

**Commonwealth Of Massachusetts  
MARTHA'S VINEYARD AIRPORT COMMISSION  
LAND USE SUBCOMMITTEE MINUTES**

**April 1, 2021, 3:00PM**

**Via Zoom Meeting**

Notice of Such Meeting Having Been Posted as Required by Law

**Present:**

**Subcommittee:** Chair – Geoff Wheeler, Don Ogilvie, Norm Werthwein, Kristin Zern (joined meeting at 3:21PM)

**Airport Staff:** Kevin Brennan, Airport Properties Manager (recorder); Edward Christofono, Financial Controller; Geoffrey Freeman, Airport Director

**Public Signed in via Zoom:** Jack Ensor (MVAC), Bob Zeltzer (MVAC)

**I. CALL TO ORDER by Chairperson Geoff Wheeler – 15:04hrs.**

**II. MINUTES: APPROVE THE MINUTES FROM THE JANUARY 7, 2021 LAND USE SUBCOMMITTEE MEETING**

**MOTION:** Mr. Werthwein to approve minutes

**SECOND:** Mr. Ogilvie

**VOTE:** Mr. Werthwein - AYE, Mr. Ogilvie - AYE Mr. Wheeler - AYE, 3-0-0, unanimously approved.

**III. PUBLIC COMMENTS – No public present**

**IV. STAFF REPORTS**

**a. Tenant Aging Report:**

**1. As of March 31, 2021**

	<b>3/31/2021</b>	<b>2/28/2021</b>	<b>1/31/2021</b>	<b>12/31/2020</b>
Over 90	\$25,162.31	\$26,358.77	\$36,953.14	
61-90	\$10,694.63	\$8,810.14	\$32,727.19	
31-60	\$13,860.06	\$13,364.63	\$03,763.00	
Under 30	\$67,632.25	\$32,115.38	\$22,783.41	
<b>Total</b>	<b>\$117,349.05</b>	<b>\$80,648.92</b>	<b>\$96,226.74</b>	<b>\$180,000.00</b>

- Tenant 1: \$9,772.72 over 90 days. Tenant 2: \$4,146.59 over 90 days.

**b. Property Manager's Report**

1. Staff has requested nearly 50 subleases for MVAC approval as required by leases. 20 submitted in past 20 work days. Will take time to review.

**c. LUS Chairman's Report:** No Report. Mr. Werthwein asked how the FMV Policy would be introduced to tenants. Mr. Wheeler transitioned to Old Business.

**V. OLD BUSINESS**

**a. Proposed MVY Fair market Value Policy Update –** Mr. Freeman noted that with the support of the Land Use Committee, the proposal will be reviewed and

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hopefully approved by the MVAC next week. A letter to tenants is being drafted. Mr. Werthwein requested a clarification of the proposal asking if it still included an annual CPI increase. Mr. Wheeler stated that the Annual CPI increase remains an integral part of the policy and that a 5-year adjustment based on an appraisal is included. Every lease will be placed on the Boston CPI for consistency.

**MOTION:** Mr. Ogilvie: Support proposed FMV Policy approved by the FAA for MVAC approval.

**SECOND:** Mr. Werthwein

**VOTE:** Mr. Ogilvie – AYE, Mr. Werthwein - AYE, Mr. Wheeler - AYE, 3-0-0, unanimously approved.

- b. **Update on Proposed Airport Business Park Expansion Process with MVC** – Mr. Brennan reported that first meeting with MVC staff was held and we are awaiting questions related to next steps in process. Most likely questions from MVC will require research on our part.
- c. **Update on Former Roskind/Dutchess Hangar** – Director met with legal to review process. Intend to have RFP published by early April, 2021.

3:21 – K. Zern joined meeting.

**VI. NEW BUSINESS**

- a. **Aircraft Cleaning/Detailing Business** – Mr. Freeman introduce interest of potential business which he would assign to a designated area, require training, check references of other airports. Would receive DRAFT Minimum Standards, may require % of gross, and permits would need to be obtained. Mr. Ogilvie recommended benchmarking service with area airports, clear insurance requirements. Mr. Werthwein recommended “keeping it simple” as a % requirement would create extra work for MVAC to produce invoices.

**VII. ITEMS NOT REASONABLY ANTICIPATED BY CHAIR - None**

**VIII.** Next meeting – 3:00PM, Thursday, May 6, 2021

**IX. ADJOURNMENT**

**MOTION:** Mr. Ogilvie to adjourn at 3:45PM

**SECOND:** Ms. Zern

**VOTE:** Ms. Zern – AYE, Mr. Ogilvie – AYE, Mr. Werthwein – AYE, Mr. Wheeler - AYE 4-0-0 unanimously approved.