

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

April 18, 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,

Airport Staff: Sean Flynn - Manager,
Deborah Potter - Assistant Manager,
Ralph Grant – Building and Grounds,
Beth Durawa – Operations Clerk

Others: Marni Lipke - Recorder

Press: Gimili Glavin - MVTV

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

The meeting was called to order at 5:37PM.

2. Employee Introduction

The Martha's Vineyard Airport Commission (MVAC) introduced themselves to the employees,

• Ralph Grant

Mr. Grant was born and raised on the Vineyard and left to join the armed forces. He returned as a single father and has worked for the Airport in Building and Grounds in a wide variety of duties since February 2007. Eventually he hoped to move into aviation operations. He enjoyed the Airport work force and had all the tools he needed for his job.

• Beth Durawa

Ms. Durawa moved to the Island from Michigan in 1989 working at the Black Dog for 10 years. She was happy as Operations Clerk dealing with pilot check-in, passengers, phones, fuel orders, etc. She worked 7:00AM to 3:00PM off season and 6:00AM to 2:00PM in the summer. She enjoyed talking with frustrated pilots and people and turning their mood around. In general she found pilots appreciative of the changes to the MV Airport and felt the Airport staff were a good crew to work with.

- The MVAC thanked both for their dedication and professionalism.
- Airport Manager Mr. Sean Flynn commended the employees and noted Mr. Grants many skills and Ms. Durawa's abilities in customer relations and fuel salesmanship.

3. Landing and Ramp Fee Structure

After preliminary acceptance by the MVAC (see 2/28/07 Minutes p. 4) the new fee structure was advertised. No written comments were received during the public comment period which ended April 13, 2007. Phone comments were mostly for clarification or became

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supportive when they learned the Airport was self-supporting.

- It was noted that the new structure allowed ramp fees to cover a full calendar such that a plane might land, leave and return, incurring two landing fees but only one ramp fee.
- Estimates of increased revenue would become available as the season progressed.
- Staff was being trained to handle objections / complaints during the implementation phase.
- Management would keep the MVAC informed.
- **MR. JOHN ALLEY MOVED TO APPROVE THE NEW FEE SCHEDULE AS PROPOSED; FRANK GILDEA SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.**

4. Old Business

• FAA Proposal

All leases and exhibits had been drafted and forwarded to the Attorney's Office for approval. It was expected that they would be ready for signing by MVAC Chair Mr. Norman Perry and County Manager Mr. Winn Davis by the end of this week. Both the MVAC and the Dukes County Commission had discussed and accepted the leases.

• MV Aero Club

There had been no significant communications from the tenant and Mr. Flynn encouraged the MVAC to set a deadline.

- The lease expired in December 2006 and Airport Management and the Chair of the Land-Use Subcommittee had been most accommodating and had negotiated with due diligence.
- It was the purview of Airport Management and the Chair of the Land Use Subcommittee to negotiate the lease and not the MVAC.
- **MR. FRANK GILDEA MOVED THAT AIRPORT MANAGEMENT INFORM THE TENANT MARTHA'S VINEYARD AERO CLUB THAT THE LAST DATE FOR THE RENEWAL OF THE LEASE WILL BE MAY 10, 2007 AND IF THEY FAIL TO EXECUTE THE RENEWED LEASE BY OR ON THAT DATE THE OPTION TO RENEW WILL BE CONSIDERED TO HAVE EXPIRED AND WILL BE CANCELLED AND BINDING ON NEITHER PARTY; MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.**

6. Airport Manager's Update

- Mr. Flynn submitted the budget to the Finance Subcommittee and it will be presented to the full MVAC at the May 2, 2007 meeting.
- The Subcommittee and Management goal was to move towards a cost center format such that each area of the entire airport was tracked for expenses and revenue. This would allow for more accurate understanding and better financial stewardship.
- The rental car Request For Proposal (RFP) was extended to May 4, 2007 at the request of one of the possible bidders. The responses would be given to the Land Use Subcommittee before recommendation and presentation to the full MVAC.

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- Mr. Reilly of Oakwells, the winning bidder for the gift shop, received the award letter and was looking forward to receiving the lease. He did not speak to accepting the lease extension or to not being able to sell beverages.
- The lease extension might not apply the first year in consideration of the start up schedule.
- A probationary employee resigned but a former senior staff member has returned and applied for the position (Operations Specialist/Firefighter).
- The Airport Manager could place an employee on the pay scale but could not alter seniority.

7. Adjournment

MR. ALLEY MOVED TO ADJOURN 6:14PM; MR. GILDEA SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.

Documents on file:

Agenda 4/18/07

Sign-in Sheet 4/18/07

MV Airport Staff Summary re: Landing Ramp / Aircraft Parking fees (2 p.) 4/18/07