

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

**February 7, 2007 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 Frank Gildea,  
John Alley, John Coskie, Fred Condon,  
James Craig, Connie Teixeira

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

Dukes County: E. Winn Davis- County Manager

Others: Marni Lipke - Recorder

Press: Gimili Glavin - MVTV

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

The meeting was called to order at 5:33PM.

2. Discussion on Disposal of Land / Real Property by Lease

Chair Norman Perry had asked for a synopsis on how land was disposed of at the Airport and a packet of a sample lot legal notice, Request for Proposal (RFP), lease, etc. was distributed to all Commissioners (see documents on file). Airport Manager Mr. Sean Flynn gave a summary of the process. Most lots were located in the Business Park and were governed by Mass. General Procurement Law Chapter 30B Subsection 16 in this case by lease.

- Each bid package was numbered and all copies had to be accounted for and addendums tracked.
- The legal notice had the identification and size of the lot, where information could be obtained and a timeline.
- Mr. Flynn and Assistant Airport Manager Ms. Deborah Potter liked a better version than the current RFP sample and were transitioning to the new format for the next bid processes: the rental cars and the gift shop.
- The signed Intent to Lease had to include the dollar amount bid.
- Other components included a non-collusion form, a non-beneficial disclosure, a \$300 processing fee, the number of copies required by the Airport and a bid at or above the minimum.
- Restrictions on the property, development regulations, the duration of the lease and timed expectations for signing the lease were all outlined.
- Minimal Evaluation and Comparative Criteria contained important information on issues on which the proposal would actually be judged including what would be done with the lot. The Airport would then consider how the proposed plan would effect environmental impact and Dept. of Environmental Protection (DEP) restrictions, traffic, noise, air pollution, and

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the demands on the infrastructure such as the limited Airport wastewater capacity, and the private electrical system. It was important not to exceed present capacity such that acceptance of a bid would require additional infrastructure revisions and costs.

- The acceptance of the bid did not constitute approval of the bidder's lot plan which had to be submitted in more detail and voted separately at a later date.

- The Airport requested as much detail as possible. In judging the bids only the provided information could be considered. The Airport could verify given information but not investigate further information.

- The Airport also provided copies of: the schedule, forms, plot plans, development regulations and water regulations as well as a sample lease.

- Mr. Flynn noted that although minor changes to the lease were allowed no substantial changes could be made after the bid was awarded in order to prevent any development of a non-competitive situation for non-winning bidders.

- The last appraisal (performed in regards to the Airport/County land issue – see 6/19/02 Minutes p. 1 #2 and 1/8/03 Minutes p.2 #2) showed a high value which the Martha's Vineyard Airport Commission (MVAC) moderated to a more realistic \$.90 per sq. ft. since which time the price has crept back up.

- Mr. Flynn recommended a non-developed land appraisal be commissioned next year to reset base line and back up the bid methodology.

- Although this was a fairly comprehensive package the bidder sometimes investigated further Airport or Airport Business Park factors.

- Once process was opened for a particular plot all questions and responses had to be in writing and distributed to all bidders.

- The Land Use Subcommittee was working on the next lots going out to bid – Lot # 34 or #38 (after the gift shop and rental cars) both of which were new and undeveloped. (The rental car RFP was being put out now for their January 2008 lease and car shipment. Rental car companies ordered their 2008 fleets in the spring of 2007).

- Following the lots the southeast ramp would go out to bid for large hangars. Management was getting samples of in-State and out-of-State RFP's for this process.

- If all worked out, the large aircraft hanger lot RFP could go out this spring and could theoretically break ground this summer. It was important to establish clear use and exclusive Airport rights on aircraft servicing and fuel on the RFP.

- This was a good and needed project for the Airport and the reason for the ramp. It would accommodate two of the largest aircraft and any number of the smaller ones. By putting planes in shelters it would prevent de-icing glycol use and would cut down on landings and take-offs.

- The MVAC and Mr. Flynn discussed partnering with the private hangar company by managing a privately built hangar. The return did not justify putting Airport money into the construction of the hangar.

- Subleases were covered by the primary or master lease, the primary tenant taking the risks of subletting. All subleases had to be submitted and voted by the MVAC which could ask for as much information as it wished. In general subleases were for partial buildings or lot space to sublease an entire lot was tantamount to an assignment of the lot and was not encouraged.

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- Airline desk leases had expired and needed to be renegotiated. Cape Air leased four spaces some of which the Airport could request back if necessary. Four desk spots were vacant. The desk leases did not include enough office space.
- The Commissioners were referred to Assistant Airport Manager Deborah Potter for questions or typo corrections.

3. Old Business

- FAA Proposal

The material requested has been provided to the Federal Aviation Administration (FAA) and it was hoped a response would be received within a couple weeks. The next round of grants was due in February so time was of the essence. As progress was being made in settling the dispute the FAA might start the paperwork to release the restrictions but if the FAA response was negative the Airport would miss another grant cycle.

Mr. John Alley was commended for his excellent letter to Ms. Mack MacLeod (see 1/24/07 Minutes p. 2 #5)

4. New Business

- Taxi Cabs

In response to a question from a Commissioner Mr. Flynn explained the issues with multiple town / multiple rate taxi cabs which constituted the bulk of the complaints about Airport taxi service.

- The Airport as a public transportation facility could not restrict who could service the facility although it could and did impose fees, an airport license, and a basic set of rules in regards to cleanliness, passenger pick up, waiting, etc.
- However as each town set its own taxi rules and rates, a Tisbury based cab company charged one fee for Vineyard Haven to the Airport while an Edgartown based cab company would charge another fee from the Airport to the same address. The Airport had made a number of efforts to encourage all Island licensing.
- Mr. Frank Gildea suggested posting a chart at the taxi stand with the differing rates.
- Mr. James Craig suggested addressing the Board of Selectmen of each town as they met to establish rates.

- County Charter Study Commission

This Commission would proceed to its assessment of the County / Airport relations shortly. It was an excellent group with a very open and informed process with many public discussions. The Airport as well as the County would provide information as requested and the Commissioners could expect to be contacted shortly. Mr. Flynn felt that although individuals had suggested various directions for the Airport it was the group as a whole that should come to consensus for any recommendations.

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- Landing Fees and Ramp Fees. (See documents on file.)

After five years these fees needed to be re-evaluated and updated not only as to how much but as to how they were applied and when they could be waived. Management and the Finance Subcommittee were discussing various options and researching comparison fees with other Airports. The FAA mandated that Airports be as self sustaining as possible so that fees must be competitive while not under charging. The fees should be reviewed each February.

- Landing fees were typically charged per 1000 lbs of aircraft weight.
- Currently the landing fees were waived on fuel purchase and Mr. Flynn proposed changing this to waiving ramp fees (for one night only) for fuel purchase. He also suggested reconsidering the number gallons required to waive the fee.
- Most airports never waived landing fees which were used by the airport to cover mowing, raking, maintenance of the runways and taxiways, re-striping, etc. and were considered matching funds for the FAA. Ramp fees were usually charged by the Fixed Base Operator (FBO) for services such as meeting each flight, handling baggage, driving pilots and passengers, etc. The MV Airport, as both airport and FBO (along with its sisters Nantucket and Hyannis Airports) performed both services. Mr. Flynn and the Finance Committee were working on moving towards a more cost centered fee determination.
- Landing fees might be waived for single engine planes.
- Ramp and landing fees might be waived for a stay of less than two hours in support of the field restaurant – otherwise a lunch stop might prove exorbitant. In addition such stops usually did not require much servicing and the Mass Aeronautics Commission (MAC) asked the MV Airport to encourage this type of landing.
- Commissioners were asked to please review the data and contact the Finance Sub-Committee and Mr. Flynn with any suggestions or questions. The goal was to vote proposed new fees at the next meeting after which there would be a 30 day public comment period which should end in time for an effective date of May 1, 2007.

5. Airport Manager's Update.

- The annual Ground Water Remediation Report was sent to the DEP. This monitored a plume – that never left Airport property – of dry cleaning solution from the old airport. The plume has been largely dissipated but a few spots still showed residual pollution. Water / Wastewater operator Mike Eldridge did all sampling of the wells which were located around and off Airport property.
- The Rare Species Monitoring report was also in draft form after consultation with an environmental firm. The shift of the runway had occasioned a number of discoveries that would require four season studies currently funded by the Airport itself.
- Management was looking forward to hosting the next Mass. Airport Managers Conference at the Harborview Hotel October 24, 25, and 26, 2007. About 120 people were expected.
- There was a brief discussion on the new Very Light Jets (VLJ) which at \$1,700,000 to \$3,000,000 were in the same range as piston aircraft.

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- The Airport's general liability insurance carrier came (for the first time in seven years) for their annual inspection. The Airport would receive a comprehensive report with general recommendations.
- Mr. Flynn was planning to start introducing Airport staff to the MVAC at each meeting.
- Mr. Craig asked that the MVAC receive information the Friday before each meeting so as to be better prepared for questions and discussion.

7. Adjournment.

**MR. ALLEY MOVED TO ADJOURN AT 6:51PM; MS. TEIXEIRA SECONDED;  
MOTION PASSED UNANIMOUSLY.**

**Documents on file:**

Agenda 2/7/07

MVAC Staff Summary re: Tentative RFT Schedule for Sample RFP Lot 2/7/07

Legal Notice MVAC Request for Proposal

MVY Airport RFP Lot ABC MVABP (2 p.)

MVAC Request For Proposals MV Airport Business Park Lot ABC (115 p.)

Landing Fees Ramp Fees (2 p.)

Landing Fees Ramp Fees (12 p.)