



**Airport Authority Board of Directors  
Minutes of January 15, 2020**

**Directors Present: John Picard, Kevin Arnold, Gerald Weiner, Anthony Verderame, Peter Wilson, , Peter Leonardi, David White, Vin Petrini, Mark Sklarz, Jim Yeske, Rich Jacob**

**Via Telecom: Serena Neal-Sanjuro,**

**Directors Absent: Karen O'Connell, Daniel Adams, Matthew Hoey III**

**Others in Attendance: Jeremy Nielson, Felipe Suriel, Evan Warren, Karen Wait, Mark Zaretsky, Tyrone Holman, Alicia Seremet, Raleigh Seymour, Dean Wojtak, David Reger**

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The meeting was called to order at 1600L by Chairman, John Picard.

There was a Motion to approve meeting minutes from November 20<sup>th</sup>. Motion approved.

**1. Executive Director's Report**

- Mr. Scanlon reported that during his first full month on the job he met with numerous neighborhood representatives and elected officials. He is looking forward to continuing dialog and providing a transparent process as we move through the master plan process.
- Mr. Scanlon reported on the status of the runway extension appeals process, stressing the importance of using a law firm that specializes in aviation for the appeal process. Discussions with a firm were held and they agreed to perform the legal work 'pro bono'. The Firm's position is that the ruling should stand and a decision by the Supreme Court should be made on March 10<sup>th</sup> as to whether the case will be heard.
- Final airport stats show 50,355 enplanements in 2019, which represents a 30% increase over 2018. We have seen very positive trends in enplanements and strive to continue in this direction. Allegiant Airlines has expressed enthusiastic interest in operating out of Tweed. The airline participated in a call with the Governor's administration and are willing to begin service prior to the runway being lengthened. Mr. Scanlon and AvPORTS will be attending an air service

development conference in early February to speak with additional carriers who may have similar interests.

- Both Master Plan information meetings went well. People were vocal and the Airport is starting on a positive foot to get to know people and be a good neighbor. The next step in the process will be the technical advisory and community advisory committee meetings which will be held on February 13<sup>th</sup>.
- Our air service development firm ASM Global provided a progress report on digital marketing efforts by a recently engaged third-party firm. Based on their lack luster performance, Mr. Scanlon suggested it is time to redefine our marketing strategy and determine a better solution to our desire to further increase enplanements. Mr. Scanlon has met with several local firms to get ideas and will be make substantial efforts to find outside funding to meet the financial obligations that will be necessary to complete a successful campaign.
- There is a need for police at the airport due to recently increased TSA requirements. The cost for this service being on site is approximately \$115,000 annually. There is not a lot of room in the budget which has led us to find additional revenues to pay for this necessity. We have also applied for a grant from the TSA to assist with the added level of service. At this time, we are proposing parking rate increases to help offset our costs.

## **2. Chairman's Report**

Mr. Picard thanked everyone for their commitment to serving on the Board and being supportive of the efforts of the Authority.

## **3. Audit and Finance**

Mr. Arnold reminded the board that there was no board meeting in December. November and October numbers were good overall. During November the audit made a noticeable change in the month which were part of the year to date figure. This is the first fiscal year that if we do not make any changes, we may be in the red.

## **4. Report and Action Items**

Resolution 495: Approval of Task Order for Professional Services with The Jones Payne Group, Inc. for Residential Sound Insulation Program – Phase 6 read aloud. Motion was unanimously approved.

Resolution 496: Approval of Revised Schedule of Rates and Charges – Vehicle Parking read aloud. Motion was unanimously approved.

## **Airport Manager's Report**

Mr. Nielson discussed the following items:

- Tweed Master Plan website (tweedmasterplan.com) can be used to find out about upcoming meetings as well as other information.
- State audit should be wrapped up this month. New asset control policy needs to be updated. Auditor noticed discrepancy in the asset control and recommended to update the policy. As per the revised policy, any asset worth \$1000 or more will be tracked.
- An RFB will be soon out for Airfield Painting using FAA funds.
- We will be working on acquiring a new runway snow blower this year to increase snow removal capability. Currently the airport only has one snow blower and this helps prevent the likelihood of being closed for an extended period of time in the event one is out of service.
- A parking system upgrade using barcodes is in the works, which will ultimately reduce errors and technical issues with the current system.
- Triennial is scheduled for April 22<sup>nd</sup> with the next planning meeting on March 4<sup>th</sup>.
- Fiscal year KPI numbers to date continue to show healthy trends.

A motion to update the asset control policy was unanimously approved.

### **5. Other Business:**

None.

### **6. Public Comment:**

No public comments.

Meeting adjourned at 1637 by Mr. Picard.

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Respectfully submitted -

**Felipe Suriel, Assistant Airport Manager**