

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

**May 2, 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\*,  
Fred Condon, John Coskie, James Craig\*,  
Airport Staff: Sean Flynn - Manager, Deborah Potter - Assistant Manager,  
Others: Jim Glavin, Doug Dowling – MV Aeroclub  
Marni Lipke - Recorder  
Press: Gimili Glavin, Alan Reed - MVTV  
\* Late arrival or early departure (see \* in text)

The meeting was called to order at 5:34PM.

1. Minutes

The Minutes were deferred.

2. MV Aero Club (See 3/21/07 Minutes p.6 and documents on file.)

Chair Norman Perry gave a brief outline of the MV Aero Club history at the Airport. Mr. Glavin introduced his tenant Mr. Dowling who spoke to the Martha's Vineyard Airport Commission (MVAC) of concerns with the new lease itself as well as with the methodology used to determine the new rent rates:

- lack of clarity on end of term issues,
- lack of consistency with old lease and/or intentions of old lease,
- Mass Aeronautics Commission (MAC) regulations,
- comparisons with private for profit and other airport/hangar leases,
- land versus service valuation.

Chair Perry responded that the lease process would be brought to closure and the lease submitted to the tenant to sign if they so chose.

3. Assignment of Lease – John Folino to Martha's Vineyard Lot 17, LLC (Vote)

As recommended by the Land Use Subcommittee (see documents on file) **MR. FRANK GILDEA MOVED TO APPROVE THE ASSIGNMENT OF THE LEASE FROM JOHN FOLINO, CAPE BUILDING SYSTEMS TO MARTHA'S VINEYARD LOT 17 LLC SUBJECT TO REVIEW BY LEGAL COUNSEL; MR. FRED CONDON SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

4. Sublet Approval – Big Foot, LLC to Baynes Electric (Vote)

As recommended by the Land Use Subcommittee (see documents on file) **MR. JOHN COSKIE MOVED TO APPROVE THE BIG FOOT LLC REQUEST TO SUBLEASE A PORTION OF**

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**LOT 5 TO BAYNES ELECTRIC SUBJECT TO REVIEW AND APPROVAL OF THE SUBLEASE AGREEMENT BY LEGAL COUNSEL; MR. JAMES CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

5. FY08 Draft Budget – Initial Presentation (No Vote) (See documents on file.)

The initial draft of the Fiscal Year 2008 (FY08) budget was submitted for review. Management and the MVAC discussed line items and areas of interest.

- There were some slight discrepancies in reconciliation with the County Budget in the salary/benefit summary (see documents on file).
- There was considerable discussion on how information was presented, and the budget organized. The County was still assimilating new accounting software.
- Currently the Budget had three components: the main Airport (017), Wastewater (2700) and Water (1720).
- There was an old issue in regards to a Consumer Price Index (CPI) lease discrepancy (see 10/15/03 Minutes p.11 and 2/4/04 & 4/7/04 Exec. Session Minutes).
- The recent changes in landing and ramp fees (see 2/28/07 Minutes p. 2-4 #2) were projected to generate about a 35% rise in aviation revenues. The institution of the new rates seemed to be going smoothly.
- Management and Auditors recommended the Airport institute a Stabilization fund policy.
- The MVAC asked Management to consider long term parking rates, and taxi licensing.

\*Mr. John Alley entered the meeting at 6:08PM.

- Health insurance and retirement costs have been rising steeply.
- The Finance Subcommittee will meet with the County Treasurer on allocation costs (see 3/21/07 Minutes p. 5#3). The Auditor will also be consulted.
- Checks and balances have been instituted to ameliorate the Transportation Security Administration (TSA) reimbursement and West Tisbury Police billing process.
- Airport Commissioners were requested to send any further questions or comments to Management.

**• MR. CONDON MOVED TO ESTABLISH A STABILIZATION FUND LINE ITEM IN THE MARTHA'S VINEYARD AIRPORT BUDGETS; MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Management was working with the Auditors to explain fuel controls and revenues.
- Chair Perry commended the Finance Subcommittee's outstanding work.

6. Old Business

• FAA Proposal

This long running dispute has finally been resolved, checks were exchanged, leases signed, forms completed and signed and the compliance package sent to the FAA, which then sent a letter releasing the final grant for planning and permitting the shift of Runway 6/24.

\*Mr. Craig left the meeting at 6:35PM.

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8. Airport Manager's Update

- Airport Manager Mr. Sean Flynn has been busy with the budget.
- Assistant Airport Manager Ms. Deborah Potter reported the YMCA outing went even better than expected with enthusiastic turn out of both young people and adults. Short and long range continuation of the program was being discussed as was possible grant funding. Ms. Potter was writing a letter of thanks.
- The Personnel Subcommittee was proceeding with the Airport Manager evaluation and considering evaluating the MVAC.

10. Adjournment

**MR. GILDEA MOVED TO ADJOURN AT 6:39PM; MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY.**

**Documents on file:**

Agenda 5/2/07

Sign-in Sheet 5/2/07

*Hangars and CBI chart yearly comparison chart*

*Wages/Benefits yearly comparison chart*

MV Airport Staff Summary re: Big Foot LLC (Bruno's) Subtenant Request for Baynes

Electric 5/2/07

Bruno's Rolloff *Floor Plans* 10/18/05

Bruno's Rolloff *plot plan* 11/4/05

MV Airport Staff Summary re: Assignment of Lease from John Folino to Martha's Vineyard Lot 17 LLC 5/2/07

MVY Airport FY 2008 Proposed Budget (158p. not counting covers, dividers, etc.) 5/2/07