



**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, March 17th, 2020**

Commissioners Present:

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

Commissioners not present:

Zachery Lesinski

Yarmouth Representative:

William Marasco

Airport Staff Present:

Katie R. Servis, Airport Manager; Mathew T. Elia, Assistant Airport Manager; and Mary McDonald, Financial Analyst.

Public Members:

Bob Mallard, Airport Solutions Group joined remotely.

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners Weill, Bierwirth and Flores)

The Finance Subcommittee met on Tuesday, March 3rd, 2020. Commissioner Weill read a review of the meeting (attached).

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

The Infrastructure & Marketing subcommittee met on Tuesday, March 3rd, 2020. Commissioner Young read a review of the meeting (attached).

OLD BUSINESS

NONE

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

NEW BUSINESS

COM0320-01 – Approval of Amendment #2 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Remodel Project in the amount of \$32,040.00

MOTION to approve amendment #2 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Firefighting/Snow Removal Equipment Building Remodel Project in the amount of \$32,040.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin and was seconded by Commissioner Weill.
- On January 29, 2019 the Airport Commission approved the FY2020 Capital Improvement Plan Budget which included a number of projects, including the Aircraft Rescue and Fire Fighting/Snow Removal Equipment Building Remodel Project (FBO portion of the building). This project is funded solely by the Airport; however attempts have been made in requesting funding from MassDOT Aeronautics.
- As this is a building project and we have Fennick & McCredie on contract for on-call architectural services for building construction and related services, we asked them to develop a proposal that would include:
 - Project existing conditions assessment;
 - Project design;
 - Project cost estimates;
 - Project bid specifications and bid documentation needed for procurement purposes;
 - Project contract administration;
 - Project permitting; and
 - Project oversight during construction.
- The Chief Procurement Officer Amended their on-call contract to include this task.
- After in-depth discussions with the full commission during the January and February 2020 Commission meetings it was decided that Airport Management should move forward with the renovation project for a not to exceed amount of \$150,000.
- This agenda item was unanimously approved by roll call vote.

COM0320-02 – Approval of Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Griffin Avionics.

MOTION to approve the Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Griffin Avionics to reflect the current rate standards. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin and was seconded by Commissioner Weill
- Airport Management updated the lease to reflect current standards
- This agenda item was unanimously approved by roll call vote.

COM0320-03 – Approval of Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Ross Rectrix.

MOTION to approve the Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Ross Rectrix to reflect the current rate standards. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin and was seconded by Commissioner Flores.
- Airport Management updated the lease to reflect current standards
- This agenda item was unanimously approved by roll call vote.

COM0320-04 – Approval of Request for Funds in the Amount of \$100,000 from the Airport Reserves to Support an Airport Feasibility Study for Future Airport Development (Restaurant, Museum and Conference Space).

MOTION to approve the Request for Funds in the amount of \$100,000 from the Airport Reserves to Support an Airport Feasibility Study for Future Airport Development (Restaurant, Museum, and Conference Space)

SPONSOR: Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin and was seconded by Commissioner Flores.
- Airport was approached by a number of entities that wish to develop a restaurant, air and space museum and conference space at the airport.
- The airport would like to conduct a feasibility study to assess if development is feasible. Based on recent studies performed in other Massachusetts cities, this would cost between \$75,000 - \$100,000 to complete
- A feasibility study is the first step of the development process and provides critical guidance for possible design, construction, and operations.

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner; Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

- The Airport is most interested in a market analysis and cost benefit analysis for the study to evaluate the following:
 - Site/Area Evaluation
 - Concept Description and Industry Trends
 - Market Analysis
 - Evaluation of Comparable Facilities
 - Annual Usage
 - Physical Planning and Concept Development.
 - Financial Analysis
 - Typical Development Cost Analysis
- The Airport will retain the services of firms that specialize in such evaluations through a competitive bid process and in coordination with the Town's Chief Procurement Officer.
- This agenda item was unanimously approved by roll call vote with the modification of holding off spending at this time due to the current COVID Crisis.

COM0320-05 – Approval of Request for Funds in the Amount of \$101,000 from the Airport Reserves and Approval of Grant Application by and between Barnstable Municipal Airport and MassDOT Aeronautics Division to Fund Airfield Mowing Equipment using Airport Reserves, which will be reimbursed 100% by MassDOT Aeronautics.

MOTION to approve the Request for Funds in the Amount of \$101,000 from the Airport Reserves, and Approval of Grant Application by and between Barnstable Municipal Airport and MassDOT Aeronautics Division to Fund Airfield Mowing Equipment using Airport Reserves, which will be reimbursed 100% by MassDOT Aeronautics. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin and was seconded by Commissioner Young.
- The Massachusetts Department of Transportation – Aeronautics Division (MassDOT) reached out to airports indicating that they have available funding for various projects that help them meet MassDOT Aeronautics Leading by Example Greenhouse Gas Reduction Initiatives in Fiscal Year 2020 and they are looking to fund eligible projects before the end of the fiscal year (June 30, 2020).
- The Airport must purchase the equipment by June 30th, 2020 and in turn be reimbursed 100% by MassDOT Aeronautics
- This agenda item was unanimously approved by roll call vote

COM0320-06 – Business Plan Update Presentation 3Q Results

- Management provided a presentation of the 3rd quarter results and progress of the Business Plan.
- This agenda item was a presentation only no vote was taken.

Commissioner John Flores left the meeting at 4:58 pm.

UPDATES:

- Proposed Airport Rates & Charges Modifications Workshop – April 21, 2020 @ 5:15 post Commission Meeting
- Pilot Incentive Gear/Marketing Material
 - Airport Management will provide a presentation and discuss pilot incentive gear and give-away items for the Summer Season 2020.
- Event Pre-planning- Currently all events are on hold.
- Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy
 - Per discussions with the Infrastructure subcommittee the Airport Management is in the process of updating outdated Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy
- ARFF/SRE Roof Replacement Update
- ARFF/SRE Phase I Improvements Update
- Airport Marketing
 - Jumpstart 2020
 - March 2020 Meeting Planning Discussion
 - April 2020 Meeting Draft Presentation Review
 - May 2020 Meeting Final Presentation Review
- Airport Master Plan Update
 - Inventory Chapter Review has been completed

Barnstable Municipal Airport Commission

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Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

- Forecast Chapter is under review
 - Planning Advisory Group (PAG) Meeting was on 2/18/2020
- Airport Business Plan Update – FY Q3 (March 2020) – also see above
- Cape Air Rooftop Solar Array Update
 - Glare study complete
 - FAA obstruction analysis complete
 - Pre-construction meeting complete
 - Insurance requirements - complete
- RFP Land Development Update –
 - Is on hold until reviewed as part of Airport Master Plan Update
- Financial Update
 - Is on hold until we have a new data processing resource developed.
- CIP – FY2021
 - Has been submitted to Town of Barnstable to be put on the April 2020 Town Council Agenda.
- Budget – FY2021
 - Is in process
- Airport Rates & Charges Update
 - March 2020 review
 - April 2020 Workshop
- PFOS/Public Involvement Plan & Update
 - We have collected data to present to the Department of Environmental Protection.
- Upcoming Request for Proposals.
 - No Update at this time
- Lease with Southern Airways Express
 - Manager Servis stated the lease is in process. She also remarked that there business has been hot hard with COVID 19 crisis.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:17 PM
The next meeting will be held on April 28, 2020.


NORMAN WEILL, CLERK
FOR

Met Tuesday, March 3rd, 2020 @ 8:34 am

Commissioners Weill, Flores & Bailey were present.

Minutes of the November 7th, 2019 Finance Subcommittee Meeting were unanimously approved & signed.

NEW BUSINESS:

F0320-01 – Review and Discuss Amendment #2 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Remodel Project in the amount of \$32,040.00

- On January 29, 2019 the Airport Commission approved the FY2020 Capital Improvement Plan Budget which included a number of projects, including the Aircraft Rescue and Fire Fighting/Snow Removal Equipment Building Remodel Project (FBO portion of the building).
- Fennick & McCredie our on-call architectural service for building construction and related services, were asked to develop a proposal that would include:
 - Project existing conditions assessment;
 - Project design;
 - Project cost estimates;
 - Project bid specifications and bid documentation needed for procurement purposes;
 - Project contract administration;
 - Project permitting; and
 - Project oversight during construction.
- After in-depth discussions with the full commission during the January and February 2020 Commission meetings it was decided that Airport Management move forward with the renovation project for a not to exceed amount of \$150,000.

Action : The agenda item was moved to the *March 17th, 2020 Full Commission meeting for approval.*

F0320-02 – Discuss proposed Rates and Charges Modifications.

- Discussed overview of the existing rates and charges and the process that we will go through in updating those rates and charges. This will include a public meeting with airport tenants on the proposal.
- Our last increase was in 2017 and we were very conservative.
- When looking at our Rates and Charges we should consider either an across the board 3% increase or look at each fee and decide a course of action.

Action: None at this time.

F0320-03 – Review and Discuss Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Griffin Avionics.

- Griffin Avionics rents a number of tie downs from the Airport and the lease has expired.
- Airport Management updated the lease to reflect current standards

Action : The agenda item was moved to the *March 17th, 2020 Full Commission meeting for approval.*

F0320-04 – Review and Discuss Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Ross Rectrix.

- Ross Rectrix rents a number of tie downs from the Airport and the lease has expired.
- Airport Management updated the lease to reflect current standards.

Action : The agenda item was moved to the *March 17th, 2020 Full Commission meeting for approval*

F0320-05 – Review and Discuss Airport Feasibility Study for future Airport Development (Restaurant, Museum and Conference Space).

- The Airport has been approached by a number of entities indicating their desire and need for an Airport themed restaurant, convention center and aviation museum. Various stakeholder meetings conducted as part of the 2020 Airport Master Plan Update and 2019 Airport Business Plan highlighted a desire for more aviation education, an airport restaurant with airfield views and airport conference space to accommodate community events and training/seminar facilities.
- We will need to conduct a feasibility study to examine the practicability of a Potential New Restaurant, Convention Center, and Air & Space Museum at Barnstable Municipal Airport; either as standalone facilities or multi-use facilities.

OVER →

- The feasibility study is the first step of the development process and provides critical guidance for possible design, construction, and operations. The Airport is most interested in a market analysis and cost benefit analysis with the intent for the study to evaluate the following:
 - Site/Area Evaluation
 - Concept Description and Industry Trends
 - Market Analysis
 - Evaluation of Comparable Facilities
 - Annual Usage
 - Physical Planning and Concept Development.
 - Financial Analysis
 - Typical Development Cost Analysis
- The study will be paid for in its entirety from the Airport's reserves. It is estimated that the study may cost between \$75,000 and \$100,000 to complete.

Action : The agenda item was moved to the *March 17th, 2020 Full Commission meeting for approval*

F0320-06 – Review and Discuss Grant Application for airfield Mowing Equipment by and between Barnstable Municipal Airport and MassDOT Aeronautics Division.

- MassDOT Aeronautics Leading by Example Greenhouse Gas Reduction Initiatives have earmarked the purchase of airfield mowing equipment for a number of MA airports.
- Airport officials met with MassDOT in January 2020 and the following 2 projects were identified as being eligible for a 100% reimbursement from MassDOT.
 - Propane Tractor with Attachments
 - Commercial Grade Battery Operated Zero Turn Mower with a Solar Canopy

Action : The agenda item was moved to the *March 17th, 2020 Full Commission meeting for approval*

OLD BUSINESS:

NONE

UPDATES:

- ARFF/SRE Roof Replacement Update
- ARFF/SRE Phase I Improvements Update
- Airport Marketing
- Jumpstart 2020
 - March 2020 Meeting Planning Discussion
 - April 2020 Meeting Draft Presentation Review
 - May 2020 Meeting Final Presentation Review
- Airport Master Plan Update
 - Inventory Chapter Review – Completed
 - Forecast Chapter – Under review
 - Planning Advisory Group (PAG) Meeting on 2/18/2020
- Airport Business Plan Update – FY Q3 (March 2020) – also see above
- Cape Air Rooftop Solar Array Update
 - Glare study complete
 - FAA obstruction analysis complete
 - Pre-construction meeting complete
 - Insurance requirements - complete
- RFP Land Development Update – on hold until reviewed as part of Airport Master Plan Update
- Financial Update – on hold until we have a new data processing resource developed
- CIP – FY2021 Submitted to Town of Barnstable
- Budget – FY2021 in process
- Airport Rates & Charges Update (March 2020 review)
- PFOS/Public Involvement Plan & Update
- Upcoming Request for Proposals.
- Lease with Southern Airways Express

Meeting was adjourned 10:05 a.m.

Met Tuesday, March 3rd @ 10:32 AM

Commissioners Young and Bierwirth were present. Commissioner Lesinski was not present.

The minutes from the January 7th and February 4th Infrastructure & Marketing subcommittee meetings were approved and signed.

UNFINISHED BUSINESS:

- **IN0319-01 – Discussion of Future Tank Development at the Airport’s Fuel Farm on the North Ramp**
 - This will be revisited after the Master Plan
 - *Action: This agenda item will remain on the Infrastructure Agenda for future discussions*

NEW BUSINESS:

- **IN0320-01 – Presentation by Howard Bonnington on the 90th Anniversary flight of Boardman-Polando**
 - Howard Bonnington spoke about his background and reviewed his prior contact with management about his mock-up for a ceiling display in the terminal.
 - As 2021 is the 90th anniversary of the Boardman-Poland flight, he thought this would be a good time to revisit the proposal.
 - He has been approached by the Massachusetts Air & Space Museum for some of his art for display as well as selling his book.
 - Management will meet with Fennick.McCredie and Howard Bonnington to discuss an estimate of cost and to determine if the ceiling can support the weight.
 - Once this is complete, staff will approach the Air & Space museum to see if they would like to participate with the Airport on the installation.
 - Mr. Bonnington kindly left his rendering of the Coast Guard Aircraft for display in the Airport Conference Room.
 - *Action: None required*
- **IN0320-02 – Presentation of Third Quarter Business Plan Update**
 - Manager Servis reviewed a power point presentation comparing the Quarter 3 vs. the Quarter 2 goals.
 - She reviewed each goal individually and each action within the goals.
 - The flowing “Ease of Access” videos will be prepared:
 - The current Cape Air video will be modified to reflect JetBlue activity
 - A corporate and general aviation video will highlight local modes of transportation and activities
 - A compilation video will highlight aviation education, businesses and airfield tenants, and airport energy conservation efforts.
 - *Action: None required*
- **IN0320-03 – Discussion of Pilot Incentive Gear and Marketing Material**
 - Assistant Manager Matt Elia reported on his research on T-shirts and the program for pilot eligibility for the give-away.
 - The concept is for a GA pilot to purchase a top-off or over 250 gallons and receive a shirt that says “I flew to Cape Cod” with the Airport logo.
 - Co-branding the t-shirts with Ross-Rectrix was discussed.
 - *Action: This marketing campaign could be trying for a one-year period to see the response.*
- **IN0320-04 – Discussion of Event Pre-planning**
 - March 2020
 - 4th – Press Conference for new Southeast Airways Express service
 - 27th Delegate’s Luncheon
 - April 2020
 - Cub Scouts Night in the Terminal (date to be determined)
 - 24th – Cape Cod Chamber Good Morning Networking
 - May
 - 1 or 2nd – Girl Scouts Night in the Terminal Harwich troops (with possible EAA Young Eagles flights)
 - *Action: None required*

The Nantucket Shuttle reinstatement of service has not been determined. A meeting will be planned to discuss with Ross-Rectrix.

The Town Manager spoke with management about pursuing a satellite Cape Cod Community College location at the Airport for the aviation classes.

An Aviation Movie Night fly-in was suggested for a future event at the airport.

- **IN0320-05 – Discussion of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy**
 - Adding elements to the policy for energy efficiency was discussed.
 - Management will forward a redline version to the subcommittee members to review.
 - These will be brought up to date with the Town’s building policies, including Green Initiatives.
 - *Action: None required at this time*

- **IN0320-06 – Discussion of JumpStart Pre-planning**
 - Information based on passenger zip codes of travelers using other airports is included in the presentation.
 - A draft will be reviewed by the full commission at the May 19th meeting.
 - Management requested to meet with 7 airlines.
- Commissioner Young invited Nantucket Shuttle to attend the May meeting to view the presentation if they are considering additional service.

Updates:

- **ARFF/SRE Roof Replacement Update**
 - Moving forward, data is being compiled to go out to bid
- **ARFF/SRE Phase I Improvements Update**
 - Fennick & McCredie will provide cost estimates for both vestibule options
- **Airport Master Plan Update**
 - The Planning Advisory Group (PAG) meeting went well
 - The Access Road, Runway length, Environmental issues and other key issues were discussed
- **Cape Air Rooftop Solar Array Update**
 - Construction has started and should be complete by the end of March
- **RFP Land Development Update**
 - On hold until the Master Plan is complete
- **Financial Overview**
 - This is on hold until after the RFP for software database is complete
- **Budget – FY2021 in process**
- **Airport Rates & Charges Update**
 - A workshop will be held in April to review
- **PFOS/Public Involvement Plan (PIP) & Update**
 - Management is working with the DEP and Town on mitigation for the area of impact. Mitigation should be complete by June/July 2020.
- Meeting was adjourned at 12:21 PM

