



**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 18, 2020**

Commissioners Present:

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

None

Yarmouth Representative:

Not present

Airport Staff Present:

Katie R. Servis (remotely), Airport Manager; Mathew T. Elia, Assistant Airport Manager; and Suzanne Kennedy, Executive Assistant to the Airport Manager.

Public Members:

Robert Mallard, Airport Solutions Group and Mark Cestari, Southern Airways Express

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:04 p.m. Attendance roll call was taken followed by the Pledge of Allegiance. A moment of Silence was held for retired Commissioner Timothy Luzietti. May he rest in peace

Minutes of the previous meetings:

Minutes of the June 16, 2020, and July 21, 2020 meetings were approved and were signed by Chairman Griffin for Clerk Weill.

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, August 4th, 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, August 4th, 2020. Commissioner Young read a review of the meeting (attached).

The following was taken out of order:

Old Business

COM0720-06 – Approval of the Contract by and between Barnstable Municipal Airport and Southern Airways Express.

MOTION to approve the Contract by and Between Barnstable Municipal Airport and Southern Airways Express for the Lease of Space in the Airport Terminal to provide passenger services. **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- During the June 2020 Commission meeting the Commission approved the terminal lease for Southern Airways Express (SAE).
- Since then, Southern Airways Express requested a modification in which a Force Majeure clause be added to the lease allowing for termination of the lease in the event of a catastrophic event were to occur and management has suggested month-to-month lease terms for a period of one year.
- Airport attorney's from Anderson and Kreiger reviewed the lease and updated the document accordingly and also added updated provisions in various locations where updates were necessary.
- Manager Servis stressed that the Airport is trying to support all of the tenants during the COVID-19 pandemic and a month-to-month lease would allow the Airport to partner with Southern Airways Express (SAE).
- Mark Cestari, Southern Airways Express, spoke about the following:
 - SAE had been considering the Hyannis/Nantucket route for a few years
 - Even though the airline industry has been thrown into chaos, they wanted to redirect travelers that could not travel abroad to be able to travel in their own backyard.
 - They were supposed to start the beginning of April, but they did not start service until July 2nd, which was difficult as the season was half over.
 - SAE has been marketing very heavily, but after six weeks the loads factor in Hyannis is only 8%.
 - Their commitment remains strong. They are trying to reconnect with American Airlines for continuing flights.
 - Next week their 40% of their schedule capacity will be adjusted to New Bedford.
 - Their intention is to provide year round connecting service, and they need to survive in order to do that.
- Commissioner Lesinski remarked that the market for Nantucket tends to be blue collar workers that fly early in the morning and back at the end of the day.
- Commissioner Flores lived on Nantucket for 20 years and commented that right now passengers prefer the fast ferry rather than a crowded aircraft; and the regular passengers are not aware of the new airline.
- Commissioner Weil commented that the Cape Cod Five Bank needs to fly over employees on a regular basis and marketing should be toward professional workers.
- Manager Servis recommended a brainstorming meeting to discuss experiences and information that might help SAE.
- The Commission wants the airline to succeed in these unprecedented times.
- This agenda item was unanimously approved by verbal roll call vote.

COM0720-01 Airport Branding Presentation

- Manager Servis stated the idea is to have the branding in place rather quickly for use in marketing the airport.
- She reviewed three logo options that the Quotient Group had revised, and gave examples of various mock-ups:
 - Stabilizer logo
 - Beacon logo
 - Cape Cod logo
- All of these have the "Cape Cod" text in the center and use the same colors.
- The commissioners had the following comments:
 - The beacon does not represent the airport and aviation
 - The arm of Cape Cod should have crossed runways to indicate where the airport is located
 - The general consensus is that "regional" would be better than "gateway"
 - Latitude and longitude of the airport should be put within the lower ring of the circle
 - "Cape Cod Regional Airport" was favored
 - An embossed font for the "Cape Cod" might make it more prevalent
- Manager Servis commented that there are some airports that changed "regional" in their name to include "gateway" as "regional" has a connotation as a smaller airport.
- This logo will not change the three letter designator, but will change the verbal ID of the airport.
- It was determined that "regional" would be used in the logo and "gateway" would be used in the marketing campaign.
- The gold color was discussed and needs to be changed with a few options offered to the Commission.
- The commissioners requested that revised logos be sent to them prior to the September Commission meeting.

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 Quotient Group will revise the logo with these suggestions to be presented at the next meeting.

COM0720-02 – Approval of the Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.

MOTION to approve the Contract by and between Barnstable Municipal Airport and World Fuel Services for JetA Fuel Supply and Fuel Vehicle Rentals. **SPONSOR:** Management (**May be acted upon**)

This agenda item was tabled. Anderson & Kreiger is still reviewing the document.

COM0720-05 – Approval of Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc., for a guaranteed 200,001 gallons annually.

MOTION to approve the annual Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc. for a guaranteed 200,001 gallons. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bailey.
- NetJets has been part of the airport's discount fuel program since 2012 and they purchase the 2nd largest quantity of all the discount fuel program participants at 200,001 gallons annually.
- During the June and July Finance Subcommittee meeting, it was suggested that we offer the discount but at the going rate approved by the commission in February 2020. We have had several rounds of discussion with NetJets has since responded and asked for the following modification:
 - Cost plus \$1.35/gallon to meet the new rates
 - With no formal Minimum Annual Guarantee
- Language has been added to indicate that the FY2022 contract would be under review if they did not meet 200,001 gallons for FY2021 in that the airport would reduce the tier in the next year if they could not meet the 200,001 gallon uplift
- NetJets asked that we forgo our MAG due to long standing commitment of NetJets.
- This agenda item was unanimously approved by verbal roll call vote.

New Business:

COM0820-01 – Approval of Bid Acceptance, Award Recommendation and Contract for the 3-year on-call ENVIRONMENTAL ENGINEERING, PERMITTING AND DEP REMEDIATION CONSULTANT SERVICES for Barnstable Municipal Airport.

MOTION to approve the Bid Acceptance, Award Recommendation and Contract for the 3-year on-call ENVIRONMENTAL ENGINEERING, PERMITTING AND DEP REMEDIATION CONSULTANT SERVICES for Barnstable Municipal Airport. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- Every 3 years the airport requests that qualifying consultants bid on the on-call contract for airport environmental services.
- Requests for Proposals went out on June 19, 2020 and were due on July 14, 2020.
- There were two responders:
 - The Incumbent, Horsley Witten Group
 - Environmental Partners
- After review by Procurement and Management the bid was awarded to Horsley Witten Group.
- This agenda item was unanimously approved by verbal roll call vote.

COM0820-02 – Approval of a Temporary Waiver to Allow Freight in the Terminal Building

MOTION to approve the temporary waiver to allow freight service through the terminal building to accommodate customers.

SPONSOR: Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- Allies Air is presently not forwarding freight to the islands. They are an on-demand charter air carrier and not a commuter air carrier.
- Right now the Islands only have the ferries as a freight alternative and some of that freight is time sensitive.
- By allowing for freight to be temporarily carried into and out of the terminal (as we allowed in the past) it will provide customers with an alternative.
- Freight revenues to the Airport have decreased since March 2020 and have been non-existent for over the last several months.
- This agenda item was unanimously approved by verbal roll call vote.

Commissioner Young left the meeting at 5:27pm.

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

COM0820-03 – Approval of Memorandum of Understanding by and Between Barnstable Municipal Airport Commission and the Town of Barnstable for Sidewalk Installation on Airport Owned Property at 0 Independence Drive

MOTION to approve the Memorandum of Understanding by and Between Barnstable Municipal Airport Commission and the Town of Barnstable for sidewalk installation on Airport owned property located at 0 Independence Drive, Hyannis, MA. **SPONSOR:** Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- In October and November 2019, easements were identified that were needed by the Town of Barnstable and MassDOT Highway Division for various pieces of land for roadway improvements.
- The MassDOT easements were previously approved by the Commission.
- This easement has been changed to a Memorandum of Understanding and is for the property at 0 Independence Drive for the Town of Barnstable to install a sidewalk.
- The MOU's language was drafted by Airport Attorney's, Anderson & Kreiger, in coordination with the Town of Barnstable's Attorneys to make sure that language is used that will meet FAA criteria.
- The Town of Barnstable will install and maintain the sidewalk.
- This agenda item was unanimously approved by verbal roll call vote.

Updates

- Commission By-Laws – presently under review by Anderson & Kreiger. They are reviewing all of the commissioner's comments. This item will be added to a future Commission meeting.
- New Finance Reporting – this was presented at the August Finance Subcommittee meeting. A summary report will be provided to the Commission on a regular basis.
- Assistant Manager Elia gave an update on the Pilot Incentive Gear Program – the program is in place and he showed the Commission one of the shirts.
- PFOS/Public Involvement Plan & Update/Mitigation
 - The project started last Monday
 - The safety precautions are in place and Horsley Witten is on site
 - The progress is on track for Project completion September 30/October 30

Announcements – Commissioner's Comments

Commissioner Weill thanked all of the staff for all of the work to provide the new financial reporting.

Commissioner Lesinski announced that he is resigning from the Airport Commission directly after this meeting as he has taken on some new endeavors at the Airport that could potentially be a conflict of interest. The commissioners thanked him for all that he has done to promote the airport and all of his contributions. They wished him the best!

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:42 PM
The next meeting will be held on September 15, 2020.



NORMAN WEILL, CLERK
FOR

Met Tuesday, August 4th, 2020 @ 8:31 a.m

Commissioners Weill, Flores & Bailey was present. The meeting was held via ZOOM.

Review and approve minutes of the June 2nd, 2020 and July 7th, 2020 Finance Subcommittee meeting was tabled.

EXECUTIVE SESSION: Executive Session pursuant to G.L. c. 30A, § 21(a)(6)) to discuss and consider a future agreement by and Between Barnstable Municipal Airport and HMI Parking Services LLC as an open meeting may have a detrimental effect on the negotiating position of the Finance Sub-Committee.

Action : The agenda item was tabled.

OLD BUSINESS

F0720-02 – Review & Discuss Proposed Agreement by and between Barnstable Municipal Airport and HMI Parking Services LLC.

- Manager Servis stated we did not receive the information we need.
- No further discussion

Action : The agenda item was tabled.

NEW BUSINESS

F0820-01 Review & Discuss Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc.,

- They have been part of the airport's discount fuel program since 2012.
- They purchase the largest quantity of all the discount fuel program participants.
- Discussion included implementing our new rates and charges approved by the commission in February 2020 into their agreement.
- Net Jets asked to reduce their guaranteed gallons purchased.
- Discussion on adding a Cancellation Clause to the Agreement.

Action : The agenda item was moved to the August 18th, 2020 Full Commission meeting for approval contingent on adding Cancellation Clause language.

F0820-02 – Review & Discuss the Contract by and Between Barnstable Municipal Airport and Southern Airways Express.

- Modifications have been made to the contract.
- Southern Airways requested one modification in which they requested that a Force Majeure clause be added to the lease allowing for termination of the lease if a catastrophic event were to occur
- Airport attorneys from Anderson and Kreiger reviewed the lease agreement to ensure we are meeting all requirements and updated the document accordingly.
- Management has requested Southern Airways Express, Mark Cestari, Chief Commercial Officer review and sign the lease agreement by August 18th, 2020.

Action : The agenda item was moved to the August 18th, 2020 Full Commission meeting for approval.

F0820-03 – Review and Discuss Revision to the Commission by-Laws.

- The last modification to the By-Laws was October 2018.
- Town Attorney Charlie McLaughlin reviewed the By-Laws to be sure we are meeting the requirements regarding Open Meeting Laws and Chapter 90.
- Commissioners requested a few modifications:
 - To clarify Powers & Purpose.
 - Add language stating what the commissioner's responsibilities are.
 - Add Quarterly Financial Reporting.

Action : The agenda item was moved to the August 18th, 2020 Full Commission meeting for approval contingent on revisions and comments added.

Met Tuesday, August 4, 2020 @ 10:33 am

Commissioners Young and Bierwirth were present. Commissioner Lesinski was not present. The meeting was held via ZOOM.

The following was taken out of order:

UNFINISHED BUSINESS:

IN0319-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp

- ***Action: This agenda item will be revisited at a future meeting and will be taken off the unfinished business and moved to updates***

IN0320-05 – Discussion of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy

- Further modifications have been made to the draft document.
 - It was recommended that the Airport create a policy in terms of similar reduction and include in the Guidelines for Construction and Alterations.
 - Manager Servis reviewed the additions and changes to the draft guidelines that were made by both Manager Servis and Jim Wolf, Cape Air. She noted the addition of a list of organizations that tenants could reference for help with green construction alternatives.
 - Potential incentives and remaining compliant with the FAA guidelines need to still be examined.
 - There was a discussion of other renewable energy entities and groups that will use this document as a standard.
 - This will be sent to the Cape Cod Commission and the Town of Barnstable's Planning Department for further input on policies.
 - It was suggested to include additional requests for the use of "green" vendors for Airport procurement. Language may need to be added to Request for Proposal (RFP) documents for future airport leases and vendors.
 - This draft will be forwarded to the Commissioners for review once substantially complete.
 - A discussion was held about adding airline efficiency and energy reduction requirements to the Airport Guidelines.
 - ***Action: Manager Servis and Jim Wolf will continue to finalize this draft prior to sending to the Cape Cod Commission and the FAA for review.***
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- **IN0720-01- Discuss Freight**
 - Management received requests from Cape Air and users of the Airport to allow freight services back in the terminal and a potential waiver for temporary freight service through the terminal was discussed.
 - Last week management gave a vendor permission to transport fresh pasta via Cape Air as there was no other way to ship the product in a timely manner.
 - Waiver language will be prepared to present to the full commission
 - Allies Air is momentarily not providing freight services. Management will contact Allies Air to find out how long they have suspended freight services. The Airport wants to provide continuous service to the customers.
 - ***Action: Temporary waiver language will be prepared to present to the full commission.***

IN0720-02 Discuss Airport Branding

- The Quotient Group made modifications based upon the commissioner's comments.
- Four updated graphic options were presented
 - Circle design with GATEWAY (italics) in center
 - Cape Cod Map Gateway Airport
 - Beacon with airplanes in light
 - Circle design with GATEWAY (not italics)
- Various comments on each design were made and noted
- The Circle design was preferred with modifications to the colors, fonts, and background.
- ***Action: Manager Servis will provide the suggested modifications to The Quotient Group.***

IN0720-03 Discuss Airport Business Plan – FY2021 Planning

- This is the 1st update for Fiscal Year 2021. The quarterly report will be presented in September.
- Manager Servis reviewed FY2021 Goal priorities for Goals A through D:
 - Goal A – Corporate Flights
 - Goal B – Non-aviation Land Leases
 - Goal C – Jump Start 2021 and reaching out to potential partners
 - Goal D – Branding & Imaging
- Goals B & D will be the focus for the beginning of FY2021. The highest types of revenue streams were reviewed and a discussion of the necessity of focusing on increasing non-aeronautical revenue sources.
- Land Lease rentals are essential non-aeronautical revenues. The Master Plan will identify what properties are available for future revenues. There was a discussion of short term parking at the old Mildred's site or improving the site.

BARNSTABLE MUNICIPAL AIRPORT

Barnstable Municipal Airport Commission Meeting

Tuesday, August 18, 2020 at 4:00 PM

Remote participants vis ZOOM

SIGN IN SHEET

[illegible]