



BARNSTABLE MUNICIPAL AIRPORT
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R.W. "Bud" Breault, Jr., Airport Manager
Katie R. Servis, Assistant Airport Manager

Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Mary F. Smith,
Vice Chairman

Stephen P. Cobb,
Clerk

Robert L. O'Brien,
Commissioner

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Zachary Lesinski,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING

Tuesday, October 3, 2017

Airport Conference Center 4:15 PM

Call to Order

4:17 p.m.

Commissioners Present:

Commissioner Mary F. Smith, Commissioner Elizabeth Young, and Commissioner Zachary Lesinski

Commissioners Not Present:

None

Airport Staff Present:

Airport Manager, Roland Breault, Jr., Assistant Airport Manager, Katie Servis, and Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members Present:

Philip Geraci, Rectrix; Jean Griffin, James T. Griffin, and Tom Collier, Griffin Avionics, Inc.

Agenda of the Day:

The minutes of the September 5, 2017 Infrastructure & Marketing meeting were approved as amended by Commissioner Smith.

Unfinished Business:

IN1116-02 – Update on Griffin Avionics failed Septic System at 610 Barnstable Road

- Manager Breault sent the letter from Anderson & Kreiger (see attached) to the Griffins on September 29th.
- Management set up a meeting to discuss the letter on Friday at 2:00 pm.

Action: *No further action required at this time.*

IN0817-01 – Discussion of Future JetBlue Survey and Update on Airport/CCYP Survey

- There were a total of 169 surveys completed at the Cape Cod Young Professionals CCYP event.
- Staff was circulating during the event with clipboards and asking questions.
- These results will be tallied in a manner to use for future airline marketing purposes.
- This information will also be shared with Cape Air and Rectrix Shuttle as they participated with the donation of tickets.
- Ms. Servis will modify this form for future JetBlue surveys

Action: *Assistant Manager Servis will forward Draft #3 of the survey to the commissioners for review.*

- **New Business:**

IN1017-01 –Review & Approve Sublease between Cape Flight Instruction LLC and Spectaculair LLC

- Manager Breault requested to table this agenda item.
- The draft sublease was just received yesterday and the insurance certificate today.
- Spectaculair (Herb Cabral) is proposing to move its Charter Operation into the Cottle hangar on the East Ramp.
- He has not yet met many of the Barnstable Municipal Airport Minimum Standards requirements.
- We have not received any plan of modifications to the hangar or the fence line.
- The Sublease is not ready for approval until more information is provided.

Action: This agenda item was tabled.

Updates

Development of Airport Properties

- Management has been continuing discussions with the Town of Barnstable on the Kmart property.
- The Town Manager also discussed a “clean” manufacturing possibility at the Airport that was looking for 17 acres.
- Interest in the Airport property is increasing and the Town Manager is in support of business at the Airport. He has discussed a possible department within the town to encourage business at the Airport.

Incompatible Land Use

- **Sports Complex** - The site construction property manager met with Manager Breault to request raising the site construction of the building by 5 ft. and the ball field by 2 ft. They have already submitted an FAA Airspace Study to increase the building site height and they have added a fourth point on the building that also exceeds airspace surface height requirements.
- Management stated the Airport is against these changes in height unless there are no adverse effects.
- Jacobs Engineering has reviewed these requested changes and determined it is possible that this may require a displaced threshold, and could affect the runway approaches.
- The Airport has until October 9th to respond to the FAA.

Air Service Development and Marketing Update

- Ms. Servis will contact JetBlue to set up a meeting to discuss the survey results.
- Ms. Servis handed out a memo on Marketing (see attached) and requested that the commission determine the priority of marketing between Air Service Development, Airport Land & Facility Marketing, and Marketing of goods and services.
- She has talked to Jacobs Engineering about future innovations in the Master Plan and updates to include marketing. Once these are completed, they will be discussed with the commissioners in a workshop.
- Ms. Servis will find out the dates of the next Jump Start event and prioritize what needs to be done for the best return for revenues.
- A Commission meeting workshop will be scheduled for Tuesday, November 14th at 4:15 PM that would replace both subcommittee meetings for November.
- There was a brief discussion of the CCYP event. It went very well this year and was sold out.

Air Freight/Cargo Operations

- Management is waiting for the amended Certificate from Allies Air to commence their flight operations.
- Rectrix is waiting for a door to be installed at their freight facility.

Minimum Standards

- The next set of Minimum Standards will be for Air Charter/Air Taxi Service and will include requirements to report enplanements.

Tenant Meeting

- These meetings are held quarterly to inform tenants of airport issues. This meeting covered the airfield construction, any security operations and safety issues. Lieutenant Delaney of the Barnstable Police Department spoke about workplace safety and how to deal with any escalating issues with employees/customers. He will continue with a follow up meeting on how to de-escalate anyone. Commissioners are welcome to attend.

Manager Breault reported the following:

- Judith Goetz has resigned from her position with Pierce-Cote and had a no-compete clause in her contract with them.
- He has met with Brad Schiff and Carol Dumas of Pierce-Cote and he recommends that Carol Dumas continue to provide the services to the airport under the current contract.

Chair of the subcommittee, Mary Smith, acknowledged the Griffins, and asked if they would like to speak as they arrived after their agenda item. Jim Griffin commented that there was good communication from the airport staff on reporting any safety issues. Tom Collier requested that all correspondence for the lease be sent to Jim Griffin as he is the signatory on the lease, and if he and Jean could be copied.

Adjournment: Having no other business to discuss, the meeting was adjourned at 5:14 p.m.

*Mary F. Smith Commissioner
Infrastructure Subcommittee*

Date