

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

July 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, Fred Condon,
John Coskie, James Craig, Connie Teixeira

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

Others: Marni Lipke - Recorder

Press: Justin Zaiko - MVTV

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

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

1. Minutes

The minutes were backlogged due to Ms. Lipke's current illness.

2. Sublease Confirmation Vote

Assistant Airport Manager Ms. Deborah Potter reviewed the Staff Summary and recommendation of the Land Use Subcommittee for the sublease of equipment for special needs children in the Health Club. All necessary parties had been made aware of the request. In a confirmatory vote **MR. JOHN ALLEY MOVED TO APPROVE MRP ENTERPRISES' REQUEST TO SUBLEASE A PORTION OF LOT 21 TO MARY AND PERRY AMBULOS D/B/A SENSORY RESOURCE CENTER; MR. JAMES CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

Airport Manager Mr. Sean Flynn raised the issue of authorizing the Land Use Subcommittee to approve standard subleases to streamline the sublease process and better serve Airport customers. He suggested that the vote of the full Martha's Vineyard Airport Commission (MVAC) might not be needed on the more pro-forma subleases falling within Business Park guidelines. Commissioners would be notified of all requests with documentation, plans and drawings available for all to review. Mr. Flynn pointed out that there were some substantial issues that would shortly be taking up MVAC time and attention. All Commissioners who were present, however, preferred the current process where the Subcommittee reviewed and made recommendations on all subleases which were then brought before the MVAC. Mr. Coskie suggested a possible exception on "cookie cutter" subleases and the MVAC asked Mr. Flynn to bring the next example of such a sublease that he felt would be appropriate for Subcommittee approval before the MVAC.

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3. Design Permit Runway 6/24 Safety Area

• Vote to Sign State & Federal Grant Assurances

The Mass Aeronautics Commission (MAC) now required grant assurances with each grant. The assurances seemed to be in the same language as previously with a slightly different signatory page.

MR. JOHN ALLEY MOVED TO APPROVE AND ACCEPT THE MASSACHUSETTS STATE GRANT ASSURANCES AND TO AUTHORIZE THE MARTHA'S VINEYARD AIRPORT COMMISSION CHAIR TO EXECUTE THEM, AND AT THE SAME TIME TO ACCEPT AND APPROVE ANY PARTICIPATION IN FEDERAL GRANT ASSURANCES AND TO AUTHORIZE THE MARTHA'S VINEYARD AIRPORT COMMISSION CHAIR TO EXECUTE THEM; MS. CONNIE TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

4. Old Business

Management presented the draft timeline for the large hangar Request For Proposal (RFP). The lengthy discussion followed. The Finance Subcommittee advocated to shorten the schedule so that the Airport might have the benefit of the new hangar's revenue in time for the 2008 tourist season.

Management did not recommend this for a number of reasons.

- The Hangars were expected to be at least a 40 year structure and consequently should be carefully planned and built. Last time the process was rushed and the hangars were found to be located incorrectly.
- Adequate time should be allowed for the Airport engineers to review the RFP before it was advertised, for all bidders to prepare their proposals with their own engineers, and then for the Airport's engineers to review each bid.
- The RFP process itself was complex and required substantial documentation. For example any questions or comments had to be sent to all bidders as would any subsequent change to the RFP. As an example, even the rental car RFP generated two pages of questions which took two weeks to answer.
- Past experience showed that the Airport should allow one year for the permitting process on the aviation side, although the client had to start paying rent after 6 months. Ground could not be broken without a signed lease.
- If the MVAC found they were able to process the responses faster than projected the evaluation process and approval could be advanced however the schedule should be correctly published as is, in case this turned out not to be possible.
- In the end it was agreed that the schedule would be published as proposed and the MVAC would facilitate the process by being available and calling special meetings as necessary.

The proposed WiFi lounge, to be located in the previous gift shop space, was in process. A router has been installed, a computer expert has been contacted for equipment and furniture advice. Mr. Flynn was considering how to regulate the wireless use as well as how to accommodate pilots. It was hoped the space might be ready in August.

6. Airport Manager's Update

- Business has been robust as measured both anecdotally and in regards fuel sales which were up about 10% over last year. Revenue was also up due to the new landing/ramp fee program which had generated less complaints than anticipated.

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- Two full time staff were out with injuries requiring a forced overtime for the rest of the staff who have been working hard especially due to increased business.
- The Airport was receiving noise complaints by a repeat caller as well as two single incident complaints; the biggest concern being after 10:00PM and before 6:00PM.
 - Management reviewed the two noise studies that were done and the Airport voluntary noise abatement program.
 - Management will continue to work with the Tower, and the pilots to ameliorate the problem and better educate the public. Mr. Flynn will examine the present guidelines to see if it can be amended for the better and will do site visits to the homes in question. It was agreed that the guidelines would be periodically reviewed for enforcement and effectiveness.

9. Adjournment

MR. ALLEY MOVED TO ADJOURN AT 6:32PM; MS. TEIXEIRA AND MR. CONDON SECONDED; MOTION PASSED UNANIMOUSLY.

Documents on file:

Agenda 7/18/07

Sign-in Sheet 7/18/07

MV Airport Staff Summary re: Schedule of Key Dates for Large Hangar RFP 7/19/07

MV Airport Staff Summary re: MPR Request to Sublease Office to Mary Ambulos DBA

Sensory Resource 7/19/07