

Katama Airport Commission Meeting March 11, 2021 via zoom

Present at the meeting were commissioners Hal, Bill, Peter, Pat and Michael, also Alyssa, airport manager, Juliet, Jane, Jamie, Jessie Straus and Chris.

The meeting was called to order by Hal at 9am.

First item: restaurant lease – Juliet needs to know how to structure the lease payments. After a great deal of discussion we asked Juliet to structure the lease payments due on July 1, August 1 and September 1 – as we have traditionally structured these payments – plus POS on a weekly basis plus gross sales tax filings – that Alyssa and the restaurant person will go over every week – also final reconciliation in Oct with final payment due on Nov 15. Non compliance by Dec 1 terminates the lease.

Next item: hangar. Chuck Sullivan of Sullivan Architects here on MV has been hired and is working on getting the new stamped plans to Reade. Peter proposed approving payment up to \$9,999 and that was acceptable.

Chris reminded us that the job has been shut down for lack of a building permit and that the subs have been notified and have moved on to other jobs.

Chris needs a letter for his bonding and insurance company clarifying the time line and the issues encountered that have brought us to this point. Juliet and Alyssa will work on that letter.

Chris said to expect 3 invoices – one for work in March, one for the mechanicals and one when the windows come in.

Chris will be at the hangar next week to clean up the site, remove the portajohn and close up the hangar with plywood until he returns to the job in September.

Patrick asked Chris to provide a letter making a list of what he needs from us and why and we will provide for what he needs.

Patrick made a motion to adjourn the meeting, Peter 2<sup>nd</sup>, all commissioners voted yes and the meeting was adjourned at 10:03am