

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

**September 3, 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,
John Coskie, James Craig*,
Norman Perry, Connie Teixeira

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

Others: Luxury Media –Brian Pussilano, James Joyella.
MVTV – Gimili Glavin
Marni Lipke - Recorder

The meeting was called to order at 5:35PM.

1. Approval of Meeting Minutes of November 5, 2005.

No minutes were available.

2. Subcommittee Reports

Personnel Subcommittee – no new information.

Finance Subcommittee – There was still no response from the auditors however the County was pursuing the matter aggressively.

Public Relations Subcommittee – no new information.

Land Use Subcommittee – see below.

3. Luxury Media Partners Advertising Proposal (See documents on file.)

Airport Manager Mr. Sean Flynn suggested that the Airport look at advertising as a revenue stream to compensate for flat Federal Aviation Administration (FAA) funding of some capital projects while costs rise. The Luxury Media Partners sales representatives introduced themselves. This proposal was for external placements of static posters of affluent targeted national brands to be seen by airfield passengers. In addition they suggested two Video LCD's inside the terminal with news feeds that would be open to local businesses at more reasonable prices. The representatives emphasized the heavy competition to reach wealthy clientele. The advertising revenue would be split 50/50 with the Airport. The Airport would have control over both the advertiser and the advertisement. The contract

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would be year round and installation costs would be taken out of revenues and, provided a certain revenue threshold was achieved, would be split with Luxury Partners. A test year was suggested, the time frame being a contract by November or December and installation in the Spring of 2009 in time for the next season. The Land Use Sub-Committee expressed their interest. Mr. John Alley and Mr. Flynn referred back to a previous Martha's Vineyard Airport Commission (MVAC) look at advertising in the terminal (see 1/17/01 Notes).

• **IT WAS THE CONSENSUS OF THE MARTHA'S VINEYARD AIRPORT COMMISSION THAT IT HAD NO OBJECTIONS** (see below: Actions). Luxury Media Partners thanked the Commission for its time and attention.

5. Vineyard Aircraft Hangar's Inc. (Hangar F) Lease Renewal Approval

The initial 20 yr. lease ended in March 2008 and negotiations began last winter (see documents on file). On the recommendation of the Land Use Sub-Committee:

• **MR. JOHN COSKIE MOVED THAT THE MARTHA'S VINEYARD AIRPORT COMMISSION APPROVE THE TERMS OF AND AUTHORIZE THE CHAIR TO EXECUTE THE LEASE WITH VINEYARD AIRCRAFT HANGARS INC. HANGAR F AS PRESENTED AT 50¢ (\$0.50) PER SQUARE FOOT; MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

3. Non Aviation Properties VHB Proposal

(See documents on file.)

As the Master Plan did not focus on non-aviation properties a comprehensive inventory including GIS mapping, regulatory update, policy and redevelopment projections was needed. Vanasse, Hangen, Brustlin, Inc. engineering consultants with dual expertise in aviation and municipal regulation were recommended by the Airport's engineering consultant Hoyle Tanner Assoc. (HTA). The Land Use Sub-Committee had vetted and recommended the proposal. Any extraordinary costs would be brought back to the MVAC for approval.

• **MR. COSKIE MOVED TO APPROVE THE ACCEPTANCE OF THE SCOPE AND FEE FOR PLANNING WORK AS SUBMITTED BY VANASSE HANGEN BRUSTLIN, INC. (VHB) WITH CONDITIONS AS PROVIDED BELOW:**

- **AN INDEPENDENT ESTIMATE OF THE PROJECT MUST BE WITHIN 10% OF THE PROPOSAL;**

- **ANY EXPENDITURE FOR THE PROJECT THAT IS SUBJECT TO COST PLUS 10% (SUCH AS PRINTING AND REPROGRAPHICS; TRAVEL AND SUBSISTENCE; COMPUTER CHARGES; TELEPHONE CHARGES; SHIPPING, POSTAGE, AND COURIER CHARGES; PUCHASE OF MAPS AND SIMILAR DOCUMENTS; ETC) MUST RECEIVE PRIOR APPROVAL FROM MVY AIRPORT MANAGEMENT:**

MR. ALLEY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.

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6. Old Business

GAAP Reports

The Fiscal Year 2007 (FY07) audit has been received from Powers and Sullivan and showed a significant increase in free cash. The MVAC discussed the unacceptable 14 month delay in the finished audit and again considered changing auditors despite County continuance with the current firm.

* James Craig entered the meeting at 6:24PM.

8. Airport Manager's Update

- Although hard data was not yet available anecdotal evidence was that, with the exception of avgas, season revenues were down slightly.
- As the Airport was a Formerly Used Defense Location the Army Corps of Engineers would examine the site for old munitions and unexploded ordinance particular sites being the airfield by the VOR, the Business Park and the Dump. Water quality would also be tested. The comprehensive inspection would coordinate with the Dept. of Environmental Protection, and the U.S. Environmental Protection Agency (see below: Actions).
- The Capital Improvement Plan was presented in its raw form before categorization and prioritization by the Finance Sub-Committee (see documents on file).
- Runway 15/33 will close Oct. 6th for re-lighting with some energy savings. It will re-open for weekends. Both runways would be closed for two 2 day periods however the airfield would remain open in case of medical or coast guard flights.
- There was an unusual amount of VIP work – this summer, particularly on Labor Day.
- Mr. Flynn was planning to put out a quarterly newsletter including a regular letter from the MVAC chair and advisory notes (see below: Actions).
- Management was checking the Business Park lighting to insure it was within specifications.
- The MVAC suggested the Airport submit an annual report to the Towns separate from the County (see below: Actions).

The Commissioners were invited to the side lot to look at the new equipment for which the staff very much thanked the MVAC.

7. Adjournment

**MR. ALLEY MOVE TO ADJOURN AT 6:40PM; MS. TEIXEIRA SECONDED;
MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

Appendix A: Tasks

- All – send feedback on advertising proposal to Land Use Sub-Committee
- All – creative name for Airport Newsletter.
- Sean – ask towns if they want an Airport report for their Annual Town Reports.
- Sean – tell Navy re: Island subcontractor for disposal of unexploded ordinance.

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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 9/3/08
- Creating a Significant Incremental Revenue Stream for the MVY Airport (38 p.)
- MVAC Monthly Operational Update March 2008 (2 p.) 4/16/08
- MV Airport Staff Summary re: Vineyard Aircraft Hangars Inc. Hangar "F" Renewal (2 p.) 9/3/08
- MV Airport Staff Summary re: VHB (Vanasse, Hangen, Brustlin, Inc.) Non Aviation Properties Proposal 9/3/08
 - Schwartz email re: Emailing: Scope-Contract 7/18/08
 - Agreement for Professional Services Between Vanasse, Hangen, Brustlin, Inc. and Martha's Vineyard Airport Commission, Business Park Regulations and Planning Project (18 p.) 7/15/08
- Plum Sales Agreement 7/29/08 (9 p.)
- MVY Capital Improvement Program
- MVY Airport Martha's Vineyard Project Description and Scope of Work (3 p.)

These Minutes approved as written December 17, 2008