

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

November 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,
Donald Ogilvie, R. Peter Wharton, Kristin Zern*,
Airport Staff: Cindi Martin - Director, Kevin Brennan - Property Manager,
Denise Tawa – Assistant to Airport Management,
Water/Wastewater – Mike Eldridge, Christina Colarusso,
Dukes County: Commissioners: John Cahill, Keith Chatinover,
County Manager - Martina Thornton;
Others: Norm Werthwein - Finance Committee, Richard Campion – pilot,
Rich Lasdin – McFarland Johnson, Marni Lipke – Recorder
Press: Lucas Thors – MV Times, Louisa Hufstader – 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 2:02PM. The MVAC recognized videographer Joanie Ames for her consistent service at MVAC and Subcommittee meetings.

II. APPROVAL OF MEETING MINUTES FROM FEBRUARY 16, 2017

MR. DON OGILVIE MOVED TO APPROVE THE OCTOBER 10, 2019 MINUTES AS AMENDED; MR. RICHARD KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.

III. FINANCE SUBCOMMITTEE REPORT

As of October 30th first quarter finances showed an operating surplus of a little over \$1,200,000 with an end-of-calendar-year cash flow projection of \$1,100,000—a good result as the Airport entered the lean time of year. (Last year's operations were at \$200,000 or about \$1,000,000 less.)

*Ms. Kristin Zern entered the meeting at 2:07PM.

IV. NEW BUSINESS:

Massachusetts Department of Transportation (MassDOT) 2019 Grant Offer –Obstruction Study & surface Transportation Study\$19,142.00 (See documents on file.)

In keeping with Finance Subcommittee recommendation:

• MR. KNABEL MOVED TO ACCEPT THE MASSACHUSETTS DEPARTME OF TRANSPORTATION (MASSDOT) \$19,142.00 GRANT - AIRPORT IMPROVEMENT PLAN (AIP) #47 AND TO AUTHORIZE THE MARTHA'S VINEYARD AIRPORT COMMISSION CHAIR TO EXECUTE THE GRANT OFFER AS PRESENTED BY

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MASSDOT FOR THE OBSTRUCTION STUDY AND SURFACE TRANSPORTATION STUDY; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

III. FINANCE SUBCOMMITTEE REPORT

- The Subcommittee met with Dukes County Commissioners and the County Manager on determination of the Dukes County overhead allocation as the current formula was unclear and flawed. Federal Aviation Administration (FAA) and MassDOT Grant Assurances mandated the Airport could only be invoiced for those services it used. Consequently the FY21 MVY Airport Allocation Budget Line was left blank pending resolution of the situation. Airport Director Ms. Cindi Martin would work with County Manager Martina Thornton before the next Finance Committee meeting.
- It was found that the County Treasurer system managed revenue on a cash basis and expenses on a modified accrual basis—a system that was difficult to reconcile and the likely cause of reporting problems and delayed data.
- The County Treasurer also mixed capital with operating expenses in Airport budgets.
- In addition the County Treasurer refused to give the Airport Director and Comptroller administrative authorization to the common software (Infinite Visions)—which the Auditors advised that though old, was capable of all necessary financial reporting and transactions.
- Finally the County Emergency Manager was storing equipment on Airport property without compensating the Airport.
- Chair Bob Rosenbaum spoke strongly about the above issues:
 - the unheard-of mixing of cash and accrual accounting;
 - concern over the legalities of the County Treasurer overhead allocation formula;
 - shift of much of the Airport financial work from the County Treasurer to Airport staff;
 - Court opinions that the County was forbidden to interfere in Airport finances;
 - Auditor recommendations to allow Airport administrative authority on the software and their offer to mediate on site—which the County had not yet responded to.
- Thanks went to Airport Director Cindi Martin, Comptroller Edward Christoforo, Assistant to the Administration Denise Tawa and Finance Subcommittee member Norm Werthwein for all their work.

IV. LAND USE SUBCOMMITTEE REPORT (See documents on file.)

During recent nor'easters Vineyard Decorators loading dock roof leaked and sprang holes. As the loading dock was in constant use at the time, emergency repairs were initiated and Airport staff was informed. The Subcommittee appreciated the Company responsibility in this retroactive notice. The MVAC noted its policy requiring prior notice/approval but acknowledged the emergency (see below: Tasks). In keeping with Land Use Subcommittee recommendation:

• MR. PETER WHARTON MOVED TO CONFIRM RETROACTIVE APPROVAL OF EMERGENCY ROOF REPAIR TO LOT AIRPORT ROAD (AR) 35 ISLAND INVESTMENTS, LLC; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

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- In keeping with Land Use Subcommittee recommendation:
 - **MR. PETER WHARTON MOVED TO APPROVE THE REQUEST OF HANGAR B TO REPLACE/UPGRADE WINDOWS AND A GARAGE DOOR, CONTINGENT UPON THE FOLLOWING;**
 - **ENSURE NO CONSTRUCTION EQUIPMENT USED FOR THESE IMPROVEMENTS WILL EXCEED THE CURRENT HEIGHT OF THE EXISTING BUILDING;**
 - **AIRPORT MANAGEMENT WILL HAVE THE RIGHT TO STOP CONSTRUCTION IF THERE ARE ANY NEGATIVE IMPACTS TO AIR NAVIGATION OR TO THE SMOOTH OPERATION OF THE AIRPORT;**
 - **ALL APPROVALS AND PERMITS REQUIRED MUST BE OBTAINED BY THE TENANT, INCLUDING TOWN OF WEST TISBURY, AND MARTHA'S VINEYARD COMMISSION AND OTHERS;**
 - **THIS APPROVAL IS INVALID IF CONSTRUCTION DOES NOT BEGIN WITHIN 180 DAYS OF APPROVAL;**
- MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Property Manager Kevin Brennan was commended for finding the un-approved, un-executed sublease and for all his work in updating Business Park accounts. In keeping with Land Use Subcommittee recommendation:
- **MR. PETER WHARTON MOVED TO CONFIRM RETROACTIVE APPROVAL OF THE FIRST AMENDMENT TO THE MARTHA'S VINEYARD TRANSIT AUTHORITY (MVTA) MASTER LEASE FOR BUSINESS PARK LOT 03 AND THE FIRST AMENDMENT TO THE SUBLEASE TO THE REGISTRY OF MOTOR VEHICLES (RMV) REGARDING 1,496 SQUARE FEET OF SPACE IN THE MARTHA'S VINEYARD TRANSIT AUTHORITY BUILDING, AND TO EXTEND THE TERM OF BOTH LEASE AND SUBLEASE BY SIX MONTHS TO FEBRUARY 29, 2020; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- In keeping with Land Use Subcommittee recommendation, subtenant GD Reynolds Woodworking having vacated the premises:
 - **MR. PETER WHARTON MOVED TO APPROVE HEATHLAND REALTY TRUST BUSINESS PARK LOT 20 REQUEST TO SHIFT SUBTENANT SPACE AS FOLLOWS:**
 - **NELSON MECHANICAL DESIGN, INC. TO RELOCATE FROM BUILDING 1, UNIT D TO BUILDING 3 UNIT A (2, 400 SQUARE FEET);**
 - **DAVISES LANDSCAPE AND TREE SERVICE, SUBLEASE BUILDING 1 UNIT D (~ 600 SQUARE FEET) ALONG WITH TWO ASSOCIATED OVERNIGHT PARKING SPACES—INCLUDING DAYTIME PARKING SPACES FOR TWO WORK VEHICLES, WITH NO EXTERIOR STORAGE PERMITTED;**
 - **BOTH SUBTENANTS, PER THE LEASE, AS SUBTENANTS AS OF FEBRUARY 24, 2016 ARE EXEMPT FROM THIS TENANT'S SUBTENANT FEE;**
- MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

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- The Airport Restaurant Request for Proposal (RFP) was issued and the mandatory meeting held. The Airport was now waiting on submittals.

IV. NEW BUSINESS:

MVAC Rental Car Concession Award (See documents on file.)

The concession was awarded and the contract (start date January 1, 2020) finances modified to be more in line with industry standard regarding:

- parking space fees, and
- end-of-year reckonings requiring Minimum Annual Guarantees (MAG) or 10% of gross profits whichever was larger.

In keeping with Land Use Subcommittee recommendation:

- **MR. PETER WHARTON MOVED TO AWARD TWO (2) OF THE AVAILABLE RENTAL CAR CONCESSIONS TO THE FOLLOWING TWO (2) PROPOSERS IN ACCORDANCE WITH THE PUBLISHED REQUEST FOR PROPOSAL (RFP) AND THE FOLLOWING CONDITIONS:**

- **AWARD FIRST CHOICE TO HERTZ CORPORATION (HERTZ/DOLLAR/THRIFTY) WITH A MINIMUM ANNUAL GUARANTEE (MAG) OF \$80,514.75;**
- **AWARD SECOND CHOICE TO VINEYARD ENTERPRISES, INC. (AVIS/BUDGET) WITH A MINIMUM ANNUAL GUARANTEE (MAG) OF \$75,010.00;**
- **EACH COMPANY SHALL INSURE "THE MARTHA'S VINEYARD AIRPORT COMMISSION" IS NAMED AS AN ADDITIONAL INSURED WITH REGARDS TO GENERAL LIABILITY AND AUTO LIABILITY AND AS A LOSS PAYEE WITH REGARDS TO PROPERTY COVERAGE FOR ALL WORK CONTRACTUALLY OBLIGATED;**

MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

V. OUTREACH SUBCOMMITTEE REPORT

The Subcommittee was raising scholarship funds (also called a capital campaign), working through a list of MVY Airport hangar tenants and soliciting wealthy patrons. They were coordinating with Martha's Vineyard Regional High School Assistant Principal Barbarajean Chauvin on community outreach and coordinating the scholarship cycle which started in March.

III. AIRPORT MANAGEMENT REPORTS

Management
Operations

- Airport Assistant Manager Mr. Geoffrey Freeman was in Washington, DC attending a national conference on polyfluoroalkyl substances (PFAS) (see 1/16/19 Minutes p.3-4 #VI).
- Aircraft operations showed a strong four months, up 11% over the previous year, despite back-to-back nor'easters. The MVY Airport American Airlines team rotated personnel but nonetheless beat out established stations across the nation to win the national award for customer relations, lost baggage return, etc. scoring over 100% in all areas.

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- The Airport had its weekly meeting over operations, what was working and what was not or could be done better. On-line stakeholder meetings to plan for next summer's service were also very successful with a possible new service for the Island.
- There was a meeting with tenants on both land and airside snow operation protocol.
- Tetra Tech had nothing further to report and would attend the December MVAC meeting. Testing was completed and remediation systems installed. Ms. Martin would discuss the PFAS issue with Congressional Representative Bill Keating during his visit, in particular pressuring to FAA fund remediation or insist manufacturers find an alternative fire suppressant.
- McFarland Johnson and engineers were closing out some projects and continuing others.

Water/Wastewater Facilities (See documents on file.)

Department work included:

- replacing/relocating a damaged meter pedestal that was constantly being run over;
- installing check valves to prevent wastewater back ups;
- replacing Airport Rescue and Fire Fighting (ARFF) truck sensors and performing other ARFF and waste annual maintenance jobs;
- repairing: locks, injector nozzles, the airline baggage gate, the ARFF building door and windscreen, the Stott hangar doors, the cleaning floor hoses;
- meeting with the Ms. Martin and the Edgartown Water Department on a possible water line— this would be facilitated by MVAC approval of Wastewater Rules and Regulations;
- filing applications for pesticide drinking water waivers with the Massachusetts Dept. of Environmental Protection (DEP)—since Oak Bluffs Water Dept. performed all tests;
- meeting with Eversource on separating electrical charges for such tenants as the Restaurant and the Control Tower;
- increasing safety by upgrading the self-contained breathing apparatus, and installing breakaway clips on the fuel dispensers;
- taking lab reagents to the Martha's Vineyard Refuse District hazardous materials (hazmat) drop.
- The Department was applying for a Geographical Information Systems (GIS) program to map shut offs, hydrants, etc. around the Airport and Business Park. Teaming with Mr. Brennan on tenant inspections to include cross connection surveys, back flow devices, etc. The information was shared (along with chemical storage lists) with the Island police and fire departments.
- The MVAC thanked Mr. Mike Eldridge and his staff for all their work.

VII. CHAIR'S REPORT – Nothing more to say.

IX. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

X. PUBLIC COMMENT - None

XI. CONFIRMATION OF NEXT MEETINGS:

- Personnel Subcommittee - 1:30PM, Wednesday, December 4, 2019
- Outreach Subcommittee - 2:30PM, Wednesday, December 4, 2019
- Dukes County Commission – 4:00PM, Wednesday, December 4, 2019

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- Land Use Subcommittee - 5:00PM, Thursday, December 5, 2019
- Finance Subcommittee - 3:30PM, Friday December 6, 2019
- **MVAC - 2:00PM, Thursday, December 12, 2019**

VII. ADJOURNMENT

**MR. OGILVIE MOVED TO ADJOURN AT 3:09PM; MR. KNABEL SECONDED;
MOTION PASSED UNANIMOUSLY.**

Appendix A: Tasks

- Mr. Brennan – inform all tenants of procedure for permission to repair.
- All – review Wastewater/Water Policy, Rules and Regulation

Appendix B: Documents on file:

- Agenda 11/14/19
- Sign-in Sheet 11/14/19
- MVAC October 10, 2019 Meeting Revised Draft Minutes (8 p.)
- MV Airport Staff Summary, Subject: MassDOT 2019 Grant Offer – AIP 47) Airport Obstruction & Surface Transportation Study \$19,142.00 11/14/19
- Martha's Vineyard Airport ATC Traffic Count
- MV Airport Staff Summary, Subject: BP030 – Retroactive Acknowledgement of MVTA Sublease to RMV 11/7/19
- MV Airport Staff Summary, Subject: BP03 – Approval of RMV First Amendment to Lease and Lease Extension with MVTA 11/17/19
- MV Airport Staff Summary, Subject: AR35—Island Investments LLC – Request For Approval of Emergency Roof Repair (2 p.) 11/7/19
- MV Airport Staff Summary, Subject: BP30 – Heathland Realty Trust Request to Expand Space for 2 Tenants 11/7/19
- MV Airport Staff Summary, Subject: Rental Car Concession Award Recommendation 10/23/19
- MV Airport Staff Summary, Subject: Hangar B – Hangars Unlimited—B11—Request for Alterations (2 p.) 11/7/19
- MV Airport Water, Wastewater, and Facilities Department Information and Newsletter (2 p.) 11/14/19

Minutes approved as amended 12/12/19