOURN

**• MR. OGILVIE MOVED TO ADJOURN AT 3:35PM; MR. WHARTON SECONDED;
MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

Appendix A: Tasks

- Commissioners – consider which Committees you wish to serve on.

Appendix B: Documents on file:

- Agenda 3/14/19
- Sign-in Sheet 3/14/19
- MVAC February 14, 2019 Meeting Draft Minutes (8 p.)
- MVAC February 21, 2019 Meeting Draft Minutes (4 p.)
- MV Airport Staff Summary re: BP34-Nicholas Catt/Geoff Smith Proposal for Change of Use to Ministorage Units 3/11/19
- Tailwinds the MVY Airport Newsletter (4 p.) Winter 2019
- MV Airport Staff Summary re: Authorize Change Order #1 To Oshkosh Airport Products, LLC 3/14/19
- MV Airport Water, Wastewater, and Facilities Departments February 2019 (2 p.) 3/14/19
- MVAC March 14, 2019 Finance Committee Actions

Minutes approved 4/11/19