

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

October 10, 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,
Denise Tawa – Assistant to Airport Management,
Edward Christoforo—Comptroller,
Facilities/Water/Wastewater – Mike Eldridge, Christina Colarusso,
Others: McFarland Johnson by remote technology – Matt O'Brien, Jennifer Zorn,
Fennick McCredie Architects by remote technology - Ashley Cawley
Norm Werthwein,
Marni Lipke – Recorder
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 2:00PM. Chair Bob Rosenbaum acknowledged with sadness the Collings Foundation crash in Hartford, Connecticut and the tragic loss of life, sending heartfelt condolences to the Foundation and families.

II. APPROVAL OF MEETING MINUTES FROM FEBRUARY 16, 2017

MR. RICHARD KNABEL MOVED TO APPROVE THE SEPTEMBER 12, 2019 MINUTES; MR. DON OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

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

- The Federal Aviation Administration (FAA) grant funding for Runway 6/24 (and other current projects) allowed the Federal Anticipation Note (FAN) rollover to be \$1,800,000. Dukes County signed the FAN and funds were expected next Tuesday.
- Current cash flow was ~ \$1,000,000, with July/August surplus totaling ~ \$700,000.
- County Treasurer Ann Metcalf had not yet closed Fiscal Year 2019 (FY19). Audit fieldwork usually started in early December.

8. Fiscal Year 2021 (FY21) Proposed Operating and Maintenance (O&M) Budget
(See documents on file.)

- The Subcommittee reviewed the FY21 Budget at \$5,700,000:
 - Total operating revenues ~ \$5,700,000;

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- expenses including compensation ~ \$2,256,000;
- operating income/excess revenues ~ \$443,000;
- grant and non-operating revenues ~ \$410,000 excess income, with ~ \$320,000 in capital.
- The new more detailed and streamlined General Ledger chart of accounts was delayed by coordination problems with the County but should be ready for the supplemental budget.
- Cyber security checks were under Contractual Services.
- \$20,000 for Advertising included publicity.

In keeping with Finance Subcommittee recommendation:

• **MR. KNABEL MOVED APPROVAL OF THE MARTHA'S VINEYARD AIRPORT FISCAL YEAR 2021 BUDGET; MR. PETER WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Management and staff agreed on a reconfiguration of custodial duties:
 - five proposed part-time (with benefits) custodians responsible for Terminal maintenance (increasing expenses from \$2,100,000 to \$2,200,000);
 - Fixed Base Operations (FBO) staff responsible for FBO (General Aviation—GA) facility;
 - Airport Rescue and Fire Fighter (ARFF) staff responsible for the ARFF facility.
 - Staff did general landscape maintenance but more substantial improvements (pruning, brush removal, etc.) would be contracted out.

• **MR. KNABEL MOVED TO APPROVE FIVE NEW PART-TIME CUSTODIAL POSITIONS; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

2. MassDOT FY20 Airport Safety & Maintenance Program (ASMP) Grant

Applications: Mower/Snow Removal (SR) Equipment, T-Hangar Taxilane Repair, Security Equipment (See documents on file.)

These Massachusetts Dept. of Transportation (MassDOT) grants were outside the typical FAA/Airport Improvement Plan (AIP) grant process. The current application would be for T-hangar taxilane repair and tractor attachments. The 20% local share would total \$21,242.11.

• **MR. KNABEL MOVED TO APPROVE THE CURRENT MASSDOT AIRPORT SAFETY & MAINTENANCE PROGRAM APPLICATION(S); MS. KRISTIN ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

Management requested and the MVAC discussed blanket permission to apply for ASMP grants for any eligible projects.

- Management would submit grant awards for MVAC acceptance and local share approval.
- There was no penalty for refusal of an awarded grant.
- Purchases would not be made prior to grant awards and MVAC approval.

• **MR. KNABEL MOVED TO AUTHORIZE MANAGEMENT TO APPLY FOR ANY MASSDOT AIRPORT SAFETY & MAINTENANCE PROGRAM GRANT ELIGIBLE PROJECTS RETURNING TO THE MARTHA'S VINEYARD AIRPORT COMMISSION FOR AUTHORIZATION TO ACCEPT ANY GRANT AND SPEND THE LOCAL SHARE IF THE ITEM WAS NOT IN THE BUDGET AND IS OVER \$10,000; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

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1. MassDOT 2019 Grant Offer – Airport Rescue and Fire Fighter (ARFF) Truck
\$36,413.56 (See documents on file.)

• MR. KNABEL MOVED TO ACCEPT THE MASSDOT GRANT AND AUTHORIZE THE MARTHA'S VINEYARD AIRPORT COMMISSION CHAIR TO EXECUTE THE GRANT OFFER AS PRESENTED BY MASSDOT FOR THE AIRPORT RESCUE AND FIREFIGHTING TRUCK; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

IV. LAND USE SUBCOMMITTEE REPORT – Nothing to report.

• The tenant aging report was improving rapidly, and revenues were good with the exception of some outliers. The Subcommittee discussed a number of items but the report was curtailed to action items to accommodate the lengthy agenda.

5. Lease Extension – Plane View Restaurant (See documents on file.)

6. MVAC Restaurant Request for Proposal (RFP) (See documents on file.)

• Management and the Subcommittee had been struggling with the Terminal restaurant RFP for about a year. Language changes included:

- space definition (basement storage, hallway vending machines, and lobby);
- institution of a Minimum Annual Guarantee (MAG) with a 4% increase (in line with the industry) replacing the Consumer Price Index (CPI);
- clarification of maintenance responsibilities including grease separators;
- five-year agreement with one five-year extension.
- The Plane View had enjoyed free electricity since the start of the lease but management was researching a separated meter (no sub-meters were allowed) as well as proximate costs.

• The goal was RFP release October 16th, pre-proposal meeting on November 6th, bid opening November 22nd for a lease starting in February 2020. In order to insure continuity a lease extension was proposed—with Plane View agreement. The MVAC discussed the timing in terms of a possible new owner completing changes by the beginning of the busy season. Management and the Subcommittee had considered a February lease would give at least eight weeks of off-season time while avoiding the holiday break. A requirement to be ready on deadline could be incorporated into the lease. In keeping with Land Use Subcommittee recommendation:

• MR. OGILVIE MOVED TO APPROVE THE EXTENSION OF THE PLANE VIEW RESTAURANT LEASE THROUGH JANUARY 31, 2020; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

• MR. WHARTON MOVED TO ALIGN THE TERMINAL RESTAURANT CONCESSION LEASE AND ADVERTISE THE TERMINAL RESTAURANT CONCESSION REQUEST FOR PROPOSAL; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

8. MVY Hangar Water Policy (See documents on file.)

The seven hangars had no water policy, resulting in inconsistent billing, unknown shut-offs and

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turn-ons causing pipe freezes, damage and some trouble with insurance claims. This policy established rates, procedure and Airport authority over turn-on/shut-off (valves would be locked). In keeping with Land Use Subcommittee recommendation:

• **MR. WHARTON MOVED TO APPROVE THE HANGAR WATER POLICY DATED SEPTEMBER 27, 2019; MR. KNABEL SECONDED; MOTION PASSED: 4 AYES, 0 NAYS, 1 ABSTENTION—MR. OGILVIE** due to conflict of interest.

4. Lease Extension – AW31 Sprint Crown Castle (See documents on file.)

Lot AW 31 (Cellular Tower #2) had passed through the usual chain of owner/managers (Cingular, Sprint, Crown Castle, etc.). This extension would align the lease and RFP calendar. (For Cellular Tower #1 see 6/13/19 Minutes p.3-4 #D.) In keeping with Land Use Subcommittee recommendation:

• **MR. WHARTON MOVED TO EXTEND THE CURRENT LEASE FOR LOT AW31-STC SIX COMPANY TO MARCH 31, 2020; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

V. OUTREACH SUBCOMMITTEE REPORT

Ms. Zern thanked the staff and Traffic Control Tower for their work and coordination during the Wings of Freedom event and reiterated condolences for the tragedy in Hartford.

VI. AIRPORT MANAGEMENT REPORT

Staff Reports: (See documents on file.)

Management

- Management continued to unravel financing and in house accounting, reports and procedures.
- The 6/24 runway rehabilitation (AIP45) additional signage was progressing.
- The ARFF truck (AIP46) arrived. Staff was working on final testing before formal acceptance.
- Surface transportation and airfield obstruction studies (AIP47) fieldwork was completed (see below p.7 #XII) and the draft reports were expected after the holidays.
- Wastewater treatment facility rehabilitation additional design and scope of work was in process and project estimates (with ancillary costs) were anticipated for the November meeting.

Environmental – Nothing to report

Engineering

Many of the McFarland Johnson open work orders were being closed out—contributing to the substantial financial help the Airport was experiencing.

3. Contract Extension/1-Year – McFarland Johnson (See documents on file.)

The engineering Request for Quotation (RFQ) (see 7/11/19 Minutes p.3 #VI) was proving more complicated than formally due to new regional FAA regulations dividing planning and engineering contracts. Management requested the McFarland Johnson contract be extended for one year. This would not prohibit the RFQ advertisement and process nor the selection of McFarland Johnson or some other firm or pool of firms. There was a brief discussion on timing of the extension.

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- The division was to prevent a firm stacking planning projects and then garnering profits from both planning and engineering work. The MVAC noted that although appropriate for larger airports it was likely to be a hardship for small ones—forcing high rates from big firms or hiring of firms too small to handle the workload. The FAA used to exempt small airports from the regulation and the MVY Airport might be the ‘guinea pig’ in the new process. Airport Director Cindi Martin talked about her experience with large firms and with small “boutique” firms that might specialize in certain skills, and noting that in her experience a pool of engineers was most advantageous.
- Engineers of record were a convenience; the Airport could still hire outside engineers but it would require a 12-week RFQ process each time.
- Engineers were paid only when working (they were not on retainer).
- **MR. KNABEL MOVED TO APPROVE A ONE YEAR EXTENSION OF THE MCFARLAND JOHNSON CONTRACT WITH NO CHANGES TO TERMS TO NOVEMBER 16, 2020 OR UNTIL CURRENT WORK ORDERS WERE COMPLETED WHICHEVER CAME FIRST; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

Operations (See documents on file.)

- September 2019 operations during Traffic Control Tower hours were 31.5% higher than September 2018—a testament to the excellent weather, good economy and increased flight school training, some from Katama Airfield.
- The Wings of Freedom tour was very successful. Collings Foundation timing, dependent on weather and other factors, made pre-publicity difficult, but if they were able to return next year they had agreed to work with the Airport. The MVAC discussed the success of the event (no true count was available), as well as the Collings Foundation staff and visitor enthusiasm (including a bus from Windermere).
- Staff was working with the Tower and Island homeowners to refurbish the 2003 noise abatement guidelines. The draft would be presented to pilots and homeowners.
- The obstruction survey used drones, planes and walks in the woods, was completed this week (see above #p.4 #VI and below: p.7 #XII).

Water/Wastewater Facilities (See documents on file.)

- The Department worked on a number of outdoor and in-house projects:
 - assisting Tetra Tech well digging operations;
 - wire meshing the Business Park generator to exclude rodents;
 - repairing water supplies to ice machines and coffee makers;
 - repairing the Stott hangar door.
- The new furnace was installed and the department was replacing gaskets. There was a 6-8 week backorder on new pumps but installation should be short and would not require a complete system drain.
- The Terminal sprinkler systems (wet and dry) did best with semi-annual checks.
- One of the ARFF doors swung open in the wrong directions and was continually subject to wind damage. Staff was looking to construct a simple building code wind-block to save money.

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VII. CHAIR'S REPORT

- The Dukes County Commission (DCC) would advertise MVAC seats (two vacancies and one incumbent—Mr. Wharton) in January for March appointments. Chair Rosenbaum proposed MVAC members consider, solicit and recommend qualified candidates that could be submitted to the DCC. He had spoken with some Commissioners on the common practice of Boards recommending candidates for appointment.
- Thanks went to Mr. Knabel for calling attention to the growing press coverage on polyfluoroalkyl substances (PFAS); for example in artificial turf and fast food wrappers.

VIII. NEW BUSINESS (See above.)

IX. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

X. PUBLIC COMMENT - None

XI. CONFIRMATION OF NEXT MEETINGS:

- Outreach Subcommittee - 3:30PM, Thursday, November 7, 2019
- Land Use Subcommittee - 5:00PM, Thursday, November 7, 2019
- Finance Subcommittee - 3:30PM, Friday November 8, 2019
- **MVAC - 2:00PM, Thursday, November 14, 2019**

* The MVAC recessed from 3:19-3:25PM. McFarland Johnson staff and subcontractors joined the meeting by remote technologies since a nor'easter had canceled flights and ferries.

XII. WORKSHOP—MASSACHUSETTS/NATIONAL ENVIRONMENTAL POLICY ACT (MEPA/NEPA) PROJECT REVIEW (See documents on file.)

McFarland Johnson staff presented the current MVY Airport improvement projects for formal approval to submit them to MEPA/NEPA in November. This would give time for January public meetings and addressing of any comments before the May FAA grant deadline. Any delay in meeting the deadline would postpone the project(s) a full year to September 2021. The Terminal project had been on a separate schedule but was now part of the document for pro-active planning.

- The FAA was being consulted on the necessity of addressing 6/24 ground safety areas that penetrated up to 6 ft. of airspace.
- The gravel entrance to the fuel farm would be stabilized and a concrete pad installed to facilitate snow plowing and diminish gravel tracking to the airfield.
- There were two plans for aircraft parking:
 - a smaller impact short-term project that would redefine parking space with markings and/or add a small taxi stub to access pavement;
 - a longer term approach that would plan for future hangar development, relocating tie downs and making it easier for jets while formalize GA parking eliminated during ARFF building construction.

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- MassDOT approached MVY Airport with an offer to fund a stand-alone shed for GIS data collection equipment. It is included here due to its location in green priority habitat (see Minutes: 11/12/15 p.6-7 #D & 10/13/16 p.7 #VII).
- The old Navy configured Taxiway Echo now needed either a parallel or perpendicular entrance to Runway 33. The least expensive option was to reconstruct Taxiway Echo for a perpendicular entrance, the alternative was to remove the asphalt, return ground to habitat and create a parallel along the length of Runway 33.
- A three-dimensional image of the obstruction study showed where and how trees penetrated the airspace and the variously strict requirements on the field. Some obstructions were not on Airport property, which would require extra permitting. Future growth had to be considered during precision tree cutting.
- A small hangar (6-8,000 sq. ft.) with parking, storm-water management, water, power and sewer) was in the plan (but not proposed) on the south east apron.
- July ground traffic studies clocked peak time delays 730 ft. long, at 30 vehicles waiting up to half an hour, and people turning left into the Entrance road at 175 ft. queue of 7 vehicles, for a failing (F) level of service. A traffic management system, possibly a rotary was indicated.
 - Vehicles obeyed the speed limits.
 - The majority of vehicles were taxis, ride-shares and rentals, which would greatly reduce the need for additional private parking spaces—and consequently eliminate previously proposed paving and increase the green vegetation space. Buses were frequent but passengers infrequent and park & rides were not utilized for the Airport.
- The renovated Terminal design proposal was described at some length. The team goals were to promote better passenger flow especially during the busy tourist season:
 - replacing building systems components and infrastructure;
 - addressing airline office to support airline operations;
 - addressing Transportation Safety Administration (TSA) security check space to enable efficient processing
 - addressing the post security hold room amenities with permanent bathrooms and concessions;
 - addressing baggage claim area to enable efficient retrieval during peak season.
- Most of the expansion took place in the rear of the building, the only change to the front view and curbside being an environmentally required small vestibule on one of the front doors.
- The rear of the building was expanded in both conditioned and unconditioned (unheated but protected from the elements) space, including glass to increase natural light in the Terminal and a low maintenance vegetated roof to compensate for loss of greenery and help with storm water. The MVAC noted the Martha's Vineyard Hospital roof garden with admiration.
- The roof would be solar ready and pitched at the optimum angle but as yet there was no glare analysis regarding the Air Traffic Control Tower and Runway 15/33.
- A more efficient outgoing and incoming baggage pathway and security check would be established.
- Some of the equipment (tractors, air stairs etc.) stored in currently open space could be incorporated into the baggage area but another small storage area could be created and fenced.

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- One of the airfield gates could be closed during the off-season, as could the post security-check holding pavilion, and the seasonal baggage claim pergola.
- Much of the conditioned and unconditioned space could be individually constructed and the current heating/ventilation/air conditioning (HVAC) systems replaced or highly supplemented.
 - The next steps as noted above were to finish coordinating with the agencies, and request permission at the November MVAC meeting to submit the proposals.
 - The MVAC thanked the presenters for the work and for their patience with the remote technology.
- So far Terminal window repairs were holding (see 5/11/17 Minutes p.5 #X) and would be handled internally.

XIII. CALL FOR MOTION TO ADJOURN

• MR. WHARTON MOVED TO ADJOURN AT 4:14PM; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY.

Appendix A: Tasks

- All – consider and submit MVAC candidates.

11/14/19 Agenda

- Minutes
- Wastewater Treatment Scope of Work
- MEPA/NEPA Project Approval

Appendix B: Documents on file:

- Agenda 10/10/19
- Sign-in Sheet 10/10/19
- MVAC September 12, 2019 Meeting Draft Minutes (4 p.)
- Martha's Vineyard Airport O & M Budget FY21 (4 p.)
- MVAC Meeting/New Business Item - 1 re: MassDOT 2019 Grant Offer – (AIP 46) ARFF Truck \$36,413.56 10/10/19
- MVAC Meeting/New Business Item - 2 re: MassDOT 2019 ASMP Grant Applications
- MVAC Meeting/New Business Item - 3 re: Contract Extension – McFarland Johnson
- MV Airport Staff Summary re: AW31-STC Six Company Request for 6-Month Lease Extension 10/7/19
- MV Airport Staff Summary re: Lease Extension – Plane View Restaurant 10/7/19
- MV Airport Staff Summary re: MVP RFP 2019-02-Concession Agreement for Terminal Restaurant 10/4/19
- MV Airport Staff Summary re: New Hangar Water Policy 10/7/19
- MV Airport Water, Wastewater, and Facilities Department September 2019 (2 p.) 10/10/19
- MVY Airport Improvements Program and Plan Development (41 p.) 10/10/19

Minutes approved as amended 11/14/19