



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
HYANNIS, MA 02601  
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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, February 19, 2019**

**Commissioners Present:**

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

**Yarmouth Representative:**

William Marasco

**Airport Staff Present:**

Katie R. Servis, Airport Manager, Matthew T. Elia, Assistant Airport Manager, and Suzanne Kennedy, Executive Assistant to the Airport Manager

**Public Members:**

John G. Flores, V.P. Town Council; Bob Mallard, ASG; Paul Tardif, Ideal Floor Covering; and Joseph Reid, FAA Tech Ops

**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:**

The minutes of the following meetings were approved and signed:  
January 29, 2019 Commission meeting

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

**Finance Subcommittee (Commissioners DellaMorte, Cobb, Berlandi)**

The Finance Subcommittee met on Thursday, February 5, 2019. Commissioner DellaMorte read a review of the meeting (Attached).

**Infrastructure & Marketing Subcommittee (Commissioners Young, Lesinski, Weill)**

The Infrastructure & Marketing subcommittee met on Tuesday, February 19, 2019. Commissioner Young reported the following on today's meeting:

- The Minimum Standards revision to include emergency transport of medical and humanitarian supplies when the current freight service is unavailable was discussed. After a two week comment period from the tenants, this will be before the Commission for approval.
- The Business Plan was reviewed and the manager is moving forward with the goals and objectives.

- The installation of Cape Air Electric Charging Stations and their employee incentive program was discussed.

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Chairman Griffin reported that he and Vice Chairman Cobb held their quarterly Leadership Meeting with the Town Council on February 11th. The following topics were discussed: WS Development, Development of Real Estate parcels, appraisals and RFPs, Zoning issues, attracting new Airlines, JumpStart, possible extension of Runway 5-33, and the Business Plan.

Chairman Griffin announced that the Executive Session will be moved to the end of the meeting, and the regular session of the meeting will not reconvene after the Executive Session.

**Old Business:**

None

**New Business:**

**BMA0219-01 Approve Supplemental Appropriation Order to the FY2019 Operating Budget in the amount of \$765,000 for submission to the Town Council**

**MOTION** to Approve the Supplemental Appropriation Order to the FY2019 Operating Budget in the amount of \$765,000 for submission to the Town Council. This Appropriation Order is for \$750,000 in additional Aviation Jet Fuel and \$15,000 is for additional Legal Fees. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte, and seconded by Commissioner Weill.
- Manager Servis stated the cost of Jet Fuel for FY2019 was estimated during the budget process, which occurred in December 2017. At this time the cost of the fuel was approximately \$2.45/gallon and now it has been about \$2.80/gallon on average.
- According to the typical purchases for the remainder of the Fiscal Year, the budget is going to be short.
- The original budget for FY2019 was \$1.8 million for an anticipated 765,000 gallons of Jet Fuel.
- Sales of Jet Fuel have increased and two additional companies have requested fuel contracts.
- Currently \$1.7 million has been expended and an estimated additional 30 loads of fuel are anticipated prior to June 30, 2019. Thirty loads at \$2.80/gallon equates to \$750,000 needed for additional Jet Fuel purchases which will also generate additional revenue.
- The Legal Fees average \$5000/month on outside legal counsel.
- The Airport utilizes the Town of Barnstable legal counsel first, but if it is aviation related or unusual topic, outside counsel is required. This is to assure that we are doing business in the best interest of the Airport.
- Upcoming negotiations for leases require additional unanticipated legal fees.
- There was a question about the purchase of fuel, if it was under a contract or current market cost. It is purchased at the current market cost.
- Commissioner Young requested a copy of the MUNIS report for Jet Fuel Revenues. Any excess expense appropriations for the Fiscal Year will be returned to the Airport Reserves.
- This appropriation order will be on the Town Council Agenda next week, but after it is approved, according to Town Charter the Airport will have to wait 30 days prior to using the funds.
- This agenda item was unanimously approved by verbal vote.

**BMA0219-02– Approve Sublease Agreement between MAJ Commercial Realty LLC (Ideal Floor Covering) and MEWSS LLC**

**MOTION** to approve the sublease agreement between MAJ Commercial Realty LLC (Ideal Floor Covering) and MEWSS LLC for the property located at 290 Iyannough Road/Route 132 Hyannis, MA. This property is currently leased to MAJ Commercial Realty LLC by the Barnstable Municipal Airport Commission. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- Manager Servis introduced Paul Tardif who is representing Mark Woods and MAJ Commercial Realty (Ideal Floor Covering LLC).
- MAJ Commercial Realty LLC has the existing lease with the Barnstable Municipal Airport that was signed in August 2018.
- They are requesting a sublease with MEWSS LLC which is also solely owned by Mark Woods.
- The Small Business Administration (SBA) is requesting that MEWSS LLC be the operating entity of the lease for Ideal Floor Covering LLC. The mortgage for this company was procured through Cape Cod Five Bank with MAJ Commercial Realty LLC, and the SBA holds the second mortgage.
- This agenda item was unanimously approved by verbal vote.

### **Yarmouth Representative Comments:**

Mr. Marasco had no items to discuss.

### **Airport Manager's Report:**

#### **Situational Report:**

- Staff is in the process of reviewing the comments received from WS Development for the Agreement. Comments for the Lease have not been received yet. The extension for the signing of the Agreement is April 11<sup>th</sup>; however, the approval of the 49 year lease will be before the Town Council on March 21<sup>st</sup>. The Commission would like to have both the Agreement and the Lease completed by this date.
- The FY2020 Operating Budget was presented to the Town last week. Over the past two years money has been used from the reserves to balance the budget. Expense items that were taken off of the FY2019 budget due to constraints will be returned to the FY2020 budget. These initiatives are funds for Marketing, an online digital format to process in-house paperwork more efficiently, equipment, and modifying the Airport FBO and T-Hangar facilities. The Operating budget expenses are just over \$7.3 million. The Operating budget revenue includes the new leases and fee increases for a total of \$8 million. These excess revenues will be set aside for future large facility improvements such as Runway 6-24 project and the EMAS bed replacement project.
- Two new potential Hangar tenants have approached management for locations on the East Ramp.
- There are several events scheduled during the spring at the Airport:
  - Duffy Health Center Gala will be held in May with about 350 attendees.
  - The Boy Scouts of America want to have a sleepover to include presentations from several tenants.
  - Assistant Manager Elia is working with the FAA to coordinate other events on the airfield.
- The Air & Space Museum would like to display additional historical items in the terminal. Staff is meeting next week with the Architect to determine if the rafters are sound to hang items. Once appropriate locations are chosen, the Commission will hear more about the installation.
- The General Aviation Forum, hosted by the Massachusetts Air & Space Museum, will be the end of March. Other Airports will be invited to attend to review upcoming events to try and schedule them so that they do not conflict.

#### **Business Plan Update:**

- Management reached out to McFarland Johnson to assist with the Barnstable Municipal Airport Business Plan. The power point presentation is attached.
- The Goals & Objectives have been identified and Phase I of the two phase plan involves the following:
  - Identifying what goals need to be worked on, and then prioritizing and implementing tasks to accomplish these.
  - Tracking/Reporting /Monitoring will be reviewed every month with a snapshot of the progress. This will be done through the McFarland Johnson dashboard.
- Next steps for Phase I include:
  - Objectives Refined (Targeted & Focused)
    - Jan/Feb 2019
  - Effort/Resource Evaluation
    - Mar/Apr2019
  - 12-Month Action Plan
    - May 2019
  - The four major goals were reviewed.
  - Once information is entered or deleted, a dashboard will be created to report information that identifies current snapshot of goals and objectives, and what still needs to be implemented.

### **Commissioners Comments:**

Chairman Griffin reassigned the commissioners to the following subcommittees effective immediately:

- Commissioner Young – Infrastructure & Marketing Subcommittee Chair
- Commissioner Lesinski - Infrastructure & Marketing Subcommittee
- Commissioner Cobb - Infrastructure & Marketing Subcommittee
- Commissioner DellaMorte – Finance Subcommittee Chair
- Commissioner Berlandi - Finance Subcommittee
- Commissioner Weill - Finance Subcommittee

### **EXECUTIVE SESSION**

Chairman Griffin moved to go into Executive Session under G.L.c. 30A §21(A), to conduct a strategy session for the Agreement between the Barnstable Municipal Airport Commission and WS Landing at Hyannis, LLC. For airport owned property located at 790 Iyannough Road/Route 132 Hyannis, MA. I declare that an open meeting may have a detrimental effect on the negotiating position of the Airport; the meeting will reconvene in open session

for the purpose of adjournment only. The motion was seconded, and a roll call vote was taken to go into executive session at 4:53 PM.

Griffin	yes	DellaMorte	yes	Young	yes
Lesinski	yes	Weill	yes		

The Airport Commission voted to reconvene in open session at 5:40 PM. This was seconded and a roll call vote was taken.

Griffin	yes	DellaMorte	yes	Young	yes
Lesinski	yes	Weill	yes		

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 5:40 PM

The next meeting will be held on March 19, 2019.

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JAMES DELLAMORTE, CLERK