

Airport Commission Minutes

July 8, 2019

Present: Joel Brandwine (Chair), William Walker (Vice-Chair), John Brandt (Treasurer), Kenneth Buja (Safety & Security), Martin Fox (Clerk), (each a "Commissioner"), Kevin Bullock (Airport Manager), Nick Ippolito (Gale Associates).

Guests: Bob Moreau (Mansfield Rotary Club), Alan Roseman (British Motorcars of New England), Chris Izzo,

I. Meeting Called to Order

The meeting of the Mansfield Airport Commission (the "Commission") was called to order by Chair Joel Brandwine at 7:00pm at the Mansfield Municipal Airport, Building H.

II. Meeting Minutes

Acceptance of the Minutes:

June 10th meeting minutes

***Motion to accept the June 10, 2019 meeting minutes made by Mr. Walker, 2nd by Mr. Buja. VOTE 5-0 PASSED**

III. Correspondence

Mr. Fox says there is only one item of note for correspondence from Mike Ahearn in regards to panel siding failures.

IV. Safety & Security Report

Review Restaurant Event

Mr. Brandwine yields the floor to Mr. Moreau of the Mansfield Rotary Club.

Mr. Moreau explains how they'll be holding the 3rd Annual Vintage Auto show and fly-in on October 13th. He says he does have the insurance paperwork on hand. Mr. Buja says they've recently implemented changes for those who use the facility. Mr. Moreau says he has that information. Mr. Roseman says he'd like to find a method of outreach to local pilots and groups in order to invite them. He requests a contact list of pilots. Mr. Bullock says he doesn't have a list but there is a Facebook page for the Mansfield Pilots Association. Mr. Roseman says there is no pre-registration or fee. Mr. Walker asks if he has any promotional material for the event. He says they can promote the event via the Airport Bulletin Board. Mr. Roseman says he loves that idea and appreciates any further directions the Commission has. He asks if they would be able to send an email from the Airport Commission on behalf of Mr. Roseman's event. Mr. Walker says he'll upload the flyer for the Facebook accounts and is willing to drop off any physical flyers that Mr. Roseman provides.

Mr. Moreau asks what the attendance limit is to have the Mansfield Police Department on site for the event. Mr. Buja says he's not aware of a specific number. He says his biggest concern are the tent configurations; as they did have one come loose due to wind at the last event. Mr. Moreau says they've resolved this by providing weights. Mr. Roseman says there will be a lot more tents this year and they have purchased weights for the tents. Mr. Buja says it was observed that no one was maintaining the perimeter of the event. He says they need the event area to be maintained. Mr. Roseman says there will be people in t-shirts, on the day of the event, to monitor the perimeter through the use of whistles. He says safety is a priority of their event.

Mr. Buja says another aspect of their event checklist is to meet with the event runners after the event to discuss possible improvements or issues. Mr. Roseman agrees to this.

Mr. Brandwine says, in regards to Police Department involvement, it stems from the 1,000 people at the Touch-a-Truck event. He says if its 100-200 people over the course of a few hours then Mr. Roseman shouldn't require Police. Mr. Brandwine if they have more than 200 people then they should go to the Police.

Parking

Mr. Buja says they should proceed with the scraping of the area in front of the trailer and putting in the aggregate to put in the parking for the restaurant workers. Mr. Brandwine asks Mr. Bullock about his conversation with Mr. Cook. Mr. Bullock says there would be no cost to the Airport. Mr. Walker verifies that this is not asphalt. Mr. Buja asks if it's plow-able. Mr. Bullock says yes.

Mr. Brandwine asks how is the additional parking been working. Mr. Walker says he's seen it used during Father's Day. He says they still have people parking on the side of the access roads and attributes this to there being no signage in those areas.

Mr. Brandwine says they need to go out and corner the spot where the area will be aggregated. Mr. Walker says the restaurant parking should not be on the air side of the fence. He says not sure that the restaurant employees are cognizant of the two types of traffic occurring. Mr. Buja agrees with this. Mr. Walker says if the aggregate works out then they can perform this in other areas. Mr. Buja says the aggregate could help with the overnight charters. Mr. Walker says they should draft an email to all restaurant employees concerning this issue. Mr. Fox agrees to this.

Mr. Buja says he was asked to look at the security cameras for the SRE building. He says they need to go back to Mr. Bullocks query to the Town Counsel about public accessibility of the cameras. He says he's met with sales associates at Best Buy and has priced out options. He says since there are no security cameras in place at the Airport, and then \$1,000 is worth the cost to implement. Mr. Walker addresses the concern of the Democratic part of Republican parties who utilize the meeting room. Mr. Brandwine says they could just put the camera in the vestibule. Mr. Bullock says there is no single person who has asked for access to the building. Mr. Brandwine will email the Town Manager to see if the Town prohibits the use of the Airport Meeting Room. Mr. Buja leaves all information in regards to security cameras with the Chair.

Mr. Walker suggests making a new Gmail account for use in scheduling the SRE building for meetings. Mr. Fox will create this calendar with Mr. Bullock being the primary caretaker.

V. Airport Manager's Monthly Report

Airport Manager's Report by Kevin Bullock.

Mr. Bullock provided a two page report to the Airport Commissioners dated 7/8/2019 (copy on file).

VI. Airport's Engineers Report

Engineers Report by Nick Ippolito (Gale Associates).

Mr. Ippolito provided a three page report to the Airport Commissioners dated 7/8/2019 (copy on file).

VII. Treasurer's Report

Financial Report by Treasurer John Brandt.

*Motion made to give permission to Mr. Brandt to pay bills, with the exception of the Aero management fee for aero-fueling, made by Mr. Walker, 2nd by Mr. Buja. VOTE 5 – 0 PASSED

Mr. Walker says his collection methods have been complained about. He asks if the 7 offenders on the list complied with payments that are currently due. Mr. Buja says he still has over dues. Mr. Bullock says a couple of people have not received their bill. Mr. Buja asks for their emails. Mr. Walker says they did offer to pay quarterly versus paying monthly.

VIII. Old Business

Property Tax Appeal

A discussion is had on hot water usage between the Airport and Hanger 12. Mr. Brandt says taxes are listed in the lease. Mr. Walker says it says all taxes in the lease. Mr. Fox asks if they should bring a restaurant representative with them to meet with the Assessors. The Commission disagrees with this. Mr. Brandt says this is a precedent of a situation. Mr. Walker says they're doing a similar restaurant implementation in Plymouth and he will ask them about property tax. Mr. Walker says, right now, it's in the lease to pay all taxes but it doesn't specifically say Property Tax.

Mr. Walker would like to see a set letter addressing that the hot water will be the responsibility of the tenant. Mr. Fox asks if they signed the lease under the assumption they would not have a water bill. Mr. Walker that Hanger 12's ask was if the restaurant could use the hot water heater and the original plan was for them to pay for the water entering their space. He says it's a simple case of correcting an oversight.

Mr. Brandwine will create a draft letter and send it to the Commission.

Mr. Walker will get a hard price for the hot water change over.

Accident

Not discussed.

Sign

Not discussed.

IX. New Business

Delinquent Tenants

Not Discussed

X. Items not known 48 hours prior to meeting

-None-

XI. Visitor Comments

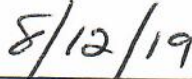
-None-

XII. Adjournment

* Motion to adjourn at 8:44PM made by Mr. Buja, 2nd by Mr. Walker. Vote 5-0, PASSED



Signature of Clerk



Date Approved

Minutes created by Christopher George via Recording