

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

**August 8, 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,  
Donald Ogilvie, R. Peter Wharton, Kristin Zern,  
Airport Staff: Cindi Martin - Director, Geoffrey Freeman - Assistant Manager\*,  
Water/Wastewater – Mike Eldridge, Ed Christofono – Financial  
Controller, Denise Tawa – Executive Assistant (recorder)  
Others: Ronald Myrick – Tetra Tech, Matt O'Brien – McFarland Johnson, Geoff  
Wheeler – MVY Airport Finance Sub-committee.  
Press: Brian Dowd – MV Times, Lin Christoffers– MVTV, Noah Asimow,  
\* 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 2:05PM. Chair Bob Rosenbaum expressed frustration with the Dukes County Commission regarding the Home Rule request from the Airport that was to be submitted to the legislature. It was voted and approved and later rescinded due to section III. being in violation of a court order that states the county has no jurisdiction on the airport finances or operation.

**II. APPROVAL OF MEETING MINUTES FROM JULY 11, 2019**

- July 11, 2019 with advised changes Action
- **MR. RICHARD KNABEL MOVED TO APPROVE THE JULY 11, 2019 MINUTES; MR. DON OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**
- Executive Session July 11, 2019 Tabled

**III. FINANCE SUBCOMMITTEE REPORT**

- Cash flow is in line with projection. Mrs. Cindi Martin is in the process of closing out some McFarland Johnson work orders. Final end year reports have not been completed yet.
  - The approved \$1.27m bond has arrived and delivered in person by Dylan Fernandes. DCC will be holding a special meeting as paperwork was not ready from the county to release the bond to the airport.
  - Updated finance information from the County Treasurer was not presented until the meeting and showed inaccuracies in the reports.
  - A special finance meeting has been scheduled as a follow up to the last meeting to receive updated and accurate financial reports for the first month of FY20 and year end months of FY19.
- MR. RICHARD KNABEL Made a Motion to identify and retain a financial consultant to review the reporting system and software that is currently being used, and to give recommendations of how to proceed. MS. KRISTIN ZERN Seconded; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, ) 0 ABSTENTIONS.**

#### IV. LAND USE SUBCOMMITTEE REPORT

- Mr. Ed Christofono and Mr. Kevin Brennan have been tracking down invoices, correcting incorrect or non-applied interest, and balancing credits.
- CPI discussion with the Tenants Association regarding new leases was a topic at the meeting.

#### V. OUTREACH SUBCOMMITTEE REPORT

- Collins Foundation is coming to the airport in September (16th-18th) with five WWII planes. The event will be held tentatively at the southeast ramp. Ms. Kristin Zern is informing the schools for field trip purposes.
- Permanent Endowment funding will start up again in September. Presently the account balance is \$250.

#### VI. AIRPORT MANAGEMENT REPORT

##### • Staff Reports: Operations

- Air traffic control traffic counts show that we are up 17.7% this July vs. last July.
- Preliminary final inspection of the runway project was performed as closing out the project is near. FAA, MassDOT, and McFarland Johnson were present and overall pleased with the project. The signage advisory circle had changed mid-way through the project with the recommendation from FAA and verbal agreement to incorporate the changes into this contract as we will need to add more signage on the runway. No estimate of cost at this time.
- Beach Road concert series parking agreement for usage of LOT C will be this upcoming weekend.
- TSA pre-check has been implemented and has been successful.
- Final inspection of the new ARFF truck will happen this month.
- MassDOT agreed to fund 100% crack sealing for much of the aprons and taxiways.

##### • Staff Reports: Water/Wastewater, Facilities (See documents on file.)

- An air conditioning unit in the terminal is having issues and looking to be replaced in the off season.
- The new boiler needs gaskets and a new circulator pump. Cape Light Impact offers discounts on the pumps.
- Foam testing work has been performed on fire truck 941.

##### • Staff Reports: Management

- Mrs. Cindi Martin thanked the operations staff for all their work on the field and stepping up on the grounds keeping and Mr. Eldridge and his staff for taking care of the facilities.
- We received our FAA 2019 grant, the offers were signed and certified by the attorneys, and returned to the FAA. We are waiting for the associated MassDOT grants that go with the FAA grants. In conjunction with the grants McFarland Johnson is working on a scope of work that relates to the grants, which are:

\*Release of non-aeronautic land, LOT# 34 and LOT# 38, including the fee to the state the total is not to exceed \$150,000.

\*Service Transportation Study and an Aeronautical Study for the approach on both runways including the support work (excluding the \$10k that was already approved) totaling \$370,400.00.

**Mr. Peter Wharton Made a Motion to approve the Airport Director to sign the two work orders for work associated with the FAA and MassDOT grants, Ms. Kristin Zern seconded.**

**MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Working on closing out a number of work orders on the efforts that have been completed and have them booked under FY19.

- Consultant Reports: Tetra Tech

Sample testing was performed on approximately a dozen wells with all results coming back below action level. An investigation is planned in September that will include sampling a few more wells. This will support a report that is due late November. Presently, Tetra Tech is managing 40 treatments systems that are treating 36 wells.

### XIII. CALL FOR MOTION TO ADJOURN

**• MR. KNABEL MOVED TO ADJOURN AT 3:20PM: MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. KNABEL—AYE, MR. WHARTON—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE.**