



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, May 28, 2019

Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

James DellaMorte,
Clerk

Elizabeth Young,
Commissioner

Zachary Lesinski,
Commissioner

Norman E. Weill,
Commissioner

Vacant
Commissioner

Vacant
Commissioner

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:

None

Yarmouth Representative:

Not Present

Airport Staff Present:

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

Public Members:

Chris Willenborg, ASG; Rick Lucas, Scott LeCount- and Zach Staff, McFarland Johnson; Jim Wolf, Cape Air; and Ashley Watts, Rectrix

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

The minutes of March 19th, 2019 meeting were approved and signed:

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Cobb, Berlandi)

The Finance Subcommittee met on Tuesday, May 7th, 2019. Commissioner DellaMorte read a review of the meeting (Attached).

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

The Infrastructure & Marketing subcommittee met on Tuesday, May 7th, 2019. Commissioner Young read a review of the meeting (Attached).

Old Business:

None

EXECUTIVE SESSION

As Chair of the Airport Commission, chairman Griffin move to go into Executive Session under G.L.c. 30A §21(A), to conduct a strategy session for the Agreement and Lease 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. He declared that an open meeting may have a detrimental effect on the negotiating position of the Airport. The meeting will reconvene in open session after the Executive Session.

The motion was seconded, and a roll call vote was taken to go into executive session at 4:10 PM.

Griffin	yes	DellaMorte	yes	Young	yes
Lesinski	yes	Weill	yes		

The Airport Commission voted to reconvene in open session at 5:09 PM. This was seconded and a roll call vote was taken.

Griffin	yes	DellaMorte	yes	Young	yes
Lesinski	yes	Weill	yes		

New Business:

BMA0519-01 – Conceptual approval of the Agreement between the Town of Barnstable, acting through the Barnstable Municipal Airport Commission, and WS Landing at Hyannis LLC

MOTION to conceptually approve the Agreement between the Town of Barnstable, acting through the Barnstable Municipal Airport Commission, and WS Landing at Hyannis, LLC for the property located at 790 Iyannough Road, Hyannis, MA.

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

- This agenda item was moved and read by Commissioner DellaMorte, and seconded by Commissioner Weill.
- There was no discussion.
- This agenda item was unanimously approved by verbal vote.

BMA0519-02 – Approval of Lease Amendment #5 to the ground lease dated August 20, 2002, with amendments, and as modified, between the Barnstable Municipal Airport and Ross Rectrix Holdings, LLC for an additional parcel for an aircraft parking apron

MOTION to approve LEASE AMENDMENT #5 to the ground lease dated August 20, 2002, with amendments, and as modified, between the Barnstable Municipal Airport and Ross Rectrix Holdings, LLC to add an additional parcel of land containing 47,350 square feet entitled “Lease Plan Aircraft Parking Ramp Parcel “D” Exhibit “E” Barnstable Municipal Airport Barnstable, Massachusetts” (dated 3-11-2017) to be used annually as an aircraft parking apron. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- During the summer season they are extremely busy and we try to provide them with additional space on the north Ramp so they can quickly access their customers
- In the past management had approached Rectrix to lease this space on a year round basis, but Rectrix declined as they only wanted to lease seasonally.
- Ross Aviation is all for a year round lease to allow for greater business and service flexibility.
- This will allow our existing tenant flexibility and allows the Airport to meet a Business Plan Goal of promoting General Aviation activity.
- Security will not be affected as this should mitigate pilot activity and management can work with the TSA to implement a new FBO movement area.
- This agenda item was unanimously approved by verbal vote.

BMA0519-03 – Approval of Lease Amendment #2 to the ground lease dated August 24, 2010 with amendments, and as modified, between the Barnstable Municipal Airport and Hyannis Air Service, Inc. d.b.a. Cape Air/Nantucket Air to fully build out the rooftop solar array system.

MOTION to approve LEASE AMENDMENT #2 to the ground lease dated August 24, 2010 with amendments, and as modified, between the Barnstable Municipal Airport and Hyannis Air Service, Inc. d.b.a. Cape Air/Nantucket Air to fully build out the rooftop solar array system on the 660 Barnstable Road location. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Lesinski, and seconded by Commissioner DellaMorte.
- Cape Air has a great sustainability program and implements green initiatives for their company and their employees.
- Cape Air is requesting that the Airport Commission modify the lease terms for the 660 Barnstable Road building (Fleet building) to mirror the terms similar to the lease on the 600 Barnstable Road building which will allow Cape Air to fully build out their solar array on the Fleet building. This will allow them to leverage financing and installation funding.

- Any solar company requires a 20-year lease as the system has a 20-year life span. Massachusetts procedure requires site control for 20 years to qualify for their programs.
- The existing lease is just shy of the 20 year term.
- The roof was installed in 2010 and Cape Air did an engineering study that projects a 35 year life expectancy.
- This agenda item was unanimously approved by verbal vote.

BMA0519-04 – Approval of the 3-year On-call Airport Pavement Marking Project Request for Proposal

Motion to approve the Request for Proposal for the 3-year On-call Airport Pavement Marking Project.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner DellaMorte.
- The Airport is required to paint some portion of the airfield annually and previously capital funds have always been budgeted and an RFP has been issued for each separate fiscal year.
- The 3-year on-call contact will allow for greater flexibility and ability to address painting needs expeditiously.
- The lowest bid was submitted from Hi-Way Safety Systems. This company has been used for prior projects on the Airport.
- This agenda item was unanimously approved by verbal vote.

BMA0519-05 – Presentation and Discussion of the Barnstable Municipal Airport Business Plan and the 12-month Action Plan

- Airport management has made significant headway and will be ready to reveal the 12-month action plan.
- Progress to date includes:
 - Prioritization of the parts of the Business Plan & Implementation
 - Tracking/Reporting/Monitoring options
 - Identifying Objectives & Refining those Objectives
 - Identifying what the 12 month Action Plan will contain
- There are four goals and within these are 13 Objectives. Within these objectives there are various action items to be implemented to achieve the goals.
- Manager Servis reviewed the 12 month action plan and the transition from the Excel Spreadsheet to the Instrument Panel that McFarland Johnson has created.
- The Instrument Panel will identify the percent of completeness for each of the goals and objectives during the fiscal year.
- Manager Servis reviewed several examples of the areas of the Instrument Panel and how they tie into the visual presentation of the progress.
- Management will report this progress quarterly to the Airport Commission.

BMA0519-06 – Presentation and Discussion of the Jump Start Program

- Management developed four different presentations for each airline – Allegiant, Jet Blue, Cape Air, and American Airlines
- The data in each is somewhat similar, so Manager Servis reviewed the American Airlines presentation as an example. They intrigue management the most as they have smaller seat aircraft (45 to 90 seats) that are attune to winter operations.
- Manager Servis reviewed the slides outlining “What is Cape Cod”, overview of Hyannis as a gateway to the Cape, Historical & Existing service, Available Facilities, Runways, etc., service potential for each company, and Cost advantages & Incentives.
- The Commissioners requested some additions and modifications to the existing and potential service and to the enplanement decrease information. There was a discussion about the high speed ferry service and how that has affected the Airport.
- The Airport Incentive Program is not as robust as it could be, so management will also ask the airlines what they would like to entice them to the airport.
- McFarland Johnson will be getting zip code data for future years to use to forecast for the Master Plan and the potential travel statistics.
- Commissioner Young commented that the bus seats that are going to Logan could be used for projected travelers.
- Gift bags will be given to each of the airlines with the Cape Cod Coffee Jet Fuel Coffee, Cape Cod Chips, etc.

BMA0519-07 – Presentation and Discussion of the Draft Airport Rates & Charges

- Manager Servis reviewed the model used for the Rates & Charges that McFarland Johnson created.
- This model can be used each year to input data to develop the fee projections.
- The Airport can identify if the current rates and charges for various sectors are appropriate to cover costs associated with the revenues.
- Manager Servis reviewed the cost of goods sold for Jet Fuel and inputting all of the cost factors in the model to determine if our current price and current markup are appropriate.

- The model projected that the minimum markup required is \$1.02 to recoup the cost of goods sold. This is useful information to determine the fuel discount program contract margins.
- This model allows for constantly changing data to determine budget decisions and future rate and fee needs to provide services. The Airport will be able to determine minimums that need to be charged based upon the cost.
- The model can also divide an employee's salary costs per type of jobs that are done and how that affects the cost of services. Manager Servis gave several examples.
- Management will receive the final report next week for review. The model will be finalized in June.

BMA0519-08 – Annual Nomination of Airport Commission Officers

According to the Airport Commission Rules & Procedures, the actual election will take place during the June annual organizational meeting. Nominations shall be made no later than the meeting preceding the annual organizational meeting, which is tonight's meeting. Chairman Griffin stated he would open nominations for officers.

CHAIRMAN:

Commissioner Young nominated John Griffin to continue to serve as Chairman of the Commission. The motion was seconded by Commissioner Weill.

VICE CHAIRMAN:

Commissioner Griffin motioned to nominate Elizabeth Young to serve as Vice Chairman. The motion was seconded by Commissioner Weill.

CLERK:

Commissioner DellaMorte motioned to nominate Norman Weill to serve as Clerk. The motion was seconded by Commissioner Young.

There were no other nominations and nominations were closed. The formal vote for officers will be held at the June meeting. Chairman Griffin will meet with the Town Attorney to review the Airport Commission Rules and Procedures to make sure they are in compliance with Town and Open Meeting Law regulations.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

Cape Air Charging Stations

- The Cape Air charging stations have been installed and may be turned on by May 31, 2019.

Upcoming Events

- Manager Servis will send a list of upcoming events to the commissioners.

Master Plan Update:

- All of the Grant applications have been submitted to the FAA.

RFP Land Development Update:

- A draft lease has been completed to attach to the priority 1 parcel adjacent to the WS at Hyannis Landing parcel.
- The Chief Procurement Officer should issue the RFP within the next month.

Commissioners Comments:

There are vacancies on the Airport Commission and Chairman Griffin asked everyone to with a possible interest to apply. Chairman Griffin requested that the commissioners complete the standard Town of Barnstable Performance Appraisal for Manager Servis and return to him prior to June 7, 2019. He will compile the comments and review the milestones achieved over the past year.

Assistant Manager Elia is currently involved in the annual three day Part 139 inspection.

The June Subcommittee meetings will be held on June 11th at 8:30 AM and 10:30 AM; and the June Commission meeting will be held on June 18th at 4:00 PM

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 6:25 PM
The next meeting will be held on June 18, 2019.