



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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Katie R. Servis, Airport Manager
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Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Stephen P. Cobb,
Vice Chairman

James DellaMorte,
Clerk

Elizabeth Young,
Commissioner

Zachary Lesinski,
Commissioner

Joseph J. Berlandi,
Commissioner

Norman E. Weill,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, March 19, 2019

Commissioners Present:

John T. Griffin, Jr., Chairman, Stephen P. Cobb, Vice Chair, James DellaMorte, Clerk, Elizabeth Young, Zachery Lesinski, and Norman Weill. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not present:

Joseph Berlandi

Yarmouth Representative:

Not Present

Airport Staff Present:

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

Public Members:

Joseph Reid, FAA Tech Ops; Bob Mallard and Chris Willenborg, ASG; Rick Lucan, McFarland Johnson; and John G. Flores, V.P. Town Council

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 p.m. Attendance roll call was taken followed by the Pledge of Allegiance. Chairman Griffin welcomed John Flores from the Barnstable Town Council.

Minutes of the previous meetings:

The minutes of the following meetings were approved and signed:

February 19, 2019 Commission meeting

February 19, 2019 Executive Session meeting (not for public release)

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Cobb, Berlandi)

The Finance Subcommittee met on Tuesday, March 5, 2019. Commissioner DellaMorte read a review of the meeting (Attached).

The lease to be attached to the Request for Proposal for 211 Airport Road is being drafted. Manager Servis will provide information in the updates at tonight's meeting.

Infrastructure & Marketing Subcommittee (Commissioners Young, Lesinski, Weill)

The Infrastructure & Marketing subcommittee met on Tuesday, March 5, 2019. Commissioner Young read a review of the meeting (Attached).

Old Business:

None

New Business:

BMA0319-01 – Approval of FY2020 Airport Operating Budget and Project Decision Packages for submission to the Town Council

MOTION to Approve the FY2020 Airport Operating Budget to include the Project Decision Packages for Operating Capital in the amount of \$8,041,387. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- The draft Operating Budget was reviewed by the Town Finance Department in February.
- The Capital Budget Decision Packages are the final step in the Airport budget process.
- Management will meet with the Town Council in April to present the Operating and Capital budgets for approval.
- Airport Management reviewed all expenses and revenues and made assumptions for each based on trends, existing contracts, tenants, leases and fees and other factors outlined within the report.
- Expenses removed from FY2019 to balance the budget have been put back into the FY2020 budget based upon increases in potential revenues.
- Capital Outlay items taken off last year have been reintroduced this year which include rehabilitation of the FBO office space and furniture, upgrades to office software to become more efficient, and upgrades to security cameras.
- The total budget for FY2020 is \$8,041,387.00.
- Manager Servis reviewed the budget worksheet items (Attached).
- Funds from anticipated excess revenues will be held for future capital projects through a budget line item so the Airport will not have to secure a bond for these projects.
- Commissioner Cobb asked about additional iPads to be purchased. Manager Servis stated two additional iPads will be purchased for the Veoci System Software in addition to the ones already purchased for Jet Fuel sales.
- Management was conservative in the revenue projections for jet fuel sales.
- Assumptions were made for each revenue item based upon trends, existing contracts, tenants, leases, fees, and other factors outlined within the report.
- The Land/Building Lease Summary for FY2020 of \$2,339,462 does include the new lease with WS Development (Attached).
- Commissioner Weill commented that the volume of traffic has a direct impact on fuel sales and landing fees. He was impressed by the detail by management and the methodology behind the process.
- Commissioner Young asked when the excess funds for capital go into the reserves. This will be transferred at the close of the fiscal year.
- This agenda item was unanimously approved by verbal vote.

BMA0319-02–Approval of Modifications to the Airport Minimum Standards to add Section 16.4 Freight/Cargo Waiver

MOTION to approve the modifications to the Airport Minimum Standards Section 16 - Air Freight Operations (as approved by the Barnstable Municipal Airport Commission on August 16, 2017) to add section 16.4 Freight/Cargo Waiver for the benefit of providing time-critical medical and/or humanitarian supplies as long as no other option is available. Public comment will be permitted. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Cobb.
- Cape Air approached management asking that the Minimum Standards language be modified to allow for the carriage of medical supplies and emergency materials via non-standard or unapproved cargo operators from the terminal.
- Currently, the Minimum Standards do not allow carriage of freight/cargo from the terminal. Freight and cargo must go through approved air freight facilities that occur at other locations on the field.
- Minor Language modifications were made after the February Infrastructure & Marketing Subcommittee meeting to include notification procedures for the tenant to notify the Airport of transport.
- Management presented this language to the FAA for review. They have no concerns with the language.
- There has been no response from the Nantucket Airport on the language.
- Airport tenants have been forwarded the language on two separate occasions, March 7th and March 11th, allowing for feedback and comments. As of today there have been no comments.
- This agenda item was unanimously approved by verbal vote.

BMA0319-03 – Approval of Infrastructure Improvements by Hyannis Air Service, Inc. for the construction and development of vehicular charging stations for employee use

MOTION to approve Infrastructure Improvements by Hyannis Air Service, Inc., for the construction and development of vehicular charging stations for employee use per Article Nine of the Lease agreements, as amended, between the Barnstable Municipal Airport and Hyannis Air Service, Inc. dated August 24, 2010, Parcel ID#312-030 and dated April 19, 2011, Parcel ID#311-102. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded by Commissioner Weill.

- Management has met with Cape Air and Eversource (Make Ready Program) in regards to the installation of Vehicle Charging Stations on their leased location.
- The Make Ready Grant Program allows Eversource to assist with the cost and planning of installation.
- The following actions have been taken to date:
- Management met with Eversource and Cape Air to discuss locations and/or concerns. Two locations were identified. Site I is at the 600 Barnstable Road location and Site II is at the 660 Barnstable Road location. Manager Servis reviewed each location. (Attached).
- These are being installed as an initiative for their employees to purchase electric vehicles.
- Manager Servis identified the next steps:
 - Identify project schedule:
 - Pre-construction/safety meeting date
 - Construction dates
 - Identify police detail needs during construction, etc....
 - Develop post construction as-built plans (CAD and PDF files)
 - Discuss future lease modifications (only if Cape Air wishes to lease these spaces in the future)
 - Discuss the concept of the “Electric Vehicle Day” sometime in September to showcase the charging stations and electric cars
- Eversource will require that the land owner (the airport) sign site license agreements, host agreements and easements
- There was a discussion of how the charging station will be identified as a public or private use station on the apps. It was recommended that signage be installed to identify these as private charging stations.
- This agenda item was unanimously approved by verbal vote.

The following was taken out of order:

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager’s Report:

WS Landing at Hvannis LLC Update:

- This will be discussed in executive session

Financial Overview:

- The Financial Memo dated March 5, 2019 is attached.
- The February Jet Fuel Sales will be provided to Commissioner Cobb as they were not available at the Finance Subcommittee.

RFP Land Development Update:

- The Chief Procurement Officer is waiting for the draft lease to attach to the priority 1 parcel. This has been on hold during the lease negotiations with WS Development.
- The FAA has deemed it necessary to obtain a Non-aviation Land Release for the three identified parcels and has asked for a brief overview of these parcels

Airport Rates & Charges Update/Overview:

- The data collection effort is underway- the Airport has supplied about 95% of the data needed to McFarland Johnson
- They will submit a project schedule to the Airport by the first week of April and begin reviewing the existing Rates & Charges
- McFarland Johnson will develop methodology for a Facilities Rates & Charges Model and an Administrative Rates & Charges Model. This will assist in identifying fees and charges that can be directly related/linked to facility maintenance or the cost of administration of maintaining the facility.
- A draft plan will be presented to the Commission in May.

JumpStart Update:

- April 22nd is the date that the list of meet and greet Airlines will be finalized and sent to the participants.
- Management will receive a draft presentation from McFarland Johnson the beginning of May, which will be presented to the Commission on May 28th.
- The dates for JumpStart are June 2 - 5, 2019.

Master Plan Update:

- A Scope of work will be presented to the Airport the week of March 25th.
- A Scoping call will be held with the FAA the week of April 1st.
- The Grant Application needs to be submitted by April 15th.

Business Plan Update:

- McFarland Johnson will have a draft plan for management to work with in April
- The 12 month action plan will be presented to the Commission in May based upon the identified Goals and Objectives.
- Manager Servis reviewed the Goals and Objectives.

Upcoming Events

- March
 - March 12 New EAA Chapter Meeting
 - Assistant Manager reported that the first meeting was held of the new Experimental Aircraft Association (EAA) Chapter 51 that is based on Cape Cod. There are 22 members. They have elected a Board and are finalizing the process to become a full Chapter. They will meet the 3rd Wednesday of every month. They hope to promote young aviation education and a future fundraising fly-in event at the Airport.
 - March 20th Airport Tenant Meeting
 - March 23 GA Forum
- April
 - April 26 Cape Cod Chamber Breakfast at the Airport 0800 – co-hosted with Cape Cod Coffee
 - April 26 Cub Scout Airport Sleepover “A Night at the Terminal”
- May
 - May 3 Duffy Health Center Gala 350+ people in the terminal
 - May 10 Delegate Luncheon – discussion seeking funds from the state to improve the Airport Access Road

Manager Servis reviewed several of the events.

TSA – Possible Glass Partition Removal:

- This will allow people sitting in the café to see the airfield.
- Ms. Lounsbury will reach out to the TSA to see if there is any prohibitive reason.

Manager Servis requested that the May Commission meeting be moved to May 28th, and that the June subcommittee meetings be moved to June 11th.

Commissioners Comments:

At the request of Commission Cobb, Manager Servis reviewed the Delegate Luncheon information to be held on May 10th at noon. The agenda is being developed to discuss the need to improve the East Side Access Road. The Town is seeking state funding to improve Willow Street from Exit 7 to Camp Street so the Airport should request a grant to work on the Airport road to improve access together. The focus will be to seek alternative revenue sources. The Airport had reached out to MassWorks and they indicated it would be beneficial to combine several projects in one area to show that the grant would benefit more than just the Airport and would assist a regional area.

Commissioner Griffin asked when the Airport should meet with the Town on zoning for the RFP Land Development. Discussions have begun with Elizabeth Jenkins, Planning & Development, to discuss the possible types of development. She indicated that if modifications are needed after receiving the proposals, the town will work with the Airport to request a waiver if necessary.

EXECUTIVE SESSION

Chairman Griffin moved to go into Executive Session under G.L.c. 30A §21(A), to conduct a strategy session for the Agreement between the Barnstable Municipal Airport Commission and WS Landing at Hyannis, LLC. For airport owned property located at 790 Iyannough Road/Route 132 Hyannis, MA. He declared that an open meeting may have a detrimental effect on the negotiating position of the Airport; and that the meeting will not reconvene in open session. The motion was seconded, and a roll call vote was taken to go into executive session at 5:08 PM.

Griffin	yes	Cobb	yes	DellaMorte	yes
Young	yes	Lesinski	yes	Weill	yes

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:08 PM
The next meeting will be held on April 16, 2019.