

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

**January 14, 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, Geoffrey Wheeler, Robert Zeltzer,  
Kristin Zern,

Airport Staff: Geoffrey Freeman - Director,  
Kevin Brennan - Property Manager, Edward Christoforo - Comptroller,  
Denise Tawa - Assistant to Airport Management,  
Joan Shemit – Airport Business Manager,

Dukes County: Martina Thornton - County Manager;

Others: David Dineen, Jean Mongillo, Elizabeth Stocker,  
Matt O'Brien, – McFarland Johnson,  
Norm Werthwein - Finance Subcommittee,  
Marni Lipke – Recorder

Press: Brian Dowd – MV Times, Maia Coleman – Vineyard Gazette,  
Shavannáe Anderson – 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.

**Zoom**

**II. APPROVAL OF MEETING MINUTES - DECEMBER 11, 2020**

**• MOTION: TO APPROVE THE DECEMBER 11, 2020 MINUTES AS AMENDED;**

**FIRST: MR. DON OGILVIE,**

**SECOND: MR. JACK ENSOR,**

**VOTE: UNANIMOUS: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. GEOFF  
WHEELER—AYE, MR. ENSOR—AYE, MR. OGILVIE—AYE, MR. BOB  
ZELTZER—AYE, MR. RICHARD KNABEL, MS. KRISTIN ZERN—AYE,  
MR. BOB ROSENBAUM—AYE.**

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

- The next phase of Covid relief for the Airport was unknown but expected to be approximately the same level as last year—and the two Terminal concessionaires may also benefit.
- November/December financials were in the usual off-season trending with less revenue than expenditure in line with predictions and of no concern. Accounts receivable was bolstered by a large payment from Hertz Rent-a-Car.

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- At the end of the meeting Mr. Knabel reported the Finance Subcommittee was working on an approval hierarchy similar to the Land Use hierarchy (see 10/8/20 Minutes p.5-6 #E).

• Fixed Base Operator (FBO) Aircraft Ramp Fee Adjustment Action

A thorough of analysis of ramp fees and charges was instituted to bring MVY Airport up to market rates for comparably sized airports in the region. These changes applied to transient airplanes over 6,000 lbs. with the steepest increase for larger planes that were also noise policy violators, while only a slight change for single engine planes (hangar tenants and permanent tie-downs were exempted). This would put the Airport on the more reasonable end of the comparable, The Airport would perform its due diligence in advising all users so their invoicing could be changed accordingly in time for the coming tourist season. The MVAC thanked staff for their hard work. In keeping with Finance Subcommittee recommendation:

- **MOTION: TO APPROVE THE NEW FIXED BASE OPERATOR RATES AND CHARGES AS PROPOSED WITH IMPLEMENTATION DATE AT THE DISCRETION OF THE AIRPORT DIRECTOR NO LATER THAN THE BEGINNING OF MAY 2021;**

FIRST: MR. KNABEL,

SECOND: MR. ZELTZER,

VOTE: UNANIMOUS: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WHEELER—AYE, MR. ENSOR—AYE, MR. OGILVIE—AYE, MR. ZELTZER—AYE, MR. KNABEL—AYE, MS. ZERN—AYE, MR. ROSENBAUM—AYE.

• Discussion of County Allocation Model for Fiscal Year 2022 (FY22)

Finance Subcommittee member Norm Werthwein, Dukes County Treasurer Ann Metcalf and Airport Director Geoff Freeman made good progress on a proposed County allocation formula—which would vary County revenue from year to year based on:

- the number of Airport deposits in proportion to the total County deposits,
- salaries/benefits payroll in proportion to all County payroll,
- the number of Airport invoices per month,
- a set hourly rate for the time the County Treasurer devotes to the Airport.

Based on 2019 data this annual fee would be approximately \$130,000 which was about what the Airport had been paying. The formula had been informally approved by the Federal Aviation Administration (FAA) and had now been submitted for formal approval.

• Fiscal Year 2021 (FY21) County Allocation Model Action

The Airport negotiated an FY21 fee—which carried no MVY Airport budget impact. In keeping with Finance Subcommittee recommendation:

- **MOTION: TO APPROVE THE FISCAL YEAR 2021 DUKES COUNTY FEE AT \$125,000;**

FIRST: MR. KNABEL,

SECOND: MR. OGILVIE,

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**VOTE: UNANIMOUS: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WHEELER—  
AYE, MR. ENSOR—AYE, MS. ZERN—AYE, MR. OGILVIE—AYE, MR.  
ZELTZER—AYE, MR. ROSENBAUM—AYE, MR. KNABEL—AYE.**

**IV. LAND USE SUBCOMMITTEE REPORT**

The Subcommittee welcomed back Airport Property Manager Kevin Brennan and wished him continued recovery.

- During this MVAC meeting the FAA approved the Fair Market Value (FMV) proposal (see 6/11/20 Minutes p.3 #VI) and notifications and leases would be prepared accordingly.
- Mr. Wheeler sent out a draft and made suggested revisions of minimum standards for aeronautical special service providers. The Subcommittee work was still in progress. It would be sent to the FAA before submission to the full MVAC.

**• Review of Proposed Airport Business Park Expansion Discussion Prepared for Martha's  
Vineyard Commission (MVC) Action**

(See Minutes: 12/14/17 p.4-5 #VIII & 4/9/20 p.2 #IV.)

This was the next step to add the proposed parcels to the Airport Business Park (see 12/14/17 Minutes p.4-5 #VIII). The MVC considered three fairly broad impacts: environmental, economic and the character of the Island. The submission would also review and clarify acreage and lot parameters that may have been since the original grant.

**MOTION: TO AUTHORIZE THE AIRPORT PROPERTY MANAGER TO MOVE  
FORWARD WITH REQUESTING THE BUSINESS PARK EXPANSION  
PROPOSAL BE PLACED ON THE MARTHA'S VINEYARD COMMISSION  
CALENDAR;**

**FIRST: MR. KNABEL,**

**SECOND: MR. OGILVIE AND MS. ZERN,**

**VOTE: UNANIMOUS: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MS. ZERN—AYE, MR.  
ROSENBAUM—AYE, MR. KNABEL—AYE, MR. ZELTZER—AYE, MR.  
ENSOR—AYE, MR. OGILVIE—AYE, MR. WHEELER—AYE.**

**V. OUTREACH SUBCOMMITTEE REPORT**

The Subcommittee was talking to other business owners and organization about fundraising during the pandemic. On-line services and virtual events turned out to be fairly expensive, however they hoped to rollout out a scholarship fundraiser proposal in the next couple months.

**VII. MVY Management Report**

- The Administrators and the MVAC applauded the FAA approval of the FMV proposal which would help both the Airport and its tenants. Once any qualifications were understood Management would notify all tenants. Leases had been frozen for FY21 so renewals would be sent out for consideration in May 2021.

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- Air traffic for December was down 14% from October/November and down 21% for the overall year. December commercial passengers enplanements were down 53% and 69% for the overall year—in line with industry standards. Press reports projected airports would experience a \$17,000,000,000 loss between January 2021 and July 2022 due to an overall decline in aviation traffic.
- The Airport continued to work on green initiatives,
  - partnering with Cape and Vineyard Electric Cooperative (CVEC) on a solar project,
  - applying for an Eversource grant for electric vehicle chargers, and
  - growing the relationship with West Tisbury on possible solar credits.The chargers would be available for staff and airport vehicles but would also be available to the public for FMV fee. The MVAC discussed
  - electric vehicles as perfect fits for Vineyard driving,
  - the price and timeframe of a charge, and
  - Facilities staffer Ms. Christina Colarusso's research with Tesla.

**IX. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR**

The Airport was awarded a discretionary grant for 80% reimbursement of a snow blower attachment—after re-application due to the Covid-19 shutdown.

- **MOTION: TO ACCEPT THE \$5,301.60 MASSACHUSETTS DEPARTMENT OF TRANSPORTATION AERONAUTICS AIRPORT SAFETY AND MAINTENANCE PROGRAM GRANT;**

**FIRST: MR. KNABEL,**

**SECOND: MR. OGILVIE,**

**VOTE: UNANIMOUS: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MS. ZERN—AYE, MR. KNABEL—AYE, MR. OGILVIE—AYE, MR. ENSOR—AYE, MR. ZELTZER—AYE, MR. WHEELER—AYE, MR. ROSENBAUM—AYE.**

- 11-12 Airport staffers who were first responders were scheduled to get their Covid-19 vaccines this week and management was talking to West Tisbury about getting all staff vaccinated as transportation infrastructure workers.
- The Facilities/Water/Wastewater had been busy as usual (see documents on file).

**VIII. Chair's Report**

- The Dukes County Commission established a Personnel Board, solicited applications for members (due January 31, 2021) and asked if the Airport wished to apply for a representative. County Manager Martina Thornton sent a document which showed it to be similar to other municipal personnel boards. As the Airport handled personnel matters independently. In keeping with the opinion of the MVAC Chair and the Chair of the Personnel Subcommittee and the understanding of the County Manager:

IT WAS THE CONSENSUS OF THE MVAC NOT TO SEND AN OFFICIAL REPRESENTATIVE TO THE DUKES COUNTY PERSONNEL BOARD.

Anyone could apply as an individual and the Personnel Board would hold public meetings.

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X. PUBLIC COMMENT - None

XI. ANNOUNCE NEXT MEETINGS: By Zoom

- Outreach Subcommittee – 2:00PM, Thursday, February 4, 2021
- Land Use Subcommittee - 3:00PM, Thursday, February 4, 2021
- Finance Subcommittee - 3:30PM, Friday, February 5, 2021
- MVAC - 2:00PM, Thursday, February 11, 2021

XII. ADJOURN

- MOTION: **TO ADJOURN THE MEETING AT 3:05PM;**
- FIRST: **MR. KNABEL,**
- SECOND: **MS. ZERN,**
- VOTE: **UNANIMOUS: 7 AYES, 0 NAYS 0 ABSTENTIONS; MR. WHEELER— AYE  
MR. ZELTZER—AYE, MR. ENSOR—AYE, MR. OGILVIE—AYE, MR.  
KNABEL—AYE, MS. ZERN—AYE, MR. ROSENBAUM—AYE.**

**Appendix A: Tasks**

- Mr. Freeman/Ms. Tawa – enlarge ATF report so font is more readable.

**Appendix B: Documents on file:**

- Agenda 1/14/21
- Martha's Vineyard Airport Commission Staff Summary – Recommendation for increasing \ Ramp Fees at the FBO (5 p.) 1/8/21
- Airport Business Park, Baseline Confirmation and Request to Modify DRI #365 and Addendum, Land Use Subcommittee, January 12, 2021 (17 p.)
- Martha's Vineyard Airport ATC Traffic Count 2020 (2 p.)
- Martha's Vineyard Airport Water, Wastewater, and Facilities Department Information and Newsletter December 2020 1/5/21

Minutes approved 2/11/21