

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

**April 14, 2022, 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, Edward Christoforo - Comptroller,  
Denise Tawa - Assistant to Airport Management,  
Kevin Brennan - Property Manager, Water/Wastewater – Jeremy Osbourn,  
Facilities Manager – Christina Colarusso,  
Others: Norm Werthwein - Finance Subcommittee, Marni Lipke – Recorder  
Rich Lasdin – McFarland Johnson, Randall Wiedemann,  
Press: MVTV, Eunki Seanwoo–MV Times,  
\* 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 2:03PM.

**II. APPROVAL OF MEETING MINUTES – March 10, 2022** Action

- **MOTION: TO APPROVE THE MARCH 10, 2022 MINUTES AS CORRECTED FOR NUMERATION/HEADING TYPOS;**
- FIRST: MR. RICHARD KNABEL,**
- SECOND: MR. BOB ZELTZER, MS. KRISTIN ZERN,**
- VOTE: PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. DON OGILVIE—AYE, MR. JACK ENSOR—AYE, MR. ZELTZER—AYE, MR. KNABEL—AYE, MR. GEOFF WHEELER—AYE, MS. ZERN—AYE, MR. BOB ROSENBAUM—AYE.**

**III. SUBCOMMITTEES**

Finance Subcommittee – Chair Richard Knabel, Mr. Norm Werthwein, Mr. Wheeler, Mr. Zeltzer  
Land Use Subcommittee – Chair Geoff Wheeler, Mr. Ensor, Mr. Ogilvie, Mr. Werthwein  
Personnel Subcommittee – Chair Don Ogilvie, Mr. Knabel, Ms. Zern  
Outreach Subcommittee – Chair Kristin Zern, Mr. Ensor, Ms. Krista Pappas, Ms. Irene Zaibarth

**IV. FINANCE SUBCOMMITTEE REPORT**

Year-to-date financials through February showed a very healthy surplus but lower cash due to the usual winter slow down. Fuel sales were holding their own and had increased in April. Accounts Receivables continued at very low balance—under \$100,000. (March reports not yet available.)

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- Airport Comptroller Ed Christoforo resigned to take a new position in the Southern States. The MVAC, and particularly the Finance Subcommittee members, expressed their gratitude for all his work including facilitating timely reporting and reducing the accounts receivable.
- The Requests for Proposals (RFPs) for the new Business Park lots were posted and attracted a great deal of interest (see below).
- The Subcommittee would recommend the Fiscal Year 2023 (FY23) budget at the May meeting.
- They had been discussing and would propose financial hierarchy parameters to allow limited monetary decisions to be finalized in Subcommittee rather than requiring full MVAC approval—similar to the Land Use Subcommittee authority (see 10/8/20 Minutes p.5-6 #E).

A. Work Order (WO) #22B Design Administration Amendment for Wastewater Treatment Plan (WWTP) (See documents on file.) Action

Although the original projection was \$6,200,000 the final Plant renovation design was awaiting the engineers' cost estimate and would be delayed by backlogs in the State review process.

- MOTION: **TO APPROVE MCFARLAND JOHNSON WORK ORDER #22 B FOR \$250,000.00 FOR ADDITIONAL AND ENGINEERING SERVICES ON THE WASTEWATER TREATMENT PLANT UPGRADE DESIGN;**

FIRST: **MR. WHEELER,**

SECOND: **MR. KNABEL;**

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

B. International Protection Services (IPS) Capital Purchase Action  
(See documents on file.)

The existing equipment had reached the end of its lifespan. In keeping with Airport Director recommendation:

- MOTION: **TO AUTHORIZE CONTRACTING WITH INTERNATIONAL PROTECTION SERVICES, LLC (IPS) FOR \$62,062.00 FOR THE PURCHASE OF SELF CONTAINED BREATHING APPARATUS (SCBA) EQUIPMENT WHICH WAS REVIEWED AND APPROVED BY THE FINANCE SUBCOMMITTEE;**

FIRST: **MR. ZELTZER,**

SECOND: **MR. WHEELER;**

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

C. MHQ Vehicle Purchase (See documents on file.) Action

Maintenance on the current pickup truck had exceeded its value. A substantial backlog in electric vehicles was due to supply chain issues, however as of July 1, 2022 the Commonwealth would require all municipal vehicles to be either electric or hybrid and the Airport was installing public

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and Airport charging stations in preparation to moving to an electric fleet. (Some vehicles such as heavy snow plows would still require gas.). The current truck would be surplussed according to regulations—previous surplussed vehicles brought good returns. In keeping with Airport Director recommendation:

- **MOTION: TO AUTHORIZE CONTRACTING WITH MHQ FOR \$30,627.40 FOR THE PURCHASE OF THE VEHICLE WHICH WAS REVIEWED AND APPROVED BY THE FINANCE SUBCOMMITTEE;**
- FIRST: **MR. KNABEL,**
- SECOND: **MR. ZELTZER;**
- VOTE: **PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MS. ZERN—AYE, MR. WHEELER—AYE, MR. KNABEL—AYE, MR. ZELTZER—AYE, MR. OGILVIE—AYE, MR. ENSOR—AYE, MR. ROSENBAUM—AYE.**

D. Rates & Charges Methodology (See documents on file.) Action

The Federal Aviation Administration (FAA) required that all rates and charges be:

- justifiable, based on costs, non-discriminatory, and
- that aeronautic rates not exceed non-aeronautic rates, and
- that airfields break even but not make profits.

Previously MVY had a faulty rates model and was one of the few remaining airports without commercial airline landing fees. The consultants found MVY affordable, defensible rates to be unexpectedly challenging but based calculations on the same basic concept as other airports: calculating commercial rates to cover the residual terminal costs after revenues, so that the terminal would break even. The Subcommittee and consultants agreed to lower the terminal space rental from the current rate, and to set commercial landing fees at the same level as General Aviation (GA)—making them non-discriminatory. If successfully negotiated with the airlines, this should generate ~ \$540,000 (about twice previous revenue) removing the terminal as a cost center and setting a good reference point for other rates and charges.

- **MOTION: TO AUTHORIZE A RATE-SETTING METHODOLOGY TO BE USED FOR AIRFIELD AND TERMINAL COMMERCIAL AIRLINE RATES, WITH 2022 RATES AS FOLLOWS:**
  - **LANDING FEE \$3.00 PER 1,000 LBS. GROSS LANDING WEIGHT, AND**
  - **TERMINAL RENTAL RATE CALCULATION ESTIMATE \$110-115.00 PER SQUARE FOOT,****IN KEEPING WITH RATES AND CHARGES AS REVIEWED AND APPROVED BY THE FINANCE SUBCOMMITTEE;**
- FIRST: **MR. KNABEL,**
- SECOND: **MR. WHEELER;**
- VOTE: **PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS: MR. ENSOR—AYE, MR. OGILVIE—AYE, MR. ZELTZER—AYE, MR. KNABEL—AYE, MR. WHEELER—AYE, MS. ZERN—AYE, MR. ROSENBAUM—AYE.**

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V. LAND USE SUBCOMMITTEE REPORT

The Subcommittee did not meet but Mr. Wheeler reported 50 pickups and 5 attendees at the pre-proposal meeting for the Business Park RFPs. All questions were being answered in writing and distributed to all the parties. The bid deadline was 2:00PM, Friday, May 20<sup>th</sup>.

- MVAC noted a new electrical supply subtenant of Malcolm Hall on the entrance road.

VI. OUTREACH SUBCOMMITTEE REPORT

The Scholarship balance was currently \$18,500 with another \$2,500 expected from the Cape Air/David Luening Memorial donation before the end of FY22. However, Martha's Vineyard Regional High School (MVRHS) student scholarship applications for all funds showed very low interest this year. To promote more student interest in the many aviation field opportunities (trades, airport management, pilot, flight attendants) the Subcommittee was looking to coordinate with the student career night presentation possibly presenting a Cape Air pilot and a scholarship recipient. One of the ongoing student scholarship recipients had obtained her pilots license and was continuing to excel.

VII. PERSONNEL SUBCOMMITTEE REPORT (See documents on file.)

The Subcommittee had a productive meeting on Airport Director Geoffrey Freeman annual evaluation. They noted his impressive list of accomplishments including: continuing education, administrative team building and procedures, organization of tenant leases, general staff team building and education, release of new Business Park lots, hangar leases and development, advertising program, exceptional community outreach such as the Blue campaign, involvement with Island schools, green initiatives, WWTP renovation, runway construction, etc. In addition he outlined 8 MVY Airport and 5 personal goals for the coming year. The Subcommittee reviewed his salary:

- hired at \$135,000 in September 2020,
- increased to \$168,000 in May 2021 after his 6 month review,
- given the standard Cost of Living Adjustment (COLA) July 1, 2021.

Mr. Freeman preferred the standard COLA raise (~3%) given to all staff. At the MVAC meeting he emphasized that the list of accomplishments should be credited to the entire Airport team. The MVAC pointed out he was the team leader. The Subcommittee left the decision up to him but asked if he would consider a small merit raise.

VIII. MARTHA'S VINEYARD AIRPORT (MVY) DIRECTOR REPORT

A. March Enplanements (See documents on file.)

- The March Cape Air passenger count was down significantly from 2021, probably due to poor weather, however the airline was rebounding steadily from pandemic losses. Weather probably was also a major factor in a March dip in Air Traffic Control (ATC) flight counts. Fuel sales were still strong, considering the recent price fluctuations.
- Two projects were completed that were 80% Mass. Dept of Transportation Division of Aeronautics (MassDOT-Aeronautics) funded:

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- the 2005 lighting on the south ramp apron was replaced with LED lights, and
- a 125,000 gallon crack sealing machine would make MVY less dependent on MassDOT for runway and land-side road and parking lot maintenance. Staff training was scheduled and the machine should be on-line by late May (see below: Tasks).
- The MVY team was preparing for the annual FAA Part 139 inspection starting around May 17<sup>th</sup>.
- Assistant to Airport Management Ms. Denise Tawa was upgrading the MVY website to be more attractive and user friendly.
- Digital advertising was installed in discreet locations in the terminal. Hopefully the revenue would cover the costs of the equipment.
- MVY was participating in the legislative changes caucus to regulate Transportation Network Companies (TNCs) such as Uber and Lyft for non-MassDOT airports. The current situation left taxicabs at an unfair disadvantage. In addition to his work with the Business Park, Property Manager Kevin Brennan did an amazing job on taxi regulations and traffic in consultation with the West Tisbury Police Chief. There was a plan to move the taxi stand from the front of the Terminal traffic choke point to the short term parking lot near the baggage pickup.
- Airlines were starting to mobilize for the tourist season. Jet Blue (their Fixed Base Operator (FBO) Retrix being purchased by Atlantic) expected to start May 26<sup>th</sup> followed by Delta and American in June.
- Seasonal positions were being advertised: Airport Rescue and Fire Fighter (ARFF), ramp, grounds, etc.
- As mentioned above Mr. Christoforo tendered his resignation and Mr. Freeman wished him well and thanked him for the immensely successful work on Airport finances and reports. The job description was being reviewed and the vacancy would be advertised shortly.
- Mr. Freeman and the MVAC welcomed Ms. Christina Colarusso, formerly in wastewater management, to her new position as Facilities Manager. Her experience, education and green initiative work, as well as water and wastewater licensing would increase maintenance and control of Airport infrastructure and all buildings on the Airport campus.
- The Island housing shortage had almost blocked air traffic controllers ability to meet the FAA contract but the crisis was averted at the last minute.

IX. CHAIR'S REPORT

- Long time minute-taker, Ms. Marni Lipke was retiring. The MVAC thanked her for many years of accurate minutes, appreciated all she'd done and wished her the best. Ms. Lipke had been the off-site document location (see below: Tasks).
- The MVAC thanked staff for the Facilities newsletter.
- The Dukes County financial audit was very clean and complimentary to County Treasurer Ann Metcalf and to the Airport. Almost all previous management letter comments were resolved. New facilitation processes should allow for

X. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None

XI. PUBLIC COMMENT - None

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XII. ANNOUNCE NEXT MEETINGS

- Outreach Subcommittee –2:00PM, Thursday, May 5, 2022
- Land Use Subcommittee -3:00PM, Thursday, May 5, 2022
- Finance Subcommittee - 3:30PM, Friday, May 6, 2022
- Personnel Subcommittee - TBD
- **MVAC - 2:00PM, Thursday, May 12, 2022**

XIII. ADJOURN

**MOTION: TO ADJOURN AT 3:10PM;**

**FIRST: MR. ZELTZER;**

**SECOND: MS. ZERN, MR. KNABEL;**

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

**Appendix A: Tasks**

- Mr. Freeman – consider/research FAA regulations re: crack sealing machine use by Business Park tenants.
- Mr. Rosenbaum/Mr. Freeman – research secure off-site location for MVAC minute documents.
- Mr. Ogilvie – schedule Personnel Subcommittee meeting.

**Appendix B: Documents on file:**

- Agenda 4/14/22
- MVAC March 10, 2022 Draft Minutes (4 p.)
- Martha's Vineyard Airport Staff Summary – Wastewater Treatment Facility—Additional Services WO 22B 4/8/22
- Martha's Vineyard Airport Commission, Work Order Authorized and Issued Pursuant to Agreement for General Airport Architectural and Engineering Consulting Services (3 p.)
- Schedule A Scope of Work (15 p.)
- Martha's Vineyard Airport Staff Summary – Purchase of Self Contained Breathing Apparatus (SCBA)(2 p.) 4/12//22
- Martha's Vineyard Airport Staff Summary – Purchase of Airfield Operations Vehicle (2 p.) 4/12/22
- Draft MVY Rates and Charges Analysis April 2022, MVY Rates and Charges Analysis
- Martha's Vineyard Airport KMOVY Traffic Count (3 p.)
- Martha's Vineyard Airport Water, Wastewater, and Facilities Department Information and Newsletter February and March 2022 (2 p.) 4/13/22

Minutes approved as amended 5/12/22