

**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, July 30, 2019**

Commissioners Present:

John T. Griffin, Jr., Chairman, Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachery Lesinski: James DellaMorte, 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:

None

Yarmouth Representative:

Not Present

Airport Staff Present:

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

Public Members:

Bud Breault, Retired Airport Manager; Mark Ells, Barnstable Town Manager; Dick Marks and Victoria Maguire, W.S. Development; John Flores, Vice President, Barnstable Town Council and Airport Liaison; Jim Crocker, President, Barnstable Town Councilor; David Anthony, Barnstable Director of Asset Management; Steve Riesland, Airport Solutions Group; Geoff Spillane, Cape Cod Times; Andy Clyburn, Barnstable Assistant Town Manager; and Lynne Poyant, Director of Community Services.

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:07 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 DellaMorte and Weill)

The Finance Subcommittee met on Tuesday, July 9, 2019. Commissioner DellaMorte read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young and Lesinski)

The Infrastructure & Marketing subcommittee did not meet during the month of July 2019.

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 tabled.

New Business:

BMA0719-01 –Annual Airport Security Inspection Presentation

- Airport Manager, Servis indicated that Christina Lounsbury has been the Noise Abatement/Airport Security Coordinator since October 2003.
- As Airport Security Coordinator, Christina conducts the training, updates, renewals of all 700 employee badges so that all are up-to-date in TSA protocol and security regulations and conducts annual audits and random audits of 10% of the 700 badged every 6 months. She also updates BMA documentation for TSA regulatory compliance.
- Between June 05, 2019 and June 28, 2019, the Transportation Security Administration (TSA) conducted its annual inspection of Barnstable Municipal Airport.
- The inspectors found Christina to be “very knowledgeable” and through her management of the program “all necessary security functions were being carried out accordingly by HYA staff, tenants and law enforcement personnel”
- Not one single discrepancy was found.
- Congratulations to Christina and the team!

BMA0719-02 – Approval of Renewal of the Discount Fuel Contract for FY2020 by and between the Barnstable Municipal Airport and NetJets

MOTION to approve the renewal of the Discount Fuel Pricing Agreement effective July 1, 2019 by and between the Barnstable Municipal Airport and NetJets Services, Inc. **SPONSOR:** Finance Subcommittee (**may be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Weill.
- NetJets has been part of the airport’s discount fuel program since 2012. They purchase the largest quantity of fuel program participants at 200,001 gallons annually.
- In 2018 the company purchased 29% of overall fuel sales; 235,946 gallons of the 803,595 gallons sold by the Airport.
- Management is suggesting that the Commission continue with the existing program in place for FY2020.
- This item was presented at the Finance Subcommittee on July 9. The subcommittee asked management to see if NetJets would: 1) increase the uplift from 200,001 gallons to 300,001 and/or 2) to identify the price per gallon that would make them increase the uplift. The response from Netjets was that the most they can see purchasing from HYA is in the 200,000 – 250,000 gallon range.
- This agenda item was unanimously approved by verbal vote.

BMA0719-03 – Approval of the Agreement by and between the TOWN OF BARNSTABLE, acting by and through the Barnstable Municipal Airport Commission (the “Airport”), and WS Landing at Hyannis LLC (the “Developer”) for certain property located at 790 Iyannough Road/Route 132 in Hyannis, Massachusetts, commonly known as Capetown Plaza.

MOTION to approve the Agreement by and between the Town of Barnstable acting by and through the Barnstable Municipal Airport Commission and WS Landing at Hyannis LLC for certain property located at 790 Iyannough Road/Route 132 in Hyannis, Massachusetts, commonly known as Capetown Plaza. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Griffin, and seconded by Commissioners Young and Lesinski.
- Commissioner Griffin stated the following:
 - The Commission today will be taking action on a side letter, which represents a form of Lease Subordination, Non-Disturbance Recognition and Attornment Agreement (SNDA) that would be acceptable to the Commission if sought by a potential subtenant of the property, and providing this form to the subtenant in advance of the negotiation would be detrimental to the negotiating position of the Commission. Accordingly, the Commission intends to take action on this side letter regarding the negotiated form in executive session on Friday, August 2nd, 2019.
 - This has been a very significant team effort from Town Council Leadership, Town of Barnstable Leadership, Airport Staff, and WS Development for making this happen.

- Approval (and signing) of the Agreement between the Airport and WS Development for the 49-lease for the 26.88 acre parcel commonly known as Capetown Plaza but soon to be known as WS Landing at Hyannis is a great and momentous event.
- It has been a long process from Request for Proposal (RFP) development (October 2017) to Agreement and Lease Negotiations (January 2019 – July 2019), to today for the signing of the Agreement
- The Airport would not be at this juncture without the entire team coming together and making this happen. From the bid award, to fully negotiated Agreement/Lease terms in just seven months. The majority of the team that made that happen include:
 - Town Council Leadership:
 - Jim Crocker , Town Council President
 - John Flores, Town Council Vice President
 - Town of Barnstable Leadership:
 - Katie Servis, Airport Manager
 - Matt Elia, Assistant Airport Manager
 - Mark Ells, Town Manager
 - Andy Clyburn, Assistant Town Manager
 - Mark Milne, Town of Barnstable Finance Director
 - Ruth Weil, Town Attorney
 - Charles McLaughlin, Assistant Town Attorney
 - Johanna Boucher, Town of Barnstable Chief Procurement Officer
 - Elizabeth Jenkins, Town of Barnstable Director of Planning and Development
 - David Anthony, Town of Barnstable Director of Property and Risk Management
 - Airport Commissioners
 - WS Development:
 - Dick Marks, Executive Vice President
 - Louis Masiello, Senior Vice President, Development (Not present tonight but a huge help in this process)
 - Victoria Maguire, Development Manager
 - Attorneys:
 - Anderson & Kreiger
 - Goulston & Storrs
- Bravo team!
- Manager Servis invited individuals to say a few words:
 - Jim Crocker , Town Council President
 - Spoke of all of the communication throughout with three different managers and three different Airport Managers and the constant was WS Development. The consistency deserves recognition and the Town is very grateful. He recognized and thanked all the committees that made it happen.
 - Mark Ells, Town Manager
 - He stated that Commissioner Griffin and Jim Crocker hit upon many of the highlights. It was exciting to see the effort of leadership of the council and the commission and many managers and finance, procurement and legal staff. He thanked everyone and looks forward to working with WS Development on this and hopefully many more opportunities.
 - Dick Marks, Executive Vice President - WS Development
 - He stated Lou Masiello could not attend today. WS Development first signed an agreement to be stewards of the property 10 years ago, but have not been able to reinvest in it. The journey has been working with everyone to come up with a structure to allow WS to reinvest, and that would benefit the Airport and the Town. The race to get all of the documents in place happened remarkably quickly. He thanked all of the people involved. Not the journey continues working with the community, the commission and town boards to determine what is best for the community and this important asset. WS Development's commitment to the Town and the Airport is to be good listeners and good partners, reinvest for the long term, and create a place to bring the community together. He looks forward to continuing to work with the Town.
- This agenda item was unanimously approved by verbal vote.

Noise Report:

The report was included in the Commissioner's packets

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

The report was included in the Commissioner's packets

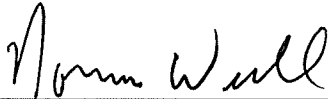
Commissioners Comments:

None

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:33 PM

The next meeting will be held on August 27, 2019.



NORMAN WEILL, CLERK