

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

December 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, Vice Chair John Coskie,
John Alley, James Craig, Connie Teixeira

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

Others: Marni Lipke – Recorder
Virginia C. Jones – West Tisbury Planning Board
HTA – Robert Furey, Jean Mongillo
BEC – Erin Gillen
MV Flying club – Howie Marlin
Pilot/Owner – James Fishbeck
MV Flight Storage – Nicholas Catt
Press: Jim Hickey - Vineyard Gazette,
Gimili Glavin - MVTV

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

The meeting was called to order at 5:41PM.

1. Public Information Session for R/W 6/24 Safety Area

- Ms. Jean Mongillo of Hoyle Tanner Associates (HTA) was introduced and reviewed the proposed shift of Runway 6/24 to be in compliance with Federal Aviation Administration (FAA) safety requirements (see 8/23/06 Minutes p.3 #3). This was the second added project to the 2003 Airport Master Plan. In addition to the 303 ft. shift from Runway 6 towards Runway 24 the paved shoulders would be narrowed to a standard width (12.5 ft. outside of the edge line), lighting would be moved, as would Taxiways Alpha and Delta, a stub taxiway would be added and the holding area re-configured. A small triangle of the shift fell short of the safety margin due to the Edgartown Road but had been authorized by the FAA. The Runway would remain the same length. The permit which would be amended with Mass. Environmental Protection Agency (MEPA) by a Notification of Project Change (NPC) would be published December 24, 2008 for the 20 day public comment period.
- Ms. Erin Gillen of Baystate Environmental Consultants explained the environmental procedures. The sites had been inspected for rare species impact and found to involve: purple needle grass, sand plain grass, and sand plain flax as well as the grasshopper sparrow.

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Mass. Natural Heritage and Endangered Species Agency (MNHESA) had agreed in concept to an amended permit as had MEPA. Rare plants would be moved (previous such moves had been successful) and the project timed to avoid nesting season. The reduction in runway shoulders was an environmental advantage in adding to the grass plain. The Town Conservation Commissions have been informed however no wetlands were involved.

- The site had been searched and no archeological or historic impact was found.
 - Work was scheduled to start in the Fall of 2009, and continue in the Spring and Fall of 2010.
- The project was configured so as to lose the least amount of runway access especially for medical flights.
- Any questions or comments could be sent to Airport Manager Mr. Sean Flynn and would be forwarded to HTA.
 - The Martha's Vineyard Airport Commission (MVAC) thanked HTA and BEC.

2. Approval of Minutes (Dates to Follow).

- **MS. CONNIE TEIXEIRA MOVED TO APPROVE THE APRIL 29, 2008 MINUTES; MR. JOHN ALLEY SECONDED; MOTION PASSED: 4 AYES, 0 NAYS 1 ABSTENTION – MR. ALLEY** due to absence.
- **MR. ALLEY MOVED TO APPROVE THE MAY 7, 2008 MINUTES; MR. JOHN COSKIE SECONDED; MOTION PASSED: 4 AYES, 0 NAYS 1 ABSTENTION – MR. JAMES CRAIG** due to absence.
- **MR. ALLEY MOVED TO APPROVE THE JUNE 18, 2008 MINUTES; MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS 0 ABSTENTIONS.**
- **MR. ALLEY MOVED TO APPROVE THE JUNE 24, 2008 MINUTES; MR. CRAIG SECONDED; MOTION PASSED: 4 AYES, 0 NAYS 1 ABSTENTION – MR. COSKIE** due to absence.
- **MS. TEIXEIRA MOVED TO APPROVE THE JULY 2, 2008 MINUTES; MR. ALLEY SECONDED; MOTION PASSED: 3 AYES, 0 NAYS 2 ABSTENTIONS – MR. ALLEY, MR. CRAIG** due to absence.
- **MR. ALLEY MOVED TO APPROVE THE SEPTEMBER 3, 2008 MINUTES; MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS 0 ABSTENTIONS.**
- **MS. TEIXEIRA MOVED TO APPROVE THE SEPTEMBER 17, 2008 MINUTES; MR. COSKIE SECONDED; MOTION PASSED: 4 AYES, 0 NAYS 2 ABSTENTIONS – MR. ALLEY, MR. CRAIG** due to absence.
- **MR. CRAIG MOVED TO APPROVE THE OCTOBER 15, 2008 MINUTES; MR. COSKIE SECONDED; MOTION PASSED: 4 AYES, 0 NAYS 1 ABSTENTION – MR. ALLEY** due to absence.

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- **MR. ALLEY MOVED TO APPROVE THE NOVEMBER 24, 2008 MINUTES; MR. CRAIG SECONDED; MOTION PASSED: 4 AYES, 0 NAYS 1 ABSTENTION – MR. FRANK GILDEA** due to absence.
- THE MVAC ACCEPTED THE NOTES OF AUGUST 20, 2008 which meeting was canceled due to lack of quorum.

3. Subcommittee Reports

Finance Subcommittee – Two Fiscal Year (FY) budgets would be presented shortly.

- The Subcommittee will meet with the Dukes County Treasurer again this Friday December 19th on Airport financial reports configured for Generally Accepted Accounting Practices (GAAP) (see 7/2/08 Minutes p.2 #4).

Land Use Subcommittee – (See below: #4 Hanger Lot #3)

- The Subcommittee had met with Dick Sherman who did an excellent job of maintaining the MV Airport historical display. He will update and add to the display.

4. Hanger Lot #3 (See documents on file.)

The history of this Request For Proposal (RFP) was reviewed in terms of concept, instigation, award and the withdrawal of the original contractor. After considerable work with MVY Flight Storage (previously MVY Jet Storage) the Land Use Subcommittee recommended the bid be closed and the project postponed. This recommendation was based on the granting of two extensions, a modification of the bid, lack of adequate funding, the priority of other Airport projects, and the current economic climate.

- Mr. Nicholas Catt addressed the MVAC on behalf of MVY Flight Storage citing the amount of work and collaboration, the advantages to the Airport, the detailed, concise and heavily researched business plan. He requested the MVAC accept the original bid document (which he distributed) and thanked the MVAC for the opportunity to address them.
- The MVAC and public discussed future RFP timing, land lease pricing, public / private use of the hangar, and jet size storage capacity. Management noted that any accepted bid had to survive the litmus test of a challenge and emphasized that the Hangar was in the Master Plan and would be pursued at a later date.
- **MR. ALLEY saw no choice but TO MOVE TO ACCEPT THE RECOMMENDATION OF THE LAND USE SUBCOMMITTEE THAT THE MARTHA'S VINEYARD AIRPORT COMMISSION NOT AWARD THE SOUTH EAST RAMP LOT #3 TO MVY FLIGHT STORAGE AT THIS TIME AND TO RETAIN THE LOT FOR THE FUTURE; MR. COSKIE SECONDED; MOTION PASSED: 3 AYES – MR. ALLEY, MR. COSKIE, MR. GILDEA; 0 NAYS, 2 ABSTENTIONS – MR. CRAIG, MS. TEIXEIRA.**

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5. Engineering Services RFQ

As a matter of standard practice and good policy the MVAC had agreed to review engineering services and advertise a Request for Qualifications (RFQ) (see 2/6/08 Minutes p.2 #4). The MVAC and Management thanked HTA for their excellent past work and hoped they would re-submit their services.

- **MR. ALLEY MOVED TO POST AN ENGINEERING SERVICES REQUEST FOR QUALIFICATION AND TO APPOINT A SUBCOMMITTEE OF THREE (TWO MARTHA'S VINEYARD AIRPORT COMMISSIONERS AND ONE MANAGEMENT REPRESENTATIVE) TO OVERSEE THE PROCESS; MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**
- CHAIR FRANK GILDEA APPOINTED MS. TEIXEIRA AND MR. ALLEY TO THE ENGINEERING SERVICES RFQ SUBCOMMITTEE.

6. Old Business

- Local CIP – See 11/24/08 Documents on file.
- Advertising at the Airport was still in Subcommittee.
- GAAP Reports – See above #3.
- Lease Compliance Issues – was still in process with Assistant Airport Manager Ms.

Deborah Potter.

8. Airport Manager's Update

- The lighting project for Airport Runway 15/33 was near completion and awaiting a team inspection by FAA, HTA, Mass Aeronautics Commission (MAC), and MV Airport staff on December 22nd. The punch list would include a new regulator to interface with the new automatic lighting components – lead time 8 weeks.
- Management and HTA would be working intensely on the engineering design for Runway 6/24 to insure it be started in FY09 for Federal funding.
- Mr. Gildea had submitted his letter of resignation as Airport Commissioner with mixed feelings (see documents on file). He would be spending winter months in Florida and did not consider it appropriate to continue to serve when he would be unable to participate for a significant part of the year. He thanked the Commissioners and Management for the rewarding time he had worked with them and wished everyone well. The Commissioners in their turn returned the compliment, thanking Mr. Gildea for his work and expressing their regret.
- Ms. Virginia Jones of the West Tisbury Planning Board brought forward citizen complaints about the increase aircraft noise in relation to the construction of a hangar that might house corporate jets. Mr. Flynn responded.

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- The increase in late night flights was largely due to Med Flights shifted to the Airport while the MV Hospital was under construction.
- Older planes in general had noisier engines – in particular the Coast Guard emergency flights.
- The Airport had a noise policy (which could only be voluntary) and all complaints were answered and traced back to individual pilots as far as was possible. The normal northeast to southwest approach had been reversed last year due to weather conditions.

7. Adjournment

MR. ALLEY MOVED TO ADJOURN AT 6:43PM AND TO THANK CHAIR GILDEA AGAIN; MS. TEIXEIRA SECONDED; MOTION PASSED UNANIMOUSLY.

Appendix A: Tasks

January Agenda

- Minutes 12/17/08
- 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 12/17/08

Sign-in Sheet 12/17/08

MV Airport Staff Summary re: Recommendation for Resolution of Award SE Ramp Lot 3
12/16/08

Gildea Letter of Resignation 12/4/08

- Flynn cover email 12/9/08