

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

May 17, 2006 6:30PM

Martha's Vineyard Airport

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

Present: Airport Commissioners: Chair Norman Perry, Vice Chair John Alley,
Fred Condon, John W. Coskie, James Craig,
Francis E. Gildea, Connie Teixeira

Airport Staff: Sean Flynn - Manager
Others: Marni Lipke - Recorder
Press: Joan Ames - MVTV

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

The meeting was called to order at 6:36PM.

1. Assistant Airport Manager Selection Vote

The Personnel Committee and then each Martha's Vineyard Airport Commissioner (MVAC) named Deborah Potter as their first choice for Assistant Airport Manager due to her unique range of qualifications, experience, leadership/management style, presentation and personal knowledge of the Airport.

• MR. JOHN ALLEY MOVED TO HIRE DEBORAH POTTER AS ASSISTANT AIRPORT MANAGER PENDING HER ACCEPTANCE AND SUCCESSFUL SALARY NEGOTIATIONS; MR. FRED CONDON AND MS. CONNIE TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

• To avoid controversy and until all court decisions were final her salary would be on the Dukes County scale with County benefits and no solidified contract within the advertised salary range. There will be an annual review and salary adjustments. Airport Manager Mr. Sean Flynn suggested the Airport continue to foster management talent in-house.

2. Budget Transfers (See documents on file.)

Mr. Flynn noted that this was the first time any of the new Commissioners had seen the budget. He apologized for the short notice however the Dukes County Commission wanted to vote the supplemental budget at their meeting tonight. The Airport Finance and Capital Planning Committee had met to examine the transfers and had unanimously recommended approval. As the year was about 85% complete the transfers were mostly adjustments so that all budget lines would be in balance for the end of the fiscal year. The transfers were reviewed and explained; highlights included:

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- radio equipment for new vehicles and to replace outdated units used to facilitate airplane parking,
- drainage infrastructure work on the Business Park,
- gates and fencing installed last summer,
- wastewater plant completion of shipping all accumulated solids/sludge off-Island with the appropriate paperwork.
- Wastewater/Water Operator Michael Eldridge was evaluated and jumped two steps for his excellent work. The Airport and Business Park would not be able to function without him and as yet, due to County technicalities, the Airport had no backup for his position.
- Mr. Flynn would examine the percentage of County insurance paid by the Airport.
- **MR. ALLEY MOVED APPROVAL OF THE APPROPRIATIONS REPORT AS PRESENTED BY THE AIRPORT MANAGER; MR. FRANK GILDEA SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

4. Gift Shop

Due to income loss after 9/11 and to the convenience store opened in the Business Park the Airport gift store went out of business. It was a small, somewhat awkward space renting for \$600 per month and other possible uses were discussed.

- After the discussion on car rentals, **IT WAS THE CONSENSUS OF THE MVAC THAT AIRPORT MANAGEMENT ADVERTISE THE SPACE FOR ANY PROPOSALS.**

3. Car Rentals

- The Airport currently had two operating national rental companies (the two local companies having dropped away after 9/11). The Airport revenue formula was:
 - a minimum general annual guarantee (currently at around \$4,000) and,
 - if 10% of the company's gross revenue exceeded the minimum the company paid the Airport the difference (this added revenue ranged anywhere from \$64,000 to \$84,000).
- In this way two operating companies might generate more revenue for the Airport than three, although there was a danger that one might pull out leaving the other with a monopoly.
- The rent included hard topped parking spaces, office space and county space.

The MVAC discussed other formulas, straight commissions, setting minimum guarantees, market dilution, NetJet agreements, company reports to the Airport, alternate counter rentals, altering the building and other related topics.

- The fourth space might be dedicated to the West Tisbury Police presence at the Airport.
- IT WAS THE CONSENSUS OF THE MVAC THAT AIRPORT MANAGEMENT ADVERTISE FOR THREE CAR RENTAL COMPANIES AND REPORT TO THE MVAC ON PAST REVENUES, STRAIGHT COMMISSION PROJECTIONS, AND THE CAR RENTAL SITUATIONS AT SIMILAR AIRPORTS.**

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5. Old Business

- County Land Issue

The Federal Aviation Administration (FAA) had responded to the questions (see documents on file and 4/19/06 Minutes p.3) and partial projections were being calculated. Mr. Flynn would meet with County Manager Winn Davis to work out a solution. The County could charge interest from the time they demanded money from the Airport in December 11, 2000. The Airport could charge interest to the County from December 11, 1994, six years before the FAA sent a letter of revenue diversion to the County.

- There was some confusion as to interest rate calculation and compounding.
- Due to concern about FAA deadlines and to expedite the matter IT WAS THE CONSENSUS OF THE MARTHA'S VINEYARD AIRPORT COMMISSION THAT THAT MATTER BE DISCUSSED AND RESOLVED AT A JOINT MEETING WITH THE DUKES COUNTY COMMISSION ON MAY 24, 2006 AT 5:30PM IN THE COUNTY ADMINISTRATION BUILDING.

- Executive Session Minutes

Minutes could be approved as long as one member of the previous board continued in office (see 5/3/06 Minutes p. 1 #1).

• MR. ALLEY CONCURRED AND MOVED TO APPROVE THE NOVEMBER 16, 2005 AND JANUARY 4-5, 2006 EXECUTIVE SESSION MINUTES; MS. TEIXEIRA SECONDED; MOTION PASSED: 2 AYES – MR. ALLEY, MR. NORMAN PERRY; 0 NAYS, 5 ABSTENTIONS.

6. New Business

The Airport underwent its annual three day 139 FAA inspection. The two open items from last year (cracked pavement and paperwork) had been resolved before this inspection. The inspection went very well with only two issues cited: two directional signs panels had to be redesigned and wildlife management training had to be documented.

Ms. Lipke reminded the MVAC that minutes would be delayed due, as usual each summer, to the busy tourist season.

MR. PERRY MOVED TO GO INTO EXECUTIVE SESSION AT 8:02PM NOT TO RETURN TO PUBLIC SESSION UNDER MASS. GENERAL LAW CHAPTER 39 SECTION 23 NO. NO. (3), -- I.E. FOR THE PURPOSE OF DISCUSSING STRATEGY WITH RESPECT TO LITIGATION AND TO INVITE MS. MARNI LIPKE TO BE PRESENT; MS. CONNIE TEIXEIRA AND MR. JOHN ALLEY SECONDED; MOTION PASSED UNANIMOUSLY: MR. JOHN COSKIE AYE, MR. FRANK GILDEA AYE, MR. FRED CONDON AYE, MR. JAMES CRAIG AYE, MR. ALLEY AYE, MS. TEIXEIRA – AYE, MR. PERRY AYE.

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7. Adjournment

MR. ALLEY MOVED TO ADJOURN; MR. CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: MR. COSKIE AYE, MR. GILDEA AYE, MR. CONDON AYE, MR. CRAIG AYE, MR. ALLEY AYE, MS. TEIXEIRA – AYE, MR. PERRY AYE.

Documents on file:

Agenda 5/17/06

Sign-in Sheet 5/17/05

Appropriations Control Report: Dept. 1700 MV Airport (8 p.) 5/17/06

MV Airport Memo re: Transfers (4 p.) 5/17/06

FAA letter Re: response to letter of April 17, 2006 (2 p.) 5/5/06