

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

**September 17, 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 Coskie,  
Norman Perry, Connie Teixeira

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

Others: MVTV – Gimili Glavin  
Marni Lipke - Recorder

1. Call to Order

The meeting was called to order at 5:42PM.

2. Subcommittee Reports

**Finance Subcommittee** - did not meet.

**Personnel Subcommittee** - Negotiations continued on September 9<sup>th</sup> with nothing new to report. The Airport Management and Subcommittee were proceeding with due diligence and moving through language issues.

**Land Use Subcommittee** – worked on a series of non-compliance issues particularly with repeat offenders some of which were discussed and acted on below.

**Public Relations Subcommittee** - did not meet.

3. Advertising at the Airport (Comments)

Press coverage garnered three written comments (see documents on file) which will be taken into consideration. The Airport was now moving forward on the matter cautiously including setting guidelines and close scrutiny of the issue. The Martha's Vineyard Airport Commission (MVAC) emphasized that they welcomed such comments and that the public was also invited to all meetings.

4. Lot 17 Landscape Plan (Vote) (See documents on file.)

During the construction of the Comcast building the buffer zone was damaged and the lot owner Mr. Folino of Lot 17 LLC was notified for remediation. The Airport was tightening definitions and oversight of native plantings to ensure survival and growth.

**• MR. JOHN COSKIE MOVED TO APPROVE THE LOT 17 LLC LANDSCAPE PLAN BE APPROVED WITH THE CONDITION THAT  
- THE QUANTITY AND SIZE OF PLANTS USED TO RESTORE THE BUFFER BE APPROVED BY AIRPORT MANAGEMENT;  
MR. NORMAN PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0**

**NAYS, 0 ABSTENTIONS.**

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5. Animal Health Care Sublease Approvals (Vote) (See documents on file.)

Airport Management had found through a third party that Animal HealthCare had been leasing to subtenants which might or might not have had MVAC approval. At Airport Management instigation the proper negotiations and documentation were accomplished.

**• MR. COSKIE MOVED TO APPROVE THE SUBLEASE REQUESTED BY ANIMAL HEALTH CARE FOR COASTAL PLUMBING WITH CONDITIONS AND ACKNOWLEDGEMENT AS FOLLOWS;**

- A FLOOR PLAN OF THE INTERIOR SPACE INDICATING THE SUBLEASED AREAS BE PROVIDED,**
- AN INSPECTION OF THE INTERIOR SPACE BE CONDUCTED BY AIRPORT MANAGEMENT,**
- THE SUBLEASE AGREEMENT BE REVIEWED AND APPROVED BY AIRPORT MANAGEMENT AND AIRPORT LEGAL COUNSEL,**
- ANIMAL HEALTH CARE SUBMIT ACKNOWLEDGEMENT THAT PARKING SPACES ARE DIRECTLY TIED TO INTERIOR SPACE SUBLEASES AND THEY MAY NOT BE SUBLEASED INDEPENDENTLY.**

**MS. CONNIE TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.**

6. Heathland Realty Sublease Approval (Vote) (See documents on file.)

Airport Management and the Land Use Subcommittee have been working diligently with Heathland Realty on resolving non-compliance issues. After negotiating subleases one subtenant declined to continue and the other was coincidentally moving out. Consequently the new subtenant lease was being presented in advance of occupancy.

**• MR. COSKIE MOVED TO APPROVE THE HEATHLAND REALTY TRUST REQUEST TO SUBLEASE UNIT 2B AND 2C OF LOT 30 TO TIASQUAM ENTERPRISES WITH CONDITIONS;**

- A SITE INSPECTION OF ALL THREE BUILDINGS WITHIN LOT 30 MUST BE COMPLETED PRIOR TO ANY OCCUPANCY BY TIASQUAM ENTERPRISES,**
- THE SUBLEASE AGREEMENT FOR TIASQUAM ENTERPRISES MAY COMMENCE NO EARLIER THAT OCTOBER 1, 2008,**

**MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.**

7. Old Business

• GAAP Reports

Neither the Airport nor the County have had any response from the auditors. In view of the late date the County was proceeding with the same firm for its Fiscal Year 2008 (FY08) audit – having only recently received their FY07 audit. A formal letter has been sent to Dukes County (see 7/2/08 Minutes p. 3 Appendix A: Tasks). The MVAC discussed their frustration with the lack of response and delayed audits along with their desire to change auditors.

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• IT WAS THE CONSENSUS OF THE MARTHA'S VINEYARD AIRPORT COMMISSION THAT AIRPORT MANAGER SEAN FLYNN, CHAIR FRANK GILDEA, AND COMMISSIONER JOHN COSKIE MEET WITH THE DUKES COUNTY TREASURER AND COMMISSION CHAIR TO STRATEGIZE ON AUDITOR ISSUES OF NON-RESPONSIVENESS AND AUDIT DELAY.

8. Airport Manager's Update

- The annual Federal Aviation Administration (FAA) 139 commercial airport inspection would take place next Wednesday, Thursday, and Friday September 24, 25, 26. Although the Airport was always maintained in top notch condition the inspection covering, procedures, manuals, Airport Rescue and Fire Fighting (ARFF), documentation, user interviews and all aspects of the Airport was always a stressful time.
- Mr. Flynn and Asst. Airport Manager Deborah Potter would attend the National Business Aircraft Association (NBAA) convention in Orlando, FL the following week; and
- The New England Division of the FAA in Burlington, Mass at the end of October.
- The Transportation Safety Administration (TSA) partially reimbursed the Airport for its law enforcement agreement with West Tisbury. Mr. Flynn applied for and received \$12,000 of additional reimbursement. The Airport discussed the parameters and structure of the arrangement.

7. Adjournment

**MR. COSKIE MOVED TO ADJOURN AT 6:19PM; MS. TEIXEIRA SECONDED;  
MOTION PASSED UNANIMOUSLY: 4 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Appendix A: Tasks**

- Sean – set up meeting with County re: auditors.

10/08 Agenda

- 6/18/08, 7/2/08, 8/20/08, 9/17/08 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

**continued >**

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**Appendix B: Documents on file:**

Agenda 9/17/08

Sign-in Sheet 9/17/08

Moorman email re: Airport Advertising (2 p.) 9/16/08

Patton letter re: Airport Advertising (2 p.) 9/13/08

Stanley email re: Airport Advertising 9/7/08

MV Airport Staff Summary re: MV Lot 17 LLC Landscape Plan Requests 9/17/08

- Folino letter re: 19 East Line Rd., MV Lot 17, LLC, Comcast 8/20/08

- *Plot Plan of East Line Road buffer* 8/18/08

MV Airport Staff Summary re: AHCA Request for Sublets for Computer Lab, Coastal Plumbing &

Body Balance 9/17/08

- Lowe letter re: leases 9/5/08

- Potter letter of notification lease violation 8/7/08

- Lowe letter re: Request approval for sublet (2 p.) 6/20/08

- *Plot parking plan* 6/23/08

- Potter letter re: sublease procedure 2/12/08

MV Airport Staff Summary re: Heathland Realty Trust Sublease Approval

Re: Tiasquam Ent. 9/17/08

- Vukota email re: Heathland Subtenant Change Request

- Whiting letter re: Change of Subtenant 8/12/08

**These Minutes approved as written December 17, 2008**