

Commonwealth Of Massachusetts
MARTHA'S VINEYARD AIRPORT COMMISSION
FINANCE AND BUDGET SUBCOMMITTEE MEETING
October 31, 2018 3:30PM
MVAC Chambers

Notice of Such Meeting Having Been Posted as Required by Law

Present: Subcommittee Members: Chair - Robert Rosenbaum, Donald Ogilvie,
R. Peter Wharton,
Airport Staff: Ann Richart- Manager,
Dukes County Staff: Ann Metcalf - Treasurer
Marni Lipke – Recorder

I. CALL TO ORDER

The Martha's Vineyard Airport Commission (MVAC) Finance and Budget Subcommittee meeting was called to order at 3:33PM.

II. MINUTES - Approve The Minutes From October 10, 2018 Meeting

• **MR. DON OGILVIE MOVED TO APPROVE THE OCTOBER 10, 2018 MINUTES; MR. PETER WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 3 AYES, 0 NAYS, 0 ABSTENTIONS.**

IV. Contract CPS Proposal Update (See below: Actions.)

An hourly rate proposal was received from a reputable firm that had worked with Bradley Airport. Mr. Ogilvie called them, explained Airport history and status. The head of the firm agreed to consult with his partner. Mr. Ogilvie offered to pay his/their way to the Island for an interview. It was agreed that the Airport did not need an audit but was interested in software and communications issues that prevented timely accurate financial reports. Airport Manager Ann Richart had scheduled a call with another firm Friday, 11/2/18. She explained that it was illegal to pay any expenses without a signed contract, and suggested this might be facilitated by a policy allowing management to sign small contracts below a set amount. The Subcommittee discussed the timeline and sense of urgency; whether to recommend this firm or delay pending a November 8th MVAC vote. A video-conference was suggested as an alternative, otherwise any interview visit would be the responsibility of the CPA—a common practice among businesses.

III. Review Financial Reports (See documents on file & below: Actions.)

- The County signed the grant assurance but Clerk of the Courts Joe Sollitto would not stamp the document without the MVAC and secretary's signature.
- FY18 was almost closed, with only a few back-dated bills to process. There seems to have been no FY18 equipment surplus/disposal.
- The Subcommittee members were satisfied with the FY19 First Quarter report, which was formatted as they wished. The percentages were historic and still needed to be tweaked. The budget was tracking fairly well.

- Negative Wastewater revenue was, an accounting anomaly, regarding the large credit from reduced rates (see 7/24/18 Minutes p.2-3 #III)—there were no refunds. Ms. Richart was working with County Treasurer Ann Metcalf to format the credit recording.
- The Services line was already 50% spent in the first quarter due to legal costs.
- Cash flow was reasonable projected to be about \$200,000 at the end of December. Next quarter projections would be in the next report.
- Fuel revenue reporting was bunched due to a FBO credit card payment accounting anomaly which Carol Grant corrected.
- After consulting with bond counsel the \$6,000,000 FAN for Runway 6-24 project was expected by the end of November. They also consulted on the \$575,000 Bond.

VI. ITEMS NOT ANTICIPATED BY CHAIR

Ms. Richart had been awaiting County notification on the budget calendar, and capital projects format—capital projects needed complex budgeting because they spanned different fiscal years. However, all County Departments had now submitted FY20 budgets, except the Airport. The Subcommittee reviewed the MVAC, County Commission and CAB meeting schedule and requested Management submit a preliminary budget subject to MVAC approval at: FY19 plus 3% in both revenue and expenses and the a basic capital list by Thursday.

V. Authorize Contract with Tetra Tech for Old Navy Dump Initial Investigation

Tetra Tech completed the first phase including researching old military documents, and this contract covered sampling wells and creation of new sampling wells, at which point more testing might or might not be requested by the DEP. The work would be done within the next 2 weeks and the invoice submitted in a month. Ms. Richart had contacted the Army Corps of Engineers about cleanup reimbursement.

• MR. OGILVIE MOVED TO RECOMMEND AUTHORIZING A CONTRACT WITH TETRA TECH FOR \$21,500 FOR DUMP SITE INITIAL SITE ASSESSMENT SERVICES; MR. PETER WHARTON SECONDED; MOTION PASSED UNANIMOUSLY: 3 AYES, 0 NAYS, 0 ABSTENTIONS.

VII. CONFIRMATION OF NEXT MEETING DECEMBER 5, 2018 AT 3:30PM

VIII. ADJOURNMENT

• MR. OGILVIE MOVED TO ADJOURN AT 4:26PM; MR. WHARTON SECONDED; MOTION PASSED UNANIMOUSLY.

Appendix A: Tasks

- Mr. Ogilvie – ask CPA if they’ll video-conference before the MVAC meeting.
- Ms. Richart/ Ms. Metcalf – work on wastewater credits.
- Ms. Richart – monitor legal expenses, check re: FY18 surplused equipment.
- Ms. Metcalf – transfer PFC money to operating account.
- Ms. Richart/ Ms. Metcalf – send 2nd quarter projection/report to Subcommittee by 12/3/18.
- Mr. Rosenbaum – update lawsuit status for Powers & Sullivan.
- Ms. Richart– submit FY20 preliminary Budget Draft (subject to MVAC approval) to DCC:
- FY 19 level plus 3%;

- Draft basic capital list by 11/8/18.
- Ms. Richart/Mr. Rosenbaum – get Grant Assurances stamped by Joe Sollitto.

Documents on file:

- Agenda 10/31/18
- MVAC Finance and Budget Subcommittee Meeting draft minutes (2 p.) 10/10/18
- Operating Account... Prepared by Ann Metcalf (3 p.) 10/30/18
- MV Airport Staff Summary re: Airport Finance Summary (2 p.) 10/31/18
- MV Airport Staff Summary re: Tetra Tech Contract for Dump Site Initial Investigation
10/29/18