

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

September 10, 2019, 3:00PM

**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, Christina Colarusso, Ed Christofono
– Financial Controller, Denise Tawa – Executive Assistant (recorder),
Others: Matt O'Brien – McFarland Johnson, Norm Werthwein- Finance Sub-
committee.
Press: Lucas Thor – MV Times, 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 3:04PM.

II. APPROVAL OF MEETING MINUTES FROM AUGUST 8, 2019

•August 8, 2019 Minutes Action
• **MR. KNABEL MOVED TO APPROVE THE AUGUST 8, 2019 MINUTES; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

III. FINANCE SUBCOMMITTEE REPORT

* Mr. Knabel gave compliments to Ms. Martin and Mr. Christofono for their hard work and efforts of getting the finances in order. They have found that the county financial software is inadequate for the Airport needs. Ms. Martin has made enormous progress with controlling expenses, has designed a budget template for going forward, and has reshaped the long term capital plan.

* \$1.27m bond should arrive on 9/12. It will not be a 10 year bond as planned, but a 1 year not, due to timing restraints. Further discussion is needed to determine what will meet the airport's needs for longer term financing.

* The airport will start paying off and rolling over their obligations of their share for the runway construction and ARFF truck.

*Final numbers for FY19 closeout are not in from the county yet.

MR.KANBEL MADE A MOTION TO RENEW A THREE YEAR CONTRACT WITH EDUCOMP FOR \$6,500/MONTH THAT INCLUDES NETWORK MANAGEMENT AND MAINTAINENCE. MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

* Mr. Rosenbaum made a recommendation to have an outside security analysis performed on the IT system for a periodical maintenance. Ms. Martin will look into outside contractors and bring an update at the October finance meeting for consideration.

* Ms. Martin discussed the current capital project program, runway project, ARFF Truck, and Obstruction & Traffic study, which are including in this year's grant efforts. The runway project will be extended for a year due to the final inspection done by the FAA and MassDOT. During the inspection a previous modification to standards on airfield signage was implemented. FAA and MassDOT expressed willingness to finance the additional work under the current grant. The airport would be obligated to pay 5% of the work. No amendment is needed under the current grant but it will require a rollover of the \$6m FAN. The airport would need to rollover \$2m in the FAN for 1 year; this would allow the remainder of the construction work, additional signage work, and a closeout for next summer. An additional FAN of \$800k would cover the ARFF truck and Obstruction study work that is needed in advance of the grants that are being received. The airport has received the federal grants but the state grants are lagging behind. Accessing the federal funds is restricted until the state funds are in place. The FAN funding in advance of the grant is needed. It will be two separate FANS with a total of \$2.8m.

MR. OGILVIE MADE A MOTION TO ROLLOVER THE \$6M FAN FOR, \$2M FOR 1 YEAR FOR THE REMAINING RUNWAY PROJECT AND AN ADDITIONAL FAN OF \$800K FOR THE ARFF TRUCK AND OBSTRUCTION STUDY. THE TOTAL OF THE FAN WOULD BE \$2.8M. MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS

* Berry Dunn Financial Services sent a proposal for them to review what they had done previously and look into the current process including internal and with the county. They would not be able to give options of financial software available, as it would be a conflict of interest. Ms. Martin will pull from other airports to see what they are using and bring it to the finance committee.

* Long Term Capital Improvement Plan (federal years 2020-2028) was presented, Ms. Martin walked the commission thru the line items. The total came to \$26,170,000 with \$1,466,000 being the airport's responsibility. The amounts can change as the projects are not final and with no obligations. A change of wording for the Southwest Ramp Expansion project to Southwest Ramp Reconstruction will be made.

MR. KNABEL MADE A MOTION TO APPROVE THE SUBMITTAL OF THE FEDERAL YEARS 2020-2028 CAPITAL IMPROVEMENT PLAN WITH THE CHANGE TO THE SOUTHWEST RAMP RECONSTRUCTION TITLE. MS. ZERN SECONDED; 4 AYES, 0 NAYS, 1 ABSTENTION FROM MR. OGILVIE.

IV. LAND USE SUBCOMMITTEE REPORT

* Tenant aging report show some tenants in the arrears but the tenants have sufficient plans to catch up.

*BP LOT #39 and LOT #40 are in the process of getting cleaned up.

*The car rental RFP has brought questions from prospective proposers in addition to a request that has been granted for an extension of two weeks for the response deadline. A pre-proposal

meeting was held which showed concerns from prospective proposers but none were of big concern. The rental agreements expire on December 31, 2019.

* Lease renewals and looking into the current FMV policy is ongoing.

V. OUTREACH SUBCOMMITTEE REPORT

* Collings Foundation is coming to the airport September (16th-18th) with five WWII planes. The event will be held at the southeast ramp.

* Permanent Endowment funding will start up again in October.

* Matt O'Brien from McFarland Johnson gave a MEPA/NEPA outreach presentation.

VI. AIRPORT MANAGEMENT REPORT

• Staff Reports: Management

* Ms. Martin gave recognition to Mr. Freeman and the Operations team for a great summer. The airlines were very happy and activity reports will be presented at the next meeting.

* Discussion has begun at the monthly stakeholders meeting for next year services.

* Finishing up the FY 2021 budget and review of the FY 2020 is ongoing.

• Staff Reports: Water/Wastewater, Facilities

* Mr. Eldridge discussed the terminal heating system including 4 projects that are in need: gasket replacement, annual tune up on the boiler system, chimney cleaning, and pump replacements - that supply heat to the terminal and GA that have passed their life expectancy. Rise Engineering has quoted \$35,900 and Cape Light Compact incentives of \$11,100 bringing the airports cost to \$24,800.00 to install and replace the 4 pumps.

MR. KNABEL MADE A MOTION TO APPROVE THE REPLACEMENT AND INSTALLATION OF THE 4 PUMPS FOR THE COST OF \$24,800 AND \$8,300 FOR BOILER GASKET REPLACEMENTS. MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES-0 NAYS-0 ABSTENTIONS.

• Staff Reports: Operations

* The new ARFF truck has arrived.

* Delta and American season has ended. JetBlue's will be ending their season at the end of October. Cape Air will begin its season to JFK this month.

* An FAA, scheduled 3 week project, started this week for the VOR for refurbishment.

* The approach obstruction survey started this week with use of drones by McFarland Johnson.

* ARFF/ Operations staff is beginning their annual training cycle for live burn trainings and some staff will be going to observe Manchester airports MCI drill.

• Consultant Reports: Tetra Tech

* No Report

*Consultant Reports: Engineering

* Closing out some work orders.

* EA/EIR outreach is Mr. O'Brien's focus.

VII. CHAIRS REPORT

- *County Meeting approval of the bond approval went well.
- * Home Rule Legislation was approved at the County meeting.

IX. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

- * Spending authority discussion for Ms. Martin

MR. OGILVIE MADE A MOTION TO PROVIDE THE AIRPORT DIRECTOR SPENDING AUTHORITY ON SIGNING ANY BUDGET CONTRACTS THAT HAVE ALREADY BEEN BUDGETED AND NON BUDGETED ITEMS UP TO \$10K. MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

XI. WORKSHOP- MEPA/NEPA PROJECT REVIEW

- * The review will be at the October 10 MVAC meeting

XII. EXECUTIVE SESSION

To review and amend the 7/11/2019 executive session minutes. the Chair Has Determined that an Executive Session is Necessary Because an Open Meeting May Have a Detrimental Effect of the Litigating and Negotiating Position of the Commission

• MR. OGILVIE MOVED TO GO INTO EXECUTIVE SESSION, UNDER MASSACHUSETTS GENERAL LAW CHAPTER 30A SECTION 21 (a) THE CHAIR HAVING DETERMINED THAT AN EXECUTIVE SESSION IS NECESSARY BECAUSE AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT OF THE LITIGATING AND NEGOTIATING POSITION OF THE COMMISSION. THE COMMISSION WILL NOT RECONVENE IN OPEN SESSION AND WILL ADJOURN. THE COMMISSION WILL INVITE THE AIRPORT DIRECTOR MS. CINDI MARTIN, AND RECORDER MS. DENISE TAWA TO BE PRESENT THROUGHOUT; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. KNABEL—AYE, MR. WHARTON—AYE, MR. OGILVIE—AYE, MS. ZERN—AYE, MR. ROSENBAUM—AYE.

- * There was a break while the room was cleared.

• MR. OGILVIE MOVED TO ADJOURN AT 4:52PM: MR. WHARTON 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.