

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

July 8, 2021, 2:00PM

**Martha's Vineyard Airport Commission Conference Room
and by Zoom Cloud Conference**

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 – Mike Eldridge, Christina Colarusso, Jeremy Osbourn,
Others: Matt O'Brien – McFarland Johnson,
Al Scott – SAV Assoc., Ian Sahn,
Marni Lipke – Recorder
Press: Lucas Thors – MV Times, 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. Commissioners Jack Ensor and Don Ogilvie joined the meeting by Zoom technology so roll call votes were required.

II. APPROVAL OF MEETING MINUTES – JUNE 10, 2020 Action

• MOTION: TO APPROVE THE JUNE 10, 2020 MINUTES AS AMENDED;
FIRST: MR. BOB ZELTZER,
SECOND: MR. GEOFF WHEELER,
VOTE: PASSED: 6 AYES, 0 NAYS, 1 ABSTENTION: MR. ENSOR—ABSTAIN,
MR. OGILVIE—AYE, MS. ZERN—AYE, MR. WHEELER—AYE, MR.
RICHARD KNABEL—AYE, MR. ZELTZER—AYE, MR. BOB
ROSENBAUM—AYE.

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

Finances continued to be better than projected both cash flow and accrued Profit and Loss (P & L) reports—further Federal funds were expected.

- Dukes County was beginning to establish the process of how to distribute the \$3,400,000 grant. The Airport Business Park Tenant's Association President had not yet called the County to further advocate for the Airport Waste Water Treatment plant.

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IV. LAND USE SUBCOMMITTEE REPORT

- Business Park (BP)21 – R2 Enterprises LLC – Request for Change of Permitted Use
 - BP24 – SAV Associates, LLC – Request of Behalf of Subtenant to Demolish Two (2) Mini-Storage Facilities and Replace with One (1) New Modular Dock and to Convert Building Along North Line Road to Small Internal Office
- Both these items were minor matters resolved/approved by the Land Use Subcommittee.
- R2 Enterprises owned and serviced its own vehicles and trucks, the change of use was to repair of trucks owned by others.

• Plane View Restaurant Discussion Action

The restaurant was in arrears and owner Mr. Robert Jackson came before the Subcommittee to request relief for the drop in business during the pandemic—2020 revenue was less than half 2019 revenue. The Plane View had continued to pay rent under the terms of the old lease—rather than the new lease that took effect in April 2020. The MVAC reviewed its previous accommodations to Mr. Jackson (extended leases, seasonal business adjustments, etc.) Federal Aviation Administration (FAA) guidance on pandemic relief for airport concessions included consideration of suspending all concessionaire charges, and the Finance and Land Use Subcommittees discussed a number of options in consultation with Airport Director Mr. Geoffrey Freeman and Property Manager Mr. Kevin Brennan. In keeping with Airport Management and Subcommittee recommendations:

- **MOTION: TO SEND A LETTER TO PLANE VIEW RESTAURANT OWNER MR. ROBERT JACKSON GRANTING RELIEF FOR:**
- **FORGIVENESS OF FISCAL YEAR 2021 ELECTRICITY AND INCREMENTAL RENT INCREASES;**
 - **POSTPONEMENT OF CONCESSION PERCENTAGE CHARGES TO APRIL 2022;**

FIRST: MR. WHEELER,

SECOND: MR. KNABEL,

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

V. OUTREACH SUBCOMMITTEE REPORT

The Subcommittee was working on the scholarship Facebook page.

VI. MVY MANAGEMENT REPORT

- McFarland Johnson Work Order (WO) #26A for Advance Permitting Services Action
(See documents on file.)

This involved further Massachusetts/National Environmental Policy Act (MEPA/NEPA) requested reports required from Tetra Tech on polyfluoroalkyl substances (PFAS) and from CLEAResult Consulting on greenhouse gas emissions for the potential terminal building—both

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needed to complete the Environmental Assessment/Impact Report (EA/EIR). \$3,250 of the total \$18,300 cost was not grant eligible. The ongoing process was expected to finish within a month. In keeping with Airport Management recommendation:

• MOTION: TO APPROVE AUTHORIZATION OF A WORK ORDER WITH MCFARLAND JOHNSON FOR \$18,300 FOR SERVICES NOTED ABOVE;

FIRST: MR. WHEELER,

SECOND: MS. ZERN,

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

• Request for Quotation (RFQ)--General Airport Architectural & Engineering Consulting Services (See documents on file) Action

The McFarland Johnson contract expired in October 2021—after its second extension. The RFQ would not restrict the Airport to one consulting option so that other firms could be hired if deemed appropriate/necessary.

• MOTION: TO APPROVE PERMISSION TO RELEASE THE REQUEST FOR QUOTATION (RFQ);

FIRST: MR. KNABEL,

SECOND: MR. OGILVIE,

• Mr. Wheeler advocated for a different approach and some Commissioners agreed, advocating for further customization of the RFQ to better fit the Airport.

- It was unnecessary for small airports with limited capital projects to include so many types of services. Engineers did not excel at planning (the Master Plan Update was an upcoming project), need not administer a Disadvantaged Business Program, and were not architects, etc. so environmental, engineering, and architectural services should go out for separate bids.

- The Airport could advertise bids for additional services on large projects.

- Large firms put glossy brochures together which left the Airport at a disadvantage when dealing with subcontractors employed by the contractor; and large firms posed inefficient fee structures for small projects.

• Mr. Freeman agreed with some of the objections but emphasized the RFQ did not restrict the Airport to the contracted firm.

- In addition although projects were often small, they were complex and continual separate bids and coordination, as well as expertise on subcontractor qualifications while balancing FAA and Massachusetts Dept. of Transportation, Division of Aeronautics (MassDOT-Aeronautics) regulations was not possible in a small staff environment. Such an approach would require Airport Management to put out multiple RFQ's for each project.

• Further discussion included:

- grouping projects to reduce bid workload;

- not burdening management during the busy and under-staffed summer season;

- minimum 3 year contract terms;

- requirement to select one on-call engineering firm—which the Airport was not required to use;

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- FAA requirement for an engineer of record;
- lack of MVAC action resulting in extension of existing contract;
- round-robin contractors vs. sub-contractor legal suits versus the same with added Airport responsibility instead of engineering firm of record;
- many years of successful operations with the current approach including Management comfort with rejecting certain subcontractors;
- Management strong advocacy to move forward in a timely manner. (See below: Tasks)

• **MOTION: TO TABLE THE MOTION;**

FIRST: MR. KNABEL;

SECOND: MR. ZELTZER;

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

- After prolonged deterioration, the Waste Water treatment plant roof was now in need of emergency repairs. Management was getting quotes and verifying procurement procedures.
- Monthly operations and enplanements were higher than June 2020, 2019 and 2018—partly due to earlier starts by Delta and American as well as the addition of Elite. Fixed Base Operations (FBO) also showed a big increase, despite the inclement weather.
 - The Transportation Security Administration (TSA) conducted 965 screenings on July 5th, although this included those leaving and re-entering the secure area. Here and in the Chair's Report, MVAC and Management discussed the poor accommodations of the post TSA tent, currently with every seat and table full and 35 standees resulting in uncomfortable conditions and many complaints.
 - The MVAC also noted the traffic back up from Barnes Road (not the result of Airport traffic) and the difficulties of summer congestion.
 - Maintenance staff was awaiting the air conditioning contractor for a second repair round.
- The MVAC commended Airport staff for hard and successful work under difficult conditions.

VII. CHAIR'S REPORT

- Mr. Rosenbaum thanked the Facilities team for their update (see documents on file).
- The Chairs of both State Legislature Committees opposed Senator Julian Cyr's bill (see 5/13/21 Minutes p.4 #X A), so it was unlikely to be referred out of Committee.
- State Representative Dylan Fernandes called to report unusually heavy jet activity over Woods Hole, which was also confirmed by other Commissioners who noted the change and fielded comments from Oak Bluffs. Mr. Freeman noted no change in the MVY traffic pattern and explained it was an FAA and air traffic control matter.

VIII. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

IX. PUBLIC COMMENT - None

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X. ANNOUNCE NEXT MEETINGS

There was mention of temporarily returning to Zoom meetings to avoid the busy summer traffic.

- Outreach Subcommittee – TBD
- Land Use Subcommittee - 3:00PM, Thursday, August 5, 2021
- Finance Subcommittee - 3:30PM, Friday, August 6, 2021
- MVAC - 2:00PM, Thursday, August 12, 2021

XIII. ADJOURN

- **MOTION: TO ADJOURN THE MEETING AT 3:17PM;**
- **FIRST: MR. KNABEL**
- **SECOND: MR. ZELTER,**
- **VOTE: UNANIMOUS: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. ROSENBAUM—**
AYE, MR. WHEELER—AYE, MS. ZERN—AYE, MR. ZELTZER—AYE,
MR. KNABEL—AYE, MR. OGILVIE—AYE.

Appendix A: Tasks

- Mr. Freeman/Mr. Wheeler – consult on Engineering Services RFQ.

Appendix B: Documents on file:

- Agenda 7/8/21
- Policy, Martha's Vineyard Airport Commission, Aeronautical Lease, Land Appraisal and Fair Market Value Increases Cap Policy
- Martha's Vineyard Airport ATC Traffic Count
- Martha's Vineyard Airport Revenue Enplaned PAX Market Share
- Martha's Vineyard Airport Commission Work Order Authorized and Issued Pursuant to Agreement for General Airport Architectural and Engineering Consulting Services (10 p.)
- Martha's Vineyard Airport Commission (MVAC) Staff Summary – BP21 – R2 Enterprises Inc. 7 North Line Road – Change of Use Request 7/8/21
- Martha's Vineyard Airport Staff Summary – McFarland Johnson Work Order for Advance Authorization for Permitting Services 6/24/21
- Martha's Vineyard Airport Commission (MVAC) Staff Summary – Request for Demolition and Construction (2 p.) 7/8/21
- Request for Qualifications – General Airport Architectural and Engineering Consulting Services
Martha's Vineyard Airport (57 p.)
- Martha's Vineyard Airport Water, Wastewater, and Facilities Department Information and Newsletter, June 2021, 7/6/21

Minutes approved as amended 10/14/21