

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

June 22, 2000 5:30 pm

Martha's Vineyard Airport, Plane View Restaurant

Notice of Such Meeting having been Posted as Required by Law.

Present: Airport Commissioners: Chair Tim Carroll, Vice-Chair Linda Sibley, Robert Carroll,*
Marc Villa, Frank Daly, Robert Smith, John Alley

Others: Bill Weibrecht - Airport Manager, Carol Borer - County Manager, Noreen Flanders -
County Treasurer, Peter Rogers - President of the Business Park Assoc., Chief Beth Toomey -
W. Tisbury Police,*Marni Lipke - Recorder.

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

The meeting was called to order at 6:01.

1. Approval of meeting minutes.

MS. LINDA SIBLEY MOVED TO APPROVE THE MAY 3, 2000 MINUTES AS WRITTEN; MR. JOHN ALLEY SECONDED; MOTION PASSED WITH MR. MARC VILLA ABSTAINING.

MR. ROBERT SMITH MOVED TO APPROVE THE JUNE 7, 2000 MINUTES AS WRITTEN; MS. LINDA SIBLEY SECONDED; MOTION PASSED WITH MR. JOHN ALLEY AND MR. MARC VILLA ABSTAINING.

*Mr. Robert Carroll joined the meeting.

3. Review of MAC vote of June 21, 2000

Mr. Weibrecht reported that after some hard work by staff and administration over the last few weeks, the Mass. Aeronautics Commission (MAC) has voted to transfer approximately \$361,000 previously retained until the completion of the project. Mr. Weibrecht met with the County Treasurer, the financial advisor and the bond counsel on procedures. **MS. SIBLEY MOVED TO AUTHORIZE THE BONDING OF \$1,068,460.00; MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY.** Mr. Weibrecht has asked for an additional \$5,000 in moving expenses due to delays in finding housing on the island. **MR. VILLA MOVED THAT TRANSFERS BE AUTHORIZED AS PROPOSED IN THE AIRPORT MANAGER'S MEMO OF JUNE 22, 2000 TO THE AIRPORT COMMISSIONERS; MR. ROBERT SMITH SECONDED; MOTION PASSED UNANIMOUSLY.** Mr. Villa and Mr. Weibrecht met with the MAC who expressed their disappointment with inadequate landscaping at the Airport. TAMS is working diligently through Scanlon to improve the situation. There is a possibility of extra money from MAC to pay for landscape maintenance.

3a. Vote to approve funding transfers

Budget transfers were reviewed line by line. In accordance with suggestions from the County Manager Carol Borer and the County Treasurer Noreen Flanders changes were made as follows:

Airport Manager line to L. Giacomini -- an additional \$1,003 to equal \$4,603.
Both Temporary lines can be scratched as there is a surplus,

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Assist. Manager Overtime -- an additional \$1,500 to equal \$11,500
Moving Expenses -- can now be scratched (see above),
Legal -- an additional \$1,500 to equal \$5,500.
Electric -- an additional \$5,000 to equal \$10,000.
Telephone -- an additional \$1,000 to equal \$2,000.

Additional transfers:

Insurance Liability - item 54300 -- an additional \$1,104. from another insurance line.
Household and Furniture -- an additional \$275.

MR. JOHN ALLEY MOVED TO AUTHORIZE THE BUDGET TRANSFERS AS PROPOSED IN THE AIRPORT MANAGER'S MEMO OF JUNE 22, 2000 TO THE COUNTY MANAGER AND COUNTY TREASURER AMENDED AS ABOVE; ROBERT SMITH SECONDED; MOTION PASSED UNANIMOUSLY.

*Ms. Flanders left the meeting.

2. Assistant Manager candidate interviews (Deborah Potter, Sean Flynn, Dan Johnson)

Mr. Villa reviewed the hiring process. He reminded the Commission that the Assistant Manager position has been shifted to emphasize management of the Business Park and accounting skills as well as airport security, rather than expertise in aviation. All three of the finalists are already Martha's Vineyard residents. One of the three, Mr. Sean Flynn, is the son of Commissioner Dan Flynn and if he is hired it is probable that Commissioner Flynn would have to resign from the Board. The Commissioners commended the sub-committee for narrowing the field and choosing the final candidates. The Commission introduced themselves to each candidate and asked each one the following five questions:

1. Mr. Daly asked: in a critical aviation emergency situation the Airport Manager is called away and you are called in on your day off. What would you do and how would you handle it?
2. Mr. Villa asked: what is your accounting/bookkeeping experience and background?
3. Mr. Tim Carroll asked: please talk about your knowledge of airport security and the issues surrounding it.
4. Ms. Sibley asked: as you know the business park has been in some disarray due to lax oversight. How would you go about bringing it into compliance?
5. Mr. Alley asked: why do you think you are qualified for this position?

The first candidate interviewed was Mr. Sean Flynn.

Quest. 1: He would expect that there would be established protocols for the situation which he would be aware of and follow to the letter. He would make every attempt to get hold of the Airport Manager and in the meantime would do what was best for the Airport.

Quest. 2: In his capacity as a Department Manager for Island Transport he maintained a departmental budget and accounted for income, cash out procedures, statistical review for financial trends and strict control of expenses. He was responsible for helping Isl. Transp. customize Quickbooks to their needs. He also knows Peachtree and Excel.

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Quest. 3: He has watched the evolution of security at the Airport. He is familiar with the secure identification area and he mentioned the concerns over securing the general property outside of aviation concerns. He is familiar with Ms. Dempsey from the FAA and their preferred direction. He agrees with most of their suggestions but feels there is some room for discussion due to the unique nature of the MV Airport. He would like to be in compliance and ahead of the game.

Quest. 4: He understands that after many years of loose controls there will be resistance to strict compliance, and believes that the change must be handled gradually. He would first present the case for the good of the tenant as well as the park, offering as much assistance as possible; and hope that the tenant will take the initiative before getting authoritative.

Quest. 5: As the job description changed he felt increasingly qualified for the job. He feels his strong points are his business background, his ability to perceive direction and move a business in that direction. Hence, the aviation fuel farm and the business park can be moved in a positive direction through attention to details. His aviation background is only as a pilot, so that he feels his business skills will compliment Mr. Weibrecht who has strong aviation skills.

Additional remarks: He thanked the Commission for the opportunity to come before them. He would need at least two weeks notice for Island Transport.

The next candidate interviewed was Ms. Deborah Potter.

Quest. 1: She asked for particulars of the emergency, saying she would have different responses depending on the nature of the situation. She would send notification to the necessary parties and if possible, get hold of the Airport Manager. She would take appropriate action and give direction to personnel as needed. She cited her 18 years of experience and felt she could figure out the needed actions, for whatever the situation, for example she knows the Secret Service mandates for Presidential movement. The fact that it would be her day off was not a concern, as she would consider it part of her duties.

Quest. 2: She has worked in a law office handling leases and has some familiarity with the convoluted nature of Massachusetts law. She was on the Board of Directors of the Vineyard Montessori School and was responsible for keeping all their financial accounts. She reviewed all reports including payroll, expenditure, income and hiring. She single handedly ran the office at the Marine Corps and worked with IBM and Apple computer systems. She is close to completing her Bachelor of Science in Aviation Management and is pursuing her Am. Assoc. of Airport Executives Certification. She has worked in Security with Presidential travel and feels she has substantial experience outside air traffic control.

Quest. 3: She listed issues with ramp protection as well as appropriate security for the business park, the parking lots and moving people around safely inside the terminal. As for resolving any outstanding issues involving FAA inspection she expects that any knowledge she lacked could be acquired in short order through courses and training. What she doesn't know she will learn.

Quest. 4: She would identify the tenants who are out of compliance and approach them in a friendly manner to ask them for a plan to show how they could move towards compliance. She would initially give them the benefit of the doubt. Her second step would be a warning delineating the consequences of failure to comply. If then there is no other way, some legal action would be taken. She feels that it would be unfair to other tenants who are expected to comply, and that there should not be too many opportunities for tenants to wiggle out of the terms of their lease.

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Quest. 5: She has 18 years of air traffic experience which provides a unique perspective and makes her other experience that much more valuable. She has studied hard to get her degree with excellence and hopes to go on for her Masters. She is 100% committed to moving into airport management as her career of choice, and she has been working toward achieving her goal for many years with the foresight, dedication and tenacity she learned in the marine corps.

Additional remarks: At Mr. Robert Carroll's question, she explained that even at the beginning of her air traffic career it was clear that there would be a time when she either could not or would not want to control any longer. She still enjoys controlling but felt this opportunity was an excellent one. Ms. Potter asked if there was any provision for pursuing more educational opportunities. She would hope to work out a suitable shift over with the tower in the given time frame.

The last candidate interviewed was Mr. Dan Johnson.

Quest. 1: He would of course come in for the job and would appreciate the responsibility. He would expect that in working with the Airport Manager he would be kept up to date and would take the appropriate action, using his common sense and judgment to resolve the situation.

Quest. 2: He has Associate degrees in Accounting and Business Management as well as a Bachelors in Aviation Management. He was the assistant manager of the movie theater and was in charge of all the books, sales and accounting. He also worked for a computer company with some audit-like oversight for accuracy of entries and reconciliations. He has worked with Quickbooks and some customized systems including Gemini and Mass 90--for non-profit. He has filled in for staff at the airport when they have been out or on vacation and done warrants, payroll, data entry, invoices, billing and credits. When the need arises he is quick to jump in and help.

Quest. 3: He described in some detail the security of the airport: that is was not fenced all the way around, security ID color codes and areas of access and restrictions, vehicle access and escort for ramps, security gates and safety areas. He then mentioned West Tisbury patrol of parking, lighting and Edgartown / airport patrol of the business park. He would reduce the number of vehicles on, and tighten vehicle access to, the field. He gave the security briefing to the airlines this year and feels security is improving. He would also consider a combination lock for private plane access to restrict access to appropriate persons.

Quest. 4: He would go though each lease item by item and renegotiate any discrepancies with the tenant. Payment issues can also be addressed. He is not interested in blame or pointing fingers and whether the county or the tenant needs to spend money it is important to resolve the issues and bring everything up to standard. Mr. Daly asked what he would do if a tenant was recalcitrant in paying his water bill. If this was a one time matter he felt it could be resolved, if it was a regular occurrence he would bring the matter to the Airport Manager and the Commission for resolution. As a last resort he would call in a collection agency and cut off the tenant's water. He would also like to see the five or six vacant lots advertised and filled and the aviation side developed.

Quest. 5: He spoke of his love for aviation and business. He has had a good teacher in the Airport Manager for the last three months. Previously he had a lot of practice in being involved in all parts of the airport, taking every opportunity to participate in all aspects of the operation. He loves the job, wants to continue to do it and can start immediately. He thanked the Commission.

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The Commissioners each expressed their opinion. Everyone felt that all three candidates were excellent and could fill the job capably. Ms. Sibley was very impressed with Mr. Johnson, his resume and practical way of responding by including details and qualifications. Although she felt Mr. Flynn showed polish and maturity in the interview she was uncomfortable with hiring someone as weak in the aviation side as Mr. Flynn. Mr. Alley agreed saying Mr. Johnson answered the questions straight-forwardly and was willing to elaborate in detail. He also felt he had been an exemplary employee who it would be appropriate to advance. He further agreed with Ms. Sibley on being worried about Mr. Flynn's lack experience on the aviation side. Mr. Daly also liked Mr. Johnson, especially his answer to the first question implying that even when he was on his day off he would have been briefed and up to speed on what was going on at the airport. He felt he was confident and relaxed and could speak well for the Airport Commission. Mr. Daly spoke of each of the candidates citing Ms. Potter for her willingness to learn quickly. He also liked that all candidates showed maturity and responsibility in giving adequate notice to their previous jobs. Mr. Robert Carroll felt Mr. Flynn did a good job in presenting himself, understands the MV Airport and is a native Islander. Mr. Smith although not at first favorable, became increasingly impressed with Mr. Flynn as he learned more about his background. He felt his phone interviews were excellent and his answers clean and to the point. He felt Mr. Flynn was stronger in his ability to deal effectively with the business park. He also felt that Mr. Weibrecht could teach Mr. Flynn what was necessary about the aviation side of the operations. Mr. Villa emphasized the candidates need to interact strongly with the non-aviation community and must be polished and authoritative without being belligerent. So, although he thought the world of Dan Johnson he favors Mr. Flynn for this particular job. He also felt that Mr. Johnson had held a number of jobs without staying very long in any of them. Mr. Tim Carroll felt Mr. Flynn was well spoken while Ms. Potter was authoritative but was perhaps a little too aggressive around the business park issues--more interested in enforcement than negotiation. Mr. Johnson was willing to jump in and carry anything needing to be done.

Mr. Weibrecht said he would be content to work with any of the three finalists. He felt each had their strengths and weaknesses. He felt Mr. Johnson was an exemplary employee giving 1000% and had helped in every way, shape and form on his own time. Mr. Flynn has some history with the old program for the Airport. Chief Toomey said that interpersonal skills are important in this position as the person will represent both the Commission and the Airport. Therefore, after observing the candidates and listening to feed back both on and off the airport property she would favor Mr. Johnson. Ms. Borer did not express an opinion. Mr. Rogers favored Mr. Johnson as he is passionate about the job, on the job and has shown himself enthusiastic about his responsibilities.

A straw vote was taken and came out three for Mr. Johnson and three for Mr. Flynn. Chair Tim Carroll broke the tie by casting for Mr. Flynn. He felt Mr. Flynn would be the better choice for the business park aspect of the job. Ms. Sibley pointed out that Mr. Weibrecht was handling the business park superbly at the moment and she hoped would continue to do so. Both Ms. Sibley and Mr. Alley objected to the "shift in focus" of the Assistant Mgr. position to emphasize Business Park management and Security with a lesser emphasis on Aviation without a vote of the Commission (see 2/2/00 Minutes p. 2). He felt the new criteria of the sub committee did not meet the advertised job description as approved by the Commission. A discussion followed.

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*Chief Toomey left the meeting.

MR. VILLA MOVED TO OFFER THE JOB OF ASSISTANT MANAGER TO MR SEAN FLYNN; MR. SMITH SECONDED; MOTION PASSED WITH MR. ALLEY VOTING NAY.

MR. SMITH MOVED TO NOMINATE MR. DAN JOHNSON AS ALTERNATE CHOICE FOR THE JOB OF ASSISTANT MANAGER; MR. VILLA SECONDED; MOTION PASSED WITH MR. ALLEY VOTING NAY.

*Ms. Sibley, Mr. Rogers, Mr. Alley and Ms. Borer left the meeting.

MR. VILLA MOVED TO SIGN THE GRANT ASSURANCES AND THE MORTGAGES; MR. SMITH SECONDED; PASSED UNANIMOUSLY.

MR. VILLA MOVED TO AUTHORIZE NEGOTIATIONS WITHIN THE PERAMETERS OF THE PROPOSED ASSISTANT MANAGER'S SALARY FOR A FORMAL WAGE AGREEMENT; MR. SMITH SECONDED; PASSED UNANIMOUSLY.

4. Adjournment

MOTION TO ADJOURN; SECONDED; PASSED UNANIMOUSLY.