



BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR

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Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

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, October 16, 2018

Commissioners Present:

John T. Griffin, Jr., Chairman, James DellaMorte, Clerk, Elizabeth Young, Joseph Berlandi, 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:

Stephen P. Cobb, Vice Chair and Zachery Lesinski

Yarmouth Representative:

Not present

Airport Staff Present:

Katie R. Servis, Airport Manager, Matthew Elia, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager, and Christina Lounsbury, Noise Abatement/Security Officer

Public Members:

Paula Hersey, Town of Barnstable Videographer

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:03 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

The minutes of the following meetings were approved and signed:
September 18th 2018 Special meeting

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)

The Finance Subcommittee met on Wednesday, October 10, 2018. Commissioner DellaMorte read a review of the meeting. (attached)

Infrastructure & Marketing Subcommittee (Commissioners Smith, Cobb, Young)

The Infrastructure & Marketing subcommittee met on Wednesday, October 3, 2018. Commissioner Young read a review of the meeting. (attached).

Old Business:

BMA0718-06 – Review and Approval of BMAC Rules of Procedure

MOTION to approve the Rules of Procedure for the Barnstable Municipal Airport Commission as amended effective October 16, 2018. **SPONSOR:** Commissioner Berlandi (**May be acted upon**)

- This agenda item was moved and read by Commissioner Berlandi, and seconded by Commissioner DellaMorte.
- This has been discussed and clarifies the uncertainties in the previous document.
- Ms. Kennedy identified two areas for modification, Section 8 “roll call” and “pledge of Allegiance” should be added, and Section 10 - length of time between subcommittee and full commission meeting may not be 14 days, so language should be added “as practical as possible” so not restricted to the 14 days.
- Commissioner Berlandi moved that the motion be approved subject to these changes.
- Chairman Griffin thanked everyone for their involvement to improve the Rules of Procedure.
- This agenda item was unanimously approved by verbal vote.

New Business:

BMA0618-01 – Approval of the Everest Fuel Management, LLC Fuel Agreement

MOTION to approve the annual Fuel Pricing Agreement with Everest Fuel Management, LLC to purchase a minimum of 100,001 gallons of Jet A fuel under the terms of the Barnstable Municipal Airport Jet Fuel Discount Program. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte, and seconded by Commissioner Berlandi.
- Everest Fuel Management is excited to sign a new contract with the Airport.
- Their previous agreement was based upon the old Fuel Discount Program. They reviewed the new Fuel Discount Program Contract and increased their minimum annual purchase to 100,000 as they had purchased over 196,000 gallons last year.
- This agenda item was unanimously approved by verbal vote.

Chairman Griffin was asked to sign the memo for the Kmart RFP Evaluation Committee.

Noise Report:

- Ms. Lounsbury reported on the noise reports for July through September 2018.
- July there were nine complaints made by eight complainants.
- August there were three complaints made by two complainants.
- September there were sixteen complaints by four complainants.

The quarterly report has a simplified coversheet and includes the year-to-date totals. There were no unusual complaints to date. There was one complaint about JetBlue because the individual saw the aircraft make a turn that she usually did not see. Frequently when someone sees or hears something different they call with concerns. Compared to past history this is good information.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager’s Report:

- Manager Servis reviewed the Airport Manager’s Situational Report (attached). Updated information is highlighted. The following is a synopsis:
 - Allies Air started freight service on August 6th. The FAA is gathering data that referred to the new Minimum Standards regarding freight to review for a response to the Cape Air opposition of removing freight from the terminal.
 - Pain D’Avignon is still interested in leasing more of the Sullivan Lot. The Airport will need to get on the Planning Board agenda for a waiver tied to the lease term.
 - Outreach to GAMA Aviation for a fueling contract will continue.
 - NE Aircraft Detailing Access Agreement was approved at the September Commission meeting. They have requested that the pollution insurance requirement be waived. They have provided Material Safety Data Sheets (MSDS) sheets that the Airport Environmental engineers will review.
 - Remote Sensing Access Agreement is on hold.
 - Rectrix announced a merger with Ross Aviation on 10/12/2018. Management requested that Rectrix meet in the near future to answer follow up questions.
 - Two proposals were received for the Kmart RFP from the Wilder Companies, Ltd./ O’Conner Capital Partners and WS Development Associates, LLC.
 - Management is working with Cape Cod Auto Transporters to bring their account out of arrears.
 - A meeting with Above the Clouds will be scheduled in January regarding starting a chapter at the Airport. This is a non-profit organization that introduces aviation to student participants that would not normally get that opportunity.
 - Boy Scout Troop 51 will hold a sleep over in the terminal in April 2019. Assistant Manager Elia has experience in coordinating such an event.
 - Cape Cod Young Professionals have booked their Back to Business Bash for September 19, 2019.

- o Cape Cod Coffee would like to host various events throughout the off-season such as wine tastings, chamber events, and corn hole challenge events.
- o The Marketing Plan draft will be finalized and reviewed by the Infrastructure subcommittee.
- o Cape Cod Broadcasting and Cape Cod Times were requesting information on the KMart RFP proposals. A basic overview of the procedures for review was provided.
- o Interviews for the On-call contracts for Planning and Engineering proposers will be held the week of 10/22 and 10/29.
- o FAA approval was received to move the soil from the Mildred's property as of 10/12/2018. Assistant Manager Elia will work with Lawrence Lynch Corporation on relocation.
- o Staff has been working with the Cape Cod & Islands Art Educators Association to display art in the terminal. They will hold their reception on October 18th at Cape Cod Coffee.
- o Massachusetts Air & Space Museum (MASM) requested additional display space in the terminal for historical items.
- o CapeCodCan installed their 2018 Mosaic Project of the Victura in the terminal. This will be a perpetual display.
- o Continued coordination with the Town of Barnstable via bi-weekly town leadership meetings and weekly senior staff meetings.
- o The FY2020 Budget schedule has been received. The Annual Report draft is complete. The Capital Improvement Plan (CIP) Development will commence and the Commissioners (maximum of three) have been invited to attend the FAA/MassDOT annual CIP meeting to be held in November.
- o The Barnstable School Superintendent is very receptive to implementing aviation education in the high school. The next step is to schedule a meeting with colleges and tenants to brainstorm curriculum.

Commissioners Comments:

Commissioner Berlandi commented that the Situational Report is very informative.

Chairman Griffin reminded the Commission that a Quarterly Leadership meeting with the Town Management needs to be scheduled in early November.

Commissioner Young would like to see the Cape Cod Community College aviation program back on the Cape one day. Possibly the Barnstable Airport tenants could offer some internships for students in this program.

The options for the fuel sales program may take multiple providers rather than having to choose just one.

Chairman Griffin thanked all the staff that has put in the extra effort recently for all they have done.

Tomorrow night is the introductory meeting for a new chapter of Women in Aviation. You do not have to be a woman to join; both men and women are welcome.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:42 PM

The next meeting will be held on November 20, 2018.



 JAMES DELLAMORTE, CLERK
 VICE CHAIRMAN

Speaking Notes: Finance Subcommittee Meeting – Met Wednesday, October 10th, 2018 @ 8:30.

Commissioners DellaMorte, Cobb & Berlandi were present.

Minutes of the September 12th, 2018 were approved and signed.

Month to Month Financial Comparisons were discussed

NEW BUSINESS:

F1018-01 Review & Approve Everest Fuel Agreement.

- Everest would like to contract for at least 100,001 gallons.
- They surpassed their contact goal and in August moved to the next tier of our Jet Fuel Discount Program.
- This went undetected by both parties, and they are owed a credit.
- A one-time credit in the amount of \$ 14,496.75 will be issued.
- *Agenda item was approved and moved to the Full Commission*

F1018-02 Review & Approve Remote Sensing Access Agreement

- Manager Servis received an email stating they are not ready to move forward with the Airport Access fee of \$1,500.00.
- *Agenda item was tabled.*

OLD BUSINESS:

F0918-01 Review & Discuss Best Practices for Leasing Airport Properties

- Commissioners made a couple of suggestions:
 - Shorten the checklist
 - Color code according to priority.
- *Commissioners will review and send comments within the next couple of days.*

F0918-03 Review & Approve Mobile Fuel Sales Platform.

- Assistant Airport Manager Elia has been researching Square and Phillips World Fuel compatibility.
- We cannot process Phillips credit card through Square and most of our credit cards sales are done with a Phillips credit card.
- Phillips has a mobile option which has a monthly fee and the same credit cards processing fees we are currently paying.
- Management will review the pros and cons of each option.
- *Commissioners requested a summary document for review.*

UPDATES:

- Airport Manager's Report.
- BMAC Rules & Procedures
 - The commissioners requested a few revisions to the document.
 - *Action: Manager Servis will make revisions to the Rules & Procedures and send out for review.*

Meeting Adjourned 9:42 am.

Met Tuesday, Wednesday, October 3rd @ 1:02 PM

Commissioners Young, Lesinski, and Weill were present.

Minutes of the September 6th, 2018 meeting were approved and signed.

IN0918-03 – Discuss FBO Remodeling Options

- Bullet points will be submitted to the DPW of the items to be upgraded/remodeled.
- Costs will be reviewed to see if the current \$20,000 appropriation will cover the expense.
- Manager Servis will reach out to Nantucket Memorial Airport for photos.
- The focus would be creating a dark space for pilots to rest, a separate upgraded seating area and upgrades to the bathrooms.
- The short term goal is to reconfigure and clean the space up as much as possible and long term look at possible utilizing unused bays to move Operations away from the customers.

Air Freight/Cargo Operations

- Although the deadline was Friday, October 5th, Terminal freight operations have already ceased.
- Both Rectrix and Allies have approved AOA freight facilities at this time.
- The only requirement prior to Rectrix commencing AOA freight operation is the airport management walkthrough. As they do not have a potential start date; it was advised that Rectrix contact Airport management.
- Cape Air had indicated their displeasure with this determination to remove the freight from the terminal.

NEW BUSINESS:

IN1018-01 – Review & Approve Marketing Plan

- The draft marketing plan was reviewed and it was suggested it be renamed the Strategic Plan.
- The plan covers the four elements that were identified in the BMAC workshops. Branding the airport is a key component.
- Increasing air traffic and airline options are imbedded in each goal. Priority ranking should be included for the goals.
- Local airport providers should be involved to market the current service and explore expanded service options.
- The loss of tech companies on the Cape & Islands, weak internet technical infrastructure and the cost of living were discussed.
- Staffing for these action items need to be addressed; the commissioners would need to participate in completing these tasks.
- As part of the overall change in air traffic, 9/11 should be included as a cause.
- Manager Servis requested comments for changes as this is a working document.

IN1018-01 – Discuss Jet-A Fueling

- The airport has three (3) 20,000 gallon Jet-A fuel tanks but no Avgas tanks.
- The airport has the exclusive concession for all Jet-A customers at the airport, with the exception of Rectrix self-fueling owned/ managed aircraft.
- Rectrix has one (1) 10,000 gallon Jet-A fuel tank and one (1) 10,000 gallon Avgas fuel tank at their Air Cape Cod FBO facility. Rectrix must provide documentation on owned or managed aircraft so that they may provide Jet-A fuel to these.
- Griffin Avionics also has one (1) 10,000 gallon Avgas tank and has an agreement with Cape Air to use the fuel.

UPDATES:

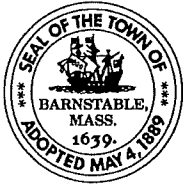
BMAC Rules & Procedures

- The original and the revised draft were provided to the subcommittee.
- The changes were discussed.

Airport Manager's Report

- **Kmart Property RFP** – bid results will be review by the evaluation committee.
- **Remote Sensing Solutions (RSS)** – The airport will be entering into an access agreement to conduct testing of their equipment on the airport. Once the agreement is complete, it will be presented to the Finance Subcommittee.
- The Cape Cod Chamber has added the Airport survey to their website.
- The first meeting of the Cape & Islands Women in Aviation Chapter will be October 17, 2018 at 5:30 p.m.
- On-call Planning Engineer interviews will be held the last week of October.
- **Mildred's Property** – this is on hold until the soil removal is complete.
- **Mobile Fuel Sale platform** - still pending.
- There will be a Troop 51 Boy Scout Airport sleep over and tour in the spring.
- The Airport will also be partnering with Above the Clouds which is a Norwood based organization that targets disadvantaged youth for careers as pilots.

Meeting was adjourned at 2:27 PM



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AIRPORT MANAGER'S SITUATIONAL REPORT

Report Name:	Situational Report for Commission	Date:	10/16/2018
Author:	Katie R. Servis – Airport Manager		

The following is an update of the Airport Manager's Situational Report. Yellow highlights new or modified information since last report.

→ Leases/Future Revenue Potential

- Allies Air
 - Allies Air started air freight services on Monday August 6, 2018
 - A letter has gone out to existing carriers (Rectrix Shuttle and Cape Air) that all air freight operation must cease from the terminal by October 5, 2018
 - Week of 9/3/18 Cape Air approached airport regarding the above.
 - Letter from Cape Air received on 9/18/2018
 - Response from Airport on 10/02/2018
 - Discussion with FAA on 10/16/2018. FAA is gathering more data. The Airport submitted past commission meeting minutes, meeting notes, meeting invites, and any other correspondence that referred to the new minimum standards regarding freight, temporary measures for freight in the terminal, or any other supporting data.
- Pain D'Avignon – expansion of leased Sullivan lot for more automobile parking (need to seek zoning change or special waiver – Katie already speaking with the town's, Planning and Development Department)
 - Katie received direction from the Planning and Development Department regarding a special waiver on 8/3/2018. Katie held meeting with Brian Florence for Site Plan Review and Anna Brigham, Zoning Board on September 13 @ 0900 to discuss.
 - Direction given is to get on planning board agenda and tie waiver to lease term.

- A tenant (name to be revealed at another time) has asked to lease space on the fuel farm for the addition of a fuel tank. We have room for two more 20,000 gallon tanks or 4 smaller tanks.
 - Katie spoke to World Fuel about the above and it was suggested by World Fuel that the airport construct its own tank and lease out to tenants. We will need to discuss with the commission
- GAMA Aviation Fueling Contract – GAMA started talking to the Airport in January 2018. Charlie Bounty, the fuel desk controller for Gama, and I have been in contact this week to move things along and to establish a new contract. Still playing phone tag but will continue outreach.
- Fly Exclusive Fueling contract – they want another year in a higher tier at 100,001 gallons in the contract versus the 50,001 they had last year. They agreed to terms of new fuel program and signed the October 16, 2018 contract subject to full commission approval on 10/16/18 meeting of the full commission
- Access Agreements in development:
 - NE Aircraft Detailing – approved at the September Commission Meeting but they want to know if the airport will waive the pollution insurance requirement. I asked for MSDS sheets for the products they use and I am coordinating with our on-call environmental engineers to review before proceeding.
 - Heritage Turbines - complete
 - Remote Sensing – on hold
 - Remote Sensing – future opportunities and potential land lease for product development to be discussed with the Commission. Possible waiver on access agreement to be discussed at next Finance Subcommittee meeting
- Rectrix new aircraft list for self-fueling in review
- Rectrix merger with Ross Aviation
 - Purchase and sales agreement signed between the two companies on 10/12/2018. More information to follow. Discussion with Rectrix in near future about merger and to answer follow-up questions.
- DropBox Account Lease transfer started – need to give Commission access/tutorial
- RFP for K-mart parcel completed and two proposals on Friday October 12, 2018 they include:
 - The Wilder Companies, LTD and O’Conner Capital Partners.
 - WS Development Associates LLC.
- Cape Cod Auto Transporters
 - Working with Cape Cod Auto Transporters – failure to pay lease – to discuss with Commission
 - They still owe approximately \$1,325.09

→ Leasehold Improvements

- Cape Air approached the airport to request a possible leasehold modification to both their fleet and EDC buildings to add electric car parking stations (6 potential locations) for an employee incentives program to drive green. Completed – concept approved by Airport Commission August 21, 2018. Cape Air must return to Airport once plans are developed and present at sub-committee/commission meeting for Commission review and approval. They hope to be at the October meetings to discuss but were not ready.

→ Airport Events

- October 2018
 - Women in Aviation Introductory Meeting – Hyannis Charter Development – October 17 at 5:30pm
 - Girls in Aviation Day – October 23 – Sponsored and organized by Cape Air
- January 2019
 - Schedule meeting with Above the Clouds regarding starting a HYA chapter of their program. To be discussed with the Infrastructure Committee
- April 2019
 - Hosts of Cape Cod Chamber of Commerce’s “Good Morning Networking” event to showcase summer plans at the airport and our tenants. Exact date TBD
 - Host Boy Scout Troop 51 - Sleep Over in the Terminal and Airport Tour – boys will be in receipt of their aviation merit badge. Date in April TBD. Will work with existing tenants to develop evening curriculum followed by sleepover and breakfast at Cape Cod Coffee.
- May 2019
 - Possible host of Duffy annual fundraising event in the terminal
- September 2019
 - Cape Cod Young Professionals Back to Business Bash scheduled for 9/19/19
- Cape Cod Coffee Various Dates – general notification by CCC that they will like to host various events throughout the off-season. They have lined up meetings with the Cape Cod Chamber of Commerce and are looking at other events such as:
 - Corn hole challenge
 - Wine tasting
 - Beer tasting
 - Coffee tasting

→ Marketing Efforts to Promote the Airport

- Christina Lounsbury assigned as additional social media manager to post events and happenings on Facebook and Instagram on the airport’s behalf

- Barnstable Bulletin Entries – Katie will continue to write and send articles to Amy Harwood for future events

→ **Marketing Plan Updates**

- Matt and Katie met with Pierce Cote on Friday 7/20/18 and finalized the goals, objectives and actions and will submit draft plan to commission for review and discussion of next steps
- Matt and I are developing a calendar of annual/monthly events. Matt and I spoke of other events to plan for in the spring/summer 2019 as planning must occur now.
 - Draft 1 (partial) for Infrastructure Subcommittee submitted for review in September. Draft 2 is forthcoming.

→ **Media Coverage**

- RFP and Proposals received press release went out on 10-16-18
- Katie spoke with Matt Pitta CCB and Geoff Spilline Cape Cod Times on 10-16-18

→ **Airport Planning**

- Proposals received for on-call contracts for planning and engineering per federal requirements (not state). Meetings scheduled for 10/17/18 for internal evaluation team discussion and review of ranking
- Interviews with proposers week of 10/22 and 10/29

→ **Airport Construction**

- None

→ **Procurement**

- On-call RFP went out on 8/29/18 with proposals due on 9/24/18 – evaluation committee developed (Steve Cobb, Katie Servis, Matt Elia)
 - One for on-call planning services
 - One for on-call engineering services

→ **Legal**

- Still working with DEP on soils disposition at Mildred's and Cape Cod Aggregates. The Mildred's soils can be moved back onto airport per DEP. Matt has made arrangements with Lawrence Lynch to move soils (this has already been paid for under the Runway 15/33 project – no additional monies needed). Received FAA approve to move soils as of 10/12/18. Matt will work with LLC on relocation.
 - Disposition of soils at Cape Cod Aggregates is still in limbo; however, DEP indicated that they are working internally to come up with a solutions.
 - On-call contractor, Horsley Witten Group has been coordinating with airport and DEP as well as with the town.

- Katie has asked Anderson and Kreiger to review the following:
 - Any follow-on correspondence regarding Cape Air, Freight, Minimum Standards (Freight), airport grant assurances relating to movement of freight out of the terminal
 - Cape Air asked if we would adjust the Minimum Standards to only include emergency hospital supplies – ACK is complying. Subject of discussion at November subcommittee meetings.
 - Provided town with a list of data needed regarding PFOS/PFOA in soils to support data needs for suit against 3M – no additional word on how this is proceeding

→ **Community Support/Sense of Place Development**

- Working with Art Educators for Fall 2018 Art installation in the terminal
- Massachusetts Air and Space Museum approached airport and requested display space in the terminal for various historical items. Katie meeting with MASM on Friday 10/19/19 to discuss
- CapeCodCan installation of the 2018 Mosaic Project in the terminal is complete. The Cape Cod Collaborative Arts Network (CapeCodCAN) is entirely Cape Cod–based and is a stand-alone, self-sustaining program of the Cotuit Center for the Arts, dedicated to inclusive arts, music, and theater for people with disabilities on Cape Cod.
 - Art is for Everyone
 - The CapeCodCAN! Art is for Everyone program has spawned 8 separate programs: 2013, 2014, 2015, 2016 Fall Arts is for Everyone Projects; 2014, 2015, 2016 Art Projects; 2015 Bringing Cape Cod Together Piece by Piece Mosaic Project and 2016 The Natural Wonders of Cape Cod Mosaic Project. Each of these projects have featured the coordinated participation of up to 150 students representing up to 14 different agencies. Led by local artists, students have created works of art in various mediums, inspired by common themes. Final artworks have been displayed and sold at the Hyannis Art Shanties, Atria Woodbriar in Falmouth, The Cultural Center of Cape Cod, and Maplewood at Mayflower in So. Yarmouth. Bringing Cape Cod Together Mosaic is on permanent display at the Regional Transportation Center in Hyannis. The three pieces of Natural Wonders mosaic are on display at the Salt Pond Visitors Center of the National Seashore, the Chamber of Commerce Visitors Centers in Centerville and Falmouth, respectively.
 - Project for 2018 will be on permanent display at the airport and is a mosaic of The Victura, one of JFK's sail boats
<http://www.capecodcan.org/>

→ **Coordination with Town of Barnstable**

- Conducted bi-weekly meeting with Town Leadership
- Attended weekly Senior Staff meetings
- Completed Town Council Strategic Plan Survey per Town Manager's request
- Town implemented calendar for FY2020 budget to begin in the month of September
 - MCI Evaluator meeting scheduled for 10/17/18

→ **FY2020 Budget Season**

- Katie begin drafting the Annual Report for FY2018 for the town
- Katie will commence with the Capital Improvement Plan Development for future discussion with the Finance Subcommittee
- Katie has invited the Finance Subcommittee to the FAA/MassDOT (Federal and State) annual CIP meeting – Date to be determined but most likely in November

→ **Aviation Education**

- Katie met with the Barnstable School Superintendent on 10/15/18 regarding implementation of aviation education in the high school and she was very receptive.
- Next steps – schedule a meeting with Cape Cod Community College, Bridgewater State University, Cape Air, Rectrix and other tenants to brainstorm both on-airport and off-airport curriculums.
- Need to email thank you to Meg on 10/16/18 with attached sample curriculums and presentations for career fairs.