

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

**May 18, 2005 5:00PM
Martha's Vineyard Airport**

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

Present:

Airport Commissioners: Chair Jesse B. (Jack) Law, Vice Chair John Alley, Frank Daly,
T. J. Hegarty, Leslie Leland, William (Bill) Mill, Norman Perry,

Airport Staff: Sean Flynn - Assistant Manager,

Dukes County: E. Winn Davis- County Manager;

Others: Ted Stanley – Direct Flight Inc.; Marni Lipke - Recorder

Press: Christine Rose – MVTV

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

The meeting was called to order at 4:49PM.

Chair Jack Law informed the Commissioners that Airport Manager Bill Weibrecht was taking some vacation time for the rest of the week.

1. Approval of Meeting Minutes of May 4, 2005.

The May 4th Minutes were awaiting technical review and were tabled until the next meeting. Mr. T. J. Hegarty asked if the Martha's Vineyard Airport Commission (MVAC) was seeing edited / altered Minutes. Ms. Lipke strongly emphasized that the minutes were never edited for content or wording and were merely reviewed for technical terms and acronyms she might not know since she was not an aviation expert.

2. Budget Review

The MVAC reviewed the revenues and budget.

Aviation revenues were down due to a decline in commercial air carrier passengers and the US Airways bankruptcy.

- The revenue was projected slightly higher for next year as US Airways was in the post petition phase of the bankruptcy and would be required to pay for their emplanements – July through October 2004 US Airways emplanements were delinquent as part of the bankruptcy proceedings.
- Although nationally air travel was leveling off to pre 9/11 levels Martha's Vineyard was not keeping pace. It was surmised that as round trip airfare was now over \$500 those who could afford to fly were using General Aviation or "fractional jets"(similar to purchasing a time share).
- The De-icer fees came to \$8,400 in FY05 and were conservatively estimated as lower for 2006, the weather being unpredictable.
- Long term parking fees were usually paid between May and early July when seasonal visitors and residents returned to the Island.

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Although the counters were leased to the same companies terminal revenues were shifting slightly.

- The lease on the Automatic Teller Machine (ATM) by the Martha's Vineyard Cooperative Bank would be up for renewal this year. The new bid was expected to be lower as the number of ATM transactions (and therefore the revenues) was half what was originally projected.
- Vending machine use was down as customers seemed to prefer buying their soft drinks from the restaurant.
- Public telephone use was also reduced due to the proliferation of cell phones.
- The Transportation Security Administration (TSA) line had been removed as the project was not likely to come to fruition in the near future (see 5/5/04 Minutes p.5-6).

- In non-aviation properties revenues were fully realized and credits were given for the Consumer Price Index issue.
- If rent from the County came to pass in FY06 they would be considered a windfall and go into free cash.

- In Aviation properties the new hangar was approved by the Martha's Vineyard Commission (MVC) and was proceeding to the West Tisbury Zoning Board for permitting.

- Earlier in the meeting it was explained that there was some reduction in wastewater revenues from abatement meters installed to monitor outdoor use (see 1/5/05 Minutes p.9).
- Mr. Hegarty raised the issue of how to deal with uncollected funds which would be challenged by the Vineyard Transit Authority. There was some confusion as to what the issue was. Assistant Airport Manager Mr. Sean Flynn explained that he would contact the VTA if there was an issue and reminded the MVAC that all tenants had been informed of this one-time-only back billing (see 10/15/03 Minutes p. 1-7 #2 and 11/5/03 Minutes p.10-16 #6). Tenants were obligated to pay and most companies and municipalities had mechanisms for back bills as did the MV Airport itself (see below p. 4). Even Mr. Alley, who was on the Board of the VTA, had not heard of this issue so the matter was tabled as unknown and premature.

- Mr. Alley stated that the Airport should not be profiting from water resale to tenants. Mr. Flynn reminded him that the difference in price from the Oak Bluffs rate only covered Airport water operation expenses such as the Water Operator (see 10/15/03 Minutes p. 1-7 #2 and 11/5/03 Minutes p.10-16 #6).

- Moving on to expenses the MVAC discussed the Airport Manager and Assistant Manager salary lines in regards to the ongoing litigation and the County salary scale. Mr. Flynn explained that in accordance the previous practice the funds were placed in the line according to contract and the MVAC adjusted them on each budget.

IT WAS THE CONSENSUS OF THE MVAC THAT THE LINES BE ADJUSTED TO READ:

- MR. WEIBRECHT AIRPORT MANAGER TO BE ZEROED OUT AND THE FULL AMOUNT TO BE MOVED TO THE NEW SALARY / RESERVE LINE,
- MR. SEAN FLYNN ASSISTANT AIRPORT MANAGER \$61, 859. 36 MOVING \$21,728.24 TO THE NEW SALARY / RESERVE LINE,
- THE NEW SALARY / RESERVE LINE WOULD NOW TOTAL \$159,551.52.

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After two weeks of service as Acting Airport Manager Mr. Flynn would be paid at the higher rate.

- The software accounting system required that names be entered in addition to positions.
- Markus Rivers, no longer held a coordinator's position and his salary line had decreased accordingly.
- Better rates had been negotiated with the telephone company.
- Fuel prices rose steeply however the Airport boiler was found to be defective and wasted considerable fuel last year. As it had been repaired it was hoped that FY06 would show some savings in this line.
- Janitorial expenditure was reviewed and discussed at some length.
- It was suggested that the Airport and the County might share in the solicited contractual services. - A position had not been filled consistently and was only partially spent. A new employee had now been hired.

- At Mr. Hegarty's request the schedule for cleaning the bathrooms was explained. Mr. Hegarty then insisted that there would now be no reason for any complaints on the cleanliness of the facilities. Mr. Flynn and other Commissioners explained that Airport bathrooms were notorious for being difficult to keep clean and that it was impossible to check after every use. Mr. Daly asked Mr. Hegarty several times if Mr. Hegarty was questioning whether the cleanings were not frequent enough or not of good quality. Mr. Hegarty stated it was imperative that the general upkeep of the plant be well maintained without dirty bathrooms and overrun gardens.

- FY06 maintenance lines included some long-needed repainting to the exterior of the Airport and the cost of chasing substantial electrical problems in the Terminal.
- The loader needed new tires which were priced at \$2,000 each; the loader was purchased in 1998.
- \$9,000 had been spent on de-icing supply less than the \$8,400 fees collected. Mr. Bill Mill reminded Mr. Hegarty that the de-icer had been purchased not to be profitable but to enhance the accessibility of the Airport and draw airlines and airplanes to the Airport year round.
- A new snow plow and frame were not purchased last year and will be carried over into the FY06; in fact two new plows were now proposed at about \$12,000 each.
- Last year's renovation of the pilot's lounge carried money over from 2004.
- New catch basins were needed and the bids would be refreshed for the new Fiscal Year after the budget was approved.
- MV Airport unpaid bills (i.e. bills from previous years) was increased 50% in accordance with trending.
- \$47,000 in allocation funds were transferred from the Airport to the County for services provided.
- Wastewater expenses showed some changes.
- A part-time assistant's position was being advertised to relieve Water/Wastewater Operator Mr. Michael Eldridge, who was currently on duty 24 hours a day, 7 days a week. Mr. Eldridge himself had filled this position when Mr. David Kahn was Wastewater Operator. At the moment Mr. Eldridge was compensated for the extra hours with comp time and other Wastewater Operators from around the Island filled in. It was noted that there was a paucity of certified operators on the Island and that in general comparable positions were paid at a higher rate.
- Mr. Kahn had used an old manual typewriter.

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- It was found that solids had built up in the plant over the years and the Airport had paid for a number of loads to be trucked to the Edgartown Treatment Plant and processed. The Line would continue to be funded so that the plant maintained its status.

- Unpaid wastewater bills were tenant negligence.

• **MR. ALLEY MOVED TO ADOPT THE MARTHA'S VINEYARD AIRPORT BUDGET AS AMENDED AT \$2,571,454.35; MR. MILL SECONDED.**

Mr. Hegarty requested that the MVAC first be given an updated and amended copy. The finished budget will be sent out. **MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

3. Lot 5 MVABP Vote to award

Mr. Flynn recommend the lot be awarded to the highest bidder Vine, Inc at 95¢ per sq. ft. Mr. Alley appreciated the recommendation but proposed the lot be awarded to Bruno. He considered the cardboard bundling business to be more in keeping with the purpose of the Business Park to house businesses that would not be wanted in the Towns and that the 1¢ difference in the bid to be immaterial to Airport revenue.

• **MR. ALLEY MOVED TO AWARD AIRPORT BUSINESS PARK LOT #5 TO BRUNO; MR. HEGARTY SECONDED.**

• The matter was discussed and it was understood that other considerations than price could be taken into account in awarding lots.

• Mr. Hegarty proposed some conditions however they were deemed to be more appropriately imposed during the development phase of the process.

- All parking and driveways where any vehicles or empty trash containers were stored would be paved.

- The tenant would not destroy any natural vegetation on the road front.

- The tenant would engage a rodent control program of their choice.

Mr. Norman Perry stated he knew the Rosbecks and asked if a conflict of interest was involved. The MVAC assured him there was no conflict. **MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

4. Airport Manager's Selection Subcommittee report

The Selection Committee met with Mr. Bob Wasserman who presented a scope of work and offered to conduct the search for \$4,000 plus minimal expenses. Mr. Wasserman stipulated that he felt it was important to have consensus before preceding; he did not elaborate on his statement.

• There was some discussion on bringing in another consultant and soliciting other bids. It was determined that the solicitation of three quotes was required. Accordingly Bennett Yarger was contacted and would meet with the Subcommittee this Friday, May 20th at 2:30PM.

• It was considered that Mr. Wasserman's offer was very reasonable and that other quotes were likely to be around \$15,000. In addition Mr. Wasserman had an excellent track record.

• The MVAC would set the parameters of the search.

• Mr. Stanley outlined the process, solicit applications, review/digest resumes, refine list, ask more and more questions and become more invasive at each level, telephone conference calls, site visits and live interviews would lead to three final candidates being presented to the MVAC.

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5. Airport Manager's Update

Mr. Flynn being indisposed with a bad cold or flue the update was postponed.

6. Old Business

- A motion to pay a legal bill was tabled pending an Executive Session.
- Mr. Hegarty and Mr. Alley asked the status of the joint MVAC and Dukes County Commission letter to the Federal Aviation Administration (FAA) as some urgency had been indicated. County Manager Winn Davis would compose the Dukes County letter which would be sent to Mr. Flynn for a similar/identical letter from the MVAC. Both letters would then be sent to Palmer and Dodge who would fashion a joint letter for signature by both Commissions which letter would be included in the package sent to the FAA. The issue was clarified and briefly discussed.
- Mr. Alley asked for confirmation that as noted at the last meeting the Airport was now using the VTA fuel cards. Mr. Flynn so confirmed explaining that Mr. Ryan had been trained by the VTA and accompanied each new card user to the VTA to train them in the use of the cards.

7. New Business

Mr. Ted Stanley citing an online version of a story asked Mr. Davis if it were true that he was interested in applying for the Airport Manager position. Mr. Alley interposed that this was an inappropriate question and moved to adjourn. Mr. Davis stated that he was absolutely not interested.

9. Adjournment

**MR. ALLEY AGAIN MOVED TO ADJOURN AT 6:48PM; MR. HEGARTY SECONDED;
MOTION PASSED BY CONSENSUS.**

Documents on file:

Agenda 5/18/05

Sign-in Sheet 5/18/05

Proposed FY2006 Revenues 5/18/05

Proposed FY2006 Expenses 5/18/05

Request for Proposal Executive Search Consultant Services, MV Airport