

The Seven hundred and fifty-third meeting of the Worcester Regional Airport Commission was held on Monday, January 17 at 6:30 PM in the Conference Room of the Worcester Regional Airport Terminal Building.

Members present were: Chairman James Delehaunty, Vice–Chairman Joseph Zwirblia and Commissioners Tim DeSantis, Tom Gorham, Robert Nemeth, Thomas Reynolds and Patsy SantaMaria.

Also present were: Mr. Eric Waldron, Airport Director and Mr. Philip Niddrie, Airport Liason.

Chairman Delehaunty opened the meeting at 6:30 p.m.

1. Approval of minutes of the December 11, 2006 meeting

Commissioner SantaMaria moved, seconded by Commissioner Gorham, to approve the minutes of the December 11, 2006 meeting. **All in favor - So Voted.**

2. Report of the Commission Chairman

Prior to the Chairman giving his report, Commissioner Nemeth asked that the Election of Officers listed under New Business be taken out of order and handled at this point in the meeting. Hearing no objection, Chairman Delehaunty turned the meeting over to Eric Waldron, Secretary of the Commission.

Mr. Waldron opened nominations for the Chairman position; Commissioner DeSantis, seconded by Commissioner Nemeth, nominated Commissioner Jim Delehaunty to serve another term as Chairman. After calling for other nominations and receiving none, Secretary Waldron closed the nomination process and held a roll-call vote. Commissioner Delehaunty was elected, unanimously, to serve another term as Chairman of the Worcester Regional Airport Commission.

Mr. Waldron then opened nominations for the Vice-Chairman position; Commissioner SantaMaria, seconded by Commissioner Gorham, nominated Commissioner Joe Zwirblia to serve another term as Vice-Chairman. After calling for other nominations and receiving none, Secretary Waldron closed the nomination process and held a roll-call vote. Commissioner Zwirblia was elected, unanimously, to serve another term as Vice-Chairman of the Worcester Regional Airport Commission.

Secretary Waldron turned the meeting back over to Chairman Delehaunty, who reported on the following items:

- A draft policy and authorization concerning short-term contracts for non-operational use of airport facilities for the Members to consider for action at a future date.
- Project notices for Runway Safety Area design and Runway 11 rehabilitation design were signed and forwarded to the City Manager for his action.
- The City Manager presented City Council with the names of Dennis Lipka and Eric Neürenberg, new appointees to the Airport Commission for terms to replace two Members who will have served two three-year terms on the Commission later this spring

3. Commissioner's Reports

- **Marketing**- no report
- **Aviation**- no report
- **Master Plan**- covered under "Old Business" below

4. Reports of the Airport Director

- **Development Sites RFP:** Responses were due earlier today for the RFP for Site 1. No responses were received, but Massport and the City plan to canvass the parties who attended the pre-bid meeting to determine why they chose not to bid on the RFP and then will probably reissue it, possibly in conjunction with the RFP for Site 2, which will likely be issued in late January or early February 2007.
- **NBAA Conference –** Mr. Waldron will attend the Schedulers and Dispatchers meeting with two colleagues from Massport. Commissioner SantaMaria also plans to attend (at his own expense). Massport and the City will have a booth featuring both Hanscom and Worcester airports. The session runs from January 21 through 24, over 2000 attendees from corporate flight departments are expected.
- **Consultant Selection Update -** Mr. Waldron advised the Members that Earth Tech NE was selected to provide on-call Architectural Services and Edwards & Kelcey and Stantec were selected to provide on-call Engineering Services for the airport. Votes are requested under New Business for approval of contracts for each of these companies by the Commission.
- **Swissport Lease Extension -** Swissport recently notified the Commission that they were exercising the first of two five-year extensions to their lease with the City to provide FBO services. This extension will run through October 31, 2012.
- **Networks Conference - March, 2007 -** Mr. Waldron advised that he will be attending this airline recruitment/marketing conference in early March, 2007. One-on-one meetings are established between cities/airports from around the country and airlines. In addition to the formal meetings, there is significant networking and opportunities to

talk to the carriers throughout the conference. Expenses for this trip are funded by the USDOT Marketing Grant and the City.

- **MAMA on the Hill Day** – MAMA on the Hill Day, where Airport representatives meet with their Legislators at the State House will be held on Monday, March 5, from 10 a.m.-1 p.m. this year. Members are welcome to attend; the event features a luncheon speaker and lunch.
- **Aircraft Operations Total – 2006** - A summary of aircraft operations for 2006 was handed out to the Members. The total was 65,299 operations, down 538 from calendar year 2005, slightly less than 1%.

5. Old Business

- **NERASP & Master Plan Update:** Chairman Delehaunty gave a summary report on the public meeting for these two studies that was held on December 13, 2006. Commissioner Nemeth indicated that he was very disappointed that the material was presented without financial data.
- **Energy Task Force Update:** Vice-Chair Zwirblia reported that the EPA says there are many areas of potential energy savings at airports. He hopes to establish a pilot program at Worcester Regional Airport.

6. New Business –

- **Approval of Architectural Services Contract-Earth Tech NE** - Mr. Waldron advised that Earth Tech Northeast was selected by a designer review panel convened by Massport on behalf of the City to provide architectural and engineering services for 2007-2009, for Worcester Regional Airport. It is planned that a work order agreement with the consultant in the amount of \$250,000 will be issued. A specific scope of work and associated fee will be negotiated on a work order by work order basis as the need for services arise. The selected consultant will be under contract with the City of Worcester. Most, if not all of this money will be reimbursed by FAA and MAC as part of the Airport Improvement Grant Programs.

Commissioner SantaMaria moved, seconded by Commissioner Gorham, to approve the award of this contract to Earth Tech Northeast to provide architectural and engineering services for Worcester Regional Airport, 2007-2009 in an amount not to exceed \$250,000 and to authorize the Chairman to execute all documents related thereto. **So Voted, six in favor, Commissioner Reynolds abstained.**

- **Approval of Engineering Services Contract-Edwards & Kelcey** - Mr. Waldron advised that Edwards & Kelcey was selected by a consultant selection team convened by Massport on behalf of the City to provide engineering services for 2007-2009, for Worcester Regional Airport. It is planned that a work order agreement with the

consultant in the amount of \$900,000 will be issued. A specific scope of work and associated fee will be negotiated on a work order by work order basis as the need for services arise. The selected consultant will be under contract with the City of Worcester. Most, if not all of this money will be reimbursed by FAA and MAC as part of the Airport Improvement Grant Programs.

Commissioner Gorham moved, seconded by Commissioner Zwirblia, to approve the award of this contract to Edwards & Kelcey to provide engineering services for Worcester Regional Airport, 2007-2009 in an amount not to exceed \$900,000 and to authorize the Chairman to execute all documents related thereto. **So Voted, six in favor, Commissioner Reynolds abstained.**

- **Approval of Engineering Services Contract-Stantec** - Mr. Waldron advised that Stantec was selected by a consultant selection team convened by Massport on behalf of the City to provide engineering services for 2007-2009, for Worcester Regional Airport. It is planned that a work order agreement with the consultant in the amount of \$900,000 will be issued. A specific scope of work and associated fee will be negotiated on a work order by work order basis as the need for services arise. The selected consultant will be under contract with the City of Worcester. Most, if not all of this money will be reimbursed by FAA and MAC as part of the Airport Improvement Grant Programs.

Commissioner SantaMaria moved, seconded by Commissioner Nemeth, to approve the award of this contract to Stantec to provide engineering services for Worcester Regional Airport, 2007-2009 in an amount not to exceed \$900,000 and to authorize the Chairman to execute all documents related thereto. **So Voted, six in favor, Commissioner Reynolds abstained.**

- **Amity Flight School sublease amendment** - This item is a proposal to amend the Amity Flight School sublease agreement with Swissport to allow Amity to lease a Mobile Office Unit to serve as their classroom and office area and to adjust their rent on a square-foot basis to reflect the reduction of space leased. Amity will pay for the Mobile Office Unit and all utilities associated with it directly and will continue to rent the hangar space contained in their building. In addition, they will continue to pay the airport for electrical usage that is currently in arrears, at a rate of \$430.27/month.

Commissioner Nemeth moved, seconded by Commissioner Zwirblia, to approve the proposed sublease amendment for Amity Flight School and to authorize the Chairman to execute all documents related thereto.

IMG contract amendment - Mr. Niddrie explained that the city wants to amend its contract with IMG to provide airline route analyses that demonstrate that an airline can develop passenger load factors and pricing to sustain service to various markets. He qualified his remarks emphasizing that this would not be an additional study, but a technical analysis that will provide specific operational and

financial data for specific markets in specific aircraft, each identified by the airport, to determine the viability and potential of that service to/from Worcester. Included in this task may be, as determined by the City:

- A) IMG advising the City regarding which airlines could successfully service Worcester based upon the FAA and the local passenger surveys done in 2005 and the financial opportunities for these airlines to profit in the Worcester market,
- B) Develop and manage a Sub-contract with a firm that specializes in developing airline route analyses to produce accurate and complete airline route analyses for ten (10) markets identified by Worcester with a quantitative and strategic analysis of the cost by four (4) different aircraft as identified by Worcester.

And upon agreement with Worcester and Massport Officials:

- C) Review the proposals and forward to Worcester the route analyses for those identified airlines/aircraft that demonstrate a financially sound opportunity for the Airline to succeed in Worcester and that can be presented by the City/ Massport recruitment team to the prospective airline officials,
- D) Assist the city in developing financial incentive packages/ analysis for a potential agreement with airlines.

This contract amendment will not exceed eight (8) months and, including sub-contracting, will not exceed \$70,000., 73% of which will be paid by the DOT Marketing grant and 27% paid by the City of Worcester.

- E) If requested, assist Worcester in the presentation of the packages to the identified Airlines.
- F) As needed, work with the city in the development of license agreements with airlines that have determined, with the City and Massport that they are going to service Worcester.

The above (E & F) will be invoiced at an hourly rate agreed to by both the City and IMG.

Infrastructure Management Group will invoice the City of Worcester on a monthly basis with a detailed invoice identifying individuals and task cost centers.

Commissioner Nemeth indicated that he is opposed to the amendment and asked that the record show that he does not object to spending money on the airport but he does object to spending additional money for this consultant.

Commissioner SantaMaria moved, seconded by Commissioner Reynolds, to approve the contract amendment for IMG in an amount not to exceed \$\$70,000 and to authorize the Chairman to execute all documents related thereto. **So Voted, six in favor, Commissioner Nemeth opposed.**

Prior to adjourning, the next meeting date was set for February 12, 2007.

8. Adjournment

Commissioner SantaMaria moved, seconded by Commissioner Zwirblia, to adjourn the meeting. **All in favor - So Voted.**

The meeting was adjourned at 7:49 p.m.

Eric N. Waldron, A.A.E., ACE
Airport Director and
Clerk of the Commission