



**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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Katie R. Servis, Airport Manager
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**BARNSTABLE MUNICIPAL AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, August 27, 2019**

Commissioners Present:

John T. Griffin, Jr., Chairman, James DellaMorte, Clerk, Norman Weill, Zachery Lesinski 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:

Elizabeth Young

Yarmouth Representative:

Bill Marasco

Airport Staff Present:

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

Public Members:

Chris Willenborg, Airport Solutions Group and Laura Canham, McFarland Johnson.

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 and a moment of silence for Jim Griffin, Sr., Griffin Avionics, who recently passed away.

Minutes of the previous meetings:

No minutes to approve

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Weill and Bierwirth)

The Finance Subcommittee met on Tuesday, August 6, 2019. Commissioner DellaMorte read a review of the meeting (Attached).

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

The Infrastructure & Marketing subcommittee met on Tuesday, August 6, 2019. Airport Assistant Manager, Mathew T. Elia read a review of the meeting (Attached).

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; James DellaMorte, Clerk; Elizabeth Young, Commissioner; Zachary Lesinski, Commissioner; Norman Weill, Commissioner and Commissioner; Wendy Bierwirth

Old Business

BMA0619-01 – Approval of Amendment #1 by and between the Barnstable Municipal Airport Commission and Cape Cod Coffee LLC.

MOTION to approve LEASE AMENDMENT #1 by and between the Barnstable Municipal Airport Commission and Cape Cod Coffee LLC to modify the monthly lease payment effective July 1, 2019. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- Cape Cod Coffee approached Management explaining concerns regarding the lack of off-season sales.
- They do well in-season with the arrival of JetBlue, however in the off season it costs more for personnel than they are make in revenue.
- They requested to modify the hours, cutting back in the off-season and only using the café for special events.
- Once summer arrives they would resume with a daily operations schedule.
- Rent relief was also discussed.
- Manager Servis, stated without modified hours and rent relief Cape Cod Coffee would need to depart from the airport leaving a vacant store front and we would have no services to offer customers.
- This agenda item was unanimously approved by verbal vote.

New Business:

BMA0819-01 –Approval of Leasehold Improvement Plans for the Lease dated July 29, 2010 by and between the Barnstable Municipal Airport and Cape Air LLC for Solar Array Installation.

MOTION to approve, as stated in Article Two of the lease by and between the Barnstable Municipal Airport and Cape Air LLC, the leasehold improvement plans for a Solar Array installation at 660 Barnstable Road, Hyannis, MA. This conceptual approval is contingent upon the conditions as outlined in the memo dated August 8, 2019 from the Airport Manager. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Lesinski, and seconded by Commissioner DellaMorte.
- Article two of the existing lease issued August 24, 2010, requires that the Lessee gain approvals of the Barnstable Airport Commission for any leasehold improvements.
- At the August 6, 2019 Infrastructure and Marketing Committee conceptually agreed to the idea and the installation of solar on the north half of this building as long as the following conditions are met.
 - The leasehold improvement is made in compliance with "Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport" as revised in the year 2000;
 - Plans/schematics are delivered to the Airport Commission showing the proposed roof mounted solar installation.
 - A structural report by a licensed engineer evaluating the integrity of the roof system
 - Proof of receipt of all necessary local permits for installation;
 - Proof of airspace obstruction analysis filing and receipt of a determination from the Federal Aviation Administration and Massachusetts Department of Transportation – Aeronautics Division;
 - Proof of completion of an ocular and glare analysis and receipt of a determination;
 - Proof of temporary crane analysis filing and receipt of a determination for construction from the Federal Aviation Administration and Massachusetts Department of Transportation – Aeronautics Division;
 - Proof of coordination with Dig Safe prior to installation;
 - Installation schedule provided to the Airport Commission;
 - Proof of insurance for the contractors during installation;
 - Proof of insurance of the system post construction that covers the building and roof structure;

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; James DellaMorte, Clerk; Elizabeth Young, Commissioner; Zachary Lesinski, Commissioner; Norman Weill, Commissioner and Commissioner; Wendy Bierwirth

Managers' Report:

- Financial Overview
 - The Finance Subcommittee will provide quarterly financial reports with some additional information beginning in October
- RFP Land Development Update
- Airport Rates & Charges
 - Over the next couple of months the Finance Subcommittee will be looking at our top five or six revenue sources.
- PFOS/Public Involvement Plan
 - Additional funding will be needed so a request will be made at the September meetings.
- Past Events
 - July 15/31 – Discover Barnstable Bismore Park.
 - August 8 – 11 – Barnstable Art at the Airport – Thursday through Sunday.
 - August 9 – FAAS Team Meeting “Sharing the Airspace with Drones”.
- Upcoming Events
 - September 12 – FAAS Team Meeting
 - September 14 - Electric Car Show and Drive Day
 - September 19 – CCYP
 - September 21 - EAA Young Eagles Flight Program
Launched in 1992, the Young Eagles program has dedicated more than 25 years to giving youth ages 8–17 their first free ride in an airplane and it will happen here at HYA in September.
 - October 3-6 – EAA B-17 Tour and Young Eagles Event.
 - October 15 – Southeastern Massachusetts Career Fair & Expo.
 - November 3 – EAA Young Eagles Flight Program.
- Airport Master Plan Update
 - The next step is for McFarland Johnson to complete a SWAT Analysis.
- Airport Business Plan Update
 - Airport management has asked McFarland Johnson to make some changes to how the online access is set up.

Announcements – Commissioner’s Comments:

Chairman Griffin introduced and welcomed Commissioner Wendy Bierwirth to the Airport Commission. Commissioner Weill commented that the Cape Cod Aero Club came to the Barnstable Airport and complimented the Airport Staff on the welcome they received.

EXECUTIVE SESSION:

Executive Session under G.L.c. 30A §21(A), to discuss the contract for Katie R. Servis, Airport Manager, which was signed and approved by the Barnstable Municipal Airport Commission on January 28, 2018.

- Commissioner Griffin stated under the advice of counsel this agenda item will be tabled and revisited at a later date.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:00 PM
The next meeting will be held on April 16, 2019.



JAMES DELLAMORTE, CLERK
FOR

- Development and scheduling of a pre-construction, safety and security meeting with Airport Management
- A Next Steps and Leasehold Improvements Letter outlining the conditions were sent to Cape Air.
- This agenda item was unanimously approved by verbal vote.

BMA0819-02 – Approval of Renewal of the Terminal Contract by and between Barnstable Municipal Airport and the Transportation Security Administration

MOTION to approve the Lease Amendment No. 9 by and between the Barnstable Municipal Airport and the Transportation Security Administration for a term of five years plus one five-year renewal option effective November 1, 2019. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- The present lease expires on October 31, 2019.
- Amendment #9 is for a five year extension to the original lease.
- This agenda item was unanimously approved by verbal vote.

BMA0819-03 – Approval of the Recommendation of Award for Fennick McCredie Architecture, Ltd. for a three year on-call contract for Architectural Services.

MOTION to approve the Recommendation of Award to Fennick McCredie Architecture, Ltd. for a three-year on-call contract for Architectural services at the Barnstable Municipal Airport. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- The requirement for on call architectural services for the Barnstable Municipal Airport was advertised.
- We received one proposal from Fennick McCredie Architecture, who is also the existing on-call firm.
- In accordance with the Massachusetts General Law Chapter 7C Designer Selection Law requirements an evaluation committee was selected on August 12, 2019 to review of the proposal. The committee members selected was Johanna Boucher, Chief Procurement Officer, Amber Patterson, Purchasing Agent, Katie Servis, Airport Manager and Matthew Elia, Asst. Airport Manager.
- All reviewers were in agreement the proposal was highly advantageous based on qualifications, experience and past performance with the airport over the past three years are in agreement to recommend the award to Fennick McCredie.
- The Commission approved the Recommendation of Award for Fennick McCredie Architecture, Ltd. for a 3-year on-call contract for Architectural Services.
- A contract will be on the Finance Subcommittee September 2019 agenda for review and approval.
- This agenda item was unanimously approved by verbal vote.

BMA0819-04 – Review & Discuss a Temporary Business Operating Agreement by and between Barnstable Municipal Airport and Biszko Contracting.

MOTION to approve the Non-aviation Off-airport Access and Land Use License Agreement by and between the Barnstable Municipal Airport Commission and Biszko Contracting Corporation for limited temporary use of approximately 34,000 square feet of property. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- Biszko Contracting has contracted with the Town of Barnstable and is looking for space to stage equipment for a 3 month period.
- Management spoke with procurement and is recommending that rather than a lease, we provide access to the property.
- Biszko would pay for the right to use the property though a Business Operating Agreement or \$1,500 for the 3 months of land use.
- This agenda item was unanimously approved by verbal vote

Met Tuesday, August 6th, 2019 @ 8:30 am

Commissioners DellaMorte, Weill & Bierwirth were present.

Minutes of the April 10th and May 7th Finance Subcommittee were approved.

NEW BUSINESS:

F0819-01 Review and Discuss Renewal of the Terminal Contract by and between Barnstable Municipal Airport and Transportation Security Administration.

- The TSA is requesting to implement a 5-year renewal of Lease Number LMA04262 for the airport terminal.
- They have analyzed its portfolio and have determined that the terminal lease is available for another five- (5) year renewal option in lieu of a Full & Open Competition to award a new lease.
- Manager Servis stated this has been done on several occasions and this would be considered Amendment #9 to the original lease.
- Their current lease expires on October 31, 2019.
- Management is working with TSA on a few modifications that need to be made
- Agenda item was recommended and moved to Full Commission for approval, contingent on satisfactory terms are met.

F0819-02 Review and Discuss Temporary Business Operating Agreement by and between Barnstable Municipal Airport and Biszko Contracting.

- Biszko is contracted with the Town of Barnstable and is looking for space to store equipment and material for a 3 month period.
- Management spoke with the Town of Barnstable Procurement and they are recommending that rather than a lease, we provide access to the property and Biszko pay for the right to use the property.
- The Agreement would run from September 1st, 2019 through December 31, 2019.
- This would be a Business Operating Agreement and per our current Rates & Charges would be a yearly charge of \$1,500.00.
- Management stated this would be an Agreement not a lease.
- Commissioners requested Management consult with our attorney Anderson & Kreiger to ensure the Agreement is consist with other tenants.
- Agenda item was recommended and moved to Full Commission for approval, pending consult with Anderson & Kreiger.

OLD BUSINESS:

None

UPDATES:

- Financial Overview - Expense, Revenue reports were reviewed
- RFP Land Development Update- is currently on hold.
- Airport Rates & Charges Study-discussed possibly having a workshop in September.
- Upcoming Events
 - August 1 - August 11 – Arts at the Airport (part of Arts Barnstable) – Thursday through Sunday
 - August 9 - FAAS Team Meeting
 - September 12 - FAAS Team Meeting
 - September 14 – Electric Vehicle Car Show & Ride
 - September 19 – Cape Cod Young Professionals Back to Business Bash in the Terminal
 - October 3-6 – EAA B-17 Tour and Young Eagles Event
 - October 15 – Aviation Workforce Development Expo (TBD)
- Airport Master Plan Update- Airport Manager Servis stated our consultant McFarland & Johnson are compiling data to move forward.
- Airport Business Plan Update- Management stated this is ready to go. However, they are still working on the fiscal year view.
- Meeting was adjourned 9:40 a.m.

Met Tuesday, August 7th, @ 10:34 AM

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

Minutes of the May 7th and June 11th meetings were tabled.

UNFINISHED BUSINESS:

- **IN0319-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp**
 - Funding for this item will be included in the FY2021 budget.
 - Allies Air is the only tenant requesting to discuss their own fuel tank, but they have not submitted a formal proposal.
 - Requesting an increase to the Cape Cod Commission Fuel cap was discussed.
 - The best avenue for protecting the area environmentally and controlling safety and fuel activity would be to have the tenants use BMA future above ground fuel tanks.
- *Action: This agenda item will remain on the Infrastructure Agenda for future discussions*

NEW BUSINESS:

- **IN0819-01 Review & Discuss Leasehold Improvement Plans for the Lease dated July 29, 2010, Article Two, by and between the Barnstable Municipal Airport and Cape Air LLC for Solar Array installation**
 - At the ay 2019 meeting the Airport Commission voted to modify the Cape Air lease to accommodate the life of the solar panels, 20 years, and allow additional solar panels to be installed.
 - Jim Wolf, Cape Air, presented construction drawings and a time table for the installation of the additional panels and reviewed the engineering of the roof and the existing solar panels.
 - This item was moved to the full commission for approval provided Cape Air has met all of the parameters and requirements the Subcommittee requested.
- **IN0819-02 – Review & Discuss Aircraft Rescue Fire Fighting (ARFF) Building Roof Repair**
 - The ARFF building was constructed in 1994. Moisture has built up in the air chamber and compromised the roof bladder requiring a new roof.
 - The FAA will fund a percentage of the cost, but not over the FBO or office space. MassDOT funding may also be available and Management will apply for a grant.
 - The next step in to develop bid specifications to send out an RFP in January of 2020.
 - This item was moved to the full commission for approval.
- **IN0819-03 – Review & Discuss Fixed Base Operator (FBO) Office Rehabilitation**
 - Manager Servis reviewed the current set-up and conditions of the Airport's FBO area.
 - \$30,000 has been budgeted for upgrades and reconfiguration of the space, with an additional \$10,000 for furniture. This will begin once the roof has been repaired.
 - The possibility of purchasing a 6 bay hangar on the East Ramp was discussed. This would allow for the relocation of the perimeter fence to accommodate landside access, and the Airport would look at a feasibility study for additional staffing for an FBO.

Airport Manager's Report

- **Business Plan Update**
 - The dashboard will be modified to track goals achieved within the current fiscal year, as well as the five year goal
 - A commission workshop will be held after the vacant position is filled to discuss the Business Plan.
- **Airport Master Plan Update**
 - McFarland Johnson has implemented the DAT for the process to prepare our Master Plan Update. This software allows the Airport to use their statistical information to forecast based upon historical data for the future needs of the Airport.
- **Airport Facilities Maintenance Plan**
 - The age of all Airport assets (buildings ,vehicles, mechanical items, and security assets) are being identified on a spreadsheet to predict the life of the item, the frequency it should be inspected, potential preventative maintenance, and service done to the asset.
- **RFP Land Development Update**
 - Manager Servis will be meeting with Johanna Boucher to review
- **WS Landing at Hyannis LLC Update**
 - The memorandum presented to the Finance Subcommittee was reviewed.
- **Financial Overview**
 - Manager Servis reviewed a memorandum presented to the Finance Subcommittee
 - The FY2019 revenues are 21.87% above the projected amount.
 - The FY2020 expenditures are being monitored for unusual expenditures to date.
- **Events**
 - The following events were reviewed:
 - August 1-11 – Barnstable Airport Artist Shanties – Thursday through Sunday
 - August 9 – FAAS Team Meeting

- September 12 – FAAS Team Meeting
 - September 14 – Electric Vehicle Car Show & Ride
 - September 19 – Cape Cod Young Professionals Back to Business Bash
 - September 21 – EAA Young Eagles Flight Program
 - October 3-6 – EAA B-17 Tour and Young Eagles Event
 - October 15 – Workforce Development Expo
 - November 3 – EAA Young Eagles Flight program
- Meeting was adjourned at 12:21 P

