

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

April 29, 2008 5:30PM

Martha's Vineyard Airport

Notice of Such Meeting having been Posted as Required by Law.

Present: Airport Commissioners: Chair Frank Gildea, Fred Condon, John Coskie,
James Craig, Norman Perry, Connie Teixeira

Airport Staff: Sean Flynn - Manager,
Deborah Potter - Assistant Manager,
Elaine Graves – Financial Clerk

Others: Marni Lipke - Recorder

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

The meeting was called to order at 5:31PM.

1. Minutes

December 5, 2007 (Vote)

• MR. NORMAN PERRY MOVED TO APPROVE THE DECEMBER 5, 2007 MINUTES; MS. CONNIE TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

February 20, 2008 (Vote)

• MR. PERRY MOVED TO APPROVE THE FEBRUARY 20, 2008 MINUTES; MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 1 ABSTENTION – MR. JOHN COSKIE due to absence.

April 16, 2008 (Vote)

• MR. PERRY MOVED TO APPROVE THE APRIL 16, 2008 MINUTES; MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

2. Award of RFP for Runway 15/33 Relighting (Vote)

As required Airport engineering consultants Hoyle Tanner estimated the project cost at (\$623,110) and three of the four bids came in under the estimate. Again as required the lowest qualified bidder was recommended – the firm having experience in aviation lighting and having previously worked satisfactorily for the Airport. The Martha's Vineyard Airport Commission (MVAC) discussed: environmental preparations, construction and lighting techniques, other current Frewen projects on the Island, and the spread of bids / engineering projections.

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MR. CRAIG MOVED TO AWARD THE RUNWAY 15/33 RELIGHTING CONTRACT TO FREWEN FOR \$483,879 AS RECOMMENDED PENDING RECEIPT OF A FEDERAL AVIATION ADMINISTRATION / MASSACHUSETTS AERONAUTICS COMMISSION GRANT(S) AND FURTHER AUTHORIZED THE AIRPORT COMMISSION CHAIR TO SIGN THE CONTRACT, GRANT APPLICATIONS AND GRANT ASSURANCES, FOR A TOTAL PROJECT COST OF \$696,979; MR. COSKIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

The Mass Aeronautics Commission (MAC) declined to fund the approach survey for the shift of Runway 6/24 (see 4/16/08 Minutes p. 3 #7) consequently the application was submitted to the Federal Aviation Administration (FAA). Project funding was therefore contingent upon grant awards and/or Congressional approval of the full FAA budget (and therefore the full MV Airport entitlement of \$1,000,000). The project could be rolled over into the next fiscal year if full funding was not available in Fiscal Year 2008 (FY08) – however the MVAC should be prepared to fully fund the project if entitlement monies had to be spent on other priorities and/or if grant funding was not awarded. The MVAC discussed federal, state and local aviation political/financial status, funding splits, and various contingencies.

• MR. COSKIE AUTHORIZED THE AIRPORT COMMISSION CHAIR TO SIGN THE CONTRACT, GRANT APPLICATIONS AND GRANT ASSURANCES, FOR A TOTAL PROJECT COST OF \$161,200: CURRENTLY AT \$50,000 FEDERAL AVIATION ADMINISTRATION (FAA) ENTITLEMENT, \$45,000 FROM AN EXISTING GRANT, AND \$66,000 COVERED LOCALLY UNTIL AND IF FAA FUNDS BECOME AVAILABLE: MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

3. Hangar Lease Renewal (Vote) (See documents on file.)

As the initial 20 year lease would expire tomorrow April 30, 2008 a new more standardized lease was negotiated with clarifications and language modifications, at an aviation side discounted rate of 50¢ per square foot. The MVAC commended Assistant Airport Manager Ms. Deborah Potter.

• MR. CONDON MOVED TO ACCEPT THE TERMS AND AUTHORIZE THE CHAIR TO EXECUTE THE LEASE WITH HANGARS UNLIMITED HANGAR B AS PRESENTED; MR. COSKIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

• Another hangar lease renewal was expected shortly.

4. FY09 Annual Budget (Possible Vote)

• The FY08 Supplemental Budget has been slightly delayed by a computer glitch.

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- **MR. CONDON MOVED TO APPROVE THE FISCAL YEAR 2009 MARTHA'S VINEYARD AIRPORT BUDGET PROVIDED MR. FLYNN AND THE FINANCIAL SUBCOMMITTEE AGREE ON THE FORMAT BY THE DECEMBER 25, 2008; MR. COSKIE SECONDED; MOTION WITHDRAWN.**

The FY09 Budget was presented in a cost centered format—a goal of the MVAC (see 2/7/07 Minutes p.4)—which had been manually entered by Airport Manager Mr. Sean Flynn.

Discussion centered on the difficulties of the shift. Mr. Flynn stated that the Airport did not generate or control reports, which were submitted by the Dukes County Treasurer's Office. The Mr. Flynn and the Finance and Budget Subcommittee expressed their frustration in negotiating with the County and the auditors to get software training and cooperation. It was agreed that neither Mr. Flynn nor the staff were the focus of the problem and further that the FY09 budget should proceed as presented. Time frames, next steps and possible actions were considered (see below: Tasks).

- The Personnel Subcommittee had discussed and recommended each personnel change but had not yet considered them as a whole.

- **MR. CONDON MOVED TO APPROVE THE FISCAL YEAR 2009 MARTHA'S VINEYARD AIRPORT BUDGET AS PRESENTED AT \$4,037,249.34: MR. COSKIE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- **IT WAS THE CONSENSUS OF THE MVAC TO AGRESSIVELY PURSUE THE GOAL OF SATISFACTORY FINANCIAL REPORTING FORMATS BY DECEMBER 31, 2008.**

5. Old Business

Tenant Lease and Regulation Enforcement Policy (Not started)

EMS Response(s) to MVY (In Process)

Administrative Assistant

- **MR. CONDON MOVED TO APPROVE THE ADMINISTRATION ASSISTANT JOB DESCRIPTION AS DATED MARCH 2008 AND BEGIN THE HIRING PROCESS FOR THE ADMINISTRATIVE ASSISTANT WITH A PAY SCALE FROM \$42,456.89 TO \$50,739.91; MR. CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- The job description had been sent to the County as a courtesy. The candidate pool was briefly discussed.

Subcommittee Members

Chair Frank Gildea, having contacted all MVAC members announced some shifts in membership.

- **Finance and Budget Subcommittee** - Mr. Coskie, Mr. Condon.

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- **Personnel Subcommittee** - Mr. Craig and Ms. Teixeira.
- **Public Relations Subcommittee** - Mr. John Alley, Mr. Condon.
- **Land Use Subcommittee** - Mr. Norman Perry, Mr. Coskie.

The Chair would attend as many Subcommittee meetings as possible, Mr. Flynn was assigning relevant staff to attend Subcommittees as appropriate. It was noted that the Subcommittee's allowed Commissioners time to cover factors in depth and developed trust with staff; thanks went again to Mr. Perry for setting up the system (see below: Tasks).

7. Airport Manager's Update

The YMCA was expected to return shortly for more landscaping (see 5/2/07 Minutes p. 3 #8).

12. Adjournment

MR. COSKIE MOVED TO ADJOURN 6:47PM; MR. CONDON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

Appendix A: Tasks

- All Commissioners – email thoughts on Public Relations to Mr. Condon, cc to Mr. Flynn by the June MVAC meeting.
- All Subcommittees - set regular meeting dates
- Marni Lipke – Send all final minutes to Ms. Potter.

Appendix A: Tasks (continued)

- Cost Centered Reporting
 - Mr. Coskie - call auditors and County Treasurer re: software training.
 - Mr. Flynn – draft and send letter on history of request to Auditor, cc: County.
 - Explore Manufacturer's trainings, and/or Software Consultant.

May/June 2008 Agenda

- Vote Chair/Vice Chair Authorization to sign
- Executive Session on pending litigation
- Auditor / Financial Reports Update

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From previous meetings or ongoing

- Monthly statistics report
- Review of EdMar Sightseeing
- Sean - Ask MVTV re: standing order and bill for CD/DVD of MVAC meetings.
- Inform Commissioners when background information is available at the Airport.
- It is the responsibility of the Commissioners to view background information once it has been made available.
- Lease renewals 6 mos. to 1 year before lease ends.
- Require a deposit if tenant has repeated lease violations
- Facilitate a Tenant's Association

Appendix B: Documents on file:

Agenda 4/29/08

Sign-in Sheet 4/29/08

MV Airport Staff Summary re: Hangars Unlimited Hangar "B" Renewal 4/29/08

These Minutes approved as written December 17, 2008