

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

**March 21, 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,  
Marques Rivers – Fuel Coordinator,  
Ralph Smith – ARFF Coordinator,  
Michael Eldridge – Water/Wastewater Operator,

Others: Marni Lipke - Recorder

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

The meeting was called to order at 5:35PM.

2. Employee Introduction

This is an ongoing series of introductions of Airport Staff to the Martha's Vineyard Airport Commission (MVAC).

• Marques Rivers

Mr. Rivers was born and went to school on the Island graduating from the MV Regional High School in 2001. He started as a fire fighter with the Edgartown Fire Dept. in 1997 and now held the rank of Lieutenant. He worked for the Oak Bluffs Water Department – which experience has been helpful to the Airport Water Department especially in equipment maintenance. He began work at the Martha's Vineyard Airport in 2002. The Martha's Vineyard Airport Commission (MVAC) questioned him about his duties.

- The Airport maintained two 20,000 gal. jet fuel tanks and four 5,000 gal. jet fuel trucks along with one 20,000 gal. avgas tank and two 1,200 gal. avgas trucks.

- Fuel testing included,

- an annual fuel audit by each airline, (some airlines have copied the forms developed by Airport Manager Mr. Sean Flynn);

- testing of each new shipment for color, clarity, smell and specific gravity.

- daily testing of each tank which are also sumped to insure against contamination by condensation;

- testing of each truck load to an aircraft by specific gravity.

- On a busy day six fuelers may be working in the afternoon. Specific training is required so that most fueling was done by the core of 10 to 12 year round staff. Occasionally the most mature and experienced temporary staff were trained and helped out with Avgas fueling only.

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- Fuel supply was monitored by Mr. Flynn, and/or Assistant Airport Manager Ms. Deborah Potter. Fuel shipments had just resumed from Providence after a hiatus due to a fire last spring (see 7/19/06 Minutes p.3).
- The fuel was shipped on the Steamship Authority Hazardous Materials (HazMat) runs. The airport held seven reservation per week, one each Monday through Friday and a second reservation on Tuesdays and Thursdays.
- Fuel sales depended largely on service and competitive pricing. If a pilot called ahead for a quick turn around the fuel truck would be waiting for them.
- Military contract fuel required a separate bureaucratic / accounting system and therefore was not worth the small amount that the Airport might sell, particularly with the closeness of several military bases, (although the Vineyard was known as the best chowder stop).
- Mr. Rivers was doing an excellent job as Fuel Coordinator with good customer service. In addition he kept up with all Federal Aviation Administration (FAA) and national regulation compliance and performed his regular work as an operation specialist, pumping fuel, handling baggage, meeting flights and fire fighting.

• Ralph Smith

Mr. Smith was born and raised in Edgartown and Katama, and graduated from the MV Regional High School before joining the Navy for four years and serving in Vietnam. He worked for the Oak Bluffs Fire Dept. for 20 years, has been an Emergency Medical Technician since 1982, and a paramedic since 1991-2. He worked in Massachusetts full time in various places from New Bedford to Providence. When he returned to the Vineyard he drove a bus for one year before joining the Airport team in 2001.

- As Airport Rescue and Fire Fighting (ARFF) Coordinator he oversaw all trainings and kept records up to date for inspections. He also oversaw maintenance and daily inspections of ARFF trucks and other equipment.
- The Airport maintained two new ARFF trucks and a third older truck was almost restored for use— as compliance insurance. Airport staff rotated in driving the trucks often so that all staff would be familiar with the equipment.
- The Airport maintained 230 gal. of foam on one truck, 180 gal. on the other and eight 44 gallon drums in storage.
- Coordinated use with other Vineyard fire departments was growing, particularly for rare events such as a possible fuel storage tank fire or an aircraft fire at Katama since the trucks were capable of pumping a great deal of water.
- In an emergency fire on Airport property responsibility for the situation was assumed by the first responding fire chief at the scene.
- Fire fighters received 56 hours of in-house training including live burns and 40 hours of training at the facility in Rochester, NY.
- The Airport had recently purchased more paramedic equipment including a suction and intubation kit. One automatic defibrillator was kept in the office and went out on all emergencies and all staff were trained in CPR (Cardio-Pulmonary Resuscitation). Mr. Smith had requested a manual defibrillator.

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- A long discussion followed on Airport response to medical emergencies. This was precipitated by a recent incident that showed a need for speedier response. Issues included:
  - possible Airport purchase and maintenance of emergency drugs and equipment, the expense, paperwork and regulation thereof;
  - possible Airport purchase of an Ambulance and the expense, paperwork and regulation thereof;
  - Town and Tri-Town ambulance service and protocol along with Town jurisdiction and Airport sovereignty.
- Mr. Flynn commended Mr. Smith's excellent work and noted that, like Mr. Marquez, Mr. Smith's ARFF coordination and paramedic work was in addition to his work as an operation specialist, pumping fuel, handling baggage, meeting flights, fire fighting, etc.

- Michael Eldridge

Mr. Flynn gave a stellar introduction to Mr. Eldridge, praising the joy of working with a professional with such dedication to what many would consider a less than glamorous job. Under Mr. Eldridge the Wastewater Plant was immaculate and exceptionally maintained with very clean results and well maintained record-keeping.

- Mr. Eldridge was the oldest boy in a family of ten children. He was interested early in conservation and nature and then in mechanics. His formidable career history included:
  - a line mechanic at Ford Motors,
  - a Snap-On Dealer for all of South Boston industrial area,
  - a maintenance foreman with a crew of seven maintaining equipment, computers, telephones warehouses and office buildings including the design and maintenance of an industrial waste system.
  - start up and ownership of two small business including an Exxon gas station in Boston.
- Although he had never gotten a four year degree he was constantly involved in education, training and certification at various institutions of higher learning including:
  - mechanics training, welding, steam engineering, practical electrical wiring, small business management, wastewater certification and water operator certification.
- He originally came to the Vineyard at the request of Edgartown Wastewater Operator Mr. Joe Alosso to help with the start up of the Edgartown Treatment plant which needed software coordination and the smooth meshing of systems sometimes made by as many as five different manufacturers. Mr. Eldridge was instrumental in solving the problems and in the plant winning a first place Operations and Management Award out of about 16,000 plants nationwide.
- He then helped with the start up and operation of the Oak Bluffs treatment plant and was recruited by the Airport to help David Kann the previous Airport Wastewater Operator.
  - A self described workaholic Mr. Eldridge worked for all three plants for a period of time before coming to work full time at the Airport and adding the duties of Water Operator.

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- He was on call 24 / 7 / 365 with some coverage by Mr. Flynn and Ms. Potter when he was away from the Vineyard. This was allowable due to the Airport's excellent record with the State and to the very low flow to the wastewater plant during the off-season.
- His current need was for staff support which Mr. Flynn did his best to supply as efficaciously as possible.
- As Water Operator he monitored the test wells (see 2/7/07 Minutes p.5), read the water meters, tested the water to insure there were no breaks or contamination between here and Oak Bluffs, reported to the Martha's Vineyard Commission and the West Tisbury Board of Health and kept daily, weekly and monthly paperwork up to date as well as the Airport's Mass. State Certificate of Registration.
- Recently he had been called by the MV Hospital to upgrade and maintain their septic system and entered into a personal contract with them.
- The MVAC questioned Mr. Eldridge as to the wastewater plant capacity (37,000 gal. per day) in regards to further development of the Business Park. During the summer the plant was closest of all the plants on the Island to exceeding capacity and an expansion of the plant's capacity to 62,000 gal. (Phase II) was being planned.
- The Hospital had generously agreed to donate an almost new Rotating Biological Contactor (RBC) which if all went well with Airport installation would cost about \$30,000 (if bought and installed on the open market an RBC would cost about \$300,000).
- Under these circumstances the completed Phase II was projected to cost in the \$100,000 range.
- Mr. Flynn again praised Mr. Eldridge's work, dedication and knowledge emphasizing his primary and central importance to the Airport and to the Island's sole source aquifer.

1. Approval of Meeting Minutes

The June 21, 2006 back minutes would be re-distributed for a vote at the next meeting.

• 1.24.07

**MR. JOHN ALLEY MOVED TO APPROVE THE JANUARY 24, 2007 MINUTES; MR. FRANK GILDEA SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.**

• 2.7.07

**MR. ALLEY MOVED TO APPROVE THE FEBRUARY 7, 2007 MINUTES; MS. CONNIE TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.**

• 2.28.07

**MR. ALLEY MOVED TO APPROVE THE FEBRUARY 7, 2007 MINUTES AS AMENDED FOR A TYPO; MS. CONNIE TEIXEIRA SECONDED; MOTION PASSED: 6 AYES, 0 NAYS, 3 ABSTENTIONS – MR. JAMES CRAIG, MR. FRED CONDON, MR. FRANK GILDEA due to absence.**

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3. Old Business

• FAA Proposal

Mr. Flynn met briefly with FAA Airports Division Manager Ms. Laverne Reid and Ms. Amy Corbett at his recent Mass. State House visit. A letter was received from the FAA delineating a proposed resolution to the Airport/County land and allocation issue (see documents on file).

- Mr. Flynn reviewed the highlights of the letter.
  - Interest was calculated by the current U. S. Treasury rate at the time of the charge.
  - Dukes County owed the Airport rent and interest for County occupation of the land.
  - This must be formalized in a 20 year Airport / County lease. After 20 years the lease must be renewed at fair market value as must each subsequent renewal. A similar 20 year lease at a slightly different original rate was also needed to formalize the Community Corrections and Communications Center building.
  - The Airport owed the County for prior year's support.
  - The Ropes Course could continue to use Airport property at no cost.
  - This must also be formalized in a 20 year Airport / County lease.
  - It was accepted that the MVAC should have previously reviewed the County allocation system on an annual basis before paying allocation charges. The FAA letter now mandated that this must be done going forward.
  - The Airport should file corrected 2005 Forms 126 and 127.
- Chair Norman Perry commended Mr. Flynn for his advocacy and pro-active work which was largely responsible for the proposed settlement.
- The MVAC reviewed next steps.
  - Mr. Flynn would attend the next Dukes County Commission meeting on March 28, 2007 where it was hoped the FAA letter would be considered and voted.
  - Leases for County properties were already being drafted and would be sent to the County Manager before the March 28<sup>th</sup> meeting for review and finalization.
  - If the County Commissioners accepted the proposed agreement it was hoped that the leases could be signed forthwith; if not it was hoped they would be signed by or during the April 11, 2007 meeting.
  - Concurrently with the above Airport Management would resubmit Forms 126 and 127.
  - The Airport and County would transfer the agreed payments.
  - After the proposal was accepted, all leases were signed and all payments transferred, the MVAC would invite the County Treasurer to a Budget and Finance Subcommittee meeting to explain allocation charges and confer on coordination and compliance.
  - It was emphasized that it was the responsibility of the MVAC to insure that any future Airport allocation payments to Dukes County be the proper proportional allocation as levied on all Dukes County departments.

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- **MR. JOHN COSKIE MOVED THAT PENDING COUNTY OF DUKES COUNTY ACCEPTANCE OF THE FEDERAL AVIATION ADMINISTRATION LETTER AND PROPOSAL:**
  - **THE MARTHA'S VINEYARD AIRPORT COMMISSION AUTHORIZE THE TRANSFER OF \$141,146.20 TO THE COUNTY OF DUKES COUNTY, AS LONG AS THE AIRPORT HAS RECEIVED \$85,002.17 FROM DUKES COUNTY;**
  - **THE MARTHA'S VINEYARD AIRPORT COMMISSION AUTHORIZED AIRPORT MANAGEMENT TO DEVELOP – FROM THE STANDARD AIRPORT LEASE FORM – LEASES WITH THE COUNTY FOR THREE SEPARATE PROPERTIES TO BE SIGNED BY THE AIRPORT COMMISSION CHAIR; AND**
  - **THE AIRPORT MANAGEMENT RESUBMIT 2005/2006 FORMS 126 AND 127;**
- MR. GILDEA SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.**

- MV Aero Club Lease Renewal (Information Only)

As previously reported Management and Mr. Condon were negotiating lease renewals with two hangar tenants (see 10/4/06 Minutes p.2 #3,#4).

- The lease with Hangars Unlimited had been signed at 49¢ per sq. ft due largely to the hard work of Ms. Potter.
- The other lease was reaching a negotiation impasse due to a disagreement with a subtenant. The tenant has asked that the subtenant be allowed to address the MVAC.
- The MVAC dealt only with tenants. It did not involve itself in any disagreements between tenants and sub-tenants.
- Management will ask the tenant to write a letter to the Land Use Subcommittee which would then judge the situation. The Subcommittee could choose to recommend that the Tenant come before the MVAC.
- The MVAC agreed to hear the tenant and (if he chose to invite his sub-tenant) to hear the sub-tenant for not more than 15 minutes. However this did not constitute any agreement to negotiate or comment.
- The MVAC did not negotiate leases which was the purview of Management.
- The Request for Proposal for large hangars (see 2/7/07 Minutes p.2) was about 95% complete and would be advertised shortly.
- Taxi rates had been researched (see 2/7/07 Minutes p.2 #4) and the Public Relations Subcommittee would draft a letter to all Town's Boards of Selectmen.

#### 6. Airport Manager's Update

- Mr. Flynn was prevented from attending the National Air Transportation Association (NATA) and Association of Airport and Aviation Executives (AAAE) meeting (see 2/28/07 Minutes p.4 #6) due to air travel disruption during the recent storm. He regretted not being able to attend and looked forward to next year.

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- Mr. Flynn notified the MVAC that a number of serious issues were pending at the Airport which the MVAC would need to consider and act on in the near future. Management had chosen to concentrate on the more important issue of resolution of the County/Airport dispute so as not to overwhelm the MVAC with too many issues at once.
- Ms. Teixeira would be absent for four weeks due to family illness and medical procedures. The MVAC wished her good luck and would miss her.

7. Adjournment

**MR. CONDON MOVED TO ADJOURN AT 7:39PM; MR. JOHN COSKIE, MR. FRANK GILDEA AND MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY.**

**Documents on file:**

Agenda 3/21/07

FAA letter re: Long standing grant issues at MV Airport (4 p.) 3/20/07

MV Airport Staff Summary re: Timeline for MV Aero Club Negotiations (2 p.) 3/21/07

MV Airport / MV Aero Club Lease (7 p.) 12/1/86

MV Airport / MV Aero Club Lease and Agreement (27 p.) 12/1/86