

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

**November 10, 2021, 2:00PM
Zoom Cloud Conference Meeting**

Notice of Such Meeting Having Been Posted as Required by Law

Present: Airport Commissioners: Chair - Robert Rosenbaum, Jack Ensor,
Richard Knabel, Donald Ogilvie, Robert Zeltzer,
Kristin Zern,
Airport Staff: Geoffrey Freeman - Director,
Denise Tawa - Assistant to Airport Management,
Joan Shemit – Airport Business Manager,
Water/Wastewater – Jeremy Osbourn,
Others: Matt O'Brien – McFarland Johnson, David Dineen – Gale Associates,
Norm Werthwein - Finance Subcommittee,
Marni Lipke – Recorder
Press: Eunki Seonwoo – MV Times, Adrian Pollard – Vineyard Gazette,
Gabby Bottcher – MVTV,
* Late arrival or early departure of Airport Commissioners (see * in text)

I. CALL TO ORDER

The Martha's Vineyard Airport Commission (MVAC) meeting was called to order at 2:02PM.

II. APPROVAL OF MEETING MINUTES – OCTOBER 14, 2021, OCTOBER 27, 2021 Action

- **MOTION: TO APPROVE THE OCTOBER 14, 2021 MINUTES;**
FIRST: MR. DON OGILVIE,
SECOND: MR. RICHARD KNABEL,
VOTE: UNANIMOUS: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MR. BOB ZELTZER—
AYE, MS. KRISTIN ZERN—AYE, MR. OGILVIE—AYE, MR. KNABEL—
AYE, MR. JACK ENSOR—AYE, MR. BOB ROSENBAUM—AYE.
- **MOTION: TO APPROVE THE OCTOBER 27, 2021 MINUTES;**
FIRST: MR. ENSOR,
SECOND: MS. ZERN,
VOTE: PASSED: 4 AYES, 0 NAYS, 2 ABSTENTIONS due to absence: MS. ZERN—
AYE, MR. OGILVIE—AYE, MR. ENSOR—AYE, MR. ROSENBAUM—
AYE, MR. KNABEL—ABSTAIN, MR. ZELTZER—ABSTAIN.

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

The Subcommittee thanked staff for this first time Profit and Loss Budget versus Actual for the first quarter—during which the Airport experienced a substantial operating profit in its busiest season. The Airport was in a better cash position than forecasted and as noted previously, was

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING

November 10, 2021

2

also temporarily debt free. Accounts receivable were also very good, most being under 30 days—although a Water/Wastewater billing cycle was just sent out.

B. Update of Airport Capital Improvement Program (CIP) (See documents on file.)

Action

The CIP was modified at Federal Aviation Administration (FAA) request to move up work on the short runway 15/33 (see 10/14/21 Minutes p.2 #VI). The CIP included a number of possible and/or anticipated projects required for FAA grant planning, however not every project would necessarily happen. In keeping with Finance Subcommittee recommendation:

• MOTION: TO APPROVE THE CAPITAL IMPROVEMENT PROGRAM 2022-2030;

FIRST: MR. KNABEL,

SECOND: MR. OGILVIE,

VOTE: UNANIMOUS: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MR. ENSOR—AYE, MR. KNABEL—AYE, MR. ZELTZER—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR. ROSENBAUM—AYE.

A. Approve Fiscal Year 2023 (FY23) Forecast for Dukes County Commission (DCC)

(See documents on file.)

Action

This was a rough projection for planning purposes and not a set budget. The projection was for \$8,429,000 in income and \$7,642,550 in expenses plus \$183,800 in capital outlay for a surplus of \$602,650. State Revolving Loan payback was not mandated until after completion of the work, and consequently was not included in FY23.

• MOTION: TO APPROVE THE FISCAL YEAR 2023 FORECAST FOR THE DUKES COUNTY COMMISSION;

FIRST: MR. KNABEL,

SECOND: MR. ZELTZER AND MS. ZERN.

VOTE: UNANIMOUS: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MR. OGILVIE—AYE, MS. ZERN—AYE, MR. ZELTZER—AYE, MR. KNABEL—AYE, MR. ENSOR—AYE, MR. ROSENBAUM—AYE.

IV. LAND USE SUBCOMMITTEE REPORT – Nothing to report.

- The Subcommittee was briefed on the progress of the pending new Business Park lots through the Martha's Vineyard Commission (MVC). No significant issues were raised.
- Blue Water Capital (see 9/9/21 Minutes p.2 #IV—Blue Air) expanded the plan to operate food/beverage/liquor services in the post security tent, including drawings of equipment and where it would go. He applied to West Tisbury for a beer and wine license and was hopeful of a positive outcome, but was committed to food/beverages concession even if the license was refused.
- Airport Management was reconfirming procurement procedures with the FAA, and the concession might have to go through the Request for Proposal (RFP) process.
- The MVAC discussed the implications of serving alcohol before boarding short flights, especially given recent national uptick in obstructive passenger behavior. Blue Water would limit drinks to 2 per person, however this was not easily enforced. The issue was acknowledged but it was also pointed out that restaurants and concessions relied on wine and beer for profits and that most airports had post security alcohol service.

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
November 10, 2021

3

V. OUTREACH SUBCOMMITTEE REPORT – Nothing new to report.

VI. MVY MANAGEMENT REPORT

A. Approve Request for Proposal for On Call Service Consultant (See documents on file.)

(See documents on file & Minutes: 7/8/21 p.3-4, & 8/12/21 p. 4-5 #VI A) Action

A Selection Committee of Airport Director Geoff Freeman, Assistant to Airport Management Denise Tawa and Airport Business Manager Joan Shemit reviewed and scored the three responses according to standard guidelines. All three bids brought very good skills to the table and the Mr. Freeman had worked with all of them, but the predominant weight for McFarland Johnson was: experience, expertise on staff, and subcontractors. The Airport was not locked into any consultant and had flexibility to hire other firms for a project. In keeping with staff recommendation:

• **MOTION: TO SELECT MCFARLAND JOHNSON, INC. AS THE ENGINEERING CONSULTING SERVICES FOR THE PROJECTS LISTED IN THE REQUEST FOR PROPOSAL (RFP);**

FIRST: MR. KNABEL,

SECOND: MR. OGILVIE AND MS. ZERN;

VOTE: UNANIMOUS: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MR. ENSOR—AYE, MR. OGILVIE—AYE, MS. ZERN—AYE MR. ZELTZER—AYE, , MR. KNABEL—AYE, MR. ROSENBAUM—AYE.

- October was essentially the end of the summer for seasonal commercial air carriers with 4,702 passenger enplanements compared with 1,056 in 2020 Covid year and 2,559 in 2019. Air Traffic Control reported 4,170 operations, a 31.2% increase from 3,178 operations in 2020.
- Ms. Tawa attended the American Association of Airport Executives (AAAE) conference in Baltimore, MD which gave good exposure on rates, changes and FAA procedures at different airports. Mr. Freeman, Ms. Tawa and Ms. Tamaris Marta attended the Massachusetts Airport Managers Association (MAMA) conference in Fitchburg noting different levels of aviation and interest in the new FAA regional director. Mr. Freeman was asked to be on the slate for the new MAMA Board of Directors and was excited to communicate with other airports, especially in Western Massachusetts.
- The Federal infrastructure bill passed and Management was looking forward to getting more in depth information on how it was allocated and its possible impact on MVY Airport.
- The FAA had been working for a month on the 15/33 runway end identification lights (REILs), which had been out of service since it was installed.
- This was the season when staff were rotated through trainings including:
 - AAAE courses in finance, security and airfield operations, and
 - 3 Airport Rescue and Fire Fighters (ARFF) through 40 hr. classes to keep them FAA compliant as well as networking—this year at Bluegrass Airport in Lexington, KY.
- Massachusetts Department of Transportation Division of Aeronautics (MassDOT – Aeronautics) issued its 2021 Aviation Climate Action Plan, hoping to greatly reduce the carbon footprint of aviation by 2050 though such measures as safe fuels, electric aviation, resilient airports and design modification for airplanes. At the MAMA Conference staff learned National Air Transportation Association (NATA) was on the forefront for dealing with climate change

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
November 10, 2021

4

—although it was not always seen publicly. Mr. Freeman hoped to post the Plan on the MVY website.

- The Heating/Ventilation/Air Conditioning (HVAC) system was operating but Management was waiting for the contractor to repair the boiler.
- Mr. Freeman continued to speak to neighbors and abutters on noise abatement, explaining that FAA input was delayed due to a change of regional ombudsman staff.
- Management did not expect Elite Airlines to return to the Airport (see 9/9/21 Minutes p.2 #IV).
- The MVAC commended Airport staff and Cape Air on their boarding procedures for small airplanes.
- The MVAC thanked Wastewater/Water Operator Jeremy Osbourn for the updated Facilities Report (see documents on file). The Wastewater Treatment Plant (WWTP) roof was still an issue. The old tarps were disposed of and the new tarp remained in place throughout the last storm.
- Next week Mr. Freeman would meet with the Department of Environmental Protection (DEP) to discuss why MVY Airport was not a finalist for the clean water grant (see 10/14/21 Minutes p.2 #VI A). Management hoped to re-apply next year.

VII. CHAIR'S REPORT

- The Chair was happy to announce the Ms. Marta (who's housing was very precarious) won the Habitat for Humanity lottery for a sweat equity house. All were encouraged to volunteer.
- Vineyard Transit Authority Director Ms. Angie Gompers sent a letter of thanks to the MVAC and staff for advocating with the FAA to continue affordable Business Park leases.
- The State Legislature was determining the allocation of the first half of the Massachusetts share of American Rescue Plan Act (ARPA) moneys. MVY Airport submitted a letter of request to fund the WWTP renovation/repair to support Business Park affordability. Although it was within the published deadline State Senator Julian Cyr's office failed to include it in the request and requested greater lead time for submissions. Consequently there was an exchange of letters with MVAC Chair Rosenbaum (see documents on file). Mr. David Dineen of Gale Associates suggested contacting the Federal Congressional Representative (see below: Tasks).

VIII. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

IX. PUBLIC COMMENT - None

X. ANNOUNCE NEXT MEETINGS

- Outreach Subcommittee – 2:00PM, Thursday, December 2, 2021
- Land Use Subcommittee - 3:00PM, Thursday, December 2, 2021
- Finance Subcommittee - 3:30PM, Friday, December 3, 2021
- MVAC - 2:00PM, Thursday, December 9, 2021 by Zoom

IV. ADJOURN

- MOTION: **TO ADJOURN THE MEETING AT 2:54PM;**
FIRST: **MR. KNABEL,**

MARTHA'S VINEYARD AIRPORT COMMISSION MEETING
November 10, 2021

5

SECOND: MR. OGILVIE AND MS. ZERN,
VOTE: UNANIMOUS: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MR. ENSOR—AYE,
MR. KNABEL—AYE, MR. ZELTZER—AYE, MS. ZERN—AYE, MR.
OGILVIE—AYE, MR. ROSENBAUM—AYE.

Appendix A: Tasks

- Mr. Freeman/Mr. Rosenbaum – contact Representative Bill Keating re: ARPA funding.

Appendix B: Documents on file:

- Agenda 11/10//21
- MVAC October 14, 2021 Draft Minutes (4 p.)
- MVAC October 27, 2021 Draft Minutes
- FY 23 Forecasted Financial Results for DCC
- Martha's Vineyard Airport Staff Summary: RFQ Selection of Airport Consultant Services 11/8/21
- Martha's Vineyard Airport Staff Summary: Authorization to Submit ACIP to FAA Region 11/5/21
- Martha's Vineyard Airport Commission Staff Summary: Recommendation for Award of Contract for On-Call General Airport Architectural, Engineering and Planning Consulting Services 11/8/21
- Martha's Vineyard Airport CY21 Revenue Enplaned PAX Market Share
- Martha's Vineyard Airport 2022-2030 Capital Improvement Program Draft
- Martha's Vineyard Airport Water, Wastewater, and Facilities Department Information and October 2021 11/9/21
- Rosenbaum/Cyr emails re: MV Airport Request for S2564 (4 p.) 11/5-12/21

Minutes approved 12/9/21