

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

January 16, 2019, 4:00PM

**Martha's Vineyard Airport Commission Conference Room
Notice of Such Meeting Having Been Posted as Required by Law**

Present: Airport Commissioners: Chair - Robert Rosenbaum, Clarence "Trip" Barnes,
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,
Water/Wastewater – Mike Eldridge,

Dukes County: Commissioners John Cahill, Keith Chatinover,
Gretchen Tucker Underwood,

Others: Jed Merrow, Matt O'Brien – McFarland Johnson,
Ronald Myrick – Tetra Tech, Bill Chapman – Edg. Water Dept.
Geoff Wheeler – Finance Committee,
Andrew Paven – O'Neill & Assoc. by remote technology,
Christine Zaleski* - Anderson Krieger Airport Counsel by phone,
Bob Jackson – Planeview Restaurant,
Public – Ali Berlow, David Pritchard, Noli Taylor, Alan Strahler,
Kristi Strauer

Press: Marni Lipke* – Recorder
Lucas Thors – MV Times, Joanie Ames – MVTV,
Landry Harlan, Mark Lovewell – Vineyard Gazette,

* 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 4:00PM. Chair Bob Rosenbaum announced that due to larger than usual public attendance the agenda would be taken out of order. He strongly criticized the Vineyard Gazette for what he considered irresponsible and twisted reporting. He emphasized the Commissioners' commitment and service to the community. Two public forums were scheduled, one for January 30, 2019 and one for January 31, 2019.

IX. MCFARLAND JOHNSON MEPA/NEPA PROJECTS UPDATE

- In order to qualify for Federal Aviation Administration (FAA) funding, every commercial airport was required to create and update a detailed 20-year Master Plan examining all components (air traffic, vehicle traffic, ramps, taxiways, aprons, tie downs, terminal, potential for future hangars, maintenance, community, environment, build-out, security, weather, demographics, wildlife, etc.) and the potential impact of many eventualities (including worst case scenarios). Any project not in the Master Plan did not qualify for funding, however the Plan included many contingencies that might never be realized.

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* Mr. Richard Michelson entered the meeting at 4:05PM.

If a Master Plan project was implemented it had to go through all federal, state and local approvals including: FAA, Mass. Dept. of Transportation Division of Aeronautics (MassDOT-Aeronautics), public forums, Zoning Board of Appeals (ZBA) permitting, Martha's Vineyard Commission (MVC) review, etc. The MVY Airport Master Plan Update (AMPU) had been completed with community input (see 10/13/16 Minutes p.6-7 #V).

McFarland Johnson Engineers Matt O'Brien and Jed Merrow reviewed the current and proposed Airport projects.

- The renovation of Runway 6/24 included air space planning and an Environmental Impact Report (EIR). In the course of the project, the old shoulders would be removed and replaced with grass, reducing the amount of paving.
- The Fuel Farm gravel road would be paved to prevent Foreign Object Debris (FOD) hazards due to truck tires dropping gravel onto the runway—requiring extra runway sweeps.
- The pre-9/11 Terminal had insufficient space for Transportation Safety Administration (TSA) procedures, resulting in long lines, so much congestion that passengers missed flights as well as an outdoor tent with only porto-potty facilities, no air conditioning, and limited seating.
- Similarly in the busy summer season people were caught in gridlocked traffic due to the inadequate Airport access road and there were numerous calls to the police. Consequently there was a proposal to widen the access road intersection to allow smoother flow.
- Taxiway Echo (from the 1944 Navy airbase) no longer complied with FAA regulations on back-taxiing and should be reconfigured.
- The current concrete-block-on-turf tie-downs suffered from uneven ground (requiring towing), and could not be plowed in the winter, so the Airport was looking at non-paving alternatives.
- The Southeast Apron was no longer functional under the new configuration and should be re-positioned for better circulation. The Southwest Apron, including outdated hangars, had lost capacity due to changed regulations and should be re-developed to more efficiently meet current demand. The AMPU also reserved land for possible future hangars (which precluded it from Business Park development).
- The Massachusetts Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA) required that projects of a certain size and/or receiving State or National funding were required to get approval and go through a stringent process.
 - The first step (and current Airport phase) was an Environmental Notification Form (ENF) which determined major environmental issues. MEPA reviewed the form, held a public consultation session and issued a Certificate defining whether an Environmental Impact Report (EIR) was necessary and if so what its scope might be.
 - NEPA required an Environmental Assessment which was typically simultaneously prepared, and included in the EIR. The EIR process also required public comment period before finalizing.
 - MEPA would then issue a final certificate and the FAA a finding of 'No Significant Impact'. If significant impact was declared a higher certificate level was required.
- Environmental issues for the MVY Airport were noted.
 - McFarland Johnson was communicating with the Natural Heritage on rare species and habitat mitigation or preservation.

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- The Island was a designated sole source aquifer so McFarland Johnson was working with the Environmental Protection Agency (EPA) to comply with higher regulations.
- An archeological survey was also in process.
- When final certificates were issued (the Airport was 4-6 months into the ~ 1.5 to 2 yr. process) the project would move on to the permitting and final design phase. Public comments were seriously considered throughout. The 2003 request from the last AMPU were very similar to the current plans but had not come to fruition.
- For example the runways were being repaved but not altered (except for the removal of the shoulders.
- In keeping with the AMPU future options, increased parking was considered to relieve current congestion, (as well as for the worst case scenario in terms of preserving space/place).
- The Airport might also be a friendly community resource to park trucks that would otherwise disrupt residential neighborhoods.
- Although the Terminal was adequate for large parts of the year, it was necessary to deal competently with the peak period (summer months between 11AM and 3PM) when screening was dysfunctional, there was no seating in the restaurant, over-crowding prevented baggage claims, and the road traffic was congested. Although the number of passengers was stable, the airlines were now using larger planes more tightly scheduled.
- The MVAC emphasized the long process for each project including environmental surveys, approval, public input, permitting, local zoning, Martha's Vineyard Airport Commission (MVAC) review, funding, etc.
- Dukes County Commissioner Gretchen Tucker Underwood was reassured by the presentation. There was a discussion on press reports and airport communications. Chair Bob Rosenbaum reiterated his criticism of the Vineyard Gazette, describing Airport contacts with Gazette and extensive, objective explanations by the Airport Director, MVAC Chair, and Airport Counsel. Ms. Kristin Zern suggested there should be an Airport Information Officer. Dukes County Commissioner Keith Chatinover suggested it was not right for the MVAC to characterize the press in this manner. Mr. Rosenbaum thanked everyone for their attendance.

VI. UPDATE ON AIRPORT FIRE FIGHTING FOAM (AFFF) CONTAMINATION

Mr. Ron Myrick of Tetra Tech was retained by the Airport early last year to study and address an emerging contaminant concern over AFFF which contained a group of man-made polyfluoroalkyl substances (PFAS) recently found to be toxic in small concentrations—also used in many household products: dental floss, hamburger wrappers, pizza boxes, etc. He reviewed the history of the issue (see 12/13/18 Minutes p.2-4 #III) and reported on recent status.

- Currently Tetra Tech was working with Massachusetts Dept. of Environmental Protection (DEP) in testing ground water and digging wells to map the location and extent of the plume. 13 of the over 100 samples were over the 70 parts per trillion (ppt.) guideline value (State standards were not yet set) and another 13 tested between 20-70 ppt. The Martha's Vineyard groundwater flow was complex and impacted by rainfall, septic systems, etc.
- It was necessary to establish alternate PFAS sources such as used in home products or Business Park effluent.

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- Study results would be made public as they progressed, including public forums and a large email distribution list, the MVY website and various links to the Mass DEP website.
- Tetra Tech and the Airport were filing Immediate Response Action Plans with the DEP. Private wells over the guideline value were provided with bottled water and an activated carbon filter unit installed as a pilot in one of the private homes showed excellent results. Longer term solutions such as extraction and treatment and/or containment were also being considered. All drills using AFFF were now required to contain and dispose of the foam.
- There was conversation on the difference between the FAA required AFFF and Class A firefighter foam (also an emerging issue) used to put out structure fires (houses, boats, etc.).
- It was unclear if this issue was covered by Airport insurance. Airport Director Ms. Ann Richart was successful in arguing with the FAA that as it was an FAA required and generated issue, Airport revenue could be used. State and Federal legislators had been contacted.
- Activated carbon systems were \$4,000. Highly contaminated sites should be tested quarterly (12 samples/yr. at \$210 each)—flow meters would establish better monitoring.
- MVY Airport was the second in the country to address AFFF and was therefore a leader on a national issue affecting all airports.
- Mr. Michelson requested monthly updates.

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

- Vineyard Transit Authority (VTA) Request to Install Solar Equipment Action

- Mr. Richard Michelson recused himself and left the meeting.

Due to delays in the solar panel installation and in keeping with Airport Director and Land Use Subcommittee recommendation:

- **CONDITIONED ON ALL PRIOR CONDITIONS, MR. DON OGILVIE MOVED TO:**
- **APPROVE AN ADDITIONAL 120 DAYS (UNTIL MARCH 6, 2019) FOR VINEYARD TRANSIT AUTHORITY TO BEGIN CONSTRUCTION; AND**
- **AUTHORIZE THE AIRPORT DIRECTOR TO APPROVE A SUBLEASE WITH EDGARTOWN DEPOT SOLAR 1, LLC PROVIDING IT IS CONSISTENT WITH VINEYARD TRANSIT AUTHORITY LEASE AND AIRPORT RULES AND POLICIES;**

MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

- Mr. Richard Michelson returned to the meeting.

- Holding Over Osprey Trades Lease on a Month-to-Month Basis Action

Osprey Trades hired its own appraiser who assessed the land at \$1.04 per sq. ft. (13% difference from the Airport \$1.20/sq. ft. appraisal). The appraisers would consult and agree on a figure or if necessary, appoint a third party appraiser. Mr. Richard Michelson asked why this was being presented at the last minute. Ms. Richart explained that the Airport work had begun well in advance but Osprey Trades took time to decide on another appraisal and the appraisal itself was also delayed. In keeping with Airport Director and Land Use Subcommittee recommendation:

- **MR. RICHARD KNABEL MOVED TO APPROVE A “HOLDING OVER” OF THE**

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CURRENT LEASE WITH OSPREY TRADES BEYOND THE JANUARY 31, 2019 EXPIRATION ON A MONTH-TO-MONTH BASIS UNTIL THE FAIR MARKET VALUE RENT CAN BE DETERMINED ACCORDING THE MARTHA'S VINEYARD AIRPORT COMMISSION POLICY; MR. MICHELSON AND MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

- Holding Over Plane View Lease on a Month-to-Month Basis Action
- Land Use Subcommittee Chair Peter Wharton stated that in this case the MVAC was dilatory and the Subcommittee was looking for a way to process the renewals in a timely and transparent manner. Mr. Michelson protested the lack of timely action on renewals and strongly criticized Airport Management and staff for the delay.
 - Ms. Richart reported the recent change to a new property manager as well as limited staff dealing with unforeseen events (e.g. the PFAS plume). She agreed that delay was better than shoddy work and improvement/proper process was needed. She reminded the MVAC:
 - when she came there were no procedures for anything; and
 - she recommended outside help for a number of services such as a rates and fees study and a tenant improvement program (part of leases), but MVAC funding decisions forestalled action.Mr. Michelson expressed impatience and suggested she do something. Ms. Zern stated that although the MVAC had not voted funds, Commissioners volunteered to do some tasks free of charge but acceptable conclusions had not been reached.
- There was a discussion on seasonal timing and firm versus target dates. The tenant agreed to a new cut-off date. In keeping with Airport Director and Land Use Subcommittee recommendation:
- **MR. KNABEL MOVED TO APPROVE A "HOLDING OVER" OF THE CURRENT LEASE WITH PLANE VIEW RESTAURANT BEYOND THE DECEMBER 31, 2018 EXPIRATION ON A MONTH-TO-MONTH BASIS; MR. MICHELSON SECONDED;**
- **MR. TRIP BARNES AND MR. KNABEL AMENDED THE MOTION TO SET A MONTH-TO-MONTH END DATE OF NOVEMBER 1, 2019, MR. MICHELSON AGREED TO THE AMENDMENT;**
- AMENDED MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

II. APPROVAL OF MEETING MINUTES

- December 13, 2018 MVAC Meeting Action
- **MS. ZERN MOVED TO APPROVE THE DECEMBER 13, 2018 MINUTES AS AMENDED; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 1 ABSTENTION—MR. BARNES** due to absence.
 - November 8, 2018 MVAC Executive Session Action
 - December 13, 2018 MVAC Executive Session Action
- **MR. KNABEL MOVED TO APPROVE BUT NOT RELEASE THE NOVEMBER 8, 2018 AND DECEMBER 13, 2018 EXECUTIVE SESSION MINUTES; MR. OGILVIE SECONDED; MOTION PASSED: 7 AYES, 0 NAYS, 1 ABSTENTION—MR. KNABEL** due to absence on November 8, 2018.

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III. FINANCE SUBCOMMITTEE REPORT

(See 11/8/18 Minutes p.2-3 #III & documents on file.)

After a long period of inaccurate financial reports, the Finance Subcommittee hired an outside consultant to perform a complete analysis of County and Airport departments and software. The Certified Public Accountant (CPA) Dunn report summary concluded that the Airport had no staff with sufficient accounting, reporting, cash management and finance skills, and recommended hiring an audit and comptroller level position with appropriate capabilities—a job description was included Finance Subcommittee member Mr. Norman Werthwein volunteered to work temporarily pro-bono with Management to start the process, policies, procedures and reporting. The MVAC discussed:

- lack of discussion on the report;
- County payroll services;
- hesitation to accept pro-bono work;
- Mr. Werthwein's experience and pro-bono work in similar situations.

The next step was to get both the Consultant's and Mr. Werthwein's recommendations, consider proposals, and decide between part-time or full-time staff.

• Mr. Michelson was very unhappy with the staff and management and was upset that the report justified his previous concerns and censured Ms. Richart as:

- responsible for the overall staff and therefore the responsible for the problem;
- ignoring evaluation goals;
- Business Park operations deficiencies;
- lack of knowledge of staff competency.

He requested concrete plans without excuses. Chair Rosenbaum agreed.

- Mr. Knabel called the question.

• MR. KNABEL MOVED TO GRATEFULLY ACCEPT MR. NORMAN WERTHWEIN'S GENEROUS OFFER TO BEGIN PROCESS OF ORGANIZING FINANCIAL REPORTING ON A TEMPORARY BASIS; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

V. OUTREACH SUBCOMMITTEE REPORT

• Work continued on the sixtieth anniversary of the Airport. Subcommittee Chair Zern was dissatisfied with the banner design by an internet company as not bright, cheerful or visible enough as well as being too similar to the Edgartown logo. She advised Management to retain a designer, possibly one of several excellent, local firms with reasonable rates. The Airport already retained a firm. Ms. Zern then asked why the project was put out on the internet-

• There was continued enthusiasm (including the Martha's Vineyard Regional High School intern) over the Aviation Maintenance Technician Cape Cod Community College program and scholarship (see 12/13/18 Minutes p.5-6 # VI).

VII. AUTHORIZE CONTRACT AMENDMENT #2 WITH TETRA TECH FOR \$24,000
Action (See documents on file.)

The MVAC asked about the source of the funds. Total cost so far was \$144,900. The DEP required additional testing as part of the Runway 6/24 project (due to a contaminated soil scare at

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the Barnstable Airport) but it was unclear whether the expense was reimbursable (see above p.4). The work would be coordinated with the other Tetra Tech reporting. In keeping with the Airport Director's recommendation:

• MR. MICHELSON MOVED TO AUTHORIZE CONTRACT CHANGE ORDER #2 WITH TETRA TECH FOR \$24,000 FOR CONTINUED AQUEOUS FIRE FIGHTING FOAM (AFFF) ENVIRONMENTAL ASSESSMENT AND COORDINATION WITH THE RUNWAY REHABILITATION PROJECT; MS. ZERN SECONDED; MOTION PASSED: 6 AYES, 0 NAYS, 1 ABSTENTION—MR. BARNES.

VIII. AUTHORIZE CONTRACT WITH O'NEILL AND ASSOCIATES Action
(See documents on file.)

The MVAC had a request for interviews on the PFAS issue from Fox25 News therefore Chair Rosenbaum strongly advised hiring O'Neill Associates for communication and government advocacy expertise. Complete public relations coverage would require a formal bid process so an interim short-term contract was proposed. Mr. Andrew Paven of O'Neill explained that the firm would work with staff and the MVAC to craft language on complex legal and technical issues to insure statements would be accessible to viewers, reporters and producers. The staff and MVAC would represent the Airport. Advocating for reimbursement would be another and later phase of any contract. The MVAC discussed:

- contract referral to the 'Airport' as encompassing the MVAC;
- Mr. Barnes suggestion to handle the situation as it unfolded;
- Martha's Vineyard image coupled with the leading edge issue (usually confined to military bases) as a possible national news draw;
- Mr. Michelson's continued concern on spending more Airport funds on an issue the Airport Director should be handling;
- Mr. Rosenbaum's contention that this publicity would be on a different order than local press.
- Mr. Knabel called the question.

• MS. ZERN MOVED TO RETAIN O'NEILL AND ASSOCIATES FOR \$6,500 FOR 30 DAYS TO HANDLE BACKGROUND INFORMATION AND COMMUNICATIONS WITH PUBLIC MEDIA; MR. MICHELSON SECONDED; MOTION PASSED: 6 AYES, 0 NAYS, 1 ABSTENTION—MR. MICHELSON.

X. MCFARLAND JOHNSON REVIEW OF OTHER ONGOING PROJECTS

• The 6/24 Runway was closed and the rehabilitation project was under way with a completion goal around May 15, 2019. The pavement was ripped up with gravel bed and electrical work to follow. The Airport would be open but both runways closed for 60 hours in April.

XI. EMERGENCY BOILER REPLACEMENT

• The Terminal boiler (1999) was failing, and staff was working as quickly as possible, hoping to limp it through until it could be replaced (rough estimate \$50,000 range).

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

Staff was monitoring the water levels on the boiler dysfunction to prevent automatic shut-offs.

XIII. ASSISTANT MANAGER'S REPORT – Tabled

XIV. AIRPORT DIRECTOR REPORT

- Ms. Richart received a copy of House Docket 829 sponsored by State Representative Dylan Fernandes to allow non-MassPort operated airports to regulate transport companies such as Uber and Lyft. (see Minutes: 6/9/16 p. 4-5 & 4/13/17 p.4 #X).
- The Federal shut down was impacting the Airport in a number of ways.
 - Transportation Safety Administration (TSA) screeners were coming to work but would not get paid until after the shut-down—the MVAC expressed sympathy and support.
 - The FAA Land Release process was stopped due to lack of Federal Register advertising.
 - The TSA office lease for terminal space was on hold until the furloughed officer returned.
 - The Air Traffic Control Tower contract ending in February 2019 would be a problem if the shut down continued.
- The Airport Rescue and Fire Fighter (ARFF) building project was finally closed out and final reimbursement paid.

XV. CHAIR'S REPORT - None

XVI. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

There was a brief discussion on waiving parking charges for Commissioners.

XVII. PUBLIC COMMENT - None

XIX. CONFIRMATION OF NEXT MEETINGS:

- Finance Subcommittee - 3:30PM, Wednesday February 6, 2019
- Outreach Subcommittee - 3:30PM, Thursday February 7, 2019
- Land Use Subcommittee - 5:00PM, Thursday, February 7, 2019
- **MVAC - 2:00PM, Thursday, February 14, 2019**

XVIII. EXECUTIVE SESSION TO DISCUSS STRATEGY WITH RESPECT TO THE LITIGATION OF THE AWARD OF THE LEASE FOR AIRPORT BUSINESS PARK LOT #33; THE CHAIR HAS DETERMINED THAT AN EXECUTIVE SESSION IS NECESSARY BECAUSE AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE LITIGATING AND NEGOTIATING POSITION OF THE COMMISSION; AT THE CONCLUSION OF THE SESSION THE COMMISSION WILL ADJOURN

• MR. KNABEL MOVED TO ENTER EXECUTIVE SESSION AT 6:32PM UNDER MGL CHAPTER 30A SECTION 21 (a) (3) – TO DISCUSS STRATEGY WITH RESPECT TO THE LITIGATION OF THE AWARD OF THE LEASE FOR AIRPORT BUSINESS PARK LOT #33, IF THE CHAIR DECLARES THAT AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE NEGOTIATING POSITION OF THE PUBLIC BODY AND THE CHAIR SO DECLARES, AND NOT TO RETURN TO OPEN SESSION

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AND TO INVITE THE AIRPORT DIRECTOR ANN RICHART TO BE PRESENT THROUGHOUT AND AIRPORT LEGAL COUNSEL CHRISTINE ZALESKI TO JOIN THE SESSION BY PHONE; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WHARTON—AYE, MR. TRIP BARNES—AYE, MR. KNABEL—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE, MR. MICHELSON—AYE.

- There was a brief recess while the room was cleared.

- * Airport Counsel Ms. Christine Zaleski entered the meeting by phone and attested that she was in a room alone with the door closed.

XX. CALL FOR MOTION TO ADJOURN

• ON A MOTION DULY MADE AND SECONDED THE MARTHA'S VINEYARD AIRPORT COMMISSION UNANIMOUSLY ADJOURNED THE EXECUTIVE SESSION AND THE MEETING (7 AYES, 0 NAYS 0 ABSTENTIONS); MR. WHARTON—AYE, MR. BARNES—AYE, MR. KNABEL—AYE, MS. ZERN—AYE, MR. MICHELSON—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE.

Appendix A: Tasks – None

Appendix B: Documents on file:

- Agenda (2 p.) 1/16/19
- Sign-in Sheet (2 p.) 1/16/19
- MVAC December 13, 2018 Meeting Draft Minutes (9 p.)
- MV Airport Staff Summary re: Vineyard Transit Authority Request Related To Conversion of Fleet to Electric 1/16/19
- MV Airport Staff Summary re: Osprey Trades Lease Renewal 1/16/19
- MV Airport Staff Summary re: Plane View Lease Holding Over 1/16/19
- MV Airport Staff Summary re: Tetra Tech Contract change Order #2 for AFFF Assessment 1/16/19
- MV Airport Staff Summary re: Contract with O'Neill and Associates 1/16/19
- O'Neill and Associates Proposal to Martha's Vineyard Airport For Communications and Government Relations Services (15 p.) 12/18/18
- MV Airport Water, Wastewater, and Facilities Departments December 2018 (2 p.) 1/16/19
- BerryDunn, Strengthening Financial Systems at Martha's Vineyard Airport (13 p.) 1/9/19

Minutes approved as amended 2/14/19

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

February 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, Clarence "Trip" Barnes,
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,
Water/Wastewater – Mike Eldridge, Christina Colarusso,
Others: Ronald Myrick – Tetra Tech,
Matt O'Brien, Jed Merrow – McFarland Johnson,
Norm Werthwein, Geoff Wheeler – Finance Committee,
Geoff Smith –MVY Bus. Park, Marl Jones - Shellfish
Marni Lipke – Recorder
Press: George Brennan – MV Times, Heidi Carter – MVTV,
Landry Harlan, Mark Lovewell – Vineyard Gazette,
* 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 JANUARY 16, 2019

• January 16, 2019 MVAC Meeting Action

MR. RICHARD KNABEL MOVED TO APPROVE THE JANUARY 16, 2019 MINUTES AS AMENDED; MR. TRIP BARNES AND MS. KRISTIN ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

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

Chair and Treasurer Bob Rosenbaum was pleased to report the receipt of accurate reports that reconciled with the Dukes County Treasurer's Office. He thanked Mr. Norm Werthwein for his time and efforts.

- FY19 first two quarters' revenue was ~ \$2,750,000 and expenses were ~ \$2,700,000. There would be cash flow issues of about \$300-350,000 in April/May, before returning to positive in June. Chair Rosenbaum had informed the Dukes County Commission at their February 6, 2019 meeting. A number of solutions were being researched including short-term borrowing.
- The \$1,270,000 borrowing was not approved in the last Massachusetts legislative session (see 6/14/18 Minutes p.3 #VIII) and consequently the process had to start over in the current session.
- The Airport and Tetra Tech were talking to the insurance claims adjuster about the PFAS plume coverage (see 12/13/18 Minutes p.2-4 #III), however the timeframe was likely to be

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extensive; for example reimbursement/financial resources were dependent on State standards, which had not yet been set. Mr. Richard Michelson asked about consulting other airports. Airport Director Ann Richart explained that as a leader in the industry, MVY Airport would be the consultant/trainer for other airports and that it was likely that pollution insurance would change based on this case. The press reported Barnstable Airport incurred a \$16,000,000 contamination liability (see 1/16/19 Minutes p.6-7 #VII).

• Financial Controller Search Action

- The BerryDunn Report (see 1/16/19 Minutes p.6 #III) included a recommendation to hire a comptroller along with a job description which the Finance Com recommended using.
- MR. DON OGILVIE MOVED TO INSTITUTE A SEARCH FOR AN AIRPORT COMPTROLLER; MR. MICHELSON AND MR. PETER WHARTON SECONDED; MOTION WITHDRAWN.

The MVAC discussed:

- action protocol;
- a search sub-group and setting a Personnel Committee meeting;
- advertising venues;
- delayed or concurrent searches to allow input from the new Airport Director;
- urgency or lack thereof in terms of Mr. Werthwein's temporary consulting.
- **MR. OGILVIE MOVED TO CREATE A POSITION OF AIRPORT COMPTROLLER AND TO INSTITUTE A SEARCH WITH A SUBGROUP OF MR. WERTHWEIN AND MR. OGILVIE; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS 0 ABSTENTIONS.**

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

• SAV Associates (Lot #33) Request to Renew Sublease with FedEx Action

The Airport benefited from the usual 10% share of the sublease and this had no effect on the master lease—SAV Associates was compliant with lease provisions (see below: Tasks). In keeping with Airport Director and Land Use Subcommittee recommendation:

- **MR. WHARTON AND MR. RICHARD KNABEL MOVED TO APPROVE THE EXECUTION OF A SAV ASSOCIATES SUBLEASE TO FEDEX GROUND WITH THE FOLLOWING CONDITIONS:**

- **THE SUBLEASE SHALL BE IN A FORMAT APPROVED BY AIRPORT COUNSEL AND AIRPORT MANAGEMENT;**
- **THE SUBLEASE, WHEN APPROVED, WILL BE EXECUTED WITHIN 30 DAYS;**
- **PREVIOUS RESTRICTIONS WILL CONTINUE TO BE IN EFFECT FOR THE DURATION OF THE SUBLEASE;**

MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 1 ABSTENTION—MR. TRIP BARNES due to conflict of interest.

• Airport Lumber LLC (Lot #18) Request to Install Sign Action

The sign would require Edgartown Zoning Board of Appeals (ZBA) sign standard approval.

- Ms. Zern protested it should not be approved pending a uniform Business Park sign policy. McFarland Johnson had been contracted to research and propose such a policy.

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- Mr. Michelson objected to approving a sign before the policy was completed. However this was a sign on the side of a building, whereas the policy would apply to road signage.

- Mr. Ogilvie protested the matter did not rise to the level that should require MVAC approval. Ms. Richart explained it was a lease provision, however the MVAC could change policy to assign the task to staff. In keeping with Property Manager recommendation:

• MR. MICHELSON MOVED TO APPROVE THE INSTALLATION OF ANY SIGN CONFORMING TO EDGARTOWN SIGN STANDARDS CONDITIONAL ON:

- EDGARTOWN ZONING BOARD OF APPEALS APPROVAL; AND

- ALL PRIOR CONDITIONS.

MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

• Renew Donorama's (Lot #27) Lease Action

A compromise was reached between the Airport and Donorama hired appraisers as per MVAC policy. In keeping with Airport Director recommendation:

• MR. KNABEL MOVED TO APPROVE A TWENTY (20) YEAR LEASE RENEWAL WITH DONAROMA'S AT A BASE RENTAL RATE FO \$1.06 PER SQUARE FOOT PER YEAR WITH THE ADDITION OF THE FOLLOWING CHANGES:

- LANGUAGE SHALL BE ADDED TO ADJUST THE RENT BASED ON A FAIR MARKET VALUE APPRAISAL EVERY FIVE (5) YEARS;

- THE LATE FEE SHALL BE CHANGED FROM 18% PER MONTH TO 18% PER ANNUM;

- NOTICES SECTION SHALL BE UPDATED TO CURRENT ADDRESSES;

MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 1 ABSTENTION—MR. TRIP BARNES due to conflict of interest.

• Renew Osprey Trades (Lot #7) Lease - Tabled

• Amend Transportation Safety Administration (TSA) Lease Action

Due to the partial government shut down (see 1/16/19 Minutes p.8 #XIV) this lease had been delayed until shortly before the meeting. Airport Management proposed moving the office from a trailer into a smaller but more convenient Terminal building space as a way to take care of Airport employees and eliminate trailer rental expense. The MVAC discussed:

- retaining the space for gift shop rental—it had been vacant for years;

- possible use of the former trailer lot for development—lot quality problems;

- three year standard lease starting February 15, 2019.

In keeping with Airport Director recommendation:

• MR. MICHELSON MOVED TO APPROVE TO LEASE THE AIRPORT TERMINAL GIFT SHOP SPACE TO THE TRANSPORTATION SAFETY ADMINISTRATION FOR \$14,586 PER YEAR AS PROPOSED; MS. ZERN SECONDED; MOTION PASSED: 6 AYES, 1 NAY—MR. BARNES, 0 ABSTENTIONS.

V. OUTREACH/PUBLIC RELATIONS (PR) SUBCOMMITTEE REPORT

• The 60th Anniversary plans were reviewed (see 12/13/18 Minutes p5-6 #VI):

- April/May school speakers and programs;

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- June July – scholarship awards;
- a two-day event by the Collings Foundation with historic documents;
- a MV Charter School art contest resulting in a book of drawings;
- an MVTV interview with Mr. Barnes;
- see below: p.7 #XI.
- Ms. Zern produced an Airport Master Plan Update fact sheet approved by the Outreach Committee, to be distributed to Town officials and the public (see documents on file).
- There was a brief discussion on the Outreach Committee Charter.

VI. AIRPORT DIRECTOR SEARCH PROCESS

As reported in the press, Ms. Richart had informed the Chair that she would not renew her contract ending May 5, 2019. The MVAC discussed the search options and issues. Two firms had sent in proposals and a third had expressed interest. The Chair suggested options:

- establishing a search committee of three Airport Commissioners and three outsiders;
- placing ads in local press and trade journals and processing responses;
- hiring a search firm for basic advertising and response, with MVAC completing interviews;
- hiring a search firm for the entire process.
- Mr. Knabel noted the expense of hiring a search firm.
- Ms. Zern proposed the Airport Director title be changed back to Airport Manager. Others noted that Airport Director was consistent with industry practice.
- **MR. BARNES MOVED THAT THE MARTHA'S VINEYARD AIRPORT COMMISSION PLACE ADVERTISEMENTS IN THE LOCAL PRESS AND TRADE SHEETS AND JOURNALS; MS. ZERN SECONDED; MOTION WITHDRAWN.**
- Throughout the discussion, Mr. Michelson requested a Personnel Committee meeting, as the correct purview to research and recommend procedure— Mr. Knabel and Ms. Zern agreed.
- There was a discussion on search confidentiality and Open Meeting Law protocol, as well as on procurement law regarding quotes and bids.
- Mr. Michelson urged that Ms. Richart be prevented from changing any policy or personnel and that the MVAC should oversee the transition closely.
- Mr. Wharton emphasized the need for professional support in negotiating the intricacies of determining industry factors, talents, skills, and experience.
- The other two 2016 search finalists were unavailable. Interim Manager Rod Dinger had retired.
- There was general agreement for prompt action on first steps including:
 - establishing a job description and qualifications,
 - determining search committee membership,
 - whether to hire a firm, and if so on what basis; and
 - Personnel Committee versus full MVAC.
- Mr. Michelson requested Ms. Richart's input and she agreed to mark up the existing job description based on her three years of experience.
- **MR. KNABEL MOVED TO ACCEPT THE EXISTING JOB DESCRIPTION; MR. OGILVIE SECONDED; MOTION WITHDRAWN.**
- Mr. Ogilvie proposed accepting the first proposal for a limited search as quickly as possible.

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- IT WAS THE CONSENSUS OF THE MVAC TO:
 - TABLE THE MATTER UNTIL A SPECIAL MEETING ON FEBRUARY 21, 2019,
 - RESEARCH PROCUREMENT LAW AND SEARCH PROCEDURES,
 - AND TO OBTAIN THREE FULL QUOTES FROM SEARCH FIRMS.

VII. UPDATE ON AIRPORT FIRE FIGHTING FOAM (AFFF) FOAM CONTAMINATION

Mr. Ron Myrick of Tetra Tech reported on the January public meeting and updated the MVAC on testing and remediation measures (see Minutes: 12/13/18 p.2-4 #III & 1/16/19 p.3-4 #VI).

- 112 private wells were sampled, of which 14 exceeded the guidance value of 70 parts per trillion (ppt.) the highest being 1,348 ppt., and 13 were above background concentrations (i.e. 20-70 ppt.) 12 more samples were collected today and 30-35 more samplings were expected in the next three months as homeowners returned to the Island and/or caretakers responded to requests. The goal was to map and bracket the contamination area.

- A private home pilot remediation system was installed (cost ~\$4,000) and tested, consisting of two 55 lb. canisters of activated carbon, showing 99% effectiveness in the first canister with the second as further filter and backup. The State mandated quarterly testing with three samples per test (at \$210 per sample). The Airport was providing drinking water to the remaining 26 homes testing above background or guidance values.

- It was more efficient and safer to treat the entire house rather than at each spigot.
- A flow meter was also installed to monitor water use (including seasonal use variances).
- The system was owned and maintained by the Airport, but precedent was it reverted to homeowner ownership at project closeout, including maintenance/monitoring responsibility.

- The Massachusetts Department of Environmental Protection (DEP) approved the measures conditional upon:

- monitoring the treatment system for up or down frequency;
- developing a monitoring plan for those below 20ppt.;
- evaluating the feasibility of eliminating and mitigating the PFAS source;
- evaluating the soils in previous fire locations; and
- properly managing the 6/24 Runway project regarding possible PFAS contaminated soil.
- Tetra Tech planned to test about 50 additional private wells and would continually test monitoring wells, including establishing some new ones at shallow, medium and deep levels.
- Tetra Tech and the Airport were continuing with excellent public communications: monthly status reports to the State, project management meetings, and public forums. A toxicology expert was engaged but had yet to receive any inquiries.
- The federal Environmental Protection Agency (EPA) had pulled back on the issue but was now receiving heavy pressure from the States.

VIII. AUTHORIZE TETRA TECH CONTRACT

Action

Bottled water and/or treatment systems for PFAS plume affected private homes would be part of the Airport operating budget. The proposed contract would cover work through April 2019. In keeping with Airport Director recommendation:

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MR. WHARTON MOVED TO AUTHORIZE A CONTRACT WITH TETRA TECH FOR \$130,000 FOR ENVIRONMENTAL SERVICES; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

IX. MCFARLAND JOHNSON REVIEW OF MASSACHUSETTS/NATIONAL ENVIRONMENTAL PROTECTION ACT (MEPA/NEPA) PROJECT

- McFarland Johnson was working closely with Tetra Tech on the PFAS plume and the 6/24 Runway project, setting aside soil from any potential areas of contamination for testing—no contamination detected so far.
- Now that the partial government shutdown was over the Federal Aviation Administration (FAA) placed the MV Airport Business Park (MVABP) release in line to be posted on the federal register, for a target release date in April—the lots were already released by the Department of Defense (DOD). The release would include all currently developed MVABP lots except Lots #34 and #38 (see below).
- The contractor would demolish the well house and remove the asbestos and lead paint. McFarland Johnson considered a request by MEPA and the Massachusetts Historical Commission for an archeological survey to be an oversight—since one was completed and approved several years ago. When all was complete the well would finally be capped.
- Thanks to all Commissioners who attended the Public Meeting, the comment period was now closed, having received comments from about 34 individuals and 9 State, local and non-governmental organizations (NGOs) about:
 - effects on Islandwide growth and quality of life (traffic, noise, etc.);
 - the fragile eco system (air pollution, PFAS, water quality/aquifer, rare species, etc.);
 - private jets that only benefited elites;
 - terminal and parking expansion.
- In order to relieve some of the traffic congestion McFarland Johnson proposed moving short term parking, however an error counted double the spaces instead of moving existing spaces.
- Comments would be collated/summarized for the MVAC and incorporated in the project plan. McFarland Johnson would work on footprints and impact alternatives, before honing the plan down to preferred configuration submitted to the MVAC and previous commenters, followed by another Public Meeting. It was not necessary to respond to individual comments but it was required they be updated on progress and informed of all meetings.
- THERE WAS A CONSENSUS THAT THE LAND USE COMMITTEE WOULD ACT AS A TASK FORCE TO CONSIDER AND REFINE THE PREFERRED ALTERNATIVES.
- Lots #34 and 38 were developed without permits in despite of being priority habitat for a number of rare species (mostly moths). Natural Heritage had already been contacted and it was likely the Airport would be asked to pay a fee in lieu of mitigation, on a 3 to 1 ratio of land value (\$25,000 per acre) along with a small administration charge—total ~ \$80,000 one time payment. The permit could then be amended and the land released.

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

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XI. ASSISTANT MANAGER'S REPORT

- Asst. Manager Geoff Freeman showed photos of the 6/24 Runway project, which started January 14th. Grinding was complete (materials were removed to Goodales pit) and electrical line trenching was progressing. All were preparing for the 60-hour shutdown (see 9/13/18 Minutes p.4).
- Local drug and alcohol screening contractors were either going out of business or not keeping up with compliance, so the Airport contracted with a new regional firm. The entire staff was tested.
- Staff trainings included:
 - Occupational Safety and Health Administration (OSHA) 10 wallet card;
 - sexual harassment supervision,
 - annual State Ethics certification,
 - American/International Association of Airport Executives (AAAE/IAAE) airfield operations certification (accepted at any international airport).
- Ms. Richart, Mr. Freeman and Mr. Matt O'Brien of McFarland Johnson had a preconstruction meeting with Osh Kosh International on the new 1,500 g. striker fire truck. Construction was on faster track than expected and could be ready by Labor Day 2019 (see 8/9/18 Minutes p.3)—probably funded through the annual FAA grant. FAA tightly regulated airport fire trucks.
- Mr. Freeman was working with a military contingent out of Texas for the MVY Airport to be a certified drop zone for a parachute training exercise during the Airport's 60th Anniversary year. The unit coordinated with local first responders as a training exercise.

XII. AIRPORT DIRECTOR REPORT - None

XIII. CHAIR'S REPORT

- The March meeting was usually the annual reorganization, for election of Chair and Vice Chair following the Dukes County MVAC appointments.
- O'Neill Associates were very helpful with the Fox25 news report (see 1/16/19 Minutes p.7 #VIII), although the story focused primarily on Barnstable Airport.
- The West Tisbury Board of Selectmen sent a letter to the MVAC requesting the Airport be open to public input, and Chair Rosenbaum responded explaining Airport public information events and actions (see documents on file).
- State Finance filings were due May 1st.
- The Dukes County Commission would appoint two Airport Commissioners at their March meeting.

XIV. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

XV. PUBLIC COMMENT

Mr. Geoff Smith and Mr. Nicholas Catt might present a proposal for MVABP Lot #34. The MVAC referred them to the Land Use Committee.

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XVI. CONFIRMATION OF NEXT MEETINGS:

- Dukes County Commission - 4:00PM, Wednesday March 6, 2019
- Outreach Subcommittee - 3:30PM, Thursday March 7, 2019
- Land Use Subcommittee - 5:00PM, Thursday, March 7, 2019
- Finance Subcommittee - 3:30PM, Tuesday March 12, 2019
- **MVAC - 2:00PM, Thursday, March 14, 2019**

XVII. CALL FOR MOTION TO ADJOURN

- **MR. KNABEL MOVED TO ADJOURN AT 4:43PM; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

Appendix A: Tasks

- Ms. Richart/staff – send Mr. Michelson SAV Assoc. master lease and FedEx Ground sublease.
- Commissioners – submit State Financial forms by May 1, 2019.

Appendix B: Documents on file:

- Agenda (2 p.) 2/14/19
- Sign-in Sheet (2 p.) 2/14/19
- MVAC January 16, 2019 Meeting Revised Draft Minutes (9 p.)
- MV Airport Staff Summary re: BP#22 – SAV Associates Request to Renew Sublease With FedEx, 1/23/19
- MV Airport Staff Summary re: Airport Lumber LLC Request to Erect a Sign 1/9/19
- MV Airport Staff Summary re: Donaromas Lease Renewal 2/13/19
- MV Airport Staff Summary re: Tetra Tech Contract February to April 2019 2/14/19
- MVY Airport Fact Sheet – The Master Plan
- Outreach Committee Chair Report, February 13, 2019
- MV Airport Water, Wastewater, and Facilities Departments January 2010 (2 p.) 2/14/19
- ACS Proposal for Executive Search Services for Airport Manager (19 p.) 2/13/19
- ADK Full Service Executive Search Martha's Vineyard Airport Commission (10 p.)
- HR Assist Executive Search Martha's Vineyard Airport Commission (6 p.)
- Rosenbaum letter re: response to West Tisbury Selectmen letter (2 p.) 2/12/19

Minutes approved as amended 3/14/19

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

February 21, 2019, 4:00PM

**Martha's Vineyard Airport Commission Conference Room
Notice of Such Meeting Having Been Posted as Required by Law**

Present: Airport Commissioners: Chair - Robert Rosenbaum, Clarence "Trip" Barnes,
Richard Knabel, Richard Michelson, Donald Ogilvie,
R. Peter Wharton, Kristin Zern,
Airport Staff: Ann Richart - Director, Denise Tawa – Assistant to Airport Management,
Others: Norm Werthwein,
Marl Jones – Shellfish,
Press: George Brennan, Jenna Lambert – MV Times, Heidi Carter – MVTV,
Landry Harlan – Vineyard Gazette,

* 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 4:01PM.

II. AWARD CONTRACT FOR BID OF EMERGENCY BOILER REPAIR

(See documents on file & 1/16/19 Minutes p.7 #IX.)

The staff team tried to repair the current terminal building boiler, but had come to a decision that it needed to be replaced. It was being inched along but had failed several times—a temporary unit was considered but relinquished as too costly. McFarland Johnson engineers were engaged to ensure correct engineering to mesh with hook-ups, procurement, bid specs, Massachusetts and Federal Aviation Administration (FAA) compliance, certification, installation oversight and Massachusetts Dept. of Transportation (MassDOT) grant application support. The MVAC had a number of questions.

- No local contractors responded to the advertised project—all three bids were from Cape Cod. Mr. Barnes said for the record that he thought it was a crime that local

- Timeframe was about six weeks (order, shipping, installation)—the MVAC questioned any urgency since this would mean an April installation. The process was started as the boiler failed in the middle of winter. Chair Bob Rosenbaum saw no reason not to order it now.

- The MassDOT grant, if awarded, would cover 80% of the cost.

• There was a debate on whether future Airport Master Plan Update (AMPU) Terminal expansion had been considered in terms of location and capacity. Airport Director Ann Richart explained the boiler was designed for the current Terminal, as any expansion was hypothetical, and years away. Mr. Peter Wharton reported the Martha's Vineyard Hospital (MVH) had ten boilers rotating use and backup as was common practice, so that expansion could be handled by adding units as need arose. Mr. Richard Knabel argued that would mean doubling maintenance costs and suggested commonly used modular boilers.

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- **MR. WHARTON MOVED TO AUTHORIZE:**
 - **MCFARLAND JOHNSON WORK ORDER #20 FOR \$23,800; AND**
 - **COMMERCIAL BOILER SYSTEMS, INC. CONTRACT FOR \$44,600.**
- MR. KNABEL SECONDED;**

Ms. Richart offered to bring copies of the specs to the meeting.

- **MR. KNABEL MOVED TO TABLE THE MOTION; MS. KRISTIN ZERN SECONDED; MOTION PASSED 5 AYES, 2 NAYS—MR. ROSENBAUM, MR. WHARTON; 0 ABSTENTIONS.** (See below: p.4 #II.)

III. DRAFT AN INITIAL JOB DESCRIPTION

(See documents on file & 2/14/19 Minutes p.4-5 #VI.)

- (• The Comptroller position was posted with a March 15th deadline. Mr. Don Ogilvie and Mr. Norm Werthwein would process the applications.)
- The Airport Director job description process was dependent on whether a search firm was hired. If the MVAC decided not to hire, it would be necessary to review the description in great detail. If a firm was hired that process would be part of the search service.
- Ms. Zern again objected to the Airport Director title as specific to Ms. Richart (see 2/14/19 Minutes p.4 #VI) and advocated it be returned to Airport Manager—naming other airports with managers. Mr. Rosenbaum responded this was another issue dependent on whether a search firm was hired, but also that most searches were for Airport Directors.
- Mr. Ogilvie suggested more emphasis on the role of and relationship with Dukes County.
- There was also a suggestion for more emphasis on community relations including the Martha's Vineyard Commission (MVC), Building Inspectors, hazardous materials outreach, etc.
- Mr. Ogilvie proposed eliminating truck operation and dangers-on-the-job clauses. Ms. Richart explained that although she had not driven a truck at this Airport, the item was part of the Occupational Safety and Health Administration (OSHA)/workmen's compensation requirement.
- Ms. Richart stated that when she applied for the position she was not given (and had a hard time finding) both the job description and the benefits package.
- See below: Tasks.

V. SELECT A SEARCH FIRM (See documents on file & 2/14/19 Minutes p.4-5 #VI.)

- Procurement law was confirmed as anything under \$50,000 requiring three confirmed quotes.
- Three quotes were obtained in two formats:
 - basic initial search with the MVAC checking references, background and choosing finalists;
 - full service throughout the entire process.
- Mr. Rosenbaum proposed hiring a full search, advising that:
 - the work of checking a large pool of resumes, references and backgrounds, was probably beyond Commissioner time capacity and possibly expertise;
 - if an internal candidate was chosen the search contract could be terminated at an earlier point;
 - a basic search would be a pennywise/pound foolish spending decision.
- He reported that Ms. Richart had offered her opinion if the MVAC was interested, although she was temporarily out of the meeting gathering boiler spec documents (see above).

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- Mr. Barnes suggested previous finalists be contacted however both finalists were no longer available. He then advocated for contacting Mr. Rod Dinger, a former interim manager (see Minutes: 2/18/16 p.8-9 #G & 3/10/16 p.8 #A). Mr. Dinger was working for ADK Search and if hired would head the search team. MVAC commended Mr. Dinger and considered him a great asset. Mr. Barnes suggested he be called informally, however other Commissioners considered this professionally inappropriate. Mr. Barnes noted a Mass. Field employee looking for work.
- Mr. Richard Michelson asked if it was necessary to put in a salary range. Although the Comptroller salary could be based on experience, the Director position had to a specific range.
- **MR. OGILVIE MOVED TO CONTRACT WITH A SEARCH FIRM; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- All three companies were capable.
- Mr. Rosenbaum had been Chair of the previous search committee and found ADK good and easy to work with.
- ACS was reputable and had good references although somewhat smaller than ADK.
- Baldwin was primarily a human resources (HR) firm that did searches on the side for current clients, which included some airports.

Although Ms. Richart had not yet returned, the MVAC expressed its readiness to vote.

- **MR. OGILVIE MOVED TO ACCEPT THE CONTRACT WITH ADK CONSULTING AND EXECUTIVE SEARCH AS HAVING THE BEST PRICE, AND IN CONSIDERATION OF THEIR KNOWLEDGE OF THE MARTHA'S VINEYARD AIRPORT, AND THE LEADERSHIP KNOWLEDGE AND SKILLS OF MR. ROD DINGER; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

IV. ESTABLISH A SELECTION COMMITTEE

- All Commissioners were encouraged to communicate input, feedback and opinions to the Search Committee.
- The MVAC would develop the job specs, which ADK would format for recruitment.
- Chair Rosenbaum proposed a Committee of six members: three Commissioners Mr. Knabel, Mr. Ogilvie, and Ms. Zern, and three community members each with an area of expertise. He had spoken to and proposed:
 - Mr. Geoff Wheeler as an aviation expert;
 - his good friend Mr. Bob Zeltzer, expert in management;
 - Edgartown Police Chief Bruce McNamee as experienced in recent relocation to the Island;
 - Chilmark Board of Selectmen Chair Jim Malkin – member of the previous Search Committee;
- Chair Rosenbaum would contact ADK directly after the meeting to sign the contract and the Search Committee was likely to start work in the next couple weeks.
- Mr. Michelson proposed Dukes County Commission Chair Gretchen Underwood, who had recently shown interest in the Airport.
- Mr. Wharton proposed Oak Bluffs Police Chief Erik Blake as more experienced with Island issues, and as head of the National Association for the Advancement of Colored People (NAACP) with extensive involvement with diversity.

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- The MVAC debated:
 - an even numbered membership, the need for a broad consensus (i.e. a heavily split vote indicating no action), and keeping Committee size manageable;
 - overly weighting the Committee re: County representation, geographic representation, etc.
 - **IT WAS THE CONSENSUS OF THE MVAC TO ESTABLISH A SIX MEMBER SEARCH COMMITTEE AND TO INVITE THE CANDIDATES AS SEARCH COMMITTEE REPRESENTATIVES IN THE FOLLOWING ORDER OF INVITATION:**
 - #1 GEOFF WHEELER,
 - #2 BOB ZELTZER,
 - #3 GRETCHEN UNDERWOOD,
 - #4 POLICE CHIEF ERIK BLAKE,
 - #5 CHILMARK SELECTMEN JIM MALKIN,
- After a brief discussion Mr. Ogilvie agreed to be Search Committee Chair.

II. AWARD CONTRACT FOR BID OF EMERGENCY BOILER REPAIR

Mr. Rosenbaum noted this as a regular operation issue under \$50,000 that needed to be done. Mr. Wharton attested that the specs showed standard scalable industrial installation that could be altered to accommodate building changes.

- Ms. Richart counseled that the bid be accepted in consideration of the difficulty of attracting contractors to the Island.
- Mr. Knabel challenged the \$50,000 limit, however engineering costs were included in the McFarland Johnson contract.

- **MR. WHARTON MOVED TO RE-OPEN THE PREVIOUS MOTION AND CALL THE QUESTION; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS** (see above p.1-2 #II);
- **ORIGINAL MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

XIV. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

Mr. Geoff Wheeler had been attending Land Use Committee meetings as a visitor and Land Use Committee Chair Wharton alluded to previous discussions to make him a voting member.

- **MR. WHARTON MOVED TO APPOINT MR. GEOFFREY WHEELER TO BE A VOTING MEMBER OF THE LAND USE COMMITTEE; MR. MICHELSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**

XV. PUBLIC COMMENT - None

XVI. CONFIRMATION OF NEXT MEETINGS:

- Dukes County Commission - 4:00PM, Wednesday March 6, 2019
- Outreach Subcommittee - 3:30PM, Thursday March 7, 2019
- Land Use Subcommittee - 5:00PM, Thursday, March 7, 2019
- Finance Subcommittee - 3:30PM, Tuesday March 12, 2019
- **MVAC - 2:00PM, Thursday, March 14, 2019**

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XVII. CALL FOR MOTION TO ADJOURN

• MR. MICHELSON MOVED TO ADJOURN AT 5:09PM; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

Appendix A: Tasks

- Commissioners – encourage possible comptroller candidates to apply for the position.
- Commissioners – list job description issues and send to Mr. Ogilvie.
- Search Committee – send Mr. Ogilvie contact information.

Appendix B: Documents on file:

- Agenda 2/21/19
- Sign-in Sheet 2/21/19
- MVAC January 16, 2019 Meeting Revised Draft Minutes (9 p.)
- MV Airport Staff Summary re: Authorize Contracts for Emergency Boiler Replacement
2/21/19
- Airport Controller Martha's Vineyard Airport Commission (2 p.) 2/20/19
- Airport Director Martha's Vineyard Airport Commission December 2015 (5 p.)
- Airport Manager Martha's Vineyard Airport Commission December 2015 (5 p.)
- Hedrick/Columbus Airport Authority memo re: Your Request for Information (12 p.) 8/3/98
- Johnson/Port of Friday Harbor letter re: Executive Director Position (6 p.) 2/15/17
- ADK Martha's Vineyard Airport Commission Multi-Phased Executive Search (15 p.) 2/18/19
- ACS Proposal for Executive Search Services for Airport Manager (20 p.) 2/18/19
- Steven Baldwin Associates proposal re: professional executive recruitment services (7 p.)
2/18/19
- Section 23 52 23 Cast-Iron Boilers (6 p.)
- Martha's Vineyard Airport Commission Work Order, Authorized and Issued Pursuant to
Agreement for General Airport Architectural and Engineering Consulting Services (8 p.)
2/19/19

Minutes approved as amended 3/14/19

2/21/19 MVTV Tape @ 12:01-12:17

Mr. Knabel: I'm only making an argument for looking at a modular system that could be easily added onto as the building is expanded

Ms. Zern: Right

Mr. Knabel: rather than have to go to a whole new system or a double system which means you have twice as much maintenance

Ms. Zern: Right

Mr. Knabel: and twice as much headache

Ms. Zern: Right

**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.

Authorize McFarland Johnson Work Orders Action

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.**

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
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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.

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
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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

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

April 11, 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, Clarence "Trip" Barnes,
Richard Knabel, Donald Ogilvie, R. Peter Wharton,
Kristin Zern,
Airport Staff: Ann Richart - Director, Geoffrey Freeman - Assistant Manager,
Denise Tawa – Assistant to Airport Management,
Water/Wastewater – Mike Eldridge, Christina Colarusso,
Others: Matt O'Brien – McFarland Johnson,
Norm Werthwein, Geoff Wheeler – Finance Committee,
David Mackey* - Anderson Krieger Airport Counsel
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 1:59PM. Chair Bob Rosenbaum announced that he had been informed half an hour ago that Mr. Richard Michelson had resigned from the Airport Commission.

II. APPROVAL OF MEETING MINUTES MARCH 14, 2019

• MR. RICHARD KNABEL MOVED TO APPROVE THE MARCH 14, 2019 MINUTES; MS. KRISTIN ZERN SECONDED; MOTION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION—MR. TRIP BARNES due to absence.

III. COMMITTEE APPOINTMENTS

Finance Committee – Chair Richard Knabel, Mr. Don Ogilvie, Mr. Peter Wharton,
Mr. Geoff Wheeler, Mr. Norm Werthwein;
Personnel Committee – Chair Don Ogilvie, Mr. Wharton, Ms. Zern;
Land Use Committee – Chair Peter Wharton, Mr. Barnes, Mr. Ogilvie, Mr. Wheeler;
Outreach Committee – Chair Kristin Zern, Mr. Knabel,

IV. FINANCE SUBCOMMITTEE REPORT

Dukes County Treasurer Ann Metcalf attended the Subcommittee meeting. Projections and actuals seem to be synchronized and cash flow will be tight as predicted. After lengthy discussion the Dukes County Commission and the County Advisory Board (CAB) approved an Airport a line of credit up to \$150,000 as a reserve, through July 22, 2019. Hopefully no borrowing would be necessary, however the line could be paid back at any time and the County

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Treasurer had authorization to automatically withdraw any outstanding debt remaining on July 22, 2019. The County was anxious to receive the Fiscal Year 2019 (FY19) Supplemental Budget and the re-structured FY20 budget.

- The initial search for a Comptroller was unsuccessful, with two candidates refusing offers. More interviews were scheduled for Saturday.

- McFarland Johnson and staff were working on grants for two Federal Aviation Administration (FAA) eligible capital projects (see documents on file) and any public relations related to them;
 - a surface (traffic) study (see Minutes 7/12/18 p.4 #XI, & 3/14/19 p.3 # V) in compliance with Mass. Dept of Transportation (MassDOT) requirement, and coordinated with Martha's Vineyard Commission (MVC) studies (and possible funding);
 - an FAA standard obstruction/penetration study of the aviation space, landing area and all approaches involving over-flights (drones were not accurate enough) determining tree growth, fencing, etc. and data entry into FAA accepted software. Obstruction studies were performed regularly. There were some discrepancies with the previous obstruction study.

The next step was to get estimates from subcontractors. In accordance with Finance Committee recommendation:

- **MR. WHARTON MOVED TO AUTHORIZE THE AIRPORT DIRECTOR TO APPLY FOR AND ACCEPT FEDERAL AVIATION ADMINISTRATION (FAA) AIRPORT IMPROVEMENT PLAN (AIP) GRANTS FOR THE:**

- **OBSTRUCTION STUDY FOR RUNWAY APPROACHES, AND**
- **SUPPLEMENTAL TRAFFIC STUDY,**

IN AN AMOUNT NOT TO EXCEED \$1,025,388.90 AND TO APPLY FOR AND ACCEPT MASSACHUSETTS DEPARTMENT OF TRANSPORTATION GRANTS FOR THE SAME PROJECTS IN AN AMOUNT NOT TO EXCEED \$56,966.05; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

- The original \$2,500,000 for the Wastewater treatment plan upgrade was deemed insufficient and another \$1,000,000 had been reserved. The \$1,270,000 was in its third reading in the State House and as soon as it passed would be referred to Senator Julian Cyr. The MVAC and CAB were discussing blanket legislation for borrowing.

- **MR. KNABEL MOVED TO ASK DUKES COUNTY FOR AUTHORIZATION TO REQUEST AUTHORIZATION FROM THE LEGISLATURE FOR AN ADDITIONAL \$1,000,000 FOR THE WASTEWATER TREATMENT PLANT UPGRADE; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTION.**

V. LAND USE SUBCOMMITTEE REPORT

- The Committee was working with Property Manager Kevin Brennan on new boilerplate language for Business Park and restaurant Request For Proposals (RFPs).
- Staff and the Committee had been making steady progress on an aging report reducing receivables from six figures to five figures.

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- A lease renewal protocol draft and the Fair Market Value (FMV) policy were sent to the Business Park Association.
- An information-only notification was received changing a subtenant majority partner at the Fish House from Tyler Gibson to Nicholas Catt.
- The arrears protocol was reviewed: 31 day notice plus 1.5% interest, 40 day phone call and 60 day registered letter, after which it was referred to Land Use for consideration of action.

VI. OUTREACH/PUBLIC RELATIONS (PR) SUBCOMMITTEE REPORT

- The Permanent Endowment (with a 5% administration fee) seemed the best vehicle for the Scholarship program as allowing all ages of applicants—not just high school students. As the program moved from 2019 to 2020 it would become more defined. There were now two candidates Mr. Max Smith and Mr. Matthew Luce. The Martha's Vineyard Regional High School, the Permanent Endowment and Martha's Vineyard Youth all advised the scholarship be awarded to one candidate and not split between the two.
- The Committee was working with Asst. Airport Manager Geoff Freeman on a September visit from the Collings Foundation.
- The Committee proposed including an insert with Business Park invoices regarding: suggestions for 60th Anniversary advertisements, a 60th anniversary book, contributions, discounts or special menu items.

- IT WAS THE CONSENSUS OF THE MARTHA'S VINEYARD AIRPORT COMMISSION TO ALLOW AN INSERT IN BUSINESS PARK INVOICES. .

VII. AUTHORIZATION OF AMENDMENT TO AGREEMENT BETWEEN MARTHA'S VINEYARD AIRPORT COMMISSION AND COUNTY AND TEAMSTERS UNION LOCAL NO. 59 AFFILIATED WITH INTERNATIONAL BROTHERHOOD OF TEAMSTERS (I. B. OF T).

Negotiations from the previous contract, which expired July 1, 2017, were still unresolved two years into a three-year contract. Consequently the two parties came to a verbal agreement to extend that contract for the final year with the following provisions:

- pay raises as follows: 3% for FY18, 4% for FY19, 4% for FY20;
- retroactive pay (total ~ \$35,000) to be paid after July 1, 2019.

Negotiations for the next three-year contract would resume after a new director was in place. The Airport labor attorney was consulted and supported the action. The Cost of Living Adjustment (COLA) was based on the previous year's Boston Consumer Price Index (CPI). Operations staff were performing well and attending trainings.

• MR. OGILVIE MOVED TO APPROVE THE CONTINUATION OF THE PREVIOUS CONTRACT WITH THE UNION AND THE SALARY INCREASES AS AGREED; MR. KNABEL AND MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

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VIII. DISCUSSION OF CANDIDATES FOR DIRECTOR VISIT AND INTERVIEWS ON APRIL 14TH AND 15TH

- Four finalists had been chosen and would tour the Airport with Director Ann Richart, Chair Bob Rosenbaum, and Search Committee member Mr. Bob Zeltzer, after which they would be given a tour of the Island by Martha's Vineyard Chamber of Commerce Director Nancy Gardella. Mr. Zeltzer would provide the MVAC with his impressions of the tour. Candidate information was available through the Dropbox link.
- Interviews would begin at 9:00 Monday morning, April 15th—the MVAC requested Ms. Richart's presence. Commissioners had been provided with copies of all the questions. Lunch would be served. After all the interviews the MVAC would discuss the candidates and vote on their choice in open session, followed by an executive session to determine contract elements.
- The MVAC publicly thanked the Search Committee: Mr. Knabel, Mr. Ogilvie, Ms. Gretchen Tucker Underwood Mr. Geoff Wheeler, Mr. Zeltzer and Ms. Zern as well as search firm ADK Consulting. The Committee viewed resumes, references and videos for 32 candidates. ADK Consultant Mr. Rod Dinger had expressed his pleasure to be back on Martha's Vineyard.

IX. MCFARLAND JOHNSON UPDATE –

- The land development study was waiting on the new director to reach out to tenants and hear feedback on improvements.
- The FAA comment period on the Land Release was over and the Airport Layout Plan (ALP) and the Property Map had been updated and were awaiting FAA feedback/approval. April 15th was the new target date.
- Massachusetts/National Environmental Protection Act (MEPA/NEPA) projects were waiting on the traffic and obstruction studies grants (see above: p.2). The obstruction study required trees to be in full leaf and hopefully would be ready by October 2019.
- The well house lead and asbestos had been removed. The subcontractor was coordinating permits and McFarland Johnson was coordinating the well driller. The building demolition was scheduled for May 2nd. Mr. Freeman was overseeing the construction oversight, as part of a drive to increase staff participation.
- The Runway 6/24 polyfluoroalkyl substances (PFAS) final soil tests results (see 2/14/19 Minutes p.6 #IX) showed no contamination and were documented as required.
- The Airport Rescue and Fire Fighting (ARFF) truck was in construction with a possible September delivery date, by which time the grant should be in place.

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

- Airport Facilities Manager Mike Eldridge reported the new boiler had been installed and additional piping would be ready for inspection in July. Staff was able to use the one-year old burner assembly, saving thousands of dollars.
- Staff would work on causes for Northline Rd. flooding over the summer. Catch basin cleaning, was not the sole problem. Heavy stones would be placed to block off-road driving and a new leaching field might be required.

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- Other work included: ceiling tile replacement, heating/ventilation/air conditioning (HVAC) repairs, sweeper repair, baggage pass-thru finishing, door frames adjustments, roof leak investigation, basement louvers reconfiguration re: new boiler pipes.

XI. ASSISTANT AIRPORT MANAGER REPORT

The work on the runway intersection which required a 60 hour closure of both runways (see Minutes: 9/13/18 p.4 & 3/14/19 p.5 #IX) started 6:01AM, Tuesday, April 9th and involved demolition, compaction testing, two layers of asphalt, loam, painting and light checks. It was expected to finish ahead of schedule and Mr. Freeman noting the size of the project commended the military style teamwork and coordination of McFarland Johnson and contractors White Lynch. A temporary construction road would be returned to its natural state. The closing was very widely publicized in various press and internet mediums, on the website, with notams, etc. The MVAC also thanked Mr. Wheeler for his excellent coordination and Ms. Richart, without whom it could not have been accomplished.

XII. DIRECTOR'S REPORT

- This was Ms. Richart's last regular MVAC meeting and she thanked the MVAC for the opportunity to serve them and the community. She was aware of past and continuing growing pains and gave the MVAC credit for their perseverance and work. She recommended Mr. Freeman as an outstanding asset to the Airport in whatever position he chose to serve. The accomplishments of the last three years were reviewed:
 - the \$11,000,000 ARFF building completion on schedule and within budget;
 - replacement of the failing 6/24 runway on schedule and within budget;
 - possible renovation of the 33/15 runway continuing the extensive airfield improvements;
 - creation of a Facilities Department;
 - extensive work on the aging Terminal building including six new bathrooms; and
 - the replacement of the ARFF truck.
- The MVAC commended her for her professional handling of transitions, both when she took up the Manager position and with this departure.
- Ms. Richart was moving on to be the Aviation Director of Nebraska and was happy to be closer to her family in Oregon—where she served previously as Aviation Director.

XIII. CHAIR'S REPORT

Mr. Rosenbaum emphasized the great difference in Airport status from the time Ms. Richart was hired to the present date, and was grateful for the opportunity to work with her. He wished her success in her new position and condolences on the loss of her brother-in-law.

XIV. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

XV. PUBLIC COMMENT - None

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XVI. EXECUTIVE SESSION TO CONSIDER AN AMENDMENT TO THE LEASE OF THE AIRPORT BUSINESS PARK LOT #33 TO DEPOT CORNER, INC.; THE CHAIR DECLARES THAT AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE NEGOTIATION POSITION OF THE PUBLIC BODY

• **MR. OGILVIE MOVED TO ENTER EXECUTIVE SESSION AT 3:22PM UNDER MGL CHAPTER 30A SECTION 21 (a) (3) – TO DISCUSS STRATEGY WITH RESPECT TO THE LEASE VALUE OF REAL PROPERTY FOR AIRPORT BUSINESS PARK LOT #33 DEPOT CORNERS, IF THE CHAIR DECLARES THAT AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE NEGOTIATING POSITION OF THE PUBLIC BODY AND THE CHAIR SO DECLARES, AND TO RETURN TO OPEN SESSION AND TO INVITE THE AIRPORT DIRECTOR ANN RICHART AND RECORDER MARNI LIPKE TO BE PRESENT THROUGHOUT AND AIRPORT LEGAL COUNSEL DAVID MACKEY TO JOIN THE SESSION BY PHONE; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WHARTON—AYE, MR. TRIP BARNES—AYE, MR. KNABEL—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE.**

• There was a brief recess while the room was cleared.

* Airport Counsel Mr. David Mackey entered the meeting by phone and attested that he was in a room alone with the door closed.

• **MR. KNABEL MOVED TO RETURN TO OPEN SESSION AT 3:42PM; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS 0 ABSTENTIONS; MR. WHARTON—AYE, MR. BARNES—AYE, MR. KNABEL—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE.**

• **MR. KNABEL MOVED TO AUTHORIZE THE AIRPORT DIRECTOR TO SIGN AN AMENDMENT TO THE LEASE WITH DEPOT CORNER THAT CLARIFIES THE PARTIES' INTENTION THAT THE RENT CANNOT DECREASE ON THE FIVE YEAR APPRAISAL BUT WILL INCREASE BY THE CONSUMER PRICE INDEX (CPI) OR FAIR MARKET VALUE (FMV) WHICHEVER IS GREATER; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS 0 ABSTENTIONS**

XVII. CONFIRMATION OF NEXT MEETINGS:

- **MVAC - 9:00AM, Monday, April 15, 2019**
- **Outreach Subcommittee - 3:30PM, Thursday, May 2, 2019**
- **Land Use Subcommittee - 5:00PM, Thursday, May 2, 2019**
- **Finance Subcommittee - 3:30PM, Friday May 3, 2019**
- **MVAC - 2:00PM, Thursday, May 9, 2019**

XVIII. CALL FOR MOTION TO ADJOURN

• **MR. KNABEL MOVED TO ADJOURN AT 3:47PM; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

continued

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Appendix A: Tasks - None

Appendix B: Documents on file:

- Agenda 4/11/19
- Sign-in Sheet 4/11/19
- MVAC March 14, 2019 Meeting Draft Minutes (5 p.)
- MV Airport Staff Summary re: Request to Authorize Airport Director to Apply For and Accept FY 2019 Grants from MassDOT and FAA 4/11/19
- Proposed Amendment
- MV Airport Water, Wastewater, and Facilities Departments March 2019 (4 p.) 4/9/19

Approved as amended 5/9/19

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

April 15, 2019, 9:00AM

**Martha's Vineyard Airport Commission Conference Room
Notice of Such Meeting Having Been Posted as Required by Law**

Present: Airport Commissioners: Chair - Robert Rosenbaum, Clarence "Trip" Barnes,
Richard Knabel, Donald Ogilvie, R. Peter Wharton,
Kristin Zern,

Airport Staff: Ann Richart - Director, Joan Shemit - Financial Administrator,
Kevin Brennan - Property Manager

Others: Geoff Wheeler – Land Use & Finance Committees,
Rod Dinger – ADK Consulting,
Candidates: Jemille Charlton, Geoffrey Freeman (Assistant Manager),
Cindi Martin, Jonathan Vrabel,
Marni Lipke – Recorder

Press: Landry Harlan – Vineyard Gazette,
Heidi Carter – 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 9:06AM.

II. DISCUSSION OF FORMAT OF INTERVIEWS AND DECISION MAKING PROCESS AT CONCLUSION OF INTERVIEWS (See documents on file.)

- Chair Bob Rosenbaum thanked the following for their work and expertise during the search:
 - Airport Director Ann Richart,
 - Martha's Vineyard Chamber of Commerce Director Nancy Gardella,
 - Search Committee members: Mr. Don Ogilvie, Ms. Gretchen Tucker Underwood, Mr. Geoff Wheeler, Mr. Bob Zeltzer and Ms. Kristin Zern,
 - ADK Consulting and representative Mr. Rod Dinger, and
 - Assistant to Airport Management Denise Tawa.
- Mr. Dinger thanked the MVAC for the opportunity to serve the community.
- To facilitate the process Mr. Rosenbaum would ask the agreed upon questions. Each Commissioner was provided with a notebook, and had been informed of examples of illegal questions. Any follow up question had to be asked as part of the initial question (Mr. Peter Wharton had a follow up question for all candidates on Federal Aviation Administration (FAA) non-aeronautical land release process.)
 - There would be a lunch break between the third and fourth candidate interviews. The MVAC would deliberate in open session and take a straw poll ballot vote naming first, second and third choices. If a Commissioner felt a candidate was not qualified a choice could be left blank. The MVAC would enter Executive Session to discuss the parameters of a contract.

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III. INTERVIEWS OF CANDIDATES FOR AIRPORT DIRECTOR

The MVAC welcomed the current Airport Assistant Manager, **Mr. Geoffrey Freeman**. Mr. Rosenbaum explained there was a 60 minute timeframe for 17 questions. In order to facilitate matters he would ask the questions however the questions came from the entire MVAC.

- *Why does your background prepare you to be MVY Airport Director?*

Mr. Freeman described his long history with the MVY Airport starting in 1987 when his father got him a part time job throwing baggage. He fell in love with aviation as an industry with a lot of heart and a young mindset, and rose quickly through the ranks to become an airline training coordinator and then a regional training coordinator at 19 yrs. old, working at Logan Airport with people twice his age. He had a hands-on view of MVY Airport from the most basic level through customer service, lead supervising, instrumental operations etc. He took pride in growing his being along with the Airport.

- *Share what you most enjoy and find most challenging about leadership.*

Mr. Freeman most enjoyed his success in being an accessible go-to person for all airlines, tenants, passengers, staff, etc. for question, concerns and his ability to address issues quickly. He found the seasonal nature of the Airport to be challenging, having a very short period of high operation and revenue, while having to adapt to FAA guideline for a 365 days facility.

- *How do you intend to adapt to the Martha's Vineyard community?*

Mr. Freeman considered this question valuable for him as a resident since not all residents were community involved. His family and friends were active in Town government. He joined the Edgartown Fire Department in 1994 and was now an Assistant Fire Chief. He stressed the importance of giving back to the community by contributing to the needs of the Island.

- *Demonstrate an example of sensitivity to community concerns.*

Mr. Freeman emphasized the importance of responding to individuals' questions and concerns as well as situations in sensitive manner. For example, he was particularly struck when seeing a school bus let off children in the area affected by the PFAS plume, and noted the importance of the Airport actions and responsibilities.

- *Discuss maintaining good relations with the Martha's Vineyard Airport Commission with their requests, services and projects.*

He believed in teamwork and considered the MVAC should be informed of every project, however minuscule. The MVAC in conjunction with all other employees were invested the Airport. He did not take the responsibility lightly, considered it a learning process for everyone and was cognizant that although people might have different opinions, the Airport should speak with one voice.

- *What do you think are the top priorities for the Martha's Vineyard Airport.*

There were many priorities such as: a strategic plan, and maintenance on an aging facility. He wanted a proactive rather than a reactive approach when dealing with the unexpected such as the PFAS issue.

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- *Describe how you dealt with a serious controversy and the outcome.*

Mr. Freeman described the situation with the previous management, which generated distrust and concern in the community and his positive portrayal of a safe compliant Airport.

- *How have you developed, trained and nurtured staff skills.*

Mr. Freeman emphasized training, training and training in place and in remote locations, explaining to staff the global nature of the industry and generating understanding of the issues involved in stepped procedures. He also liked to assess an individual's interests and skills and guide them in training and advancement in that area, promoting a happy knowledgeable staff.

- *Describe your experience with planning/managing capital projects.*

Mr. Freeman had been implementing these projects from the planning and engineering stages, through FAA approvals and construction/implementation, particularly in the past three years (e.g. Runway 6/24 renovation). Consequently he had a good understanding for FAA/ Mass. Dept. of Transportation Division of Aeronautics (MassDOT-Aeronautics) grants, financial parameters, working with contractors, and regulatory compliance, making the Airport appropriate to budgets, adaptation and Island needs.

- *Please respond to the statement: MVY Airport connects tourists to the Island and residents to off-Island locations, but Island residents prefer not to expand the Airport.*

He took to heart the tourist-based economy, which did a lot for the quality of life on Martha's Vineyard. The Island was currently experiencing a cap-out in the short busy season. The Terminal was built prior to 9/11 and consequently needed to incorporate security as well as technology updates, requiring renovation of the operational side of a facility that still fit the Island character—he noted the Steamship Authorities difficulties with a design for its Woods Hole Terminal. He emphasized the necessity of educating Islanders who didn't utilize the Airport on a regular basis and so lacked understanding of Airport and passenger needs.

- *Share your budgeting and finance experience including strategic initiatives for an organization's financial health.*

Mr. Freeman's input had been about what was needed for the Airport to be safe and compliant. He took a conservative approach, keeping necessary but non-FAA-eligible projects in mind, operating cleanly and cost analyzing every piece of equipment and systems in terms of how necessary the investment was for such a seasonal airport.

- *Describe aspects of a winning culture for staff and tenants.*

Ownership and stakeholder pride was paramount for both employees and tenants. The Airport's success depended on their success.

- *Describe your experience bringing new businesses to the MVY Business Park.*

Mr. Freeman had experienced the successful growth of the Business Park from when his father's animal hospital was one of the few tenants to its present almost full capacity on limited land. To be successful it was necessary to treat tenants fairly and maintain the Park to promote business opportunities.

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- Have you every managed the process from FAA release to Request for Proposal (RFP)?

Mr. Freeman had been on that ride for last three years, including FAA and MassDOT process, environmental agencies, input from many stakeholders, etc. It was the first time this was done at MVY Airport and he was interested in how much was required during the long process.

• *Describe your experience with FAA including Part 139, TSA including 1542 as well as PFAS.*

He had been working with the FAA since the beginning of his career, having an integral role in every inspection, not always by choice, but always turning out to be very beneficial. He had fostered non-adversarial relationship with them and advocated a humble approach, finding them available and willing to explain.

- Mr. Freeman went to Boston to see Transportation Safety Administration (TSA) regional headquarters and to gage the requirements for good inspections.

- The polyfluoroalkyl substances (PFAS) was a learn-as-you-go situation, as MVY Airport was in the forefront, dealing with undetermined Federal and State guidelines. The Airport was, in fact, providing the State with information. There was no quick solution and high costs would impact the MVY bottom line, so it was important to hold the chemical industry accountable.

• *How do you stay abreast of industry issues?*

Mr. Freeman participated in American Association of Airport Executives (AAAE), Airport Council International (ACI) – North America, National Business Aviation Association (NBAA) and was actively continuing his education with the Aviation Technology Academy (ATA) as well as online ACI training. He just recently completed his Airport Management Certification and in July would test to be a certified member with AAAE. If training or certification was available someone at the Airport should have the skill.

• *Share your experience working with stakeholders, government officials, and being a spokesperson.*

Mr. Freeman was always a spokesperson, responding to public questions wherever he went, explaining difficult municipal situations as well as beneficial aspects, in what was basically a small town atmosphere. He was a similar ambassador as Assistant Fire Chief. He stressed the importance of better relations with the State Legislature for such things as the PFAS issue.

• *Do you have any questions or things to share with us?*

In thinking about the interview process, Mr. Freeman acknowledged the caring and engagement of the MVAC and highlighted the need to move forward together.

• Mr. Rosenbaum thanked him for his responses and he left the meeting.

• There was a brief discussion on his role in previous management.

• **MR. RICHARD KNABEL MOVED TO RECESS THE MEETING AT 10:01AM; MR. TRIP BARNES SECONDED: MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **THE MEETING RECONVENED AT 10:20AM.**

The MVAC welcomed **Mr. Jemille Charlton**. The Commissioners introduced themselves. Mr. Rosenbaum explained there was a 60 minute timeframe for 17 questions. In order to facilitate matters he would ask the questions however the questions came from the entire MVAC.

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- *Why does your background prepare you to be MVY Airport Director?*

Mr. Charlton had been at East Hampton Airport, which was similar to MVY in that it was small town aviation and politics between Boston and New York, the busiest airspace in the world. He was 38 years old with a small family, and 21 of those years were spent in aviation from a linesman, to throwing bags for airlines to Airport Director. He was raised by his grandparents who taught him to build from a strong foundation and he understood what it took to effectively and efficiently operate an airport.

- *Share what you most enjoy and find most challenging about leadership.*

This required being a good follower, taking cues from people that work below you and above you, finding a happy medium with personnel and equipment to accomplish the mission.

- *How do you intend to adapt to the Martha's Vineyard community?*

Mr. Charlton flew in Friday and had been in contact with family that were summer visitors and with business owners, learning about what it was to be vacationer and to be a local. Although he was a traveler and a member of the Air National Guard, he had lived in the same resort community since he was an infant, except for going to boarding school. MVY Airport was what he imagined East Hampton would be in the future and he already had a sense of home about the Vineyard. He enjoyed both the Island and the Airport tour.

- *Demonstrate an example of sensitivity to community concerns.*

Mr. Charlton's grandparents taught him to be part of a community, treating neighbors the same as family. The Airport had many neighbors and an airport was an asset to them. He had been involved in the Boy Scouts, his local church, the Masonic Lodge with food pantries, scholarships, fundraising to facilitate children's college education without financial burdens. East Long Island was an influential, affluent community but not for everyone.

- *Discuss maintaining good relations with the Martha's Vineyard Airport Commission including their requests, services and projects.*

Initially, Mr. Charlton would ask what the MVAC saw as present and future deficiencies. He hoped to be available to listen 24 hrs. per day since as a 19-year military man he understood the MVAC to be the next chain of command. Support of leadership was as important as employee support. He expected to work if not daily than weekly with the MVAC either in full or individually to impart his problems and hear theirs.

- *What do you think are the top priorities for the Martha's Vineyard Airport.*

It was Mr. Charlton's opinion that the Airport had two issues: public relations and congestion, so the Airport needed to bridge the gap and move forward in as community minded a manner as possible. Effective management of the asset should be able to bring the community along.

- *Describe how you dealt with a serious controversy and the outcome.*

During his tenure, the controversial East Hampton Airport handled 26,000 operations and 27,000 noise complaints per year, mostly between Memorial Day and Labor Day. Mr. Charlton digitized the complaint process and worked with the FAA, locals, and chart operations to modify noise abatement routes. He met with and visited many of the chief complainers of the vocal minority and was proud to say many of them became his and the airport's friends.

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- *How have you developed, trained and nurtured staff skills.*

Due to the extremely seasonal nature of East Hampton there was a problem retaining staff, such that there was no training program. Mr. Charlton built a program including Airport Rescue and Fire Fighting (ARFF), Aviation Fuel testing. Additionally he pushed the Fixed Base Operator (FBO) culture to include trainings and employee safety protocols.

- *Describe your experience with planning/managing capital projects.*

East Hampton chose to forego FAA grant assurances and therefore had to be self-sustaining. Consequently, he had to fund the \$5,100,000 budget with:

- an industrial park—revamping leases to insure market value, including rental car companies;
- a fuel farm,
- landing fees, which Mr. Charlton had to raise 15-25%, and
- bolstering the camera system to more accurately track plane types and routes around the airport, connecting it with accounting for real time billing;
- He also monetized the parking lot—which had been used as a de-facto storage facility.

- *Please respond to the statement: MVY Airport connects tourists to the Island and residents to off-Island locations, but Island residents prefer not to expand the Airport.*

He agreed, noting the beautiful facility that needed attention, despite the work to maximize what was possible. However the Terminal could be bolstered and enhanced without expansion to better relieve congestion serve passengers better. This would also serve the local community in smoothing traffic. As an example the TSA area had to handle short bursts of 300 people in a space designed to handle 10, producing a ripple effect.

- *Share your budgeting and finance experience including strategic initiatives for an organization's financial health.*

Although, MVY Airport accepted FAA funds allowing projects for a safe and efficient operations, the accounting difficulties of East Hampton self-sufficient budgets was good experience for handling airport financing. In order to fund what was needed, Mr. Charlton along with the Budget/Finance Committee and the Pilots Association had to:

- re-structure landing fee collections,
- monitor leases for timely payment, including condo associations;
- restructure rental cars leases to include parking as well as counter space,

- *Describe aspects of a winning culture for staff and tenants.*

As a Non Commissioned Officer (NCO) in the United States Air Force National Guard, Mr. Charlton took a militaristic approach to any new team, viewing employees as family, working through both professional and personal issues and doing his best to get them needed training and skills to become effective leaders themselves and to get the job done in an effective manner.

- *Describe your experience bringing new businesses to the MVY Business Park.*

- Mr. Charlton had a knack for networking and making friends in his community and the New York Military Academy; many of whom were business contacts that could be brought to the Island to support the local economy and Airport. He was able to fit into any culture on the planet.

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- *Have you ever had experience for FAA non-aeronautical release to RFP.*

He had been through the process with some dual-zoned land (aviation/industrial) that was too far away from the runway to be used for aeronautical purposes, dealing with County, Town and FAA release processes, before bidding it out to a local landscaper.

• *Describe your experience with FAA including Part 139, TSA including 1542 as well as PFAS.*

Mr. Charlton identified PFAS as a hot button aviation industry issue. He had been forthright about acknowledging it as a probable issue for East Hampton, which like MVY was directly over the aquifer. He also worked with the Airport Director at the West Hampton Beach airport (FOK), which, in conjunction with the military base was one of the first to identify the issue. It was important to mitigate current practices to avoid any future issues.

- He was on the phone weekly with the Flight Safety District Office (FSDO) on how to maximize his Airport's efficiency footprint, as well as with FAA, and local Terminal Radar Approach Control Facilities (TRACON) on airspace and noise abatement, as well as to start up the control tower every May and break it down every September. He was also worked with them along with local law enforcement, Capital police etc. over security issues for VIPs, (Sheiks, congressmen, etc.).

- Although not a Part 139 Airport, East Hampton still had to adhere to many of the same regulations. For example when he took over as Director, the small fuel farm had not changed since he worked there at 18 yrs. old, and geographic challenges limited delivery. The first summer he had to work with the Department of Transportation (DOT), the FBO, and the fuel distributor on a minute-to-minute basis. The second summer he had to continue the practice while designing a new fuel farm. The Airport now had adequate inventory and supply.

• *How do you stay abreast of industry issues?*

Mr. Charlton followed as much news as possible, for example all the Advisory Circulars and also monitored possibilities for FBO trainings, such as International Air Transportation Association (IATA) and the AAAE. The FAA was always willing to help.

• *Share your experience working with stakeholders, government officials, and being a spokesperson.*

East Hampton was a very controversial and contentious facility and consequently Mr. Charlton talked to local politicians on a weekly basis, presenting the Airport in a good light. He took responsibility for all that happened under his jurisdiction, standing by his presentations, and working with contractors as well as county, state, and local boards.

• *Do you have any questions or things to share with us?*

Mr. Charlton acknowledged he was young to aviation but he set the bar high for himself, the people he worked with, and the people he worked for. His wide experience included the military 106 Rescue Wing, the Joint Strike Fighter program and even interning for a defense contractor. Martha's Vineyard seemed like the next step and a good place to raise a family and he did not see himself leaving any time soon. He had been all over the country and he emphasized the beautiful Airport facility—although there were issues, they were curable.

- *What are your military obligations?*

Mr. Charlton was a traditional National Guardsmen required to give one weekend per month and two weeks per year. He was also a full time US Air Force employee with 19.5 yrs. longevity. He

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enjoyed his work on the Rescue Mission and expected to reach his 20 yr. mark with the same unit, which was only 40 nautical miles across the Sound as the crow flies. If hired at MVY he would re-evaluate whether to continue after his 20 years.

- Thanks were exchanged all around. Mr. Charlton left the meeting and the MVAC wished him a good flight home.

- **MR. KNABEL MOVED TO RECESS THE MEETING AT 10:59AM; MR. OGILVIE AND MS. ZERN SECONDED: MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- **THE MEETING RECONVENED AT 11:09AM.**

- There was a brief discussion on how to report votes and what was public record.

- As the interviews were moving fairly quickly the schedule was moved forward.

The MVAC welcomed **Mr. Jonathan Vrabel**. The Commissioners introduced themselves. Mr. Rosenbaum explained there was a 60 minute timeframe for 17 questions. In order to facilitate matters he would ask the questions however the questions came from the entire MVAC.

- *Why does your background prepare you to be MVY Airport Director?*

Mr. Vrabel had 27 yrs. aviation experience starting in college as an intern at Port Columbus Airport and then moving snow and setting up operations (trainings, tenant relations, etc.) at Albany, NY Airport. He accepted a station manager position in Dayton, Ohio with Air Tran Airways, remaining with them during their merger with Value Jet, which had a more questionable reputation. As part of airline sales and as a representative to the community he often fielded questions about the merger, keeping a positive spin. He stayed in Dayton to work with the Dayton Airport Director on setting up operations and technological communications from the ground up (networking, phone systems, etc.). He also coordinated the annual air show attracting 300,000 visitors per weekend. He then became Deputy Commissioner of the Cleveland Airport (the Commissioner ran the airport). He duties included: operations, public safety and security (fire, police, separate security department, etc.), and maintenance coordination. He worked with the Commissioner on community relations, especially federal, state and local politicians, as well as dealing with many foreigners and out of town visitors to the Cleveland Clinic. He then moved to Lansing, Michigan as the Senior Vice President and Chief Operations Officer where he ran day-to-day airport operations, tenant issues and community engagement. All that experience prepared him for Martha's Vineyard Airport.

- *Share what you most enjoy and find most challenging about leadership.*

Effective leaders used the strengths of their organization, tapping into staff skills, letting them run with good ideas and giving guidance where needed. The leader should also be engaged in the community so the airport and community were mutually supportive. Mr. Vrabel Interacted well with others, working best in a collaborative team with as much diversity as possible for fresh ideas. Difficult situations were most challenging, whether political or negative employee interactions. He tried to give employees the benefit of the doubt and multiple chances, mentoring them through troubles. Where there were negative airport issues he liked to get out and speak to the community while finding out what was driving the reaction. For example he might explain facts or reframe language, advocating for community visits and presence at the Airport.

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- *How do you intend to adapt to the Martha's Vineyard community?*

Mr. Vrabel and his wife were becoming empty-nesters and were ready to downsize. They loved all the Islands they had visited around the country. They enjoyed theater, festivals and social events. They always looked for a Church home that helped them to meet and navigate the community. All these helped show how the Airport plugged into the community.

- *Demonstrate an example of sensitivity to community concerns.*

Uber and Lyft were new to Michigan and generally discouraged at airports, however Lansing decided to accept the situation as a community resource and negotiated contracts. However the State Legislature was working on restrictive legislation including changes in taxi regulations that would bypass any airport charges. Mr. Vrabel reached out to testify (with documentation) about how well the current agreement was working, as well as on revenue and FAA regulations on airport self-sufficiency, so the final law incorporated language for Airport agreements.

- *Discuss maintaining good relations with the Martha's Vineyard Airport Commission including their requests, services and projects.*

Mr. Vrabel expected to give complete reports at meetings but also to communicate between meetings by email as well as phone. He liked to be proactive and never wanted the Commission to be taken off guard. He would inform the MVAC of events or projects at least three times or as many times as possible before taking any action.

- *What do you think are the top priorities for the Martha's Vineyard Airport.*

The Airport Master Plan showed fairly well what was needed, however, Mr. Vrabel emphasized that the Airport needed to focus on customer service, including terminal improvements, such as the gate-hold room, better security checkpoint space and smoother screening operations during peak season. He also prioritized aging equipment such as the boiler, which was likely to be followed by other systems.

- *Describe how you dealt with a serious controversy and its outcome.*

Mr. Vrabel explained a whistleblower situation as he was leaving his Cleveland Airport position. An Operations Manager was shifted from his job to customer service following an FAA investigation on two incidents where airplanes slid off-pavement. The Acting Manager was turning the department around and improving employee morale, when the former manager started a whistleblower campaign to the FAA. The whistleblower contacted Mr. Vrabel, who was already in Lansing, to testify for him, which Mr. Vrabel refused as he did not, in good faith, think the Airport had done anything wrong. Mr. Vrabel's name was then mentioned to the press as part of the leadership, which was turmoil and slander to Mr. Vrabel. Eventually the whistleblower won his case and was returned to pay scale and the Department, although not in a leadership role.

- *How have you developed, trained and nurtured staff skills.*

Although it sometimes increased the risk of staff leaving, training was very important to Mr. Vrabel and he included as much as possible in his budgets to insure staff had what was needed to perform jobs well. He preferred trained employees he could trust to perform jobs well and consequently sent them to conferences and operational schools such as the snow symposium to learn how other airports performed and to bring back tips.

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- *Describe your experience with planning/managing capital projects.*

Capital projects were Mr. Vrabel's primary responsibility in Lansing, including:

- a two-phase taxiway / apron turning radius for wider airplanes for United Parcel Service (UPS);
 - a General Aviation (GA) runway overlay (seal);
 - replacement of five (of seven) taxi lanes to the T hangars; and
 - installation of supplemental end cones and tetrahedron repair.
- He was the first person to apply for discretionary FAA funds, which were used for apron expansion and cargo ramps.

- *Please respond to the statement: MVY Airport connects tourists to the Island and residents to off-Island locations, but Island residents prefer not to expand the Airport.*

Mr. Vrabel understood and respected what the community wanted. Unless the runways were significantly lengthened, the Airport would maintain its status. Mr. Vrabel might work on additional peak season and year round service for residents but not larger planes. As previously mentioned he would look at better customer service, but he considered that to be facility improvement and maintenance, not expansion—an important language distinction.

- *Share your budgeting and finance experience including strategic initiatives for an organization's financial health.*

Mr. Vrabel had been involved in budgeting in all the phases of his career:

- monitoring the budget in Albany;
- building and managing the budget with Air Tran, including profitability;
- managing/controlling expenses (rather than income) at Dayton;
- developing property and non-aviation revenue in Cleveland
- most of his funding work was in Lansing. For example, the Director was looking to sell the GA Airport, which was operating at a \$60,000 annual shortfall. When the Director retired Mr. Vrabel took a different tack and tried to develop revenue through business development, including a flight school, which also generated fuel sale increases. The business expanded to aviation mechanics, paint, and 141 flight school with FAA computer testing. This generated a soaring plane flight school. The GA hangars were now at 100% capacity, and the Airport should break even this year or make a small profit for the first time in a decade.

- *Describe aspects of a winning culture for staff and tenants.*

A winning culture would be where everybody was on the same team working towards the same goal. One goal would be to get everyone at the Airport involved in community service such as Habitat for Humanity or festivals, etc. It was also a goal to bring the community to the Airport to showcase what it provided in terms of jobs, economic impact, etc. Most people experienced an airport in transit but could be educated on fire trucks, snowplows, control tower tours, etc.

- *Describe your experience bringing new businesses to the MVY Business Park.*

This was one of the hardest tasks depending on level of available space. Lease rates were very important given FAA regulation on Fair Market Value (FMV) but there were always incentives that could be offered. This was a unique Business Park that could be expanded, with more outreach and marketing meetings especially for companies with multiple locations. He had expected more through traffic even in the slow season.

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- *Have you ever had experience for FAA non-aeronautical release to RFP.*

1) Mr. Vrabel was instrumental in the non-aviation release of a hangar that had become a family storage unit. He facilitated an agreement with a business re-selling luxury automobiles left by Michigan State University Chinese students when they returned to China (the business would also advance its owner's U.S. citizenship application). However there was a conflict with the sublease/lease renewal terms, so Mr. Vrabel requested a five-year temporary release from the FAA, which process took almost a year.

2) In another instance the FAA had given the Airport an old, unheated, Automated Flight Service Station building. After extensive search for tenants, Mr. Vrabel facilitated its transfer to a good Airport tenant, the New York State Police Special Operations canine unit. The release to non-aeronautical use took 14-16 months, and the chief obstacle was explaining to the appraiser that the FAA needed a specific FMV and not a range based on building status. The RFP was just getting published as Mr. Vrabel was leaving Lansing.

• *Describe your experience with FAA including Part 139, TSA including 1542 as well as PFAS.*

Mr. Vrabel loved working with the FAA Part 139 certification inspectors, as a great learning experience, which could then be followed in his other Airport inspections.

- He found TSA to be less collaborative than FAA who always gave remediation recommendations or solutions. When TSA was new in Dayton there was more collaboration, but in Cleveland he had to push collaboration, by asking about other airport solutions and suggestions. For example on his first day there was a civil penalty on his desk from poor filing systems and recordkeeping, which he rectified promptly. He re-wrote the security plan and improved relations with TSA.

- Michigan was one of the first States to take the initiative on PFAS, particularly around its federal Air Force bases. The airports had changed to the newer style foam, which was then found to also be a problem—research showed PFAS only used for annual testing and no Lansing aquifer contamination; other Michigan airports were less lucky. Michigan immediately set a 70ppt threshold, but it further standards were up to the Environmental Protection Agency (EPA) and the FAA. As a common product used in many household items, PFAS was ubiquitous and there were still many unknowns. He considered MVY Airport actions to be good.

• *How do you stay abreast of industry issues?*

Mr. Vrabel participated in AAAE, and ACI national conferences, to be informed of industry trends and other airports. He subscribed to many aviation publications and daily email newsletters.

• *Share your experience working with stakeholders, government officials, and being a spokesperson.*

Mr. Vrabel had already discussed some of this in his work with Air Trans in Lansing, even accepting an award for a tenant that split atoms to create and ship isotopes. He had no problem being the spokesman for the airport as he could always say something positive.

• *Do you have any questions or things to share with us?*

• Mr. Vrabel could see from the Master Plan that there was no need or desire to extend the runways but he asked the MVAC what they would like to see change at the Airport.

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- Mr. Rosenbaum cited Mr. Vrabel's former answer on relieving Terminal congestion, and emphasized efficiency rather than expansion.
- Mr. Knabel noted maintenance issues and financial management, including for capital projects. He considered that improving customer experience would have a large price tag.
- Mr. Ogilvie mentioned the high priority wastewater treatment plant problems, and the further release of land, since, unlike other airports, MVY had a lot of potential tenants waiting in line for Business Park lots.
- Ms. Richart had instituted many good changes, but Mr Vrabel asked what he could do better.
- Mr. Rosenbaum quoted Ms. Richart's declaration that when she came the Airport was drastically underwater, more than could be solved in three years, and although there had been a lot of progress there was still a lot to be done. Mr. Rosenbaum's top priority was financial issues.
- Mr. Vrabel read in the Friday Vineyard Gazette that the MVAC had not been successful in hiring a comptroller. Mr. Rosenbaum reported that an offer was accepted on Saturday.
- Thanks were exchanged, the MVAC wished him safe travels and Mr. Vrabel left the meeting.
- **MR. PETER WHARTON MOVED TO RECESS THE MEETING FOR LUNCH AT 12:15PM; MR. BARNES SECONDED: MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **THE MEETING RECONVENED AT 1:02PM.**

The MVAC welcomed **Ms. Cindi Martin**. The Commissioners introduced themselves. Mr. Rosenbaum explained there was a 60 minute timeframe for 17 questions. In order to facilitate matter he would ask the questions however the questions came from the entire MVAC.

• *Why does your background prepare you to be MVY Airport Director?*

Ms. Martin had been in the business for 30 years mostly at small airports, and in fact grew up in an aviation environment through her father's involvement as an air traffic controller in Vietnam. The family was very community minded. She had done every job at the airport, mowing grass, catching banners, changing airfield light bulbs, greeting commercial and GA customers and so understood:

- the flavor of groundwork;
- planning and maintaining buildings and staff to support customers;
- as well as the big item: making certain the Airport made enough money to keep the lights burning, pay the staff and put a little way for larger projects.

• *Share what you most enjoy and find most challenging about leadership.*

The most important thing was making certain you love what you do. Whenever there were people involved from customers to staff there were challenges that were best solved by clear communications on the job at hand, and relations with the staff and community. The key was understanding what was happening at even the lowest levels in the community and the Airport.

• *How do you intend to adapt to the Martha's Vineyard community?*

Ms. Martin was an "Air Force brat" and then on top of her job, she married a Navy man, all of which kept her moving constantly. A large part of assimilating into a community was activism; she was a Rotarian and volunteer on many levels: food banks, animal rescuer, Chamber of Commerce, local charities, etc.

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- *Demonstrate an example of sensitivity to community concerns.*

Ms. Martin had many examples the most recent being in Kalispell, Montana Glacier Park, a similar resort community to MV, where she had to coordinate a runway project requiring a 12 day shutdown during a very short construction window, which was also the short peak tourist season. She began community outreach and explanation within a week of being hired, 36 months before the start of the project, talking to every community in the fractured area, speaking to chambers of commerce, rotaries, and service groups. In the course of fine-tuning the plan and outreach, a community sharing meeting was formed that had since become an airport support and funding group.

- When Ms. Martin was Executive Assistant to the Panama City, Florida Airport Director a proposed runway extension into the pristine St. Andrews Bay, would destroy acres of sea grass bed shellfish nurseries. The Airport was sensitive that although mitigation looked good on paper, it would not have replaced the eco-system. The only viable option was to build another airport—which had its own environmental and financial impacts. A private owner traded forest land for the Airport waterfront property. This was a controversial project that took eight years of discussion and two years to construct, at which point it was already too small for the traffic, but was now a thriving airport.

- *Discuss maintaining good relations with the Martha's Vineyard Airport Commission including their requests, services and projects.*

Ms. Martin typically communicated with the Chairman on a regular basis and asked that all airport business be channeled through the Chair in order to keep it within the sunshine laws and correct format. She communicated regularly on issues or unexpected events through emails to the Chair and the Board. The Board was immediately informed of any incident or accident. She probably communicated a little more than most people liked, but had never been told to stop. She never wanted the Board to be surprised by an outside call about the Airport.

- *What do you think are the top priorities for the Martha's Vineyard Airport.*

On a 30,000 ft. perspective, the issues that stood out were aging infrastructure as well as capacity issues that needed attention, on top of the good work Ms. Richart had done. The other was making certain that the books balanced, cost centers were identified and every penny accounted for coming from and going to the Airport.

- *Describe how you dealt with a serious controversy and its outcome.*

Ms. Martin had two examples from when she was Airport Director at Stafford, Virginia.

1) Construction disrupted 7,000,000 cu. yds. of earth and cut into a vein of sulfa acidic soil that made the ground completely barren. Virginia Tech had success with Class B Sludge, and the Airport acquired and mixed (at the correct ratio) a large amount of sludge, so that vegetation (but not wildlife) began to grow. The offensive smell lasted about a year especially in the humid spring and summer and the Airport worked hard with its neighbors explaining the reasons and process, and in the end some neighbors even tilled the sludge into their own fields.

2) This Airport in the vicinity of the Pentagon opened three months after 9/11 so it was very difficult to convince people it was not a security risk and would not attract terrorists. Community relations came down to constant communications. Some sold their houses and moved away,

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others agreed to disagree, and Ms. Martin still kept in contact with many when she visited. The best she could do was make sure everyone understand what was going on, understanding that she could not make everyone happy.

- *How have you developed, trained and nurtured staff skills.*

Ms. Martin believed in giving staff the tools and training and then getting out of the way so they could do their jobs. Training was available on the job as well as through AAAE and ACI. She worked with double training and a buddy system to insure “heir-apparency”, i.e. that someone could fill in if someone was sick or on vacation.

- *Was there any follow up to the training?*

- At Glacier the staff department heads met every morning to discuss what they were doing, where they were on the list, what was working and what was not, etc. Ms. Martin established a routine to address needs and staff knew where she was if they needed her. She was also an extra pair of hands. Certainly she followed up to make sure the job done. She was part of the team effort, understanding and supporting all the moving parts.

- *Describe your experience with planning/managing capital projects.*

Managing and planning capital projects was great fun. Ms. Martin liked to keep a 13 year Capital Improvement Plan (CIP), building a road map wish list as Mylar overlay of the Airport Layout Plan (ALP); moving projects strategically to wait for or take advantage of FAA and State funding.

- *Please respond to the statement: MVY Airport connects tourists to the Island and residents to off-Island locations, but Island residents prefer not to expand the Airport.*

Ms. Martin understood completely that most people want to close the door after moving to a community and that most places are finite. The airline industry was shifting, for example regional jets were fading, and the changes might place new demands on the facility, as commercial carriers would not come to the Island without cash-seat-miles profit. The Airport needed to serve the community and it was important it be efficient and well maintained as it was often the first and last impression visitors had of the Island.

- *Share your budgeting and finance experience including strategic initiatives for an organization's financial health.*

Ms. Martin acknowledged she was perhaps overly particular about finances, insisting on knowing where every penny came from and went to, identifying all financial leaks, looking hard at operations, cost centers, revenue centers, maybe changing personnel positions for department efficiencies. For example at Kalispell she installed LED lights, found air leaks, and put the boiler on a timer to reduce utility costs. Her strategic plan came from this proactive, detailed approach to funding, having projects identified and ready for discretionary and entitlement grants.

- *Describe aspects of a winning culture for staff and tenants.*

Ms. Martin considered herself fairly easygoing, with a sense of humor, abundant communication skills, and steady consistency. Staff knew where to find her. She made certain all understood what was what, what their job was, as well as limitations. She checked in on a regular basis, and found it efficient to build a team through the morning staff meetings and by eating together.

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When building projects, everyone who ultimately had a part had a seat at the table, from the designers and construction crew to the maintenance staff. Although she wanted to hear complaints, it was not a complaint culture; the mantra was: what's working, what's not and what can be done to make it better.

• *Describe your experience bringing new businesses to the MVY Business Park.*

Casper, Wyoming was a boom-and-bust gas economy, so the business park was an easy sell, except that it was an old army base with asbestos everywhere, making it impossible to level and build. Ms. Martin worked closely with the Chamber of Commerce to make it developable, monitoring inventory, utilities, and flexibility to match tenant's needs, and then following up with advertising and leads.

- *Have you ever had experience for FAA non-aeronautical release to RFP.*

Kalespell Airport was all active-aviation-identified and the business park was just opening. They identified the wastewater treatment plant location and pad sites for tenants, some with and some without (water or road front) flexibility. However, the lots but not reach the RFP phase before Ms. Martin left. Casper Airport had an active business park, with a fairly straightforward rental process based on tenant businesses. However, in one example the rental car agencies requested a consolidated carwash facility. A suitable lot with easy road access was identified, and an RFP issued, to which the agencies were the only bidder. She could give other specific examples if the MVAC so desired.

• *Describe your experience with FAA including Part 139, TSA including 1542 as well as PFAS.*

- Ms. Martin spoke to legislators and FAA Airport District Officers (ADOs) regularly to let them know what was going on. In Montana, there were monthly regional conference calls on upcoming projects. Ms. Martin also referred to the long process of convincing the FAA to build a \$42,000,000 new Panama City, Fl. airport instead of a \$5,500,000 runway extension, working with everyone from on local State and Federal levels, including the Congressional Representative who was a segue to other important political contacts. It was Ms. Martin's Modus Operandi (MO) to start at low level and work up.

- Ms. Martin had a great relationship with both the local and Washington, DC TSA staff. However at Kalespell, with TSA central office encouragement, the Airport privatized the checkpoint to increase customer service control, since many first time flyers had complained about the slow and intimidating process. There was some ugly friction with the Transportation Safety Officers (TSOs) but Washington handled it well communicating the Officers were allowed to cross over. It was a long process, but it built good relations.

- As to Part 139 and 1542, a safe and secure airport was the Director's daily job 24/7/365; making certain the airfield was compliant, the grant assurances were in compliance, inspections were completed and any remediation prompt, whether notams, lights, personnel, etc. Most recently Ms. Martin drafted the electronic training module and Part 139 certification manual for five New York/New Jersey airports.

- As Ms. Richart put it. PFAS was a national issue that the entire country had to look at, not only in Aqueous Fire Fighting Foam (AFFF) but in household items, carpeting, clothing, etc. Ms. Martin had no personal experience in the matter but as it had been found in the water, the Airport had to be as good a neighbor as possible.

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- *Had any airport Ms. Martin worked at received a letter of investigation?* No
- *FAA grant assurance compliance was difficult for those not participating to understand as to how the Airport operated. Had Ms. Martin ever had to balance actions, say with FMV?*
Ms. Martin had never had an issue. She made sure manuals were written to insure compliance.

• *How do you stay abreast of industry issues?*

Ms. Martin read a lot, was involved on several committees with ACI and AAAE. She continued her education when available and requested department heads to do the same. For personal growth she enjoyed taking accounting and auditing classes and attending conferences.

• *Share your experience working with stakeholders, government officials, and being a spokesperson.*

Ms. Martin referred back to two previous examples, the Panama City airport noted above and the Stafford Virginia airport after 9/11 when the community was so upset. In Stafford, airport communications were kept as quiet as possible, not inviting television or press but talking directly to the public, hosting after hours events and keeping the community informed on small and large events, capital planning, giving local tours, and getting and giving information.

• *Do you have any questions or things to share with us?*

Ms. Martin had no questions at this time.

• Thanks were exchanged and Ms. Martin left the meeting.

• **MR. KNABEL MOVED TO RECESS THE MEETING AT 1:54PM; MR. OGILVIE SECONDED: MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **THE MEETING RECONVENED AT 2:04PM.**

IV. DISCUSSION OF INTERVIEWS AND POTENTIAL SELECTION OF FINAL CANDIDATE

The MVAC praised ADK Consulting for four very qualified candidates presenting a difficult choice. All the Commissioners spoke about various strengths, perspectives and skills.

• There was strong advocacy for Mr. Freeman in terms of hitting the ground running, compatibility, as well as extensive and detailed knowledge of the Airport, the Staff, the tenants, the customers, Part 139, the legislature, the Island, etc.

- Some drawbacks were: lack of more global experience, the resulting need for MVAC involvement, for example: finances, and the need to hire an Assistant Manager/replacement.

• Mr. Barnes advocated very strongly for Mr. Freeman, as someone he'd known since childhood and who knew the Island and every blade of grass at the Airport. He also felt that Mr. Charlton would fit in and stay on the Island.

• Ms. Zern agreed that Mr. Freeman was a very strong candidate.

• Mr. Rosenbaum emphasized the importance of strong management skills in staff positions and evaluations.

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- Mr. Knabel focused on all the candidates' community sensitivity and involvement.
- Experience with Part 139 was very important, which put Mr. Charlton at a disadvantage—along with only two years experience. However, the MVAC was very impressed with his enthusiasm, communication skills and community involvement.
- Chamber of Commerce Director Nancy Gardella and Commissioners were impressed with Mr. Charlton's and Ms. Martin's community interest and fit with the Island.
- Mr. Vrabel had long experience and a focus on customer service from curb to planeside. The MVAC also liked that he had served many sizes of airports, but were not sure if he understood or would be happy with the seasonal nature of MVY and the Island.
- All candidates had experience with business parks.
- Commissioners liked a number of Ms. Martin's leadership strengths:
 - ability to build a bench to reduce "hero management";
 - strong financial focus;
 - building two new airports;
 - ability to sell sludge during a Virginia summer.

There was some hesitation over hiring another Director like Ms. Richart, as well as over Ms. Martin's ability to negotiate the Island community.

- It was suggested the MVAC consider shifting focus from a permanent Director to a three year stepping stone interim, after which Mr. Freeman might have acquired valuable global experience.
- A straw poll anonymous ballot was held:
First Choice: 4-Cindi Martin, 2-Geoff Freeman,
Second Choice: 3-Geoff Freeman, 1-Cindi Martin, 1-Jemille Charlton, 1-Jonathan Vrabel
Third Choice: 1-Geoff Freeman, 1-Cindi Martin, 1-Jemille Charlton, 2-Jonathan Vrabel
Fourth Choice: 2-Jemille Charlton, 1-Jonathan Vrabel.

• **MR. BARNES RESIGNED HIS POSITION AS AIRPORT COMMISSIONER.** He stated it was not about not getting his way, but rather that he did not seem to be making any contribution. He'd gone as far as he could. He thanked the Commissioners, had fun working with them and wished they had gotten more done.

V. EXECUTIVE SESSION

An Executive Session Is Needed to Discuss Negotiations and Contract Terms for the Final Candidate

• **MR. KNABEL MOVED TO GO INTO EXECUTIVE SESSION 2:52PM, UNDER MASSACHUSETTS GENERAL LAW CHAPTER 30A SECTION 21 (a) (2) – TO CONDUCT A STRATEGY SESSION IN PREPARATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL AND/OR TO CONDUCT CONTRACT NEGOTIATIONS WITH NONUNION PERSONNEL – PARAMETERS OF CONTRACT AND NOT TO RECONVENE IN OPEN SESSION AND TO INVITE ADK EXECUTIVE SEARCH MR. ROD DINGER, AND RECORDER MARNI LIPKE TO BE PRESENT THROUGHOUT; MR. DON OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. WHARTON—AYE, MS. ZERN—AYE, MR. ROSENBAUM—AYE.**

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VI. CALL FOR MOTION TO ADJOURN

• MR. KNABEL MOVED TO ADJOURN THE MEETING AT 3:40PM; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS 0 ABSTENTIONS; MR. WHARTON—AYE, MR. KNABEL—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE.

Appendix A: Tasks

• MVAC terms: Mr. Barnes expires 2/2021, Mr. Michelson expires 2/2020

Appendix B: Documents on file:

- Agenda 4/15/19
- Sign-in Sheet 4/15/19
- MVY Airport, The Martha's Vineyard Airport Commission Invites Applications for Airport Director Martha's Vineyard Airport (MVY) Edgartown/West Tisbury, Massachusetts (51 p. not counting covers and blanks

Approved as amended 5/9/19

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

May 9, 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: Geoffrey Freeman - Acting Manager, Cindi Martin – Pending Director,
Denise Tawa – Assistant to Airport Management,
Joan Shemit - Financial Administrator, Edward Christoforo—Comptroller,
Kevin Brennan - Property Manager
Water/Wastewater – Mike Eldridge, Christina Colarusso,
Dukes County: John Cahill – Commissioner, Ann Metcalf – Treasurer;
Others: Matt O'Brien – McFarland Johnson, Ronald Myrick – Tetra Tech,
Marni Lipke – Recorder
Press: Lucas Thors – 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 2:01PM.

II. APPROVAL OF MEETING MINUTES

April 11, 2019 And April 15, 2019 Action

- **MR. RICHARD KNABEL MOVED TO APPROVE THE APRIL 11, 2019 MINUTES AS AMENDED; MS. KRISTIN ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. KNABEL MOVED TO APPROVE THE APRIL 15, 2019 MINUTES AS AMENDED; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

III. MARTHA'S VINEYARD AIRPORT COMMISSION MAKEUP AND COMMITTEES

- Chair Bob Rosenbaum thanked Assistant to Airport Management Denise Tawa for her support in setting up this meeting and for giving her office to the new Comptroller. Mr. Rosenbaum then introduced and welcomed Comptroller Edward Christoforo, and Airport Director Cindy Martin.
- The Dukes County Commission decided not to appoint any new Airport Commissioners until the regular January cycle, at which point there would be three seats up for appointment:
 - Mr. Richard Michelson's vacancy (see 4/11/19 Minutes p.1 #I) and Mr. Peter Wharton for three-year terms;
 - Mr. Trip Barnes' vacancy (see 4/15/19 Minutes p.17) for a one-year term.
- In the interim, Subcommittee membership was revised to avoid quorum issues;

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Outreach (unchanged) – Chair—Ms. Zern, Mr. Knabel;
Personnel (unchanged) – Chair—Mr. Ogilvie, Ms. Zern;
Land Use – Chair—Mr. Wharton, Mr. Ogilvie, Mr. Geoff Wheeler;
Finance – Chair—Mr. Knabel, Mr. Norm Werthwein, Mr. Wharton, Mr. Wheeler;

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

Approval of Amended Fiscal Year 2019 (FY19) Budget Action

The (unaudited) Budget was \$250,000 in deficit and would be submitted to Dukes County for approval. (~ \$200,000 was re-classified by the auditors into FY18 as accrued expenses—the Airport budget was on a cash-flow basis.)

- Airfield revenue was up ~ \$100,000.
- Terminal revenue was \$200,000 below projections, which had included an additional airline (see 5/23/18 Minutes p.2 #IV) that was not realized.
- The expenditure overage was largely due to the PFAS issue (see below: #IX).

• **MR. ROSENBAUM MOVED TO APPROVE THE MARTHA'S VINEYARD AIRPORT FISCAL YEAR 2019 SUPPLEMENTAL BUDGET; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

• May would be a difficult cash flow month (see 2/14/19 Minutes p.2 #III & below: p.3 #VII), however, fairly significant revenues including some arrears contributed to a positive cash flow. In June revenues increased and pressure eased.

• The MVAC would take up the FY20 Budget at its next meeting in time for it to go before the County Advisory Board (CAB) June 26th meeting and the Dukes County Commission July 3rd meeting. Mr. Rosenbaum thanked Ms. Tawa for compiling the FY19 Supplemental Budget from handwritten notes, as well as Ms. Martin, Financial Administrator Joan Shemit, Interim Manager Geoff Freeman, and County Treasurer Ann Metcalf for their work on the FY20 Budget.

V. LAND USE SUBCOMMITTEE REPORT (See documents on file & below: #VII.)

Receivables made significant progress and a new proposal would be presented at the next meeting. Ms. Martin was reviewing current Requests for Proposals (RFPs) and thanks went to Mr. Freeman.

Assign Business Park (BP) Lot #14 from Folino to Duckworth and Duff Action

This lease expired March 31, 2020 and included a 20-yr. option to renew, but it did not contract Airport fees for subtenants. In accordance with a Purchase and Sale (P & S) agreement, the request was to transfer the lease from Mr. Folino's brother, who held power of attorney since Mr. Folino's 2017 death, to long time MV Lot 14, LLC employees. In keeping with Land Use Subcommittee recommendation:

• **MR. OGILVIE MOVED TO AUTHORIZE ASSIGNMENT OF MV LOT 14, LLC LEASE TO MS. JACQUELINE DUCKWORTH AND MR. MARK DUFF; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

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Sprint/Crown Modification of Antenna

Action

This was Tower #1 of two cell towers on Airport land both operated by Crown/Castle. Without changing tower height or footprint the request was to add three new panel antennas for greater efficiency and coverage.

• MR. KNABEL MOVED TO APPROVE THE MODIFICATION; MS. ZERN SECONDED; ACTION WAS TABLED PENDING A REPORT FROM PROPERTY MANAGER KEVIN BRENNAN. MR. KNABEL AND MS. ZERN AGREED TO THE MODIFICATIONS BELOW.

• Later in the meeting Mr. Brennan explained the lease had been misfiled and was recently found. It expired March 31, 2015 and the five-year extension to March 31, 2020 was never executed. Sprint/Crown Castle were model tenants always paying on time and in compliance. The Airport discussed tabling the motion versus the construction timeframe.

• **MR. WHARTON MOVED THAT, PENDING THE EXECUTION OF A RENEGOTIATED LEASE AND/OR LEASE EXTENSION, THE MODIFICATION OF THE SPRINT PCS/CROWN CASTLE ANTENNA BE APPROVED WITH THE FOLLOWING CONDITIONS:**

- BECAUSE A CRANE IS REQUIRED FOR THIS WORK, THE LESSEE MUST SUBMIT FAA FORM 7460-1 FOR BOTH THE TOWER AND THE CONSTRUCTION (CRANE) AND RECEIVE A FINDING OF “NO HAZARD TO AERONAUTICAL NAVIGATION” WITH NO CHANGES TO APPROACHES,

- AIRPORT DIRECTOR 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 AT&T INCLUDING TOWN OF EDGARTOWN, MARTHA’S VINEYARD COMMISSION, AND OTHERS,

- THIS APPROVAL IS INVALID IF CONSTRUCTION DOES NOT BEGIN WITHIN 180 DAYS OF APPROVAL.

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

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

The Collings Foundation event was moving ahead for September but dates were not yet finalized. Arrangements should be made through Mr. Freeman and filed with Mass. Dept of Transportation Division of Aeronautics (MassDOT-Aeronautics).

MVAC Aviation Scholarship Fund

Action

• The Permanent Endowment was chosen as the best vehicle for the MVAC Aviation Scholarship (see documents on file) for students, adults and staff. This was a hybrid fund (both Permanent Endowment and outside agencies) with a current balance of \$1,500. It would be posted on the Permanent Endowment website for direct donations, with MVY Airport website and other social media links. Ms. Zern was recruiting a governing committee. The Airport and Commissioners could participate in the Permanent Endowment Friday, June 7th event at the Tabernacle.

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- The MVAC discussed scholarship mechanisms that would not deduct the scholarship from any other potential candidate aid.
- **MR. KNABEL MOVED TO APPROVE THE FUND AGREEMENT FOR THE MVAC AVIATION SCHOLARSHIP FUND WITH THE PERMANENT ENDOWMENT FOR MARTHA'S VINEYARD; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

MY Youth and South Mountain were in process of establishing a workforce fund for: aviation, building trades, cosmetology, automotive, maritime, culinary arts, landscaping, etc. Last year the fund gave out \$95,000 to 19 applicants. Funds were raised by soliciting business partners for \$1,000 for a four-year term. Ms. Zern suggested this might be a MVY Airport Business Park tenant donation opportunity. There was a discussion clarifying the two scholarship funds with a view to expanding one fund rather than having two separate entities.

VII. MEMORANDUM OF UNDERSTANDING (MOU) WITH COUNTY RE: SHORT TERM BORROWING (See documents on file.) Action

It was hoped that there would be no need to use the funds (see above p.2 #IV).

- **MR. WHARTON MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF DUKES COUNTY (COUNTY) AND THE MARTHA'S VINEYARD AIRPORT COMMISSION (MVAC) REGARDING INTER-FUND BORROWING; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

VIII. MCFARLAND JOHNSON UPDATE (See documents on file.)

- The well and wellhouse would be decommissioned and completed by May 31st. This would allow further MV Airport Business Park (MVABP) land release.
- Runway 6/24 resurfacing was going well, and should meet or precede the May 15, 2019 the first JetBlue flight of the season. Engineer Matt O'Brien reviewed the unique start date and extended construction timeline, which resulted in a modification request including:

- savings on the residential engineer labor costs, and
- added testing-subcontractor costs due to slower Martha's Vineyard paving output.

The modification was for expenses to date and projections for completion. It was Federal Aviation Administration (FAA) reimbursement eligible, with local share at about \$8,000. The majority of the funds would be billed in FY19. The entire project, including this modification was \$40,000 under budget.

- **MR. KNABEL MOVED TO APPROVE THE MCFARLAND JOHNSON CONTRACT ON RUNWAY 6/24 AND SHOULDERS MODIFICATION #1 AS PROPOSED AT \$174,352; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- The MVAC highly commended everyone for bringing in a \$12,000,000 project on schedule below budget with a minimum of Airport operation disruption.

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- FAA gave conditional approval pending the amended map (already sent) so that all MVABP current lots were officially released and in compliance, along with the new lots as discussed (see Minutes: 9/13/18 p.2 & 10/11/18 p.3 #VI). Additional lots were deemed critical habitat, and McFarland Johnson was negotiating with Natural Heritage/Endangered Species on possible \$80,000 mitigation fees re: Lots 34 and 38.
- The MVAC spoke to Oak Bluffs Water District Operator Kevin Johnson on a possible well in the Northeast corner. Mr. O'Brien explained the project would involve, a structure, fair market value for water resourcing, well restrictions, environmental impact of piping and infrastructure, Variable Omni-directional Range (VOR) restrictions, etc. In addition there was a possible alternative to extend Edgartown water, which might align with the PFAS issue. The matter had merit and would be considered.
- Two grant applications were submitted to the FAA on May 1st, in keeping with the five-year Capital Improvement Plan.
 - The ARFF truck (see 3/14/19 Minutes p.4 #VII) was ordered to replace current non-functioning equipment and was slated to be delivered in September, when the FAA grant should be available.
 - The Obstruction and Traffic Study (see 4/11/19 Minutes p.2) was in the planning stages. Some obstruction was expected on both runways. The traffic study would focus on the Entrance and West Tisbury Roads intersection, and the Barnes and Vineyard Haven/Edgartown Roads intersection. After consultation with the Subcommittees the Study would be scheduled after July 4th or in August.

IX. TETRA TECH PROJECTS UPDATE

Polyfluoroalkyl Substances (PFAS) Project

(See Minutes: 12/13/18 p.2-4 #III & 1/16/19 p.3-4 #IV & 2/14/19 p.5 #VII.)

- Massachusetts had set draft standards (in public comment and discussion) at 20 parts per trillion (ppt.) on six PFAS compounds. Due to Tetra Tech and MVY Airport proactive work this should not have a significant impact on the project.
- Tetra Tech sampled 151 private wells of which 5 were above 1,300 ppt. 14 above 70 ppt. and 16 between 20 and 70 ppt. Sampling was ongoing with 17 awaiting results and 40 pending—most of which were not in the critical path, now fairly well bracketed.
- Following surveys of residents, 33 point of entry treatment systems were installed. The systems were functioning effectively and Tetra Tech estimated about 10 more might be needed. Systems would be monitored quarterly, biannually or annually depending on the PFAS concentration.
- Monitoring wells were dug near the Martha's Vineyard Boatyard lot, which showed very low concentrations, and additional monitoring wells of various depths on the private lots showing high concentrations. Preliminary results showed the plume to be shallow near the Airport and then moving deeper as it flowed away.
- The MVAC asked about:
 - other common PFAS sources;
 - steady nature of ppt. levels in sampling;
 - continued toxicity research on effects on humans;
 - rainwater impact on concentrations.

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Old Navy Dump Site Cleanup

The Navy transferred the Airport to Dukes County in 1959 and it was determined that solid waste disposal ceased before 1971, allowing Tetra Tech investigation rather than Massachusetts Dept. of Environmental Protection (DEP). About an acre was identified with large metallic objects, pipes, wiring, asphalt, etc. with minimal impact on groundwater. Next steps were:

- understand what was present through test pits,
- separating new materials and proper storage;
- excavation and off site disposal,
- mining for recyclables,
- landfill cap construction;
- McFarland could then move forward with land release of the adjoining 15 acres pending Mr. Brennan's research on lease lines and how the Navy Dump cleanup was mandated and managed.
- Tetra Tech submitted a proposal for \$65,000 for May and June required tasks (assess homes, install and monitor treatment systems). Further mitigation to capture and remediate the PFAS plume was a future issue pending State mandates.
- The proposal was copied for MVAC members and reviewed later in the meeting. The MVAC discussed cash flow timing and implications for the audit. Culligan and Island Source bills would go directly to the Airport.
- **MR. OGILVIE MOVED TO AUTHORIZE A CONTRACT CHANGE WITH TETRA TECH FOR \$65,000 FOR THE CONTINUED AQUEOUS FIRE FIGHTING FOAM (AFFF) ENVIRONMENTAL ASSESSMENT AND TREATMENT PROJECT; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

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

Issues with the ultraviolet (UV) disinfection system due to blue dye from the carwash were resolved. It was hoped a chain would last until the plant upgrade, (replacement cost \$3,000). The effluent bed was cleared of vegetation to keep it aerobic.

- Electrical room cables were replaced. A photo showed the difficult access to all the equipment in the Terminal ceiling. Screens were installed on the louvers. Inspections (building, fire, treatment plant, etc.) were all up to date.

XI. INTERIM MANAGER REPORT

- Mr. Freeman reported that today was the last day of Runway 6/24 asphalt paving. Other work was for shoulders, painting, loam, lighting re-installation and removal of snow fencing. The haul route was being removed, re-soiled and re-seeded. State grant money would pay for taxiway painting. It was hoped the project would open for visual landings a couple days early, after which the FAA would run tests. Thanks went to all for their hard work and to the neighborhood for their patience with heavy construction traffic and odors.
- Part 139 FAA Inspection was scheduled for May 29th (see below: Tasks) and a Comprehensive Transportation Safety Administration (TSA) inspection in June.

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
May 9, 2019

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XII. CHAIR'S REPORT – Nothing to report.

XIII. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

XIV. PUBLIC COMMENT - None

XV. EXECUTIVE SESSION

An Executive Session Is Needed to Discuss Negotiations and Contract Terms for the New Airport Director and Financial Comptroller

• **MS. ZERN MOVED TO GO INTO EXECUTIVE SESSION 4:02PM, UNDER MASSACHUSETTS GENERAL LAW CHAPTER 30A SECTION 21 (a) (2) – TO CONDUCT A STRATEGY SESSION IN PREPARATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL AND/OR TO CONDUCT CONTRACT NEGOTIATIONS WITH NONUNION PERSONNEL – PARAMETERS OF CONTRACT AND TO RECONVENE IN OPEN SESSION AND TO INVITE MS. CINDI MARTIN TO BE PRESENT FOR THE INITIAL PART OF THE SESSION, AND RECORDER MARNI LIPKE TO BE PRESENT THROUGHOUT; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. WHARTON—AYE, MS. ZERN—AYE, MR. ROSENBAUM—AYE.**

There was a break while the room was cleared and the session convened at 4:13PM.

• **MR. KNABEL MOVED TO RETURN TO OPEN SESSION AT 5:02PM; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS 0 ABSTENTIONS; MR. WHARTON—AYE, MR. KNABEL—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE.**

XVI. NEW AIRPORT DIRECTOR AND FINANCIAL COMPTROLLER CONTRACT

• **MR. OGILVIE MOVED TO APPROVE THE MARTHA'S VINEYARD AIRPORT COMPTROLLER CONTRACT AS AMENDED AND DISCUSSED; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **MR. KNABEL MOVED TO APPROVE THE MARTHA'S VINEYARD AIRPORT DIRECTOR CONTRACT; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

The Airport Director contract was signed and the MVAC welcomed and applauded Ms. Martin.

XVII. CONFIRMATION OF NEXT MEETINGS:

- Outreach Subcommittee - 3:30PM, Thursday, June 6, 2019
- Land Use Subcommittee - 5:00PM, Thursday, June 6, 2019
- Finance Subcommittee - 3:30PM, Friday June 7, 2019
- **MVAC - 2:00PM, Thursday, June 13, 2019**

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XVIII. CALL FOR MOTION TO ADJOURN

• MR. OGILVIE MOVED TO ADJOURN AT 5:06PM; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY.

Appendix A: Tasks

- Staff – file FAA paperwork releasing MVABP lots.
- All – suggest possible scholarship governing committee members or fund donors.
- Ms. Zern – pass all Collings Foundation plans to Mr. Freeman.
- Mr. Freeman – inform MVAC of Part 139 briefing times.

Appendix B: Documents on file:

- Agenda 5/9/19
- Sign-in Sheet 5/9/19
- MVAC April 11, 2019 Meeting Draft Minutes (7 p.)
- MVAC April 15, 2019 Meeting Draft Minutes (18 p.)
- FY19 Amended Budget
- FY19 (Unaudited) – MVY All Cost Centers, Prepared by Ann Metcalf 3/9/2019
- FY19 (Unaudited) – MVY All Cost Centers, Prepared by Ann Metcalf 3/31/2019
- Operating Account
- Myrick/Tetra Tech letter re: Environmental Services Proposal, Massachusetts Contingency Plan Services for RTN 4-27571: May to June 2019, Martha's Vineyard Airport, West Tisbury and Edgartown , Massachusetts (10 p.) 4/24/19
- MV Airport Staff Summary re: Request to Assign BP14 Lease From Folino to Duckworth and Duff 5/3/19
- MV Airport Staff Summary re: Sprint/Crown Castle Request to Modify Antenna 5/2/19
- Permanent Endowment for Martha's Vineyard, MVAC Aviation Scholarship Fund (2 p.)
- Memorandum of Understanding Between The County of Dukes County (County) and The Martha's Vineyard Airport Commission (MVAC) Regarding Inter-Fund Borrowing
- Memorandum of Understanding Between The County of Dukes County (County) and The Martha's Vineyard Airport Commission (MVAC) Regarding Inter-Fund Borrowing
- MV Airport Water, Wastewater, and Facilities Departments April 2019 (2 p.) 5/7/19
- Modification #1 to Project Contract Reconstruct Runway 6/24 and Shoulders; Install New No-Taxi Apron Islands and Electrical Improvements Work Order 11A & 11B, Martha's Vineyard Airport

Approved as amended 6/13/19

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

June 13, 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,
Water/Wastewater – Mike Eldridge, Edward Christoforo—Comptroller,
Kevin Brennan - Property Manager
Dukes County: John Cahill – Commissioner, Ann Metcalf* – Acting Treasurer;
Others: Matt O’Brien – McFarland Johnson,
Ashley Cawley* by phone – Fennick McCredie Architecture,
Geoff Wheeler Finance Committee,
David Mackey* - Anderson Krieger Airport Counsel by phone
Adam Epstein* – MV Concert Series, Jeff Kristal* - Tisbury Selectmen
Jack McGroarty* - True North
Marni Lipke* – Recorder
Press: Lucas Thors – 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 2:04PM. Chair Bob Rosenbaum thanked Assistant Airport Manager Geoffrey Freeman for all his work as Interim Manager and welcomed new Airport Director Cindi Martin.

II. APPROVAL OF MEETING MINUTES, MAY 9, 2019 Action

• MR. RICHARD KNABEL MOVED TO APPROVE THE MAY 9, 2019 MINUTES AS AMENDED; MS. KRISTIN ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

III. REQUEST FROM BEACH ROAD WEEKEND MUSICAL FESTIVAL – LOT C PARKING RENTAL Action
(See documents on file.)

Mr. Freeman met with the Festival producers for August 9th-11th weekend and determined the optimal location would be Lot C, an unpaved rental car lot that would be fairly vacant. Beach Road Weekend committed to:

- shuttle buses,
- lighting—generators would be needed as there was no power source,
- trash cleanup,
- attendants to: direct traffic (Festival hangtags on all vehicles purchasing parking), direct parking, and for security.

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Other Airport lots could be blocked off. Mr. Adam Epstein requested time to calculate car numbers and arrange for generator(s), before committing to final payment/car counts.

IT WAS THE GENERAL CONSENSUS THAT BEACH ROAD WEEKEND FESTIVAL WOULD SUBMIT A \$10,000 ADMINISTRATION FEE AND PROOF OF INSURANCE AT THE JULY 11, 2019 MVAC MEETING.

• MS. ZERN MOVED TO AFFIRM MARTHA'S VINEYARD AIRPORT COMMISSION SUPPORT FOR MOVING FORWARD WITH THE BEACH ROAD WEEKEND PARKING PROPOSAL AS OUTLINED; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

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

• State Representative Dylan Fernandes and Senator Julian Cyr reported that the \$1,270,000 borrowing was about to come out of Committee and should be voted post haste before being submitted for the Governor's signature—with a possible result by the end of the month (see 2/14/19 Minutes p.1 #III).

A. Massachusetts Environmental Protection Agency/National Environmental Protection Agency (MEPA/NEPA) Federal Anticipation Note (FAN) Rollover Action

Final \$160,000 payment on the \$420,000 FAN was due the end of June but the project would not be completed until May 2020.

MR. KNABEL MOVED TO ROLLOVER THE MEPA/NEPA FEDERAL ANTICIPATION NOTE AT \$260,000 WITH A FRIENDLY AMENDMENT FOR NOTE DURATION OF TWELVE (12) MONTHS TO JUNE 30, 2020; MR. PETER WHARTON SECONDED; AMENDED MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

- The Fiscal Year 2020 (FY20) Budget was in progress with accurate numbers. The submission date was extended to July to allow Ms. Martin to familiarize herself with Airport finances.
- FY19 cash flows projections were accurate and Airport status better than estimated. No borrowing from Dukes County was anticipated.
- Impending deadlines were (see below):
 - Wastewater Treatment Plant upgrades – October 2019 and
 - preliminary Terminal renovation planning in September 2019.
- Later in the meeting the MVAC thanked the Airport and Dukes County financial staff and Finance Committee for yeoman's work.

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

A. Request of Mr. Catt and Mr. Clancy to Have Bunbun, LLC Assume the Lease for Business Park Lot #34 (BP34) Action

B. Review Preliminary Application for Tenancy BP34 by Bunbun, LLC for Use as Warehouse Action

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C. Review Complete Application for Tenancy BP34 by Bunbun, LLC Action

- All documentation having been received, Lot #34 lease could be assigned to Mr. James Eddy of Bunbun, LLC, who had brought it up to current payment. Mr. Eddy submitted both preliminary and completed application plans to build a raw warehouse:
 - 5,000 sq. ft. first floor footprint (below the Development of Regional Impact (DRI) 8,000 sq. ft. limit) with a 2,500 sq. ft. loft;
 - two restrooms, exterior stairs, interior elevator;
 - to be used to store tables, tents, chairs, etc. for Big Sky (his other company);
 - two entrances/curb cuts, a hard scrabble lot for truck parking, and a shingled roadside front.
 - Mr. Eddy understood that he was subject to Edgartown Zoning permits/regulation, Dept. of Environmental Protection (DEP) code compliance, Federal Aviation Administration (FAA) regulation compliance, etc.
 - The MVAC was pleased to have the property move from vacant arrears to productive revenue. In keeping with Land Use Subcommittee recommendation,
 - **MR. WHARTON AND MR. OGILVIE MOVED TO:**
 - **APPROVE THE REQUEST BY MR. CATT AND MR. CLANCY TO ASSIGN THE MASTER LEASE FOR MARTHA'S VINEYARD AIRPORT BUSINESS PARK LOT 34 (BP34) TO BUNBUN, LLC AND TO REMOVE MR. CATT AND MR. CLANCY AS PARTIES ON THE LEASE WITH CONDITIONS AS FOLLOW:**
 - ° **ANY STOCKHOLDER/MANAGER CHANGE(S) FOR BUNBUN, LLC REQUIRES THE PRIOR WRITTEN PERMISSION OF THE MARTHA'S VINEYARD AIRPORT COMMISSION;**
 - **APPROVE FOR FURTHER REVIEW THE PROPOSAL FOR A WAREHOUSE ON BP34 AS IT MEETS MINIMUM APPLICATION STANDARDS AND ALL ADDITIONAL REQUIREMENTS SPECIFIED IN 7B AND IS NOT SUBJECT TO MARTHA'S VINEYARD COMMISSION (MVC) REVIEW AS A DEVELOPMENT OF REGIONAL IMPACT (DRI);**
 - **APPROVE THE SUBMITTED PLANS AS BASED ON THE INFORMATION IN THE APPLICATION WITH CONDITIONS AS FOLLOWS:**
 - ° **BUNBUN, LLC WILL OBTAIN APPROVAL AND PERMITS FROM ALL NECESSARY AUTHORITIES INCLUDING THE TOWN OF EDGARTOWN, MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) AND ANY OTHER WHICH MAY APPLY;**
- MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

D. Request of Crown Castle (FP36/Cell Tower #1) for First Amendment of lease for 5 Years Through March 31, 2020 Action

- Property Manager Kevin Brennan was able to clarify the complex status of the two cell towers.
- After multiple ownership changes Cellular Tower #1 at 34 Flight Path Rd. was currently owned by STC Six Co. The option to renew the lease (expiring March 31, 2015) had never been exercised. In keeping with Land Use Subcommittee recommendation,

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- **MS. ZERN MOVED TO APPROVE A FIVE (5) YEAR LEASE EXTENSION/ AMENDMENT FOR FP36/CELL TOWER NUMBER ONE THROUGH MARCH 31, 2020; MR. KNABEL AND MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

E. Request of Crown Castle (FP36/Cell Tower #1) Sublease Sprint PCS To Modify Equipment/Add Equipment to Tower Action

STC Six Co. sub-lessee Sprint requested modifications for additional capacity (and sub-tenants). Other cable and equipment would fit into the box at the antenna base, without footprint change. AT & T pulled the permits. FAA permission to use a crane during construction was received on May 1, 2019. In keeping with Land Use Subcommittee recommendation,

- **MR. KNABEL MOVED TO APPROVE SPRINT SPECTRUM L.P. REQUEST TO MODIFY THE ANTENNA OF FP36/CELL TOWER # ONE WITH THE FOLLOWING CONDITIONS:**

- **BECAUSE A CRANE IS REQUIRED FOR THIS WORK, THE LESSEE MUST SUBMIT FEDERAL AVIATION ADMINISTRATION (FAA) FORM 7460-1 FOR BOTH THE TOWN AND THE CONSTRUCTION (CRANE) AND RECEIVE A FINDING FO “NO HAZARD TO AERONAUTICAL NAVIGATION” WITH NO CHANGES TO APPROACHES;**
- **AIRPORT MANAGEMENT WILL HAVE TH RIGHT TO STOP CONSTRUCTION IF THERE ARE ANY NEGATIVE IMPACTS TO AIR NAVIGATION OR TO THE SMOOTH OPERATION OF THE AIRPORT;**
- **ALL APPROVALS AND PERMIT REQUIRED MUST BE OBTAINED BY AT&T INCLUDING TOWN OF EDGARTOWN, MARTHA’S VINEYARD COMMISSION AND ANY OTHER WHICH MAY APPLY;**
- **THIS APPROVAL IS INVALID IF CONSTRUCTION DOES NOT BEGIN WITHIN 180 DAYS OF APPROVAL;**

- **MR. OGILVIE AND MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

F. Request of Crown Castle (AW31/Cell Tower #2) for Lease Amendment Through September 31, 2019 Action

• Crown Castle, which managed Sprint PCS Cell Tower #2 on Amelia Way, requested a six month extension to its lease which expired March 31, 2019. Crown Castle admitted to confusing the leases and Mr. Brennan was pursuing corrections to the automated Consumer Price Index (CPI) increases. The two towers were constructed at different times and had different rental rates. In keeping with Land Use Subcommittee recommendation,

- **MR. OGILVIE MOVED TO APPROVE A SIX (6) MONTH LEASE EXTENSION/ AMENDMENT FOR AW31/CELL TOWER # TWO THROUGH SEPTEMBER 30, 2019; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

• Since the two lease expirations were so close, the Land Use Subcommittee and staff considered it more efficient to appraise and release both Tower One and Tower Two Request for Proposals (RPPs) simultaneously. The Towers could be bid separately or together.

- The MVAC thanked Mr. Brennan for his hard work.

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XI. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR (See documents on file.)

Airport Road 17 True North Holdings requested the addition of a small enclosure for its outside ice machine. This would improve traffic flow and add to the inside footprint. The Land Use Subcommittee requested and True North applied for the requisite permitting from Edgartown. Full payment of all outstanding MVY Airport invoices was received June 11, 2019. In keeping with Land Use Subcommittee recommendation,

• **MR. OGILVIE MOVED TO APPROVE TRUE NORTH HOLDING REQUEST FOR CONSTRUCTION OF AN OUTSIDE SHED FOR THE ICE MACHINE WITH THE FOLLOWING CONDITIONS;**

- ENSURE THAT 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 RUNNING OF THE AIRPORT;

- ALL APPROVALS AND PERMIT REQUIRED MUST BE OBTAINED BY AT&T INCLUDING TOWN OF EDGARTOWN, MARTHA'S VINEYARD COMMISSION AND ANY OTHER WHICH MAY APPLY;

- 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.

VI. OUTREACH/PUBLIC RELATIONS (PR) SUBCOMMITTEE REPORT

• The Collings Foundation was coordinating with Mr. Freeman on a tentative timeframe between September 16th and 18th.

• Chair Bob Rosenbaum attended the award ceremony for the Martha's Vineyard Airport Commission Scholarship (see 5/9/19 Minutes p.3-4 #VI). Ms. Zern proposed Mr. Gary BenDavid, Mr. Peter Norton and Mr. Peter Rogers for the Scholarship Committee. They would be working on increasing the contributions, possibly with a summer or fall fundraising event. Mr. Rosenbaum noted the impressive amount of Martha's Vineyard Regional High School (MVRHS) scholarships.

VII. MCFARLAND JOHNSON UPDATE (See documents on file.)

• Current Treatment Facility Work Order #8 was on hold after the final estimate pending funding. The request was to close out Work Order #8 and shift any unfinished work into the next Work Order under eligible funding. Task 1 determined that an alternative method of waste breakdown should be implemented; Tasks 4 - 8B.2 ran under-budget for a total of \$53,788.05, so the request was to pay \$14,500 to AECOM and close out the Work Order at \$415,211.95.

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- Going forward to complete the Wastewater Facility upgrade, McFarland Johnson presented two options both with the Woodard & Curran State Revolving Fund (SRF) management and equal McFarland Johnson costs (bid process, construction administration, resident engineering, post construction administration):

- maintaining AECOM as a sub-consultant, or

- shifting the sub-consultant to Woodard & Curran showing substantial savings.

- AECOM was selected by previous MVY Airport engineering consultant Jacobs Engineers. And was continued in view of its historical knowledge, however this was a small project such a global corporation. Historical knowledge had now been transferred to Woodard & Curran who were recommended as being on a more appropriate scale and presenting significant savings. Costs were part of the entire \$3,500,000 project.

- **MR. OGILVIE MOVED TO APPROVE WASTEWATER TREATMENT FACILITY PHASE II PROCESS BUILDING CONSTRUCTION OPTION 2 WITH WOODARD & CURRAN; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- **MR. WHARTON MOVED TO APPROVE CLOSING OUT AND REDUCING WASTEWATER TREATMENT FACILITY WORK ORDER #8 TO \$415,211.95; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- The deadline for \$3,500,000 from the SRF was October 2019, requiring either acceptance or a new application—which might jeopardize funding. The Airport was reaching out about the possibility of extending it. The Wastewater Treatment Facility modification deadline was 2022, so October was a good starting point and any extension might affect other factors and timelines.

McFarland Johnson representative Mr. Matt O'Brien then moved on to the MEPA/NEPA Environmental Assessment and Impact Report (EA/EIR) followed by permitting and design of the projects on the Airport Master Plan. Projects were put before the public last November and modified according to comment and submitted to the MEPA office. Other Master Plan projects would be presented in July. May 2020 was a critical timeframe for the grant for permitting Runway 15/33 renovation.

- The discussion moved on to the Terminal, parking and access road renovation.

- The traffic study was now scheduled for July 23rd (see 5/9/19 Minutes p.5). Later in the meeting Mr. O'Brien reported the study had to be confirmed by July 2nd, and consequently,

- **MR. WHARTON MOVED TO AUTHORIZE:**

- **SPENDING FOR TRAFFIC DATA COLLECTION NOT TO EXCEED \$10,000, AND**

- **AIRPORT DIRECTOR CINDI MARTIN LEEWAY TO COORDINATE THE PROJECT;**

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

- FAA informally refused funding but a follow-up conference call was scheduled. Staff concerns and needs had been collected. In September the MVAC would review the final design draft, which would again be submitted for public comment, and then to the agencies for (hopefully) a finding of "No Environmental Impact". Today's meeting was to hear MVAC feedback about the direction of the project.

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- The Terminal goals and objectives included:
 - replacement of systems and renovation of structure including some building components;
 - addressing: airline offices, hold-room amenities and baggage claim space, as well as Transportation Safety Administration (TSA) security issues.
- Three approaches were presented. The MVAC emphasized community wishes not to expand the building footprint and asked that drawings showing such expansion be eliminated from the presentation to reduce any confusion by the public.
- Various alternative designs reconfigured the space (including some flexible walls, and a single gate) to give better queuing space in the summer, larger airline offices, consolidation of the TSA offices, two screening lanes, and a more accommodating hold-room with permanent restrooms. Baggage changes could include a semi-enclosed seasonal pavilion of inbound baggage and a larger non-mechanical slide covered against the weather. A small vestibule had to be added to the Terminal front to comply with energy code, but it also allowed for an open ticket and kiosk area (as well as a much-needed electrical closet expansion).
 - The MVAC explored north/south versus east/west queuing and passenger preparations for security screening, as well as maintenance costs. The Land Use Subcommittee preferred Option B. Next steps included cost estimation, code mandates, and sharing plans with other agencies. The Terminal project could be broken into components and moved forward or stopped as the space improved.

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

- The rainwater was pumped out of the underground storage tank in the playground, and the West Line Road incomplete sewer line.
- The five-year old chain was about to give out (replacement quote \$2,000).
- The Department checked the fire hydrants, and was working on the porto-potty plumbing.
- The Airport was considering installing charging stations for electric vehicles.
- A fuel farm transfer pump that was continually burning out was investigated and rectified.

IX. ASSISTANT AIRPORT MANAGER REPORT

May was extremely busy.

- Runway 6/24 opened May 13th and daily activity increased immediately. (There would be a brief night closing for grooving painting and for inspections.) JetBlue started service May 17th and Delta and American Airlines started last week.
- The primary fire truck returned from maintenance/upgrade and staff were retraining on it.
- The well house was gone and commendations went to John Clarke of Island Water for their critical participation.
- The Part 139 FAA inspection on May 29th-31st went very well. Two Commissioners attended the out-briefing and the letter of correction included a few housekeeping measures, many of which were already in process or completed.
- Staff was still in the planning stages of the full scale Obstructions Study (see 4/11/19 Minutes p.2). However, FAA requested some immediate effort on the primary (6/24) runway, so

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surveyors and the tree service would return for some trimming and removal—most trees were on Airport property but one was in the State Forest.

- There would be a TSA inspection June 17th-19th.

X. CHAIR'S REPORT

Chair Bob Rosenbaum confirmed steady improvement in his five MVY Airport FAA Part 139 out-briefings with this one as the best and commended staff for meticulous attention to detail.

XII. PUBLIC COMMENT - None

XIII. EXECUTIVE SESSION

To Discuss Strategy with Respect to the Litigation of the Award of the Lease for Airport Business park Lot #33 and Contract Negotiations for Union Personnel; 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 4:03PM, UNDER MASSACHUSETTS GENERAL LAW CHAPTER 30A SECTION 21 (a) (2) TO DISCUSS STRATEGY WITH RESPECT TO THE LITIGATION OF THE AWARD OF THE LEASE FOR AIRPORT BUSINESS PARK LOT #33 AND CONTRACT NEGOTIATIONS FOR WITH TEAMSTERS LOCAL #59; 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 AND TO RECONVENE IN OPEN SESSION AND TO INVITE AIRPORT DIRECTOR MS. CINDI MARTIN, AIRPORT ASSISTANT MANAGER MR. GEOFFREY FREEMAN, AIRPORT COUNSEL MR. DAVID MACKEY AND RECORDER MS. MARNI LIPKE 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. Mackey joined the meeting by phone and attested he was in a room alone with the door shut.

• **MR. OGILVIE MOVED TO RETURN TO OPEN SESSION AT 4:35PM; MS. ZERN 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.**

• **MR. WHARTON MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TEAMSTERS LOCAL 59 AND THE MARTHA'S VINEYARD AIRPORT AS DOCUMENTED; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS. (See documents on file & 4/11/19 Minutes p.3 #VII.)**

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XIV. CONFIRMATION OF NEXT MEETINGS:

- Land Use Subcommittee - 5:00PM, Tuesday, July 2, 2019
- Finance Subcommittee - 3:30PM, Tuesday July 9, 2019
- MVAC - 2:00PM, Thursday, July 11, 2019

XV. CALL FOR MOTION TO ADJOURN

- **MR. KNABEL MOVED TO ADJOURN AT 4:40PM; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY.**

Appendix A: Tasks

- Mr. O'Brien – eliminate Terminal expansion options from PowerPoint.

Appendix B: Documents on file:

- Agenda 6/13/19
- Sign-in Sheet 6/13/19
- MVAC MAY 9, 2019 Meeting Draft Minutes (8 p.)
- Beach Road Weekend (2 p.) 6/1/19
- Martha's Vineyard Airport Waste Water Treatment Facility Phase 1-HVAC and Process Design Work Order #8 – Close Out Summary
- Martha's Vineyard Airport Waste Water Treatment Facility Phase 1I-Process Building Construction Work Order #22 WWTF New Process Construction Support Services
- MV Airport Staff Summary re: Lot 34 Assignment Request – Bunbun LLC 6/7/19
- MV Airport Staff Summary re: BP34 – Bunbun LLC (Mr. James Eddy) Proposal for Warehouse – Preliminary Action (2 p.) 6/7/19
- MV Airport Staff Summary re: BP34 – Bunbun LLC (Mr. James Eddy) Proposal for Warehouse – Complete Application (2 p.) 6/7/19
- MV Airport Staff Summary re: FP36 – STC Six Company Request for Lease Amendment 6/7/19
- MV Airport Staff Summary re: FP36 STC Six Company Sprint Spectrum L.P. Request to Modify Antenna 6/7/19
- MV Airport Staff Summary re: AW31 – STC Six Company Request for 6-Month Lease Extension 6/7/19
- MV Airport Staff Summary reAR17 True North Holding, LLC Request to Construct Ice Machine Shed 6/11/19
- MVY Terminal Improvements Program and Plan Development PowerPoint (33 p.) 6/13/19
- MV Airport Water, Wastewater, and Facilities Departments May 2019 (2 p.) 6/13/19
- Procedure for Entering Executive Session on June 13, 2019
- Memorandum of Agreement Teamsters Local 59 and Martha's Vineyard Airport

Approved 7/11/19

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

July 11, 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, Christina Colarusso,
Dukes County: John Cahill – Commissioner,
Others: Ronald Myrick – Tetra Tech, Adam Epstein* – MV Concert Series,
Marni Lipke – Recorder
Press: Lucas Thors – 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 2:02PM. Chair Bob Rosenbaum expressed his and the MVAC's condolences on the death of Commissioner Kristin Zern's husband, Mr. Brook Zern.

II. APPROVAL OF MEETING MINUTES FROM FEBRUARY 16, 2019

• June 13, 2019 Action

• MR. RICHARD KNABEL MOVED TO APPROVE THE JUNE 13, 2019 MINUTES; MR. DON OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

• Executive Session May 9, 2019 Action

• Executive Session June 13, 2019 Action

• MR. PETER WHARTON MOVED TO APPROVE BUT NOT RELEASE THE MAY 9, 2019 EXECUTIVE SESSION MINUTES AND JUNE 13, 2019 EXECUTIVE SESSION MINUTES; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

III. FINANCE SUBCOMMITTEE REPORT

• The \$1,265,791 bond legislation passed the State: House, Senate and Governor's signature (see 10/11/18 Minutes p.4 #VIII & below: p. #IX).

• MR. KNABEL MOVED TO CONVEY A REQUEST TO THE DUKES COUNTY COMMISSION AND COUNTY ADVISORY BOARD TO APPROVE THE BOND AND SUBMIT IT TO THE COUNTY TREASURER FOR EXPEDITED PROCESSING AND RELEASE; MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

• In order to maintain a clear paper trail the motion was signed by the MVAC Chair.

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
July 11, 2019

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- Financial reports were still not timely. May actuals were not received until the day of the July Subcommittee meeting. Cash flow was better than projected. End-of-year FY19 closing information was not yet available.
- The unexpected Fiscal Year 2019 (FY19) Polyfluoroalkyl Substances (PFAS) project (see 5/9/19 Minutes p.5 #IX) total cost (legal, Tetra Tech, treatment systems, bottled water, etc.) was \$357,650.
- Martha's Vineyard Airport Business Park (MVABP) revenue improved thanks to Property Manager Kevin Brennan and Comptroller Eddie Christoforo. A glitch in billing resulted in a large outstanding balance for the NRG Canal generator lot (see 3/8/18 Minutes p.7) that was now being rectified. However JetBlue still showed substantial arrears, as did the Federal Aviation Administration (FAA), and Delta.
- Airport Director Cindi Martin was working on the FY20 Budget amendment regarding all line items in revenue, expense and capital. She would be consulting with County Treasurer Ann Metcalf on County information not available to the Airport. The final draft was targeted for the September County Commission (DCC) and Advisory Board (CAB) meetings. Mr. Rosenbaum thanked the entire financial team for their work and steady progress.

IV. LAND USE SUBCOMMITTEE REPORT

- Subcommittee Chair Mr. Wharton thanked Mr. Brennan and Mr. Christophoro for their excellent work on MVABP revenues.
- Ms. Martin drafted a revised rental car concession Request for Proposal (RFP) bringing it up to industry standards in terms of:
 - real estate: office/terminal desk, storage lots, ready parking spaces (\$10 per space per month),
 - plus Minimum Annual Guarantee (MAG) or 10% concession fee whichever is greater.Projections estimated it should increase Airport annual return from the current ~ \$280,000 to ~ \$428,000. The contracts all expired at the same time.
- **MR. WHARTON MOVED TO PROCEED WITH RENTAL CAR FEE STRUCTURE AS PROPOSED; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**
- The Planeview Restaurant RFP was also in process, and Ms. Martin was working diligently to update MVBAP regulations.
- The Subcommittee and full MVAC should be considering what kinds of kind of businesses were desirable for the new MVBAP lots. There were some delays in the Martha's Vineyard Commission (MVC) final approval process regarding mapping the two large lots and the District of Regional Impact (DRI), so the timeline was extended to Spring 2020.
- Later in the meeting, Mr. Adam Epstien of Martha's Vineyard Concert Series provided the requested documentation (see 6/13/19 Minutes p.1-2 #III). MVAC and Dukes County had to be named as additional insured on the liability policy. Lighting and space limitations reduced parking to 197 vehicles, so in compensation the Festival proposed using the space in the week leading up to the event for staging and bus storage (~ 16 buses or a third of the lot).

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
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- IT WAS THE CONSENSUS OF THE MARTHA'S VINEYARD AIRPORT COMMISSION TO AUTHORIZE THE AIRPORT DIRECTOR AND STAFF TO MANAGE THE MARTHA'S VINEYARD CONCERT SERIES PARKING AGREEMENT AND LOGISTICS.

V. OUTREACH SUBCOMMITTEE REPORT – Nothing to report.

VI. AIRPORT MANAGEMENT REPORT

• Staff Reports: Operations

- MVY Airport received the first part of its 2019 grant, funding the Airport Rescue and Fire Fighting (ARFF) vehicle, including its phone kit—anticipated delivery date late September. Refitting the older ARFF vehicle missed the FAA cut timeline, so management was applying for Mass. Dept. of Transportation Division of Aeronautics (MassDOT-Aeronautics) funding.
 - Ms. Martin asked for MVAC direction on the Airport Engineering Services contract that could be renewed for two additional one-year periods or put out to bid. She preferred it be re-bid as standard industry practice, refreshing the commitment and promoting competition. Each airport's RFP was usually modified from FAA standard template. Any projects outside of the 36-month contract or Master Plan revision (a top consideration) would have to be rebid. A range of bids from both large and small companies was anticipated. The final RFP could be presented to the MVAC in August but would then have to be published immediately.
 - WITH THE CONSENSUS OF THE MARTHA'S VINEYARD AIRPORT COMMISSION, CHAIR BOB ROSENBAUM AUTHORIZED THE AIRPORT DIRECTOR TO DRAFT AN RFP FOR AIRPORT ENGINEERING SERVICES.
 - Runway 6/24 final grooving was finished in June and was awaiting final FAA inspection. The new runway was garnering compliments from the aviation community.
 - MVY Airport went through the three-day Transportation Safety Administration (TSA) inspection. The TSA inspector highly praised the TSA/MVY Airport collaborative relations and made recommendations on better badging and other projects.
 - Island mutual aid (State and local police, fire, Tri-Town Ambulance, Salvation Army, etc.) responded to a threat to the Airport. There was about a 3.5 hour delay in traffic. The MVAC complimented and thanked staff and all responders. A debriefing meeting was planned.
 - The Airport was very busy during the July 4th holiday with the airlines in full operation.
 - Mr. Ogilvie suggested a shelter for Tradewinds private air charter service check-in.
 - LAZ parking was running smoother than last year, with some glitches due to heavy rains. A button had been installed to facilitate customer operation of the ticketing equipment. The Island Card system was being reassessed.
- Staff Reports: Water/Wastewater, Facilities (See documents on file.)
- The well decommission was finally completed (see 2/14/19 Minutes p. 6 #IX). There was some wastewater facility flooding caused by a polymer issue. The Department was increasing landscaping duties and working with the contractor on Terminal air conditioning repair.
 - Since the former Director Ann Richard created the Department, staff had been addressing back-logged maintenance, but was now moving into more pro-active planning such as: quotes on new windows and maintenance contracts, consulting Edgartown on a new water main, etc.

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
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• Consultants Reports: Tetra Tech Update

Tetra Tech had tested 195 wells of which 36 exceeded the PFAS action threshold. 36 treatment systems had been installed and were being monitored. Most resident feedback on the Airport response was positive. The PFAS pathway was reasonably established, but as previously noted the Island had a complex geology so well monitoring would continue and any new findings addressed. Department of Environmental Protection (DEP) standards were still in draft form but no significant changes were expected. All health related questions were referred to a third party superfund-affiliated Boston University expert (see below: Tasks). The MVAC suggested a public forum with the expert. Unfortunately so far the entire PFAS cost was Airport responsibility (see below # VII).

VIII. NEW BUSINESS (See documents on file.)

• Tetra Tech Environmental Services Contract for FY2020 Action

The \$210,000 FY20 contract (including \$86,000 in lab costs) covered:

- continued private well sampling for a handful of wells beyond the current path, and resampling of some high concentration clusters;
- continued treatment system monitoring of both intake and post treatment;
- regulatory reporting, addressing data gaps, and contingency plan submittals;
- meetings, management and response to public calls.

The Culligan treatment system installation invoices were billed separately. Bottled water provision would be gradually phased out, although residents could continue on a private contract. In keeping with Airport Director recommendation:

• **MR. OGILVIE MOVED TO APPROVE THE TETRA TECH FISCAL YEAR 2020 CONTRACT AS PROPOSED; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS AND THE CHAIR SIGNED AND EXECUTED THE CONTRACT.**

• Consultants Reports: McFarland Johnson Update

The following Work Orders were closed: #2, 3, 6, 10, 12, 13, 15 15a 16, 17, 18, 19, 20, 21 and invoices would be submitted. Open work orders included the Land Release, Runway 6/24, and the ARFF truck. Any new work orders would be brought to the MVAC. The initial Wastewater Treatment work order was completed but a new one was being drafted (scope, budget, etc.) taking into account the timeline for State funding both the committed \$2,500,000 and the prospective \$1,000,000 addition.

VII. CHAIR'S REPORT

- Mr. Rosenbaum reiterated thanks to the threat responders. He commended Ms. Martin on her excellent first month on the job and reported that her housing should be resolved shortly.
- He reported on his experience at the American Association of Airport Executives (AAAE) conference, including conference technology advances, speakers Ms. Doris Kearns Goodwin and Mr. Kirk Schaefer. However he considered the agenda did not address airport commissioner issues. He was able to question Mr. Schaefer on FAA PFAS funding but the response was vague.

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
July 11, 2019

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- Ms. Martin was working with Tetra Tech and legal counsel on a memo. A bill moving through Congress to declare PFAS a contaminant would make it eligible for Federal (but not necessarily FAA) funding—depending on Airport exemption amendments.
- The MVAC discussed:
 - selling nominally priced, rechargeable fuel rods that could charge tech devices;
 - lost and found apps that facilitated returns;
 - drone interceptors.

IX. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR

- County of Dukes County Proposed Legislation Authorizing the Borrowing of Funds for Land Acquisition and Capital Improvements

In the course of legislative authorization for the previous bond State officials expressed frustration with the requested bill. The County Manager and Treasurer were working with bond counsel on a home rule bill with an aggregate cap to eliminate the torturous State process for each borrowing. The MVAC and staff considered capital projects and disaster costs (hurricanes, runway damage, etc.) for worst-case scenarios. The Commission emphasized:

- this was not a bond application;
- Legislative process delayed the previous borrowing for two years;
- the statute would reduce burdensome legislative procedures
- actual borrowing would still require Dukes County Commission and Advisory Board approval;
- to date the MVAC had been very responsible in borrowing, justifying impact and affordability.
- Mr. Wharton advocated for coordinating a strategic financial plan to the Airport Master Plan.
- **MR. KNABEL MOVED THAT THE MARTHA'S VINEYARD AIRPORT COMMISSION DIRECT DUKES COUNTY THAT IT APPROVES AN AGGREGATE DEBT CEILING OF THIRTY MILLION DOLLARS (\$30,000,000) INCLUDING ONE MILLION DOLLARS (\$1,000,000) FOR WASTEWATER FACILITIES UPGRADE/REPAIR, WITH THE PROVISION THAT THE MARTHA'S VINEYARD AIRPORT COMMISSION HAVE FINAL APPROVAL OF LEGISLATION WORDING; MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

X. PUBLIC COMMENT - None

XI. CONFIRMATION OF NEXT MEETINGS:

- Outreach Subcommittee - 3:30PM, Thursday, August 1, 2019
- Land Use Subcommittee - 5:00PM, Thursday, August 1, 2019
- Finance Subcommittee - 3:30PM, Friday, August 2, 2019
- **MVAC - 2:00PM, Thursday, August 8, 2019**

XII. EXECUTIVE SESSION

To Discuss Strategy with Respect to the Litigation of the Award of the Lease for Airport Business park Lot #33 and Contract Negotiations for Union Personnel; 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

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
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• **MR. KNABEL MOVED TO GO INTO EXECUTIVE SESSION 3:49PM, UNDER MASSACHUSETTS GENERAL LAW CHAPTER 30A SECTION 21 (a) (2) TO DISCUSS STRATEGY WITH RESPECT TO THE LITIGATION OF THE AWARD OF THE LEASE FOR AIRPORT BUSINESS PARK LOT #33 AND 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 AND NOT TO RECONVENE IN OPEN SESSION AND TO INVITE AIRPORT DIRECTOR MS. CINDI MARTIN, AIRPORT ASSISTANT MANAGER MR. GEOFFREY FREEMAN, AND RECORDER MS. MARNI LIPKE TO BE PRESENT THROUGHOUT; 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.**

* There was a break while the room was cleared and the session began at 3:56PM.

XIII. CALL FOR MOTION TO ADJOURN

• **MR. WHARTON MOVED TO ADJOURN AT 4:31PM: 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.**

Appendix A: Tasks

- Mr. Freeman – research resident identification to replace Island Card re: parking.
- Mr. Myrick/Mr. Rosenbaum – plan a September/October public forum on PFAS health issues.

Appendix B: Documents on file:

- Agenda 7/11/19
- Sign-in Sheet 7/11/19
- MVAC June 13, 2019 Meeting Draft Minutes (9 p.)
- MV Airport Staff Summary re: Tetra Tech Environmental Services Contract for FY2020
- Billa/Myrick letter re: Environmental Services Proposal, Massachusetts Contingency Plan Services for RTN 4-27571: July 2019 to June 2020 (FY2020) Martha's Vineyard Airport, West Tisbury and Edgartown, Massachusetts (10 p.) 6/23/19
- MV Airport Water, Wastewater, and Facilities Departments Information and Newsletter (2 p.) 7/9/19

Approved as amended for typos 8/8/19

Draft
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.

Draft
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.

**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

**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

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

December 12, 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 by phone*,
Airport Staff: Cindi Martin - Director, Geoffrey Freeman - Assistant Manager,
Denise Tawa – Assistant to Airport Management,
Kevin Brennan - Property Manager
Water/Wastewater – Mike Eldridge, Jeremy Osborn,
Others: Matt O’Brien – McFarland Johnson, Ronald Myrick – Tetra Tech,
Norm Werthwein – Finance Committee,
Mina Makarious*, Christina Marshall* - Anderson Krieger Counsel
Robert Zeltzer
Marni Lipke – Recorder
Press: Lucas Thors – MV Times, Will Sennott – 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 2:03PM. Chair Bob Rosenbaum announced for the record that Commissioner Kristin Zern would be joining the meeting by phone at which point roll call votes would be required.

II. APPROVAL OF MEETING MINUTES NOVEMBER 14, 2019

• MR. RICHARD KNABEL MOVED TO APPROVE THE NOVEMBER 14, 2019 MINUTES AS AMENDED; MR. DON OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.

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

- The first four months of Fiscal Year 2020 (FY20) showed a healthy surplus of about \$1,300,000. Business Park arrears were fairly under control with collections progressing well. The next months would reduce the surplus in keeping with the seasonal nature of the Airport, but saving any unforeseen happening (such as the 2018 polyfluoroalkyl substances (PFAS) events) cash flow should be sufficient until the May/June start of the 2020 tourist season.
- There was a large meeting with auditors Mr. Jim Powers and Mr. Frank Serreti of Powers & Sullivan to clarify structure and responsibilities for the Airport and the County. Attendees included: Mr. Knabel, Mr. Rosenbaum, MVAC Finance Subcommittee member Mr. Norm Werthwein, Airport Director Cindi Martin, Assistant Manager Geoff Freeman, Dukes County

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Manager Martina Thornton, County Treasurer Ann Metcalf, County Advisory Board member Art Smadbeck and three County Commissioners including Mr. John Cahill and Mr. Tristan Israel.

- Infinite Visions software was capable of all Airport financial transactions and reporting provided the Airport had complete access to all its components.
- The Airport should decide on an appropriate accounting system. The only function of the County Treasurer was to pay the bills.
- Dukes County Commission (DCC) and County Advisory Board (CAB) had no jurisdiction over the Airport budget except to receive a copy.
- Ms. Martin and Ms. Metcalf had met since the presentation and were making progress on Airport access to Infinite Visions. The Airport was looking to contract for an official Infinite Visions training—if on-site with any County personnel wishing to attend, if by internet then for Airport individuals.
- A County representative comment on an Airport budget was corrected to reflect cash flow rather than deficit.

*Ms. Kristin Zern entered the meeting by phone at 2:14PM.

- Ms. Martin met with Ms. Thornton, Ms. Metcalf and Mr. Powers on a long-overdue allocation formula update (see Minutes: 2/15/13 p.5 & 11/14/19 p.2 #III), however this would entail an entire overhaul of all County Department allocations, so that the Airport was not singled out. Once completed the new formula would be submitted to the Federal Aviation Administration (FAA) and once approved, to the DCC and MVAC.
- Airport Management target was a new chart of accounts by July 1, 2020. The Fuel Fund accounting was being overhauled into expense and revenue Infinite Visions line items. Fixed Base Operator (FBO) income would be closed out of its current software and entered into Infinite Visions as journal entry revenue.

IV. LAND USE SUBCOMMITTEE REPORT

VIII. NEW BUSINESS: (See documents on file.)

1. MVY Terminal Restaurant Concession Award – Plane View Restaurant

Issued in October, the new five-year lease with a five-year extension would include a Minimal Annual Guarantee (MAG) and 4% annual increase (Consumer Price Index (CPI) was found to be an insufficient gage). Space between the Restaurant and Airport was clarified and a Restaurant electric meter would be installed—with a \$1,000 per month fee until completed. The Request For Proposal (RFP) garnered three inquiries and one response. The Plane View committed to breakfast and lunch seven days a week with additional dietary choices (vegan, gluten-free, etc.), as well as providing food/vending machines in the secure passenger area.

- The MVAC noted noise and announcement difficulties in the Restaurant (see below: Tasks).
- The Land Use Committee was happy to recommend approval of the award.

• MR. OGILVIE MOVED TO ACCEPT AND APPROVE THE AWARD OF THE CONCESSION AGREEMENT TO THE PLANE VIEW RESTAURANT AND TO THE EXTENSION OF THE LEASE AS SOON AS POSSIBLE AND SIGNED BY JANUARY 6,

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2020 FOR EFFECTIVE DATE OF FEBRUARY 1, 2020; MR. KNABEL AND MS. ZERN SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. PETER WHARTON—AYE, MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE, MS. ZERN—AYE.

2. Request For Proposal (RFP) Solicitation – Cell Tower #1

3. Request For Proposal (RFP) Solicitation – Cell Tower #2

(See Minutes: 5/19/19 p.3 & 6/13/19 p.3-4 #D-F & 10/10/19 p.4 #4.)

After considerable efforts, the two cell towers were now on identical cycles. The bidding was expected to be competitive and profitable. In keeping with Land Use Subcommittee recommendation:

• MR. WHARTON MOVED TO APPROVE THE MARTHA'S VINEYARD AIRPORT (MVY) REQUEST FOR PROPOSALS (RFP):

- NUMBER 2019-03 CELL TOWER NUMBER ONE (1) AND

- NUMBER 2019-04 FOR CELL TOWER TWO (2)

TO ENSURE SIMULTANEOUS RENEWAL DATES OF APRIL 1, 2020; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WHARTON—AYE, MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE, MS. ZERN—AYE.

Other Land Use Committee business included:

- separation of rent from wastewater revenues;
- difficulties with the Vineyard Decorators sublease to Floor Style; and
- positive engagement with a well-attended Tenant's Association meeting.

As many 20-year leases would be coming up for renewal, tenants brought a hired appraiser and a PowerPoint presentation. With continued transparency and patience on both sides the Airport hoped to present its own appraiser's practices with an FAA representative to explain the airport-based regulations (see 5/23/16 Minutes & below: Tasks).

V. OUTREACH SUBCOMMITTEE REPORT

The Committee was working on better communications with Martha's Vineyard Regional High School (MVRHS) administration, staff and counselors to identify aviation-interested students. Unbeknownst to the Committee an Automotive Trades student had been accepted into the Plymouth Airport program. She had applied to Martha's Vineyard Youth (MV Youth) for a scholarship and if accepted all expenses would be paid. However there was a timeframe lag that left her short of room and board (\$4,000), which might be retroactively reimbursed. Ms. Zern had been soliciting corporations, private individuals, non-profits and the MVAC for donations.

VI. AIRPORT MANAGEMENT REPORT

• Staff Reports

Management

Ms. Martin had been working on the County Allocation formula (see above #III).

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- Additional 2020 season flights required Transportation Safety Administration (TSA), carrier and local traffic coordination. The new flights included Thursday-Sunday service to Washington National Airport by JetBlue, and to Charlotte and Philadelphia by American Airlines. Saturdays and Sundays would be key busy days. The Airport explained in a year about what the Steamship Authority ferried on a busy weekend.

- Hard lobbying defeated a provision of the National Defense Authorization Act that would have left Airports purely liable for PFAS contamination. The Bill would be closely monitored.

Operations

- Operationally there was a slight uptick and a successful fuel week, whether from weather or a late Thanksgiving (compared to 2017 figures since Runway 6/24 distorted 2018 figures).

- The American Association of Airport Executives (AAAE) conference was about emerging environmental threats predominantly PFAS. Department of Defense (DOD), FAA, consulting and legal firms were in evidence. Currently airports were in a limbo through lack of Environmental Protection Agency (EPA) regulations. The DOD had moved to a different fire fighting foam, and PFAS had been banned in the European Union and parts of the Far East, however it was unclear if the new foams would meet future EPA guidelines.

Water/Wastewater/Facilities

- Staff worked on landscaping and on annual maintenance, draining and cleaning the primary tank and replacing the UV 3000 disinfecting equipment—following ‘confined space entry procedures. Terminal bathroom grout was steam cleaned with a refurbished pressure washer.

- They identified excessive water use for a Business Park tenant, (usually malfunctioning sinks, toilets, etc.) which the tenants appreciated as preventing hefty water bills.

Polyfluoroalkyl Substances (PFAS) – Tetra Tech

Mr. Ron Myrick of Tetra Tech reported there were still no EPA standards so that both Massachusetts and New England were ahead of the curve. November 2019 was the PFAS project start anniversary.

- 41 abatement systems had been installed, all performing to non-detect—without break-through from the first to the second carbon filter.

- Sampling would continue throughout 2020 to better define the plume (which might have extended slightly westward) as well as the vertical delineation.

- Overall with a few anomalies, closer private wells showed the highest impact.

- Tetra Tech expected costs to decrease, as carbon change-out cost would be less than predicted (especially with seasonal occupancy), and only a few other systems might be needed.

- Capacity contaminated carbon would be stored at the Airport Wastewater facility until cost effective disposal could be found.

- A Phase One and Two Summary was sent to the email distribution list. It generated positive feedback and one or two calls for further testing. Massachusetts Department of Environmental Protection (DEP) commended the Airport for hiring and implementing professional environmental consultants.

VII. CHAIR’S REPORT

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VIII. NEW BUSINESS: (See documents on file.)

4. Passenger Facility Charge (PFC) Audit Engagement Letter – Powers & Sullivan, LLC
PFC revenues (added after Dukes County went out to bid for auditors) required annual Federal grant fund audits. An agreement to compensate last year did not reach Airport staff and was raised during their recent visit. The first two-years (FY18 and FY19) were discounted.

• **MR. WHARTON MOVED TO APPROVE THE EXECUTION OF AND AUTHORIZE THE CHAIR TO SIGN THE LETTER OF ENGAGEMENT WITH POWERS & SULLIVAN, LLC AT:**

- **\$4,500 TOTAL FOR FISCAL YEARS 2018 AND 2019, AND**
- **\$3,000 EACH FOR FISCAL YEARS 2020 AND 2021;**

MR. OGILVIE SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WHARTON—AYE, MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE, MS. ZERN—AYE.

IX. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

X. PUBLIC COMMENT - None

XII. ANNOUNCEMENT OF NEXT MEETINGS:

- Outreach Subcommittee - 3:30PM, Thursday, January 2, 2020
- Land Use Subcommittee - 5:00PM, Thursday, January 2, 2020
- Finance Subcommittee - 3:30PM, Friday, January 3, 2020
- **MVAC - 2:00PM, Thursday, January 9, 2020**

XI. EXECUTIVE SESSION

• MGL Ch.30A §21 (a) (3) - (To Discuss Strategy With Respect To Litigation Regarding Polyfluoroalkyl Substances (PFAS); the Chair Has Determined that an Executive Session Is Necessary Because an Open Meeting May Have a Detrimental Effect on the Commission's Position

• **MR. KNABEL MOVED TO GO INTO EXECUTIVE SESSION AT 3:19PM, NOT RECONVENE IN OPEN SESSION, UNDER MASSACHUSETTS GENERAL LAW CHAPTER 30A SECTION 21 (a) (3) TO DISCUSS STRATEGY WITH RESPECT TO LITIGATION REGARDING POLYFLUOROALKYL SUBSTANCES (PFAS); THE CHAIR HAVING DETERMINED THAT AN EXECUTIVE SESSION IS NECESSARY BECAUSE AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE COMMISSION'S POSITION, AND INVITE AIRPORT DIRECTOR MS. CINDI MARTIN, AIRPORT ASSISTANT MANAGER MR. GEOFFREY FREEMAN, RECORDER MS. MARNI LIPKE, AIRPORT COUNSELS MR. MINA MAKARIOUS AND MS. CHRISTINA MARSHALL BY PHONE TO BE PRESENT THROUGHOUT; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WHARTON—AYE, MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE, MS. ZERN—AYE.**

There was a brief recess while the room was cleared and the session convened at 3:27PM.

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* Ms. Zern testified she was in a room by herself with the door closed, as did Airport Counsels Ms. Marshall and Mr. Makarious.

XIII. ADJOURN

• MR. OGILVIE MOVED TO EXIT EXECUTIVE SESSION AND ADJOURN THE MEETING AT 3:56PM; MR. KNABEL SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS 0 ABSTENTIONS; MR. WHARTON—AYE, MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE, MS. ZERN—AYE.

Appendix A: Tasks

- Ms. Martin/Management – contact Plane View about acoustic remediation.
- Ms. Martin/Management – consider January FAA/ Jorge Panteli MVAC workshop & Tenant’s Assoc. meeting.

Appendix B: Documents on file:

- Agenda 12/12/19
- Sign-in Sheet 12/12/19
- MVAC November 14, 2019 Meeting Draft Minutes (6 p.)
- MVAC Meeting/New Business Item – 1, MVP RFP 2019-02-Award of Concession Agreement for Terminal Restaurant 12/6/19
- MVAC Meeting/New Business Item – 2, MVY RFP 2019-03-Cell Tower #1, 36 Flight Path, 12/6/19
- MVAC Meeting/New Business Item – 3, MVY RFP 2019-04-Cell Tower #2, 200 Amelia’s Way, West Tisbury, 12/6/19
- MVAC Meeting/New Business Item –4, PFC Audit Engagement Letter – Powers & Sullivan, LLC, 12/12/19
- Martha's Vineyard Airport Water, Wastewater, and Facilities Department Information and Newsletter, November 2019, (2 p.) 12/10/19

Minutes approved as amended 1/9/20