

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

**September 15, 1999 5:30 pm
Martha's Vineyard Airport, ARFF Building, 2nd Floor**
Notice of Such Meeting having been Posted as Required by Law.

Present: Airport Commissioners: Chairman--Marc Villa, Linda Sibley Vice-Chair, Dan Flynn,
*John Alley, Robert Wasserman

Others: Bill Reich - Construction Project Manager; Ann Schot - Fitness Center; Cliff Jernegan,
Richard Leonard - Martha's Vineyard Cooperative Bank; Elmer Silva - Vineyard Pools; David
Kann - Waste Water Treatment Plant operator; Mr. Jerry Pikor - RWS Hangers.

* Late arrival or early departure (see * in text)

Terminal Project Update

Mr. Bill Reich reported that on Monday Sept. 20 there will be a meeting with the Scanlon project manager (who lately has been unavailable due to illness) to finalize pending change orders. Mr. Reich conservatively estimates \$100,000 of currently pending approved orders including the sewage problem experienced in August. Another underground steam vault has been encased in concrete and some contaminated soil needs to be monitored and rectified. Three significant credits and probable reimbursement are not included. The total change orders for the project are estimated at \$223,000 which seems to be within 3% of the project's contingency. The compaction test went well and the ramp will be paved next week.. The project is expected to be 95-98% complete by September 30. TAMS considers it their contractual and legal right to sign off the final steps and to okay all manuals, as built drawings, etc. Mr. Reich asked that conditional to final completion he be release from his contract on October 1. He will act as owner's representative to oversee all manuals and as built drawings and he will also provide the Board with a detailed list of unfinished tasks at his release. He offered a retainage which was not deemed necessary. ***Motion to release Mr. Reich from his contract as of October 1, 1999; seconded; SO VOTED.*** Mr. Reich submitted a draft proposal for Board consideration on long term maintenance oversight. The Board and owner's representative thanked him for his excellent work.

The responsibility for the rusting of the stainless steel in the bathroom fixtures was explored. It was recommended that the sub-contractor be asked for a sample of his cleaning solution. Mr. Reich will pursue the matter.

Airport Manager's Report

The report was distributed. A 20,000 gallon tank is being removed from the fuel farm today but it continues to be a slow process. A solicitation for a five year control tower services contract was advertised. Despite a lower bid by Metro, the contract has been tentatively awarded to Mid West Control which has provided good service for the last few years. Metro lacked significant experience and failed to stamp their bid. The FAA has been consulted on reimbursement protocol. ***Motion to award Mid West Control a five year contract for control tower services on their bid; seconded; SO VOTED.***

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A list of airport employees and vacant positions was distributed. There was some confusion over anniversary dates for longevity/seniority evaluations. Should they be the anniversaries of current position starts, of full time starts, or airport employment starts? The issue will be researched.

Business Park

Mr. Bill Smith and Vineyard Bottled Waters submitted a preliminary proposal for Martha's Vineyard Clambakes as a sub-tenant. Water use, grease traps, amp use, square footage and kitchen regulations were briefly raised.

The bid on the gift shop has been delayed because the bank has asked to change their ATM from fixed (wall mounted) to free standing for easier servicing access. The bank has proposed three different locations for the ATM. Their preference is for an outside location under a canopy to provide 24 hours access, with the advantage that it would free up inside space. Location was debated on aesthetics, safety, and convenience. The bank was directed to consult TAMS on the ATM location. ***Motion to locate the ATM only within the operations building or within the designated vending machine area should such an area be developed; seconded; SO VOTED.*** The gift shop bid should go out next week.

The Fitness Center gave a detailed projection on proposed water usage and conservation measures. The Center maintains that they will stay within 500 gallon per day by self restriction and/or by the installation of a surge tank. Issues of shingling the building and foliage for road frontage appearance were debated. ***Commissioner Sibley moved to waive the shingling on the alcove only of the Fitness Center building, contingent upon concealing said building with shrubbery; seconded; MOTION APPROVED, 3 ayes, 2 nays. Commissioner Sibley moved to approve the project as a whole; seconded; SO VOTED.***

Commissioner Sibley asked for a review of the minutes and plans pertaining to the Coca Cola plant.

April 7, 1999 Minutes were reviewed on the proposal for Lot 36. The buffer zone plantings that will screen the building from the road were discussed. ***Mr. Flynn moved to grant Vineyard Pools final approval on their proposed construction provided they gain a favorable determination from the FAA on 74 60-1 and provided they satisfy Commissioner Sibley either by visual inspection or approval of a landscape plan; Mr. Wasserman seconded; SO VOTED.***

A legal opinion on the status of the Info Center tenant was requested.

Budget Update

The budget status was reviewed as follows: FY98 resulted in a \$25,000 deficit, FY99 resulted in a \$209,000 net income; FY00 can not be determined as staff have not provided adequate information and the State has not approved a budget. Internal and external accountants can not be hired without a budget and a budget can not be approved before the State budget is settled. The County Treasurer has suggested that a reserve amount be placed in a Debt Service Account and a proposal for such will be submitted. Commissioner Sibley will call the State representatives to protest the budget delay.

There was a brief discussion on how many passengers a single counter space should serve.

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There is slow progress on the Rental Car reconciliation.

The County Manager has applied directly to the Mass. Aeronautics Commission (MAC) for a municipal land set aside. The history, possible use and procedure for municipal land at the airport was explored. A letter will be written to Dukes County Commission asking that the request for municipal land be formally submitted to the Airport Commission to be passed on to the Massachusetts Aeronautics Commission. It was also agreed that some long range comprehensive planning be put on the Agenda for a future meeting.

Motion to approve \$27,000 for Rizzo Associates for the next quarter; seconded; SO VOTED.

Mr. Jerry Pikor submitted a proposal for additional hangers. The plan eliminates three tie-downs and provides four part hanger space that could accommodate the larger planes now using the airport. The length of the lease, the percentage of revenue and the prior involvement of Mr. Stott were debated. An employee plan for traffic facilitation was presented. ***Motion to approve and set in motion the employee plan; seconded; SO VOTED.*** The future placement of these hangers at the other end of the ramp was mentioned and other possible locations were explored. It was agreed that Mr. Stott would be notified that a proposal for future hangers has been submitted and that preliminary approval of all hanger proposals will be voted at the next meeting.

*8:19 Commissioner John Alley leaves the meeting.

David Kann reported that the apron to the treatment plant has been paved at no cost to the town. In time for the next County supplemental budget meeting he will submit a three or four part project proposal for replacing the sewer at an estimated cost of \$240,000. He has written a letter requesting a right of way to control usage and construction over existing sewer lines. Finally he reported that he has not been receiving his mail properly with serious consequences to his business. Poor procedure and office inefficiency were noted and hopefully will be rectified.

Commissioner Dan Flynn stated that he will recuse himself in or out of quorum or with any member of the Airport Commission from all conversations, actions and votes involving the airport manager position and the assistant airport manager position until further notice, as an immediate family member has applied for both positions.

The next meeting is scheduled for October 20, 1999.

Motion to adjourn.