

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

**November 24, 2008 5:30PM**  
**Martha's Vineyard Airport**

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

Present: Airport Commissioners: Acting Chair John Coskie,  
John Alley, Fred Condon\*,  
James Craig, Connie Teixeira

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

Others: Marni Lipke - Recorder

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

The meeting was called to order at 5:30PM.

1. Minutes

The Minutes were awaiting distribution.

3. State Ethics Filings

The Commonwealth Ethics Board had finally found that Airport Manager Mr. Sean Flynn was an employee of the Martha's Vineyard Airport Commission (MVAC) and consequently Mr. Flynn would file the necessary information by December 15, 2008. As policy makers with fiduciary responsibility MVAC members could expect letters requesting financial information and registration in the same time frame (see below: Actions).

4. FAA/MAC CIP

Management met with the Federal Aviation Administration (FAA) [Mass Aeronautics Commission (MAC) was also present] on the shift of runway 6/24. This project had been postponed at the FAA's request and the FAA now proposed to use the Fiscal Year 2009 (FY09) and FY10 \$1,000,000 entitlement grants (total \$2,000,000) and a further grant of \$4,500,000. As this constituted the loss of the FY10 entitlement for other projects Management strongly objected.

\*Mr. Fred Condon entered the meeting at 5:37PM.

The FAA agreed to fund one piece of snow removal equipment (noted as a defect during the last inspection) and MAC agreed to reimburse the Airport for the other two pieces of snow removal equipment out of end of the year residuals if possible in FY09 or FY10.

• Mr. Fred Condon strongly recommended caution in assuming any continued funding. The financial crisis and credit freeze were having a severe effect on governmental spending, loans, and the availability of cash (see below: Actions).

**MARTHA'S VINEYARD AIRPORT COMMISSION MEETING**  
**November 24, 2008**

2

5. Old Business

A meeting with the Auditor, the County Treasurer and Representatives of the County Commission showed the Airport to have received an unqualified audit with no outstanding issues.

- Mr. Flynn had decreased the Bond Stabilization fund to reflect two payments and had increased the Airport Stabilization Fund to the recommended 10%. About \$1,500,000 remained in Airport Unreserved Funds. In addition Fuel Equity had increased.
- The Airport was in good financial shape and would remain so to the end of the fiscal year even if the current downturn trends continued.

- Local CIP (See documents on file.)

This had been sorted into high, medium and low priority projects.

- Advertising at the Airport

A more detailed legal opinion was requested on the applicability of Town zoning regulations and authority in Airport advertising.

- GAAP Reports

The County Treasurer Noreen Flanders was unable to deliver an adequate version of the requested Generally Accepted Accounting Practices (GAAP) Report so Mr. Flynn would work with her on the project.

- Lease Compliance Issues

Letters of Notice had not yet gone out from Legal Counsel. Of the four leases in question (see 10/15/08 Minutes p. 3-4 #6):

- Cottage City was moving toward lease termination,
- Cauzault Realty Trust was resolved with only a few minor sublease reviews to be completed,
- DMB Realty Trust had hired an attorney and negotiations were pending,
- Air New England was still on hold.

Airport Counsel was asked to recuse herself on cases where she represented the tenant.

6. New Business

Construction on Runway 15/33 was proceeding however a design mistake had been discovered by the resident engineer and after an initial slow response the Hoyle Tanner Associates team would be on site tomorrow to rectify the problem. The Airport was fully protected by Errors and Omissions Insurance as the FAA would not reimburse anything not in compliance.

7. Airport Manager's Update

- Seasonal jet fuel sales were down 16%.
- October/November 2008 jet sales were down 30%.
- Avgas sales were equivalent with FY08.
- However a shift in pricing meant the Airport was only 10-11% down in fuel revenue.
- Unfortunately the tanks were full of expensive fuel bought before the price slide.
- During the high season the fuel inventory turned over every 4 to 5 days, while off-season turnover was about 2 months.

**MARTHA'S VINEYARD AIRPORT COMMISSION MEETING  
November 24, 2008**

3

8. Executive Session (needed)

**MR. JOHN ALLEY MOVED TO GO INTO EXEC SESSION AT 6:02PM NOT TO RETURN TO OPEN SESSION UNDER MASS. GENERAL LAW CHAPTER 39 SECTION 23 NO. (3), -- I.E. FOR THE PURPOSE OF DISCUSSING STRATEGY WITH RESPECT COLLECTIVE BARGAINING NEGOTIATIONS; AND TO INVITE AIRPORT MANAGER SEAN FLYNN, AIRPORT ASSISTANT MANAGER DEBORAH POTTER, AND RECORDER MARNI LIPKE TO BE PRESENT THROUGHOUT; MR. JAMES CRAIG SECONDED; MOTION PASSED UNANIMOUSLY; MR. CONDON AYE, MS. CONNIE TEIXEIRA AYE, MR. CRAIG AYE, MR. ALLEY AYE, MR. JOHN COSKIE AYE.**

9. Adjournment

**MR. ALLEY MOVED TO ADJOURN AT 6:25PM: MR. CRAIG SECONDED; MOTION PASSED UNANIMOUSLY: MR. CONDON AYE, MS. TEIXEIRA AYE, MR. CRAIG AYE, MR. ALLEY AYE MR. COSKIE AYE.**

**Appendix A: Tasks**

- All – File necessary information with Ethics Panel.
- Sean – Work with County Treasurer on GAAP Reports

MVAC Agenda

- Minutes: 4/29/08, 5/7/08 & Exec. Sess, 6/18/08 & Exec. Sess., 6/24/08 & Exec. Sess., 7/2/08, 8/20/08 Notes, 9/3/08, 9/17/08, 10/15/08, 11/24/08 & Exec. Sess.
- Monthly statistics report

Finance Committee Agenda

- 30% Aviation Revenue Decrease Model
- 20% Non-Aviation Revenue Decrease Model
- Contingency Plan for lowered grants.

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 11/24/08
- MVY Capital Improvement Program

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

