

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

**February 11, 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,  
Denise Tawa - Assistant to Airport Management,  
Water/Wastewater – Christina Colarusso, Jeremy Osbourn,  
Others: Donald Leopold, Jean Mongillo, Elma Silva,  
Matt O'Brien – McFarland Johnson,  
Norm Werthwein - Finance Subcommittee,  
Marni Lipke – Recorder  
Press: Lucas Thors – MV Times, Maia Coleman – Vineyard Gazette,  
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 2:06PM.

**II. APPROVAL OF MEETING MINUTES – JANUARY 14, 2021** Action

**• MOTION: TO APPROVE THE JANUARY 14, 2021 MINUTES AS CORRECTED FOR TYPOS;**

**FIRST: MR. RICHARD KNABEL,**

**SECOND: MR. JACK ENSOR,**

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

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

Airport finances were stable and healthy, with an unexpected positive net in January from fuel sales. Accounts receivable carried the usual \$100,000, thanks to Comptroller Ed Christoforo and Property Manager Kevin Brennan.

• In addition to the \$1,000,000 CARES Act 2021 repetition from the Federal Aviation Administration (FAA), there might be a further \$1,300,000 as part of new Covid-19 impact legislation.

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- The FAA called yesterday February 10, 2021 and spoke to Finance Subcommittee member Mr. Norm Werthwein, County Treasurer Ann Metcalf, and Airport Director Geoffrey about reviewing the Dukes County allotment formula revision including the detailed pro-forma for Fiscal Year 2019 (FY19) (see 1/14/21 Minutes p.2). They asked some pointed, direct questions which Ms. Metcalf answered appropriately, and requested a Treasurer's Department detail which was sent immediately. Mr. Freeman asked if the Airport could proceed on the assumption of approval and the FAA responded, yes. Written confirmation was not likely to follow (see below: Tasks).
- Later in the meeting the MVAC discussed a massive federal infrastructure bill likely focused on bridges and roads. A number of advocacy groups (American Association of Airport Executives (AAAE), Airport Council International–North America (ACI-NA), Massachusetts Airport Managers Association (MAMA)) were always advocating for airport opportunities. The MVAC discussed any shovel-ready projects and pre-construction design/permitting/engineering costs.

**IV. LAND USE SUBCOMMITTEE REPORT**

The FAA also sent a confirmatory email on the new Fair Market Value (FMV) policy (see 7/9/20 Minutes p.2 #IV) so renewals and new leases (delayed by the pandemic—see 4/14/20 Minutes p.1-2 #II) could be prepared (see below: Tasks). The FAA stated the Airport was not yet in full compliance and urged higher rents.

**V. OUTREACH SUBCOMMITTEE REPORT**

Work continued on scholarship fundraising during the pandemic, including consulting with the Martha's Vineyard Community Foundation (previously the Permanent Endowment). The Airport was looking for a list of potential donors (see below: Tasks).

**VI. NEW BUSINESS:** (See documents on file.)

**A. Former Dutchess Hangar Release for Request For Proposal (RFP)** Action  
(See documents on file.)

The Airport took ownership of this derelict building in 2011-12 and it was presently used for Airport and airline storage. The Master Plan marked the area for additional apron space in the latter 2020's. Recently prospective parties expressed interest in the (19,190 sq. ft.) property including renovation or demolition/construction so Management requested permission to advertise an RFP. The MVAC discussed a number of issues.

- Airport equipment could be stored elsewhere or released as surplus. Airline equipment could be shrink-wrapped and stored outside.
- Leasing it for aviation use-only was the most fiscally responsible action, relieving the Airport of repair or demolition expenses. Construction would be subject to West Tisbury green building policy as much as possible.
- The adjoining parking spaces would be included in the hangar property lease.
- The intervening years would give the Airport time to monitor trends (aircraft types, traffic, etc.) and adjust the Master Plan if necessary.

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In keeping with Airport Director and Land Use Subcommittee recommendation:

**• MOTION: TO APPROVE RELEASE OF THE FORMER DUTCHESS HANGAR PROPERTY AND BEGIN THE REQUEST FOR PROPOSAL PROCESS FOR AVIATION REDEVELOPMENT;**

**FIRST: MR. WHEELER,**

**SECOND: MR. OGILVIE,**

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

B. Authorization of McFarland Johnson Work Order #27 Action  
(See documents on file.)

The Massachusetts Dept of Transportation Division of Aeronautics (MassDOT-Aeronautics) regular runway maintenance grant application required extensive documentation and engineering. It was likely to involve parts of the airfield as needed. (Actual work (~ \$450,000 or less) funding would be 80% MassDOT-Aeronautics grant, 20% local match—with no FAA revenues.) In keeping with Airport Director and Finance Subcommittee recommendation:

**• MOTION: TO AUTHORIZE WORK ORDER #27 NOT TO EXCEED \$15,800 FOR MCFARLAND JOHNSON PROJECT DEVELOPMENT AND GRANT ADMINISTRATION SUCH AS PROCUREMENT DOCUMENTS AND ENGINEERING FOR AIRFIELD PAVEMENT MARKING PAINTING, CLEANING AND RUBBER REMOVAL;**

**FIRST: MS. ZERN,**

**SECOND: MR. ENSOR,**

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

VII. MVY MANAGEMENT UPDATE (See documents on file.)

Significant but not major snowfall generated some staff overtime. January Tower traffic was down about 13% from 2020 probably because of weather. Cape Air had reduced flights about 50% in keeping with decreased passenger bookings. Other commercial carriers were planning on early spring service starts.

- Mr. Freeman was in contact with local representatives and advocacy organizations focusing on:
  - general aviation (GA), and
  - polyfluoroalkyl substances (PFAS) reimbursement, especially dealing with private wells.
- The Airport continued with green initiative planning, meeting with Cape and Vineyard Electric Cooperative (CVEC) and Eversource. It was also partnering with the Arbor Foundation to donate tree seedlings to the entire Island school population including Montessori and the Charter Schools (about 2500 students).

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- The May 2020 FAA Part 139 Inspection was in process by virtual upload or access. There might be some in-person site visit later in the spring. It was unclear if this was the 2020 or combined 2020-21 Inspection.

VIII. CHAIR'S REPORT

- The Massachusetts financial information filing for all Commissioners was due.
- The State regulatory agencies (Dept. of Environmental Protection (DEP) and Massachusetts Environmental Policy Act (MEPA) Secretary Office) would facilitate a public meeting at 4:00PM, Tuesday, February 23, 2021 on the Draft Environmental Impact Report/Environmental Assessment (DEIR/EA).
- Mr. Rosenbaum praised the staff for the excellent snow removal.
- The MVAC thanked former Commissioner Mr. Peter Wharton and former Airport Director Ms. Cindi Martin, as well as Mr. Freeman, Mr. Wheeler and Mr. Brennan for their support of Business Park tenants and work on the long process that lead to the new FMV policy.

IX. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

X. PUBLIC COMMENT – See below: Tasks.

XI. ANNOUNCE NEXT MEETINGS: By Zoom

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

XII. EXECUTIVE SESSION - UNDER MASS. GENERAL LAW (MGL) CHAPTER 30A SECTION 21 (a) (3) - TO DISCUSS STRATEGY WITH RESPECT TO LITIGATION REGARDING AIRPORT FUEL SERVICE (AFS); THE CHAIR HAS DETERMINED THAT AN EXECUTIVE SESSION IS NECESSARY BECAUSE AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE COMMISSION'S POSITION

- MOTION: **TO ENTER EXECUTIVE SESSION AT 3:05PM, NOT TO RECONVENE IN OPEN SESSION, UNDER MASSACHUSETTS GENERAL LAW CHAPTER 30A SECTION 21 (a) (3) TO DISCUSS STRATEGY WITH RESPECT TO LITIGATION AIRPORT FUEL SERVICE (AFS); 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 TO INVITE AIRPORT DIRECTOR MR. GEOFFREY FREEMAN AND RECORDER MS. MARNI LIPKE TO BE PRESENT THROUGHOUT;**

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

- There was a brief break, the session reconvening at 3:13PM and Ms. Zern rejoining the meeting at 3:15PM.
- Everyone testified they were alone in a room with no one listening.
- Chair Bob Rosenbaum cautioned everyone that executive session minutes had been subpoenaed and submitted as evidence.

**XIII. ADJOURN**

**MOTION: TO EXIT EXECUTIVE SESSION AND ADJOURN THE MEETING AT 4:03PM;**  
**FIRST: MR. OGILVIE,**  
**SECOND: MR. KNABEL,**  
**VOTE: UNANIMOUS: 7 AYES, 0 NAYS 0 ABSTENTIONS; MR. KNABEL—AYE, MR. ZELTZER—AYE, MR. OGILVIE—AYE, MR. WHEELER—AYE, MR. ENSOR—AYE, MS. ZERN—AYE, MR. ROSENBAUM—AYE.**

**Appendix A: Tasks**

- Mr. Freeman/Ms. Metcalf – send letter confirming FAA approval of County allotment.
- Mr. Freeman/Ms. Metcalf – file for the record, FAA email(s) on approval of new FMV policy.
- Mr. Freeman/Mr. Brennan/Mr. Wheeler – contact tenants re: new FMV policy.
- Mr. Freeman/Mr. Rosenbaum – March agenda item: Action on new FMV Policy.
- Mr. Freeman – photograph Dutchess hangar for press.
- All – contact Ms. Zern with any potential donors or donor list.
- All – submit State financial information form.

**Appendix B: Documents on file:**

- Agenda 2/11/21
- Martha's Vineyard Airport Staff Summary – Former Dutchess Hangar Release for RFP 2/11/21
- Martha's Vineyard Airport Staff Summary – Authorization of MJ WO#27, Procurement/Engineering—Painting 2/11/21
- Martha's Vineyard Airport ATC Traffic Count (4 p.)
- Martha's Vineyard Airport Revenue Enplaned PAX Market Share (2 p.)
- Martha's Vineyard Airport Water, Wastewater, and Facilities Department Information and Newsletter January 2021 2/9/21
- Procedure for Entering Executive Session on February 11, 2021

*Minutes approved as corrected for a typo 3/11/21*