

**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, October 22, 2019**

Commissioners Present:

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair; Norman Weill, Clerk; and Wendy Bierwirth
The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not present:

Zachery Lesinski and James DellaMorte

Yarmouth Representative:

Not present

Airport Staff Present:

Katie R. Servis, Airport Manager, Mathew T. Elia, Assistant Airport Manager and Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

Laura Canham and Rick Lucas, McFarland Johnson; Amy Barritt and Kim Sippola, The Quotient Group; Chris Willenborg, Airport Solutions Group (ASG), Phil Geraci, Rectrix/Ross; Jim Griffin, Jean Griffin, Dave and Jackie Munsell, The Riley Family, Lisa Brennan, and Robert Griffin, Griffin Avionics and family

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:08 p.m. Attendance roll call was taken followed by the Pledge of Allegiance and a moment of silence for James T. Griffin.

Chairman Griffin gave a brief dissertation of Jim Griffin Sr., his life and his accomplishments. He was 84 years old and formed Griffin Avionics in 1971 at the Airport which became the "go to place" for Avionics installation and repair. He was a mainstay at the airport. Godspeed and Rest in peace, Jim.

Additional comments were made by Jim's family members:

Bob Griffin commented that his father loved being on this airfield and made his employees part of his family. He was proud to give his family and his grandkids something to come and see; they all have an interest in aviation. He always spoke highly of the Commission and Bob thanked them for taking a moment to remember him.

Jim Griffin Jr. also thanked the Commission for honoring their dad in this way. And as Bob said "ditto"!

Jean Griffin said he was a wonderful husband and they were married 62 years and have 5 wonderful children. She also thanked the Commission for remembering him.

The meeting moved to the tarmac for a tribute for Jim Griffin Sr. with a water cannon salute by the Barnstable Municipal Airport Fire truck and taps. Upon returning to the Conference Room, Chairman Griffin made condolence comments and requested a moment of silence for Town Councilor President Jim Crocker.

Barnstable Municipal Airport Commission

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Minutes of the previous meetings:

Minutes from the May 28, 2019 Airport Commission meeting were approved and signed.

Public Comment:

Chris Willenborg, ASG, took the opportunity to recognize Katie and Matt and the rest of the team effort for hosting the Aviation Career Fair outreach last week. They both did an outstanding job! It was a great event with a lot of interested students in attendance.

Commissioners Response to Public Comment:

Commissioner Young commented that there were a variety of aviation jobs that were well represented. Manager Servis stated that the participation of vendors was exceptional and over 400 students attended.

Chairman Griffin asked attendees to introduce themselves.

Finance Subcommittee (Commissioners DellaMorte, Weill and Bierwirth)

The Finance Subcommittee met on Tuesday, October 1, 2019. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, Lesinski and Bierwirth)

The Infrastructure & Marketing subcommittee did not meet during the month of October 2019.

Old Business

None

New Business:

BMA1019-01 –Approval of Lease document between the Barnstable Municipal Airport Commission and MAJ Commercial Realty, LLC.

MOTION to approve the Notice of Lease document stating the date, commencement date, description, and terms of the Lease by and between Barnstable Municipal Airport Commission and MAJ Commercial Realty, LLC. **SPONSOR:** Finance Subcommittee (**may be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bierwirth.
- The Airport signed a lease August 21, 2018 with MAJ Commercial Realty, LLC also known as Ideal Flooring, which was amended on January 29, 2019 to include a larger parcel of land.
- For financing purposes this was subleased in February from MAJ Commercial Realty to another entity they control which is MEWSS. LLC.
- This document will be attached to their financing documentation that states the Airport Commission has a lease with MAJ Commercial Realty, LLC.
- The language has been approved by the Town Council and Anderson & Kreiger to make sure this in the best interest of the Airport.
- There are no requirements, obligations or additional representations beyond the lease.
- This agenda item was unanimously approved by verbal vote.

Report of Special Committees

Noise Report:

Christina Lounsbury reported for the quarterly report of July, August, and September there were 24 complaints made by 16 complainants. Details are included in the Commissioner packets. This is reduced considerably from last year. The public is utilizing the Flight Tracking system on our website and community relations have been helpful to reduce the complaints. Commissioner Bierwirth commented that a lot of the complaints are for early and late hours. Ms. Lounsbury replied that the voluntary curfew hours are encouraged, but there can be a lot of seasonal transient aircraft with traffic at odd hours.

Airport Manager's Report:

- Financial Overview
 - November will be the first quarterly reporting
- CIP Update and Next Steps

- The internal meeting and the meeting with the consultants and the FAA have occurred for FY2021. Follow-up meeting will be held October 29th to solidify the CIP Budget and for that budget to be submitted before the Town's November deadline.
- Airport Rates & Charges Update
 - Process will begin with implementation to occur July 1, 2020.
 - Suggested changes will be discussed with tenants prior to implementation.
- PFOS/Public Involvement Plan (PIP) Update
 - The Airport is still working with the Department of Environmental Protection (DEP) to respond to questions pertaining to the airport use of firefighting foam.
 - A PIP meeting was held and a draft response overview was provided. The final plan is in development and mitigation for the two areas of concern will be determined.
 - The airport purchased a new mobile unit that attaches to the Fire trucks to be able to accomplish the annual testing required by the FAA without spraying foam. The FAA is investigating but have not yet found an alternative to use for the firefighting foam. The last time foam had to be used at the airport was 2016 for an aircraft incident.
- Past Events were reviewed:
 - September 19 – Cape Cod Young Professionals (CCYP) Back to Business Bash
 - 700-800 professionals attended. This is the biggest annual event at the airport and was a great event this year.
 - The Airport gave away a tour of the Air Traffic Control Tower and Cape Air gave away round trip tickets to Nantucket. We were able to conduct surveys to find out about air service preferences and information that will be key to the ongoing Airport Master Plan.
 - September 21 - EAA Young Eagles Flight Program
 - Free first flight experiences took place for 6 kids and their parents interested in a future in aviation
 - September 27th – Annual Emergency Plan Tabletop Exercise at the Hyannis Fire Station.
 - This was a very productive exercise that identified efficiencies that can be further leveraged and areas that can be improved upon.
 - October 5-6 – EAA B-17 Tour
 - This event was modified due to a tragic accident that happened in Connecticut earlier in the week.
 - The aircraft did not offer the flights as planned and was, therefore, not a big fundraiser for the EAA.
 - Attendees that had connections to these historic aircraft shared stories and overall it was a great event.
 - The EAA Chapter #51 has become officially chartered and the certificate will be displayed in the conference room. There are currently 22 members and it is growing.
 - On November 2nd another Young Eagles program will take place at the airport.
 - Commissioner Weill thanked Matt Elia for all of his efforts to form the Chapter and the communication surrounding all of the events.
 - Chairman Griffin also commended Matt on the B-17 event and spoke to the organization and set-up that Matt accomplished for this event.
 - October 15 – Southeastern Massachusetts Career Fair & Expo (TBD)
 - Over 400 student attended.
 - Manager Servis sent surveys to the exhibitors (28 total) and schools and received some great feedback to make this a future annual event.
- Airport Master Plan Update
 - Upcoming visioning analysis will occur – this will be discussed at the workshop
- Airport Business Plan Update
 - Secondary improvements were made to improve online functionality
 - Management will present this to the Infrastructure & Marketing Subcommittee next month
- Cape Air Rooftop Solar Array Update
 - This is still in the permitting process. They have not yet received the approvals from the FAA for the Glare Analysis and the Ocular Analysis.
- RFP Land Development Update – no update

Manager Servis reported that Cape Air has worked for many years to find replacements for the 402 Aircraft. An Italian Company, TECNAM, won the bid and has created a traveler aircraft. The first place that this aircraft has touched down in the United States is Hyannis. This is a huge upgrade from the 402s with air conditioning and interior creature comforts. The unveiling was last week as well as the Cape Air 30 year Anniversary. There is a live video of the unveiling on the Cape Air website.

Barnstable Municipal Airport Commission

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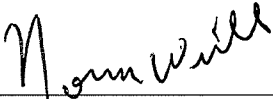
11. Announcements – Commissioner’s Comments

Chairman Griffin announced that the Marstons Mills Cape Cod Airfield celebrated its 90th birthday. It is still a grass airstrip and a gem to aviation. There is a person trying to shut down this airport, but the community has rallied around the airport for support. Commissioner Bierwirth commented that this issue will be resolving itself shortly.

Commissioner Weill commented that the Chatham Airport needs to communicate with the community to be proactive on their much needed upgrades. He also commented that the Young Eagles Program and the Aviation Education Program are creating a path to high paying jobs that can stay on Cape Cod and sustain our community.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:02 PM
The next meeting will be held on November 19, 2019.



NORMAN WEILL, CLERK