

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

**December 6, 2006 5:30PM
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, James Craig,
Francis E. Gildea, Connie Teixeira

Airport Staff: Sean Flynn - Manager,
Deborah Potter - Assistant Manager,

Others: Marni Lipke - Recorder

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

The meeting was called to order at 6:08PM.

1. Past Minutes

- **MR. JOHN ALLEY MOVED TO APPROVE THE AUGUST 23, 2006 MINUTES; MR. FRANK GILDEA SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. ALLEY MOVED TO APPROVE THE OCTOBER 4, 2006 MINUTES; MR. JAMES CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. ALLEY MOVED TO APPROVE THE SEPTEMBER 20, 2006 MINUTES; MS. CONNIE TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MR. ALLEY MOVED TO APPROVE THE OCTOBER 4, 2006 MINUTES; MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MS. TEIXEIRA MOVED TO APPROVE THE NOVEMBER 8, 2006 MINUTES; MR. GILDEA SECONDED; MOTION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION – MR. ALLEY** due to absence.
- Approved minutes were considered the official record of each meeting although the audio tapes were available on file.
- Executive Session minutes were still awaiting vote.
- Chair Norman Perry commended Ms. Marni Lipke for her work.

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2. Old Business

• FAA Proposal

The letter from Donna Witte of the Federal Aviation Administration (FAA) and the letter from Dukes County and the MV Airport crossed in the mail (see documents on file). An email from Ms. Witte detailed three areas of concern with the County/Airport agreement.

1. The FAA requested a current copy of the County's allocation plan of all County Departments.
2. They also requested documentation of the 2000 to 2006 charges to other County Departments. The County Treasurer was expected to overnight both these materials to Ms. Witte by the end of today.

3. There was a denial of the County's ability to charge for interest on prior year's subsidies of the Airport which had been allowed in a previous letter by FAA Division Manager Ms. Laverne Reid (see documents on file). If the FAA were to rescind the allowance of this interest the agreement would have to be re-negotiated further jeopardizing the next FAA grant to the Airport (for \$5,000,000). Airport Manager Mr. Sean Flynn responded to Ms. Witte attaching Ms. Reid's April 2006 letter (see documents on file).

• Everyone expressed eagerness to resolve the issue once and for all and the Martha's Vineyard Airport Commission (MVAC) reviewed the subsidy interest issue and discussed government and FAA procedure and next steps.

3. New Business

In the interest of employee enrichment and retaining personnel by making the Airport a better work place, the Personnel Sub-Committee were drafting a Personnel Manual (see documents on file). Job descriptions would also help with effective employee evaluations. Unions would have to be consulted on enrichment programs.

- The number of staff and staff organization were reviewed.
- There were only two part-time positions and only the Airport Manager worked under contract.
- The Water/Wastewater Department needed a second position.
- Airport Commissioner education was also being explored as were staff strengths, weaknesses and Airport personnel goals.

4. Airport Manager's Update

- Assistant Airport Manager Ms. Deborah Potter was congratulated on passing her Assistant Airport Manager Certification.
- Management will travel to Washington, DC. December 10-12, 2006 which would include a Transportation Security Administration (TSA) conference.
- The lease for Lot 31 A was expected to close this month and will be brought back to the MVAC.
- The gift shop Request for Proposal (RFP) was in process after which the rental car RFP process would start.

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- Two operation specialist that left have been replaced with Wendy Norbury (the Airport's first woman operations specialist) and Maynard Davenport. In general it took about two years of investment to get specialists fully trained.
- The only Grounds and Facility person (other duties were currently performed by a cleaning contractor) has tendered his resignation. The Airport was sad to see him go and wished him all the best. The position will be advertised shortly.

5. Executive Session (if required)

MR. CRAIG MOVED TO GO INTO EXECUTIVE SESSION AT 6:37PM TO RECONVENE 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. LIPKE TO BE PRESENT; MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY: MR. GILDEA AYE, MR. CRAIG AYE, MR. FRED CONDON AYE, MR. ALLEY AYE, MS. TEIXEIRA AYE, MR. PERRY AYE.

MS. TEIXEIRA MOVED TO RETURN TO REGULAR SESSION AT 6:54PM; MR. CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: MR. GILDEA AYE, MR. CRAIG AYE, MR. CONDON AYE, MR. ALLEY AYE, MS. TEIXEIRA AYE, MR. PERRY AYE.

MR. GILDEA MOVED TO APPOINT MR. CONDON TO NEGOTIATE BESIDE AIRPORT MANAGER MR. SEAN FLYNN ON THE TWO HANGAR LEASES NOW UP FOR RENEWAL; MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

6. Adjournment

MR. ALLEY MOVED TO ADJOURN AT 6:56PM; MR. CONDON SECONDED; MOTION PASSED UNANIMOUSLY.

Documents on file:

Agenda 12/6/06

Dukes County letter re: Agreement to Settle Rent Issues at MV Airport (14 p.) 11/8/06

FAA letter to Mr. Norman Perry (2 p.)

Martha's Vineyard Airport Commissioners Phone List 12/6/06

MV Airport letter to Donna Witte 12/6/06

 MV Airport letter to LaVerne F. Reid 4/17/06

 FAA letter to Mr. Flynn (2 p.) 5/5/06

Commissioners Personnel Manual

MV Airport Organizational Chart