

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

June 18, 2008 5:30PM

Martha's Vineyard Airport

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

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

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

Others: MVTV – Gimili Glavin
Marni Lipke - Recorder

The meeting was called to order at 5:38PM.

1. Minutes

The Minutes were postponed.

2. Subcommittee Reports

Land Use Subcommittee – Minutes had been emailed as usual and there was nothing new to add.

Finance Subcommittee –

- Engineering Consultants were hired to draft general Airport policy and regulations (see 5/7/08 Minutes p.4 #9) and would come to a scoping meeting at 11:00AM June 27, 2008 (see below: Tasks).
- Mr. Coskie has been working steadily on contacting Auditor Jim Powers (see 4/16/08 Minutes p.2 #4) through phone, email and through Dukes County Treasurer Noreen Flanders to no avail.
- There was a discussion on General Accounting Standards Board (GASB) 45 Regulation on unfunded liability reporting. Dukes County had lumped all departments together and would now have to break out both the Airport personnel and the Sheriff Dept. personnel. The projected liabilities for retirement benefits were well within Airport means – a special fund could be set up if necessary.

Personnel Subcommittee– The advertisement for the Administrative Assistant position had resulted in a good pool of applicants and one had been hired.

Public Relations Subcommittee – nothing new.

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3. A-A Island Realty Sign Request (Vote) (See documents on file.)

MR. NORMAN PERRY MOVED TO APPROVE AA ISLAND AUTO PROPOSAL FOR A STORAGE SHED WITH THE FOLLOWING CONDITIONS AS RECOMMENDED BY THE LAND USE SUBCOMMITTEE:

- THE FINAL PLACEMENT OF THE SHED WILL BE DETERMINED BY AIRPORT MANAGEMENT;

- THE SHED MUST BE CONSISTENT IN APPEARANCE WITH THE OTHER TWO EXISTING SHEDS TO INCLUDE BUT NOT BE LIMITED TO:

**ASPHALT SHINGLED ROOF,
CEDAR SHAKE SIDING,
WHITE TRIM.**

MR. JOHN ALLEY AND MR. JAMES CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS 0 ABSTENTIONS.

4. Heathland Realty Sign Request (Vote) (See documents on file.)

In anticipation of sign policy;

MR. ALLEY MOVED TO APPROVE HEATHLAND REALTY SIGN PROPOSAL WITH THE FOLLOWING CONDITIONS AS RECOMMENDED BY THE LAND USE SUBCOMMITTEE:

- HEATHLAND REALTY TRUST WILL OBTAIN ANY NECESSARY APPROVALS OR SPECIAL PERMITS FROM THE TOWN OF EDGARTOWN IF APPLICABLE PRIOR TO ERECTING THE SIGN,

- HEATHLAND REALTY TRUST WILL SUBMIT AN UPDATED SIGN PLAN AND APPROVAL REQUEST TO THE AIRPORT IF THE TOWN OF EDGARTOWN MODIFIES THE SIGN,

- THE COLOR OF THE LETTERING SHALL BE DARK NAVY;

MR. CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS 0 ABSTENTIONS.

5. Old Business

• Hangar Lease Renewal – was sent to the Tenants lawyer as the Airport had received and rejected the tenant's request.

• Tenant Lease & Regulation Enforcement Policy (In process) – This will be parsed out to the consultants on comprehensive policy/regulations (see above: #2).

• EMS Response(s) to MVY (In process) – No progress has been made (see below: Tasks).

• GAAP Reports (General Accepted Accounting Principles) - (see above: #2).

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6. New Business

Although unable to attend the meeting Airport Manager Sean Flynn was informed that the Massachusetts Aeronautics Commission had awarded the Airport two grants.

• MR. FRED CONDON MOVED TO AUTHORIZE THE AIRPORT COMMISSION CHAIR TO SIGN THE MASS AERONAUTICS COMMISSION CONTRACTS, GRANT APPLICATIONS AND GRANT ASSURANCES, FOR:

- THE MARTHA'S VINEYARD AIRPORT APPROACH STUDIES, AND

- THE MARTHA'S VINEYARD AIRPORT MEDIUM INTENSITY RUNWAYS LIGHTING PROJECT;

MR. NORMAN PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

7. Airport Manager's Update

• The Operational Report shows a slight decline in numbers from last year. The Martha's Vineyard Airport Commission (MVAC) and Airport Manager Mr. Sean Flynn discussed fuel sales, discount policies, and month by month operations. A more accurate system of flight accounting was being instituted.

• An interesting noise complaint had been received from a resident who had given accurate information been cooperative and positive in discussing solutions.

• Mr. Fred Condon commended all ramp staff both temporary, new and old for their great service and positive attitude. Mr. Flynn briefly described staff training and thanked the MVAC for giving the staff the right equipment that made their job easier.

• The Dukes County Charter Commission filed their final report which made some unfortunate recommendations and comments on the Airport.

8. Executive Session (if required)

MS. CONNIE TEIXEIRA MOVED TO GO INTO EXECUTIVE SESSION AT 6:24PM NOT TO RETURN TO OPEN SESSION UNDER MASS. GENERAL LAW CHAPTER 39 SECTION 23 NO. NO. (3), -- I.E. FOR THE PURPOSE OF DISCUSSING STRATEGY WITH RESPECT TO POTENTIAL LITIGATION AND COLLECTIVE BARGAINING NEGOTIATIONS, AND TO INVITE AIRPORT MANAGER SEAN FLYNN, ASSISTANT AIRPORT MANAGER DEBORAH POTTER; SENIOR FINANCIAL CLERK ELAINE GRAVES, RECORDER MARNI LIPKE TO BE PRESENT THROUGHOUT; MR. NORMAN PERRY SECONDED; MOTION PASSED UNANIMOUSLY: MS. TEIXEIRA AYE, MR. PERRY AYE, MR. FRED CONDON AYE, MR. JOHN ALLEY AYE, MR. JOHN COSKIE AYE, MR. JAMES CRAIG AYE, MR. FRANK GILDEA AYE.

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9. Adjournment

**MR. COSKIE MOVED TO ADJOURN AT 8:15PM; MS. TEIXEIRA SECONDED;
MOTION PASSED UNANIMOUSLY: MS. TEIXEIRA AYE, MR. PERRY AYE, MR.
CONDON AYE, MR. ALLEY AYE, MR. COSKIE AYE.**

Appendix A: Tasks

- All - email comments on comprehensive policy scoping meeting to Mr. Flynn or Ms. Potter, Mr. Coskie., Mr. Gildea and Mr. Perry expect to attend.
- Mr. Flynn - follow up on EMS protocol.

Future Agenda

- 4/29/08, 5/7/08, 6/18/08 Minutes
- Monthly statistics report

From previous meetings or ongoing

- 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 6/18/08

Sign-in Sheet 6/18/08

MVAC Monthly Operation Update May 2008 (2 p.) 6/18/08

MV Airport Staff Summary re: AA Island Auto Storage Shed Request 6/17/08

Nelson email re: Shed Request 5/5/08

Exhibit 2 Rental Car Ready Parking Lot Layout

MV Airport Staff Summary re: Heathland Realty Trust Sign Request 6/17/08

Heathland Realty Trust letter 5/22/08

Draft sketch of proposed sign 5/22/08

These Minutes approved as written December 17, 2008